



Gloversville Public Library  
Meeting of the Board of Trustees  
34 WEST Fulton Street  
January 16, 2018  
6:30pm

Pledge to the Flag  
Public Comment

1. Accept minutes of the December 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
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: February 20, 2018



Barbara Madonna  
Library Director

2017-2018  
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Robin Lair

Brian Mazza

Christine Pesses

Charles Reed

## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

December 19, 2017

The Gloversville Public Library Board of Trustees held a meeting on December 19, 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, 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, Jean LaPorta, 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 the Trustees if they would approve appointing Charles Reed to the Board of Trustees to fill the vacancy left when Jay Ephraim resigned. Mr. Clark made a motion, seconded by Mrs. Buggeln, to approve Charles Reed being appointed to fill the vacancy on the Board of Trustees. This was approved all voting aye. Ms. Madonna had Mr. Reed read the Oath of Office which will be notarized by Mr. Frank and filed in the County Clerk's office.

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 November 21, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. One change was noted in that Mrs. Buggeln presented the Policies for review at the November meeting. With this change noted, Mr. Mazza made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meeting of November 21, 2017. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of November 2017 and the five-month period ending November 30, 2017. Mr. Frank informed the Trustees that our income for the five-month period is down approximately \$3,000 from last year due primarily to the decrease in the income received from Fines and Miscellaneous Income. Fine Income is down approximately \$1,000 and Miscellaneous Income is down approximately \$2,000 due to the extra income from the garage sale last year. Expenses for this year-to-date are up approximately \$15,700 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, Mrs. Lair made a motion, seconded by Mrs. Buggeln, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for December 2017 numbered 1140 through 1171 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. Ms. Batchelor 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. Another meeting of the Finance Committee is planned prior to the Trustee's meeting in January 2018.

Mr. Frank informed the Trustees that the Gloversville Library Foundation received an advance of \$300,000 on their Line of Credit to pass up to the Library to cover December construction costs and that he had transferred \$400,000 from the Library's General Fund as a loan to the Construction Account to pay the December construction bills.

Ms. Batchelor informed the Trustees that a financial report on the construction costs to date was prepared and sent to the Littauer Foundation in support of their pledge for the project.

Mrs. LaPorta informed the Trustees that the Friends had given gifts to the Library staff for Christmas and that the Friend's newsletter had been sent out to the membership and that copies were available to anyone wishing to have one. Mrs. LaPorta also informed the Trustees that the Friends are willing to help support any new projects that the Library decides to do during or after the construction is done.

Ms. Batchelor informed the Trustees that some rot was discovered in replacing the roof of the Library Building and that it had been replaced. Ms. Batchelor also informed the Trustees that much of the plumbing and heating has been roughed in and that donor tours have been continuing as construction allows. Framing inside is also being done and the facade above the main entrance has been taken down and will be replaced in the spring when weather permits.

Ms. Batchelor informed the Trustees that there was no report from the AD HOC Steering Committee but that a newsletter has been prepared and sent out to donors showing the project progress to date.

Mrs. Buggeln presented the following Policies for their second 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. Mr. Mazza made a motion, seconded by Ms. Dunn Brown, to approve these policies as presented with no additional changes. This motion was approved all voting aye.

Ms. Madonna informed the Trustees that she was waiting for Civil Service to send her a list for the Library Assistant position. Ms. Madonna also informed the Trustees that she and Nicole Hauser had been working on a rotating schedule for the staff so that the same people would not always be working on Saturday or Monday.

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

Mrs. Pesses showed the Trustees the Library Advocacy table that she had set up in the meeting room before the meeting. Mrs. Pesses also informed the Trustees that the Public Relations Committee most recently had this table set up at the Food Pantry at the North Main Street Methodist Church. The Committee is also exploring possible other sites such as the Senior Center or the two Towers in Gloversville.

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

Mrs. Pesses informed the Trustees that eight meetings had been held to date with approximately 85 people attending with Wade Abbott from Mohawk Valley Library System as part of developing our "Plan of Service" for the Library. Other meetings are being planned for after the holidays. Mrs. Pesses also informed the Trustees that she will be unable to attend the meetings in February and March.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had met for their Annual Meeting on December 14, 2017. As part of their meeting the Foundation approved \$64,000 in their budget for the Library for the 2018-2019 budget. Donations will also be passed up as received during the year. The Board also approved any two officers being able to request advances on their line of credit with NBT Bank.

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. Hearing none, a motion was made by Mr. Mazza, seconded by Mrs. Lair, to adjourn the meeting at 8:00 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday January 16, 2018 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**DECEMBER 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	\$0.00	\$393,695.00	\$393,695.00	\$0.00
Investment Income	200.00	23.80	107.37	43.71	92.63
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	1,810.00	2,837.00
Government Affiliations	7,000.00	1,400.00	7,714.44	8,120.00	(714.44)
Fines & Miscellaneous Income	10,800.00	810.57	4,631.48	9,370.17	6,168.52
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>
<b>TOTAL RECEIPTS</b>	<u><b>\$490,695.00</b></u>	<u><b>\$2,234.37</b></u>	<u><b>\$482,311.29</b></u>	<u><b>\$486,948.88</b></u>	<u><b>\$8,383.71</b></u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on December 1, 2017	<u>\$613,011.37</u>				
Plus: Receipts Per Report	2,234.37				
Less: Expenses Per Report	<u>37,257.84</u>				
Income Cash Balance on December 31, 2017	<u><u>577,987.90</u></u>				
Accounts Payable as of 12/31/17	0.00				
Prepaid Expenses as of 12/31/17	<u>(4,601.54)</u>				
Actual Cash Balance on December 31, 2017	<u><u>\$573,386.36</u></u>				
*Note - Amount of Balance Loaned to Construction Account at 12/31/17	\$ 400,000.00				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on December 1, 2017 \$9,099.41

Plus: Receipts:

Interest on Money Market Account 0.23

Less: Paid Outs:

National Grid - Library Building & Construction Hook Up 1,077.61

Frontier Communications - Tech Hookup for Contractors 59.99

Balance on December 31, 2017 \$7,962.04

**CONSTRUCTION CHECKING ACCOUNT**

Balance on December 1, 2017 \$12,772.04

Plus: Receipts:

Interest Earned 3.78

Grant Money Received 0.00

Campaign Funds from Library Foundation 40,000.00

Loan From Income Cash Account 400,000.00

Funds Borrowed By Foundation for Construction 300,000.00

Less: Paid Outs:

Bunkoff General Contractors, Inc. - General Construction 386,416.45

Butler Rowland Mays, LLP - Construction Administration 14,233.80

Ryan Biggs/Clark Davis 8,241.81

Rozell East, Inc. 32,330.40

Mazone Plumbing & Heating, Inc. 215,416.30

SRI Fire Sprinkler, LLC 39,045.00

DLC Electric, LLC 34,912.50

Balance on December 31, 2017 \$22,179.56

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on December 1, 2017 \$76.89

Plus: Receipts:

Donations 0.00

Less: Paid Outs:

None 0.00

Balance on December 31, 2017 \$76.89

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**DECEMBER 2017**

	Budget July 1, 2017 to June 30, 2018	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$194,856.00	\$ 16,238.00	\$ 97,428.00	\$ 93,515.88	\$97,428.00
Salaries - Part Time Employees	78,148.00	3,294.68	18,921.40	18,452.82	59,226.60
Salaries - Custodians	26,781.00	2,231.76	13,390.56	12,753.60	13,390.44
F I C A & Medicare Tax	22,933.00	1,651.88	9,845.93	9,501.53	13,087.07
Unemployment Insurance	725.00	0.00	355.50	342.50	369.50
Disability Insurance	500.00	0.00	197.70	395.40	302.30
Medical Insurance & Reimbursements	44,017.00	2,093.42	17,752.98	15,599.66	26,264.02
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	741.45	0.00
Electricity	0.00	0.00	0.00	1,954.87	0.00
Rent	25,000.00	5,000.00	15,000.00	0.00	10,000.00
Telephone	3,000.00	238.21	1,424.39	1,482.84	1,575.61
Insurance	10,300.00	0.00	7,963.18	7,783.26	2,336.82
Books, Periodicals, etc.	46,500.00	3,785.82	28,691.55	28,558.69	17,808.45
Computer & Automation Services	16,000.00	843.38	4,765.37	16,429.51	11,234.63
Library, Building & Office Supplies	10,000.00	329.30	2,931.92	4,235.62	7,068.08
Maintenance & Repairs	4,000.00	0.00	536.90	663.61	3,463.10
Treasurer & Recording Secretary	8,400.00	700.00	4,200.00	4,200.00	4,200.00
Professional Fees	5,500.00	0.00	1,440.00	1,728.75	4,060.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	54.57	1,318.32	1,145.62	1,681.68
Events & Programming	3,000.00	30.00	1,972.83	1,919.16	1,027.17
Promotion Expense	4,000.00	746.62	2,106.86	1,256.32	1,893.14
General Expense	2,000.00	20.20	402.38	611.02	1,597.62
<b>TOTAL EXPENSE</b>	<b>\$543,082.00</b>	<b>\$37,257.84</b>	<b>\$254,841.06</b>	<b>\$246,464.15</b>	<b>\$288,240.94</b>

**GLOVERSVILLE PUBLIC LIBRARY**  
**CHECK AND CASH DISBURSEMENTS**

**DECEMBER 2017**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,644.98)	\$833.99	FICA & Medicare Expense
			1,810.99	Payroll
5567		Gloversville Public Library	8,137.44	Payroll
5568	1141	Barbara J. Madonna	618.37	Petty Cash
5569	1142	Fulton County Center for Regional Growth	5,000.00	Rent
5570	1143	Frontier Communications	238.21	Telephone
5571	1144	Michael J. Frank	700.00	Treasurer & Rec. Sec.
5572	1145	Baker & Taylor Books	655.75	Books
5573	1146	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5574	1147	United Health Care	29.75	Medical Insurance
5575	1148	M V P Health Care, Inc.	1,937.80	Medical Insurance
5576	1149	Center Point Large Print	608.99	Books
5577	1150	Unique Management Services, Inc.	8.95	G/E - Collection Expense
5578	1151	Mohawk Valley Library System (4,027.06)	823.38	Computer & Automation
			1,601.84	E Books
			1,601.84	Prepaid Expense
5579	1152	The Leader-Herald	50.00	Promotion Expense
5580	1153	Derby Office Equipment, Inc.	40.16	Library Supplies
5581	1154	Johnstown Public Library	33.45	Fines, etc.
5582	1155	Audio Editions	166.67	A/V - DVDs
5583	1156	Schoharie Crossing State Historical Site	30.00	Events & Programming
5584	1157	Christine Pesses	238.57	Advocacy Grant
5585	1158	Quill Corporation	192.96	Library Supplies
5586	1159	Barbara J. Madonna	54.57	Prof. Meetings & Travel
5587	1160	Plymouth Rocket, Inc.	650.00	Promotion Expense
5588	1161	Business Card (919.40)	20.00	Computer & Automation
			84.47	Library Supplies
			450.49	Advocacy Grant
			317.82	A/V - DVDs
			46.62	Promotion Expense
5589		Gloversville Public Library	7,934.29	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	862.60	Payroll
DM		E F T United States Treasury (2,594.62)	817.89	FICA & Medicare Expense
			1,776.73	Payroll
Dms		Jaeger & Flynn Associates, Inc. - Reimbursements	155.62	Medical Insurance
		CHECK AND EFT PAID OUTS - DECEMBER 2017	<u>39,742.85</u>	
		PETTY CASH PAID OUTS - DECEMBER 2017		
		Newspapers (Books)	434.75	
		Postage	11.71	
		General Expense	<u>11.25</u>	
		<b>TOTAL DECEMBER 2017 PAID OUTS</b>	<u><u>\$40,200.56</u></u>	
		Less: Advocacy Grant	(689.06)	
		Less: Prepaid Expense	(1,601.84)	
		Less: Fines, etc.	(33.45)	
		Less: Petty Cash Check	<u>(618.37)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><u>\$37,257.84</u></u>	

**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**LIONS CLUB - BRAILLE GRANT**

Balance as of December 1, 2017				\$0.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			<u>0.00</u>	
Total Expenses				<u>0.00</u>
Balance of Grant Money Left at December 31, 2017				<u><u>\$0.00</u></u>

**STEWART'S GRANT**

Balance as of December 1, 2017				\$567.75
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			<u>0.00</u>	
Total Expenses				<u>0.00</u>
Balance of Grant Money Left at December 31, 2017				<u><u>\$567.75</u></u>

**W G Y CHRISTMAS WISH GRANT**

Balance as of December 1, 2017				\$300.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			<u>0.00</u>	
Total Expenses				<u>0.00</u>
Balance of Grant Money Left at December 31, 2017				<u><u>\$300.00</u></u>

**ADVOCACY GRANT**

Balance as of December 1, 2017				\$689.06
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Christine Pesses	5584	Var. Supplies	238.57	
Business Card	5588	Var. Supplies	<u>450.49</u>	
Total Expenses				<u>689.06</u>
Balance of Grant Money Left at December 31, 2017				<u><u>\$0.00</u></u>

**WORKFORCE LITERACY GRANT**

Balance as of December 1, 2017				\$193.73
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			<u>0.00</u>	
Total Expenses				<u>0.00</u>
Balance of Grant Money Left at December 31, 2017				<u><u>\$193.73</u></u>

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of December 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			<u>0.00</u>	
Total Expenses				<u>0.00</u>
Balance of Appropriation Funds Left at December 31, 2017				<u><u>\$3,125.00</u></u>

**RESTORATION FUNDS RECONCILEMENT**

Balance as of December 1, 2017				\$4,149.18
Funds Received - Garage Sale				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			<u>0.00</u>	
Total Expenses				<u>0.00</u>
Balance of Restoration Funds Left at December 31, 2017				<u><u>\$4,149.18</u></u>





## Gloversville Public Library

Director's Report: December 2017

Barbara Madonna – Director

As of this writing, the elevator shaft has been constructed out of block, not the addition surrounding it, but the shaft and half of the new stairwell is up. Most of the new HVAC components are in the new mechanical room. All of the ducts and plumbing still have to be run from the mechanical room to the heat pumps in each room. Our first reimbursement request for our NYS Office of Parks, Recreation and Historic Preservation grants was submitted to the state.

The Jolly Readers held their annual holiday party/discussion. This year it was held at the Library instead of offsite. The Thursday Knitting Group is having most of its meetings at the Gloversville Senior Center because accessibility is easier at their site in the winter.

### Meetings

Dec 1 <sup>st</sup>	Contractors meeting
Dec 5 <sup>th</sup>	1) Elizabeth Batchelor 2) Christopher Hopf, UW Marx 3) PR Committee meeting
Dec 6 <sup>th</sup>	1) Staff meeting 2) Elizabeth Batchelor 3) David Briggs, NBT Insurance
Dec 7 <sup>th</sup>	1) Downtown Women's Discussion Group 2) Christopher Hopf, UW Marx 3) Chris Carrigan, Bunkoff General Contractor 4) Sheri Shepard, Frontier Communications 5) Leo Garrison, Metro Sound Professionals 6) Danah Alexander, Empire State Development
Dec 8 <sup>th</sup>	1) Christopher Hopf, UW Marx 2) Meghan Brennan, Butler Rowland Mays Architects 3) Nathan Bunkoff, Bunkoff General Contractor
Dec 12 <sup>th</sup>	Samantha Hall-Saladino, Fulton County Historican and Marion Viglione, Fulton County Museum
Dec 13 <sup>th</sup>	Staff meeting
Dec 14 <sup>th</sup>	Foundation Board meeting
Dec 15 <sup>th</sup>	1) Contractors meeting 2) Nicole Hauser and Sally Fancher
Dec 19 <sup>th</sup>	Board of Trustees meeting
Dec 20 <sup>th</sup>	Staff meeting
Dec 21 <sup>st</sup>	PR Committee meeting
Dec 27 <sup>th</sup>	Accent Furniture, Albany
Dec 29 <sup>th</sup>	Contractors meeting



## Gloversville Public Library

Children's Room Report: December 2017

Sally Fancher – Head of Children's Services

The Children's Room staff has been very busy helping the grown-ups with holiday selections. While much of our collection is in storage, we have the benefit of the rotating holiday collection from MVLS. We keep these in a separate display for easy access. We are anticipating having enough room to display our own holiday collections when we return to the Carnegie Building.

Normally, we have rotating collections for the Teen books, but as space is at a premium, I have asked MVLS to suspend this feature for the time being. I have gone through our Teen collection and made a list of all book series and noted what, if any, are missing. The next step is to analyze the circulation and determine if it is worth filling out a series, or withdrawing it. This will be done with the juvenile fiction as well. The juvenile nonfiction collection is also being scrutinized with the objective of weeding. The basis in this collection is more than just circulation. I also look for out of date information. Our Penworthy book salesman is helping us find volumes of "country profiles" that were published in 2018, to fill out our collection.

Wade Abbott, MVLS' Communications and Community Engagement Specialist, and I led a focus group event with the Salvation Army's afterschool program. We visited their location to talk about community and what a library means to it. The kids then made little books to show us what a library means to them. Along with requests for a slide and a bounce house, there was more than one request for programs that moms and dads could do with kids. Wade also met with the Teen Writing and Art group. They were shy at first, but did give some input as to what they would like to see in our Library. There was a general agreement that a quiet safe place was desirable, and also someplace that was "edgy". The group also agreed that our community and its people are impoverished and in need of more education.

Sonny reprised his role as the Conductor and read "The Polar Express" to children and their families. This tradition drew a crowd of 18 kids and 14 grown-ups, all had fun singing and enjoying Christmas stories.

December 26-29 we had drop in crafts and Squishy Circuits. The first two days were absolutely dead. The third, in spite of the sub-zero temperatures, was much better. We had a full story hour and the kids and their grown-ups stayed to make crafts and experiment with the circuits. We did beat last year's record for number of lights (16) and buzzers (2) all fully activated with one battery pack.

December 13- Bright Futures story hour - three age groups

December 14- Salvation Army Afterschool program visit with Wade Abbott

December 17- Teen Writing and Art group, and visit with Wade Abbott

December 19 - Fulton Center visit

December 20- Polar Express Story Hour

December 26-28 - Drop in crafts

December 26-January 3 - Squishy Circuits

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

	<b>2017</b>	<b>2016</b>
<b>VISITORS</b>	5,181	(6,166)

**CIRCULATION**

Adult Circulation	1,454	(1,708)
Teen Circulation	63	(154)
Juvenile Circulation	554	(994)
Audiobooks	247	(243)
eBooks	367	(274)
Music	3	(20)
Periodicals	98	(75)
Videos	1,415	(1,366)
Museum Passes	2	(0)
Subtotal	4,203	(4,834)
In-House Use		
Adult	13	(23)
Juvenile	47	(41)
Other Materials	1,118	(1,297)
Subtotal	1,178	(1,361)
<b>Total Circulation</b>	<b>5,381</b>	<b>(6,195)</b>

<b>REFERENCE QUESTIONS</b>	84	(132)
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**MEETINGS/PROGRAMS/OUTREACH**

30 Adult programs and meetings with 219 people	(38 Adult programs/meetings with 251 people)
10 Juvenile programs and meetings with 156 people	(13 Juvenile programs with 140 children)
3 Teen programs and meetings with 19 people	(6 Teen programs with 70 people)

**INTERLIBRARY LOAN**

Material Borrowed	496	(669)
Material Loaned	617	(671)
Total	1,113	(1,340)

<b>COMPUTER USAGE</b>	1,111	(1,864)
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**HISTORICAL ROOM**

Visitors	(3)
Books Used	
Reference Questions	

Statistics 2017 are as follows:

	January	February	March	April	May	June	July	August	September	October	November	December	2017
<b>VISITORS</b>	6,525	6,514	6,194	3,436	6,593	6,072	6,114	7,564	6,298	6,456	5,799	5,181	<b>72,746</b>
<b>CIRCULATION</b>													
Adult Circulation	1,781	1,790	2,019	863	1,745	2,103	1,867	2,170	1,848	1,713	1,642	1,454	20,995
Teen Circulation	242	181	117	77	109	93	162	184	139	173	73	63	1,613
Juvenile Circulation	1,298	1,297	1,153	523	1,099	1,051	1,134	1,161	1,153	1,175	966	554	12,564
Audiobooks	307	273	314	157	303	118	281	264	283	278	250	247	3,075
eBooks	320	278	333	296	289	312	331	306	319	339	362	367	3,852
Music	42	21	27	3	20	36	29	51	10	16	8	3	266
Periodicals	99	112	130	80	121	25	52	90	86	85	55	98	1,033
Videos	1,726	1,589	1,869	690	1,450	1,294	1,377	1,532	1,366	1,335	1,415	1,415	17,058
Museum Passes	-	-	-	-	2	5	5	13	2	2	2	2	33
Subtotal	5,815	5,541	5,962	2,689	5,138	5,037	5,238	5,771	5,206	5,116	4,773	4,203	<b>60,489</b>
<b>In-House Use</b>													
Adult	66	35	64	11	45	39	45	25	44	32	18	13	437
Juvenile	112	84	120	37	138	116	142	114	61	97	76	47	1,144
Other Materials	1,298	1,325	1,403	677	1,345	1,195	1,195	1,308	1,270	1,314	1,184	1,118	14,632
Subtotal	1,476	1,444	1,587	725	1,528	1,350	1,382	1,447	1,375	1,443	1,278	1,178	16,213
<b>Total Circulation</b>	<b>7,291</b>	<b>6,985</b>	<b>7,549</b>	<b>3,414</b>	<b>6,666</b>	<b>6,387</b>	<b>6,620</b>	<b>7,218</b>	<b>6,581</b>	<b>6,559</b>	<b>6,051</b>	<b>5,381</b>	<b>76,702</b>
<b>REFERENCE QUESTIONS</b>	140	125	145	61	161	207	149	175	149	121	96	84	<b>1,613</b>

**MEETINGS/PROGRAMS/OUTREACH**

**January** 21 Adult programs and meetings with 117 people  
 10 Juvenile programs and meetings with 200 people  
 4 Teen programs and meetings with 22 people

**February** 39 Adult programs and meetings with 229 people  
 14 Juvenile programs and meetings with 213 people  
 5 Teen programs and meetings with 7 people

**March** 38 Adult programs and meetings with 231 people  
 13 Juvenile programs and meetings with 175 people  
 4 Teen programs and meetings with 19 people

**July** 15 Adult programs and meetings with 94 people  
 10 Juvenile programs and meetings with 294 people  
 0 Teen programs and meetings with 0 people

**August** 37 Adult programs and meetings with 280 people  
 11 Juvenile programs and meetings with 229 people  
 1 Teen programs and meetings with 9 people

**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

<b>2017</b>			
390	Adult	2,853	People
127	Juvenile	3,304	People
30	Teen	212	People
<b>547</b>	<b>Programs</b>	<b>6,369</b>	<b>People</b>

**April** 19 Adult programs and meetings with 167 people  
 3 Juvenile programs and meetings with 40 people  
 1 Teen programs and meetings with 6 people

**May** 32 Adult programs and meetings with 276 people  
 12 Juvenile programs and meetings with 900 people  
 2 Teen programs and meetings with 6 people

**June** 28 Adult programs and meetings with 237 people  
 10 Juvenile programs and meetings with 564 people  
 0 Teen programs and meetings with 0 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

**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

<b>INTERLIBRARY LOAN</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>2017</b>
Material Borrowed	880	705	715	198	576	600	683	744	255	678	588	496	7,118
Material Loaned	839	730	787	553	848	825	857	860	794	732	670	617	9,112
<b>Total</b>	<b>1,719</b>	<b>1,435</b>	<b>1,502</b>	<b>751</b>	<b>1,424</b>	<b>1,425</b>	<b>1,540</b>	<b>1,604</b>	<b>1,049</b>	<b>1,410</b>	<b>1,258</b>	<b>1,113</b>	<b>16,230</b>
<b>COMPUTER USAGE</b>	2,119	2,119	1,907	934*	1422**	1584**	1579**	1,751**	1,521**	1,558**	1368**	1111**	18,973

\* Closed for 2 weeks

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