



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

Pledge to the Flag

Public Comment

Wade Abbott and Eric Trahan, Plan of Service Focus Groups

1. Accept minutes of the February 2018 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
13. Foundation
14. Old Business
15. New Business
16. Executive Session
17. Adjourn

Next Meeting: April 17, 2018



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting February 20, 2018

The Gloversville Public Library Board of Trustees held a meeting on February 20, 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 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.

Ms. Dunn Brown, Vice-President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Ms. Dunn Brown 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.

Ms. Dunn Brown asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on January 16, 2018. Ms. Dunn Brown asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Clark made a motion, seconded by Mrs. Buggeln, to approve the minutes of the meeting of January 16, 2018 as presented. This motion was approved all voting aye.

Ms. Dunn Brown asked Mr. Frank to review the Financial Report for the month of January 2018 and the seven-month period ending January 31, 2018. Mr. Frank informed the Trustees that our income for the seven-month period is down approximately \$5,500 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 \$1,500 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 \$11,500 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, lower Utilities Expense 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, Ms. Batchelor made a motion, seconded by Mr. Reed, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for February 2018 numbered 1207 through 1244 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 Mr. Carangelo, 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 reviewed the budget for the 2018-2019 fiscal year with the Trustees. Mr. Clark explained that some of the line items in the Expense Section of the Budget were the best estimates that the Finance Committee could come up with at this point in time without knowing what the actual operating costs would be until we get moved back into the Library Building. Mr. Clark also reported that the Finance Committee was recommending a proposed increase of \$30,000 in the Tax Levy for the 2018-2019 fiscal year. Mrs. Buggeln made a motion, seconded by Ms. Batchelor, to approve the Expense Budget of \$619,927.44 and to approved the increase in the Tax Levy of \$30,000 bringing the proposed Tax Levy to \$423,695. This motion was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation did not need to draw on their Line of Credit with NBT Bank in February 2018 since the Library had received \$900,000 of the \$1,000,000 in Grant money from the NYS Office of Parks, Recreation and Historic Preservation (SHPO) Grant money for the renovation project.

Mrs. LaPorta informed the Trustees that The Friends of the Gloversville Public Library organization had agreed to change their bylaws so as to require only six meetings per year in the months of January, March, May, August, September and November. Mrs. LaPorta also informed the Trustees that the Friends currently have 258 members on their membership list and are always ready to accept new members.

Barbara Madonna
Library Director

2017-2018
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Brian Mazza

Christine Pesses

Charles Reed

*Serving Gloversville
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

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Mrs. LaPorta also informed the Trustees that The Friends were contributing \$200 to help with expenses for the Art Show. Mrs. LaPorta also informed the Trustees that the deadline for articles for the Friends newsletter is March 1, 2018.

Ms. Batchelor informed the Trustees that the renovation work is progressing but that there is currently a time line issue with a holdup in the supply of steel from the supplier. This is expected to be rectified soon.

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 and that a weeklong celebration will follow.

Ms. Madonna informed the Trustees that she and Mrs. Pesses met with Civil Service last week regarding filling the part-time Library Assistant position. Ms. Madonna informed the Trustees that we needed to create and fund the position for the Library. Mr. Mazza made a motion, seconded by Mr. Clark, to approve creating and funding the position of Library Assistant. This was approved all voting aye.

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

Mrs. Hauser informed the Trustees that a program on Slavery in Fulton County would be presented at the Library tomorrow. Mrs. Hauser also informed the Trustees that entries for the Art Show at the Chamber Building will be dropped off tomorrow with the hanging scheduled for next Wednesday. Peoples' Choice Awards will be presented at the end of the show. Mrs., Hauser also informed the Trustees that a theme had been picked for the Summer programming entitled "Libraries Rock".

Ms. Dunn Brown informed the Trustees that Wade Abbott will be here for the next Board meeting to review his findings from the various meetings with different groups in Gloversville to help with the development of the Library's next five-year plan of service.

Ms. Madonna informed the Trustees that our State Report was ready for filing with Mohawk Valley Library System and needed the Board's approval for filing. Mr. Clark made a motion, seconded by Mrs. Buggeln, to approve the filing of the report. This was approved all voting aye. Ms. Madonna also informed the Trustees that Trustee packets were available to be picked up and that NYLA Advocacy day in Albany would be held on February 28, 2018.

Ms. Dunn Brown informed the Trustees that Ms. Madonna had completed 20 years of service with the Library. The Trustees all thanked her for her devoted service to the Library.

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

Ms. Dunn Brown asked if there was any old business to come before the meeting. Ms. Madonna asked the Trustees if the resolution passed at the meeting in January could be changed to have full time employees start their scheduled hours of 35 per week with the start of the summer hours on June 1, 2018. Mr. Clark made a motion, seconded by Mr. Mazza, to approve this change. This was approved all voting aye. Ms. Dunn Brown asked if there was any new business to come before the meeting. Hearing none, a motion was made by Mr. Mazza, seconded by Mr. Carangelo, to adjourn the meeting at 7:25 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday March 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

FEBRUARY 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	523.56	636.82	67.00	(436.82)
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	7,290.00	9,453.00	4,180.00	(4,453.00)
Government Affiliations	7,000.00	0.00	7,714.44	8,120.00	(714.44)
Fines & Miscellaneous Income	10,800.00	883.79	6,069.37	11,431.17	4,730.63
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$490,695.00</u>	<u>\$8,697.35</u>	<u>\$491,568.63</u>	<u>\$491,403.17</u>	<u>(\$873.63)</u>
	Income Cash Reconcilement				
Income Cash Balance on February 1, 2018	<u>\$538,695.55</u>				
Plus: Receipts Per Report	8,697.35				
Less: Capital Expenditures - Computers	6,050.52				
Less: Expenses Per Report	<u>37,293.57</u>				
Income Cash Balance on February 28, 2018	<u>504,048.81</u>				
Accounts Payable as of 02/28/18	0.00				
Prepaid Expenses as of 02/28/18	<u>(6,176.25)</u>				
Actual Cash Balance on February 28, 2018*	<u>\$497,872.56</u>				
*Note - Amount of Balance Loaned to Construction Account at 02/28/18	\$ 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 February 1, 2018	\$6,191.54
Plus: Receipts:	
Interest on Money Market Account	0.13
Less: Paid Outs:	
National Grid - Library Building & Construction Hook Up	2,592.91
Frontier Communications - Tech Hookup for Contractors	59.99
D & M Custom Workshop - Refinish Tables	<u>1,600.00</u>
Balance on February 28, 2018	<u><u>\$1,938.77</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on February 1, 2018	\$111,877.00
Plus: Receipts:	
Interest Earned	11.22
Grant Money Received	900,000.00
Campaign Funds from Library Foundation	0.00
Loan From Income Cash Account	0.00
Funds Borrowed By Foundation for Construction	0.00
Less: Paid Outs:	
Bunkoff General Contractors, Inc.	122,192.80
DLC Electric, LLC	23,037.50
U.W. Marx, Inc.	60,000.00
Rozell East, Inc.	10,925.00
Mazone Plumbing & Heating, Inc.	44,947.35
Butler Rowland Mays Architects, LLP	<u>16,365.61</u>
Balance on February 28, 2018	<u><u>\$734,419.96</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on February 1, 2018	\$76.89
Plus: Receipts:	
Donations	19.79
Less: Paid Outs:	
None	<u>0.00</u>
Balance on February 28, 2018	<u><u>\$96.68</u></u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

FEBRUARY 2018

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,465.64)	\$842.82	FICA & Medicare Expense
			1,622.82	Payroll
5619		Gloversville Public Library	8,435.94	Payroll
5620		Void	-	
5621	1207	Barbara J. Madonna	452.38	Petty Cash
5622	1208	Frontier Communications	241.44	Telephone
5623	1209	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5624	1210	Baker & Taylor Books	792.15	Books
5625	1211	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5626	1212	United Health Care	29.75	Medical Insurance
5627	1213	M V P Health Care, Inc.	1,937.80	Medical Insurance
5628	1214	Fulton County Center for Regional Growth	5,000.00	Rent
5629	1215	The Leader-Herald	20.00	Promotion Expense
5630	1216	The Penworthy Company, LLC	496.26	Books
5631	1217	Business Card (479.95)	20.00	Computer & Automation
			129.91	Maintenance & Repairs
			283.81	A/V - DVDs
			19.65	Events & Programming
			26.58	Books
5632	1218	Unique Management Services, Inc.	53.70	G/E - Collection Expense
5633	1219	First Nonprofit Unemployment Program (429.00)	250.00	Cash Reserve
			179.00	Unemployment Insurance
5634	1220	Whitney Radio Broadcasting, Inc.	85.00	Promotion Expense
5635	1221	Sebco Books	82.72	Books
5636	1222	Kathryn Mc Cary	100.00	Professional Fees
5637	1223	Audio Editions	335.54	A/V - DVDs
5638	1224	Mc Clary Media, Inc.	22.00	Promotion Expense
5639	1225	Gumdrop Books	487.35	Books
5640	1226	Commissioner of Finance	200.00	Maintenance & Repairs
5641	1227	Barbara J. Madonna	48.51	Prof. Meetings & Travel
5642	1228	Nicole Hauser	32.70	Prof. Meetings & Travel
5643	1229	Fulton Montgomery Regional Chamber of Commerce	125.00	Events & Programming
5644	1230	Image Integrator (695.00)	247.53	Library Supplies
			447.47	Prepaid Expense
5645	1231	Johnstown Public Library	32.00	Fines, etc.
5646	1232	Destroyer Escort Historical Museum	75.00	Events & Programming
5647	1233	Mohawk Valley Library System (6,945.99)	863.47	Computer & Automation
			6,050.52	Fixed Assets - Computers
			32.00	Prof. Meetings & Travel
5648	1234	Quill Corporation	113.69	Library Supplies
5649	1235	Center Point Large Print	51.74	Books
5650		Gloversville Public Library	8,277.12	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	875.10	Payroll
DM		E F T United States Treasury (2,435.68)	831.34	FICA & Medicare Expense
			1,604.34	Payroll
Dms		Jaeger & Flynn Associates, Inc. - Reimbursements	<u>366.65</u>	Medical Insurance
		CHECK AND EFT PAID OUTS - FEBRUARY 2018	44,133.44	
		PETTY CASH PAID OUTS - FEBRUARY 2018		
		Newspapers (Books)	<u>392.50</u>	
		TOTAL FEBRUARY 2018 PAID OUTS	<u>\$44,525.94</u>	
		Less: Fixed Assets - Computers	(6,050.52)	
		Less: Cash Reserve	(250.00)	
		Less: Prepaid Expense	(447.47)	
		Less: Fines, etc.	(32.00)	
		Less: Petty Cash Check	<u>(452.38)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$37,293.57</u>	

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

FEBRUARY 2018

	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	\$ 129,904.00	\$ 124,687.84	\$64,952.00
Salaries - Part Time Employees	78,148.00	3,587.95	26,639.62	24,376.62	51,508.38
Salaries - Custodians	26,781.00	2,231.76	17,854.08	17,004.80	8,926.92
F I C A & Medicare Tax	22,933.00	1,674.16	13,235.74	12,638.17	9,697.26
Unemployment Insurance	725.00	179.00	534.50	520.25	190.50
Disability Insurance	500.00	0.00	575.43	395.40	(75.43)
Medical Insurance & Reimbursements	44,017.00	2,304.45	22,324.80	19,751.17	21,692.20
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	2,400.23	0.00
Electricity	0.00	0.00	0.00	2,862.59	0.00
Rent	25,000.00	5,000.00	25,000.00	0.00	0.00
Telephone	3,000.00	241.44	1,903.96	1,954.10	1,096.04
Insurance	10,300.00	0.00	8,871.67	7,783.26	1,428.33
Books, Periodicals, etc.	46,500.00	2,948.65	34,936.47	33,153.54	11,563.53
Computer & Automation Services	16,000.00	883.47	6,558.85	18,837.14	9,441.15
Library, Building & Office Supplies	10,000.00	361.22	3,796.69	6,104.86	6,203.31
Maintenance & Repairs	4,000.00	329.91	1,049.81	3,405.07	2,950.19
Treasurer & Recording Secretary	8,400.00	700.00	5,600.00	5,600.00	2,800.00
Professional Fees	5,500.00	100.00	1,540.00	1,978.75	3,960.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	113.21	1,511.87	1,492.34	1,488.13
Events & Programming	3,000.00	219.65	2,358.97	2,592.98	641.03
Promotion Expense	4,000.00	127.00	3,067.54	1,875.57	932.46
General Expense	2,000.00	53.70	527.68	770.22	1,472.32
TOTAL EXPENSE	\$543,082.00	\$37,293.57	\$331,986.97	\$313,376.94	\$211,095.03

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of February 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 February 28, 2018			\$0.00

STEWART'S GRANT

Balance as of February 1, 2018			\$472.79
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 February 28, 2018			\$472.79

W G Y CHRISTMAS WISH GRANT

Balance as of February 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 February 28, 2018			\$300.00

ADVOCACY GRANT

Balance as of February 1, 2018			\$80.66
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 February 28, 2018			\$80.66

WORKFORCE LITERACY GRANT

Balance as of February 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 February 28, 2018			\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of February 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 February 28, 2018			\$3,125.00

RESTORATION FUNDS RECONCILEMENT

Balance as of February 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 February 28, 2018			\$4,149.18



Gloversville Public Library

Director's Report: February 2018

Barbara Madonna – Director

As you can see from the statistics, after a nice bump in January, February fell off.

On February 9th we received 90% of our \$1,000,000 funding from the NYS Office of Parks, Recreation and Historic Preservation. The remaining \$100,000 will be provided after the final payments are made to the contractors in the fall. The State and Municipal Facilities Funding follow up paperwork was submitted and we await word that we can start submitting reimbursement requests for this grant. The final funding from our several Division of Library Development grants is pending completion of the projects outlined in the applications; HVAC, renovation of the lower level, installation of the roof and sprinkler system.

As with the children's room, the adult department is working on scheduling programs for the summer. With a theme of "Libraries Rock" we will be focusing on both music and geology.

We continue to work with Civil Service to fill the FT and PT Library Assistant positions. Hopefully, we will have an eligible list by the end of the month and can permanently appoint Sally Fancher to the FT position in the Children's Room and hire a PT staff member for adult programming.

Tax forms finally rolled through our doors. The selections provided by the state and IRS are very limited to just the basic forms, but staff are able to print more obscure forms for patrons if they need them.

Meetings

- Feb 1st
 - 1) Elizabeth Batchelor
 - 2) Friends of the Library
- Feb 7th
 - 1) Staff meeting
 - 2) Nicole Hauser
- Feb 8th
 - 1) Staff meeting
 - 2) Proctor Exam
- Feb 9th
 - Contractors' meeting
- Feb 14th
 - 1) Staff meeting
 - 2) Nicole Hauser
 - 3) Civil Service
- Feb 15th
 - 1) Paul Mays, Butler Rowland Mays Architects
 - 2) Chris Medaris, Frontier Communications
- Feb 16th
 - Merry Brown
- Feb 20th
 - Board of Trustees meeting
- Feb 21st
 - 1) Staff meeting
 - 2) Nicole Hauser
- Feb 22nd
 - Staff meeting
- Feb 23rd
 - Contractors' meeting
- Feb 28
 - 1) Staff meeting
 - 2) Nicole Hauser



Gloversville Public Library

Children's Room Report: February, 2018

Sally Fancher – Head of Children's Services

February 1 was the Summer Reading Program workshop in Schenectady. Nicole and I attended and previewed several options for programs. This summer's theme is "Libraries Rock". We were able to find two performers for the summer at this meeting.

The first Saturday in February was "National Take Your Child to the Library" day. Families came in to visit and worked on crafts, read stories and had a great time. We had a "craft buffet" rather than one specific craft project. This particular program was repeated for February break and we saw a huge number of kids moving from one station to another, enjoying different types of crafts. With a craft buffet, we provide a variety of projects with different difficulty levels. This gives many options to all of the children in a family, not just one age group.

The Broadalbin-Perth Pre-K classes (5 classes, 108 kids) came on three separate days to tour the library and have a special story hour. One day was postponed due to a blizzard, and the school was very quick to reschedule and make sure no one was left out. The kids were very well behaved and left with some promotional materials and a better understanding of libraries.

Themed Story Hour was held on the 24th and we continued with skill building. Last month we used scissors to make snowflakes and this month the cutting was a little more precise with old fashioned paper dolls. Each meeting we introduce a skill or practice one that was recently introduced. We don't tell the kids they are learning anything, and they don't seem to mind.

The Children's Room staff was also working on organization and creating promotional materials for the art exhibit, at the Chamber of Commerce. This was a big part of mid-February tasks. We are very excited about bringing our patrons' art to the community. The show will be up from March 1-April 20. The Chamber is open Monday-Friday from 8am to 5pm.

After interviewing several book-sellers we were able to find a company that could provide us with current reference books on countries and their cultures. It is important to have up-to-date references for the grade school children. We have withdrawn a number of volumes that are woefully out of date. The new materials can be circulated and have their own display.

Teen Writing and Art group continues to meet weekly with new kids joining in January. The groups is writing, and sharing fan-fic and graphic novels. Vacations and weather have contributed to lower attendance, but we are on the upswing again.

Summer "Traveling Story Time" is on again for 2018. We have scheduled the Fulton County Museum and Mohawk Harvest. Several other area businesses have been contacted and we are waiting to hear back. We expect to have a full slate again this summer.

A ridiculous amount of time was spent trying to correct an error in our mass e-mail process. It is not possible to send out the weekly e-mails at all. It seems that our Google gmail has changed the parameters for the amount of mass mail allowed. After a great deal of internet searching, it seems that we may have to purchase the software or service to continue to send out weekly emails to our patrons. Mailchimp will be our mass e-mail mechanism for the foreseeable future.

February 1 - Summer reading workshop

February 3 - Take Your Child to the Library Day

February 6 and 8 - B-P pre-k visit, tour and story hour.

February 7,14,21,28 - Teen Writing and Art Group

February 14 - Drop in Valentines Crafts

February 15 - Visit to Bright Futures Learning Center- three classes

February 16 - B-P pre-k finishes with last group's tour and story hour

February 20-22 - Craft Buffet in Children's Room

February 23 - Car Seat Safety Program from Fulton County Public Health

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

	2018	2017
VISITORS	6,026	(6,514)

CIRCULATION

Adult Circulation	1,672	(1,790)
Teen Circulation	100	(181)
Juvenile Circulation	696	(1,297)
Audiobooks	206	(273)
eBooks	361	(278)
Music	3	(21)
Periodicals	59	(112)
Videos	1,246	(1,589)
Museum Passes	0	(0)
Subtotal	4,343	(5,541)
In-House Use		
Adult	8	(35)
Juvenile	40	(84)
Other Materials	1,127	(1,325)
Subtotal	1,175	(1,444)
Total Circulation	5,518	(6,985)

REFERENCE QUESTIONS	109	(125)
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MEETINGS/PROGRAMS/OUTREACH

25 Adult programs and meetings with 160 people	(39 Adult programs/meetings with 229 people)
19 Juvenile programs and meetings with 255 people	(14 Juvenile programs with 213 children)
3 Teen programs and meetings with 10 people	(5 Teen programs with 7 people)

INTERLIBRARY LOAN

Material Borrowed	609	(705)
Material Loaned	684	(730)
Total	1,293	(1,435)

COMPUTER USAGE	1,341	(2,119)
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HISTORICAL ROOM

Visitors	(5)
Books Used	(23)
Reference Questions	(0)

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

	December	January	February
VISITORS	5,181	5,765	6,026
CIRCULATION			
Adult Circulation	1,454	1,675	1,672
Teen Circulation	63	68	100
Juvenile Circulation	554	889	696
Audiobooks	247	265	206
eBooks	367	435	361
Music	3	1	3
Periodicals	98	66	59
Videos	1,415	1,408	1,246
Museum Passes	2	-	0
Subtotal	4,203	4,807	4,343
In-House Use			
Adult	13	38	8
Juvenile	47	48	40
Other Materials	1,118	1,231	1,127
Subtotal	1,178	1,317	1,175
Total Circulation	5,381	6,124	5,518
REFERENCE QUESTIONS	84	88	109

MEETINGS/PROGRAMS/OUTREACH

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
February	25 Adult programs and meetings with 160 people 19 Juvenile programs and meetings with 255 people 3 Teen programs and meetings with 10 people

INTERLIBRARY LOAN

Material Borrowed	496	722	609
Material Loaned	617	887	684
Total	1,113	1,609	1,293

COMPUTER USAGE	1,111*	1,270*	1,341*
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HISTORICAL ROOM (in storage while in temporary location)

Visitors	0	0	-
Books Used			
Reference Questions			

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



APRIL 2018 CALENDAR OF EVENTS

REGULAR HOURS
MON: 3 PM-8 PM
TUE-WED: 10 AM-7 PM
THU-FRI: 10 AM-6 PM
SAT: 10 AM-4 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 CLOSED: HAPPY EASTER	2	3 Children's Crafts All Day Writer's Unblocked @11 AM-1 PM Drop-In Tech Help @5:30-6:45 PM	4 Children's Crafts All Day Teen Writing & Art Group @3:30-4:30 PM	5 Children's Crafts All Day Story Time @10:30 AM Knitting Group @4 PM FOL Meeting @6 PM	6	7
8 CLOSED	9	10 Writer's Unblocked @11 AM-1 PM Drop-In Tech Help @5:30-6:45 PM	11 Teen Writing & Art Group @3:30-4:30 PM	12 Story Time @10:30 AM Knitting Group @4 PM	13	14 Story Time & Craft Hour @10:30 AM
15 CLOSED	16	17 Writer's Unblocked @11 AM-1 PM Drop-In Tech Help @5:30-6:45 PM Trustees Meeting @6:30PM	18 Jolly Readers @10:30 AM (<i>The Women in the Castle</i> by Jessica Shattuck) Teen Writing & Art Group @3:30-4:30 PM "History & Poets" Concert with Cosby & Tom @5:30 PM	19 Story Time @10:30 AM Knitting Group @4 PM	20 ART SHOW CLOSSES @5 PM @CHAMBER OF COMMERCE	21
22 CLOSED	23	24 Writer's Unblocked @11 AM-1 PM Drop-In Tech Help @5:30-6:45 PM	25 Teen Writing & Art Group @3:30-4:30 PM Adult "Stained Glass Votives" Craft 1:30 PM & 5:30 PM ***RESERV. REQ'D***	26 Story Time @10:30 AM Car Seat Safety Program @11:30 AM Knitting Group @4 PM	27	28 "Silliness" Story Time @10:30 AM
29 CLOSED	30					