Gloversville Public Library
Meeting of the Board of Trustees
February 16, 2016
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of the January 2016 meeting
2. Treasurer’s Report
3. Budget and Finance
   Warrant
   Approve the 2016-17 levy proposal
4. Friends
5. Building and Grounds
   Resolution for CFA grants
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
   Employee handbook – maternity leave 1st reading
9. Program Committee
10. PR Committee
11. Director’s Report
    Trustee packets for vacancies
    JA Agreement
    State Annual Report
12. President’s Report
    Update Ad Hoc POS committee
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: March 15, 2016 6:30 pm
Draft Minutes of the Gloversville Public Library Board of Trustees Meeting
December 15, 2015

The Gloversville Public Library Board of Trustees held a meeting on December 15, 2015 in the
Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Craig Clark, Patricia Donovan, Vincent De Santis, Robin Lair, Jay
Ephraim, Elizabeth Batchelor, Merry Dunn Brown, Wanda Prew and Christine Pesses. Michael J. Frank,
Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and
Eric Trahan, Director of the Mohawk Valley Library System also attended the meeting.

Mr. Clark, President of the Board of Trustees, opened the meeting by leading the Trustees in the
Pledge of Allegiance.

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

Mr. Clark asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on
November 17, 2015. Mr. Clark asked if there were any corrections or additions to the minutes of the
meeting as presented. Hearing none, Mrs. Donovan made a motion, seconded by Mrs. Prew, to approve
the minutes as presented. This motion was approved all voting aye.

Mr. Clark asked Mr. Frank to review the Treasurer's Report for the month of November 2015 and the
fiscal year to date period through November 30, 2015 with the Trustees. Mr. Frank informed the Trustees
that our income for the first five months of the year is up approximately $14,800 from the same period of
last year due primarily to receiving the $10,000 from the Friends of the Gloversville Public Library, Inc.
earlier this year than last year. Income this year is also higher due to the higher Tax Levy. Expenses this
year are down approximately $30,700 from the prior year period primarily due to the lower pension
expense of approximately $23,900 and the lower professional fees of approximately $7,200. Mr. Frank
asked if there were any questions or comments on the financials for the month of November 2015 and the
fiscal year to date period ending November 30, 2015. Hearing none, Mr. De Santis made a motion,
seconded by Ms. Dunn Brown, to accept the Treasurer's Report as presented. This was approved all voting
aye.

At this point in the meeting, Mr. Clark introduced Eric Trahan, the Director of the Mohawk Valley
Library System. Mr. Trahan distributed a handout entitled "Mohawk Valley Library System Present &
Future" and reviewed the five bullet items in the handout. Mr. Trahan explained to the trustees the scope
of the MVLS five year planning process and that MVLS would be looking for input from the member
library boards and member library staffs as the process proceeds. Mr. Trahan informed the Trustee that
the MVLS Plan of Service for 2017-2021 has to be submitted to the New York State Education
Department in October 2016.

Mr. Frank distributed the Warrants list for December 2015 numbered 447 through 465 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. Mrs. Pesses made a
motion, seconded by Mrs. Lair, to have Mr. Frank, our Treasurer, prepare checks for payment of these
claims. This was approved all voting aye.

Ms. Madonna reviewed the possible tax levy proposal and the amount that could be borrowed by the
Gloversville Library Foundation if approximately 75% of the income earned by the Foundation was used
to repay a term loan for the Capital Project and the remaining earnings of the Foundation would still be
passed up to the Library to fund the operating budget. Ms. Madonna also informed the Trustees that the
final submission to the National Parks Service would be done this week and that they then have 30 days to
respond to our changes. If we become eligible for these Historic Grants there will still be several obstacles
to deal with before we could utilize them.

Ms. Madonna informed the Trustees that a report from the Friends of the Library had been emailed to
the Trustees.

Ms. Madonna informed the Trustees that she had nothing else to report on Building and Grounds.
Mrs. Pesses informed the Trustees that we had been awarded $1,000,000 by the State of New York, $500,000 from Environmental Protection Fund administered by the New York State Office of Parks, Recreation and Historic Preservation and $500,000 from the Empire State Development Corporation for our Master Renovation Plan. Both of these grants are reimbursement style programs. This brings our total pledges, donations and grants to $5.3 million. Ms. Madonna informed the Trustees that we are still waiting on a total construction estimate to know where we stand with borrowing needs. Mrs. Pesses also informed the Trustees that the next campaign newsletter is at the printer and should be available soon.

Mr. Clark informed the Trustees that there was no report from the AD HOC Policy Committee.

Mr. Clark informed the Trustees that the Personnel Committee meeting to review the Employee Handbook had to be rescheduled.

Mr. Ephraim distributed a calendar of events for the Library for the month of January 2016. Mrs. Prew informed the Trustees that she has had sizeable classes for her Spanish classes at the Library.

Mr. Clark informed the Trustees that the Public Relations Committee meeting would need to be rescheduled to sometime in January 2016.

Ms. Madonna informed the Trustees that she had nothing else to report at this time.

Mr. Clark asked if there were any changes to the Plan of Service presented at the November meeting. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Donovan, to approve the Plan as presented. This was approved all voting aye.

Mr. Clark informed the Trustees that a committee needed to be established to work on a Plan of Service during the period that the Library will need to function while out of the Library building. The Committee chairs agreed to be this committee.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had met on December 10, 2015 and had approved an appropriation for the Library for 2016 of $153,000 plus any donations received pending the final outcome of the budget vote and construction project needs.

Mr. Clark asked if there was any old business to come before the meeting. Hearing none, Me. Clark asked if there was any new business to come before the meeting. Mr. Ephraim informed the Trustees that he had been taking pictures at some of the programs at the Library and that staff have posted them out on Facebook.

Mrs. Lair made a motion, seconded by Mr. De Santis, to adjourn the meeting at 8:25 PM. This was approved all voting aye.

The next regular meeting of the Board of Trustees will be held on January 19, 2016 at 6:30 PM.

Michael J. Frank
Recording Secretary

_________________
Robin Lair
Secretary
GLOVERSVILLE PUBLIC LIBRARY
MONTH AND YEAR-TO-DATE INCOME REPORT AND CASH RECONCILIATIONS
JANUARY 2016

<table>
<thead>
<tr>
<th>Budget July 1, 2015 to June 30, 2016</th>
<th>Amount Received Curr. Month</th>
<th>Amount Received Current Year to Date</th>
<th>Amount Received Prior Year to Date</th>
<th>Remaining Balance to be Received Curr. Year</th>
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</thead>
<tbody>
<tr>
<td>Tax Levy</td>
<td>$276,321.00</td>
<td>$0.00</td>
<td>$276,321.00</td>
<td>$270,509.00</td>
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<tr>
<td>Investment Income</td>
<td>200.00</td>
<td>7.44</td>
<td>39.86</td>
<td>44.49</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>160.14</td>
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<tr>
<td>Gloversville Library Foundation Inc. - Int. &amp; Div.</td>
<td>150,000.00</td>
<td>11,775.56</td>
<td>91,417.76</td>
<td>89,191.69</td>
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<tr>
<td>Gloversville Library Foundation Inc. - Don. Reg.</td>
<td>10,000.00</td>
<td>1,085.00</td>
<td>3,275.00</td>
<td>7,285.00</td>
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<tr>
<td>Government Affiliations</td>
<td>6,500.00</td>
<td>0.00</td>
<td>6,976.00</td>
<td>6,482.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(476.00)</td>
</tr>
<tr>
<td>Fines &amp; Miscellaneous Income</td>
<td>13,000.00</td>
<td>901.04</td>
<td>6,752.33</td>
<td>6,619.89</td>
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<tr>
<td>U.S. Treasury - Medical Ins. Credit Refunds</td>
<td>5,250.00</td>
<td>0.00</td>
<td>7,399.15</td>
<td>4,787.96</td>
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<tr>
<td>Friends of the Gloversville Public Library, Inc.</td>
<td>10,000.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>10,000.00</td>
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<tr>
<td>TOTAL RECEIPTS</td>
<td>$471,271.00</td>
<td>$13,769.04</td>
<td>$402,181.10</td>
<td>$394,920.03</td>
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</tbody>
</table>

Income Cash Reconciliation

Income Cash Balance on January 1, 2016 $452,569.44

Plus: Receipts Per Report

Less: Expenses Per Report

Income Cash Balance on January 31, 2016 $434,203.82

Accounts Payable as of 01/31/16 0.00
Accrued Expenses as of 01/31/16 0.00
Prepaid Expenses as of 01/31/16 (4,800.59)

Actual Cash Balance on January 31, 2016 $429,403.23

BUILDING FUND

Balance on January 1, 2016 $276,159.61

Plus: Receipts:

  Interest on Money Market Account 4.69

Less: Paid Outs:

  None 0.00

Balance on January 31, 2016 $276,164.30

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Christine Pesses, Vice President of Finance
<table>
<thead>
<tr>
<th>Budget July 1, 2015 to June 30, 2016</th>
<th>Amount Expended Curr. Month</th>
<th>Amount Expended Current Year to Date</th>
<th>Amount Expended Prior Year to Date</th>
<th>Current Year Unexpended Balance</th>
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</thead>
<tbody>
<tr>
<td>Salaries - Full Time Employees</td>
<td>$183,301.00</td>
<td>$15,048.38</td>
<td>$93,604.54</td>
<td>$95,406.40</td>
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<td>Salaries - Part Time Employees</td>
<td>62,910.00</td>
<td>2,831.15</td>
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<td>30,404.53</td>
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<td>Salaries - Custodians</td>
<td>25,007.00</td>
<td>2,083.92</td>
<td>14,587.44</td>
<td>13,601.66</td>
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<td>F I C A &amp; Medicare Tax</td>
<td>20,748.00</td>
<td>1,527.21</td>
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<td>10,664.94</td>
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<td>Unemployment Insurance</td>
<td>725.00</td>
<td>0.00</td>
<td>360.50</td>
<td>350.50</td>
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<td>Disability Insurance</td>
<td>780.00</td>
<td>197.70</td>
<td>417.65</td>
<td>462.11</td>
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<td>Medical Insurance</td>
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<td>20,278.46</td>
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<td>Pension Expense</td>
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<td>6,057.25</td>
<td>29,924.00</td>
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<td>Heat</td>
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<td>948.05</td>
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<td>1,413.00</td>
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<td>Electricity</td>
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<td>885.64</td>
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<td>Telephone</td>
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<td>232.91</td>
<td>1,691.91</td>
<td>1,602.50</td>
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<td>Insurance</td>
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<td>708.49</td>
<td>11,896.87</td>
<td>10,811.18</td>
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<td>Books, Periodicals, etc.</td>
<td>46,500.00</td>
<td>1,787.06</td>
<td>28,280.35</td>
<td>29,902.51</td>
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<tr>
<td>Computer &amp; Automation Services</td>
<td>16,000.00</td>
<td>857.88</td>
<td>5,922.82</td>
<td>11,397.15</td>
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<td>Library, Building &amp; Office Supplies</td>
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<td>666.16</td>
<td>4,292.78</td>
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<tr>
<td>Maintenance &amp; Repairs</td>
<td>9,000.00</td>
<td>366.65</td>
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<td>1,213.14</td>
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<td>Financial Secretary</td>
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<td>Professional Fees</td>
<td>4,000.00</td>
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<td>Professional Meetings &amp; Travel</td>
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<td>Promotion Expense</td>
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<td>591.00</td>
<td>2,257.50</td>
<td>1,503.90</td>
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<td>General Expense</td>
<td>2,000.00</td>
<td>129.35</td>
<td>756.27</td>
<td>655.17</td>
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<td><strong>TOTAL EXPENSE</strong></td>
<td><strong>$517,276.00</strong></td>
<td><strong>$32,134.66</strong></td>
<td><strong>$248,207.25</strong></td>
<td><strong>$287,532.29</strong></td>
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</table>
# GLOVERSVILLE PUBLIC LIBRARY

## CHECK AND CASH DISBURSEMENTS

### JANUARY 2016

<table>
<thead>
<tr>
<th>Warrant</th>
<th>Check No.</th>
<th>Number</th>
<th>Payee</th>
<th>Fund</th>
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<tbody>
<tr>
<td>DM</td>
<td>001470</td>
<td></td>
<td>C D P H P</td>
<td>2,497.31 Insurance - Medical</td>
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<tr>
<td>4900</td>
<td>000467</td>
<td></td>
<td>Michael J. Frank</td>
<td>650.00 Treasurer &amp; Rec. Secretary</td>
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<td>4901</td>
<td>000468</td>
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<td>Frontier Communications</td>
<td>232.91 Telephone</td>
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<td>4902</td>
<td>000469</td>
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<td>National Grid (1,833.69)</td>
<td>948.05 Heat</td>
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<td>000470</td>
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<td>Gloversville Public Library</td>
<td>7,385.55 Payroll</td>
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<tr>
<td>4904</td>
<td>000471</td>
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<td>Baker &amp; Taylor Books</td>
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<td>000472</td>
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<td>Unique Management Services, Inc.</td>
<td>129.35 G/E - Collection Expense</td>
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<td>4906</td>
<td>000473</td>
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<td>The Leader-Herald</td>
<td>111.00 Promotion Expense</td>
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<td>4907</td>
<td>000474</td>
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<td>Mohawk Valley Library System (1,037.88)</td>
<td>837.88 Computer &amp; Automation</td>
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<td>000475</td>
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<td>Fulton Montgomery Regional Chamber of Commerce</td>
<td>95.00 Professional Meetings &amp; Travel</td>
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<td>4909</td>
<td>000476</td>
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<td>Philadelphia Insurance Companies (1,293.00)</td>
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<td>4910</td>
<td>000477</td>
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<td>Arch Insurance Company (395.40)</td>
<td>197.70 Disability Insurance</td>
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<td>4911</td>
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<td>Dickman Directories, Inc.</td>
<td>272.00 Books</td>
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<td>4912</td>
<td>000479</td>
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<td>4913</td>
<td>000480</td>
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<td>Book Page</td>
<td>480.00 Promotion Expense</td>
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<td>000481</td>
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<td>NYLA/Youth Services Section</td>
<td>150.00 Professional Meetings &amp; Travel</td>
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<td>4915</td>
<td>000482</td>
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<td>W H M T</td>
<td>50.00 Stewart's Grant</td>
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<td>4916</td>
<td>000483</td>
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<td>Business Card (464.91)</td>
<td>20.00 Computer &amp; Automation</td>
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<tr>
<td>4917</td>
<td>000484</td>
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<td>Barbara J. Madonna</td>
<td>33.48 Professional Meetings &amp; Travel</td>
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<td>4918</td>
<td>000485</td>
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<td>Quill Corporation</td>
<td>480.88 Library Supplies</td>
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<td>4919</td>
<td>000486</td>
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<td>Quality Books, Inc.</td>
<td>24.95 A/V - DVDs</td>
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<td>4920</td>
<td>000487</td>
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<td>Center Point Large Print</td>
<td>120.70 Books</td>
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<td>4921</td>
<td>000488</td>
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<td>4922</td>
<td>000489</td>
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<td>000490</td>
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<td>Commissioner of Finance</td>
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<td>Destroyer Escort Historical Museum</td>
<td>60.00 Events &amp; Programming</td>
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<td>Gloversville Public Library</td>
<td>7,452.60 Payroll</td>
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<td>000493</td>
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<td>Oppenheimer Funds - 403b Plan</td>
<td>400.00 403b Plan</td>
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<td>000495</td>
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<td>E F T NYS &amp; Local Retirement System</td>
<td>392.15 Pension - Withholdings</td>
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<td>4928</td>
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<td>E F T NYS Tax Department</td>
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<td>E F T United States Treasury (2,392.08)</td>
<td>766.54 FICA &amp; Medicare Expense</td>
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<td>DMs</td>
<td>001498</td>
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<td>Jaeger &amp; Flynn Associates, Inc. - Reimbursements</td>
<td>479.08 Medical Insurance</td>
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### CHECK AND EFT PAID OUTS - JANUARY 2016

- **33,774.20**

### PETTY CASH PAID OUTS - JANUARY 2016

- **21.13**
- **364.25** (Books)
- **21.13** (Newspapers)
- **480.88** (Library Supplies)
- **24.95** (A/V - DVDs)
- **120.70** (Books)
- **190.22** (Library Supplies)
- **20.52** (Maintenance & Repairs)
- **200.00** (Maintenance & Repairs)
- **60.00** (Events & Programming)
- **7,452.60** (Payroll)
- **171.42** (Child Support)
- **400.00** (403b Plan)
- **392.15** (Pension - Withholdings)
- **747.10** (Payroll)
- **766.54** (FICA & Medicare Expense)
- **479.08** (Medical Insurance)

### TOTAL JANUARY 2016 PAID OUTS

**$34,159.58**

### Less: Insurance Reimbursement Johnson

- **(789.76)**
- **(50.00)**

### Less: Prepaid Expenses

- **(782.21)**
- **(402.95)**

### NET TO BALANCE TO EXPENSES

**$32,134.66**
# GLOVERSVILLE PUBLIC LIBRARY

## GRANTS AND OTHER ITEMS IN PROCESS

### LIONS CLUB - BRAILLE GRANT

Balance as of January 1, 2016: $1,005.75
Grant Money Received: 0.00
Expenses Paid From Grant Money:
- Check No.: None
- Purpose: None
- Total Expenses: 0.00

Balance of Grant Money Left at January 31, 2016: $1,005.75

### WGY CHRISTMAS WISH GRANT

Balance as of January 1, 2016: $405.00
Grant Money Received: 0.00
Expenses Paid From Grant Money:
- Check No.: None
- Purpose: None
- Total Expenses: 0.00

Balance of Grant Money Left at January 31, 2016: $405.00

### STEWART’S FOUNDATION GRANT

Balance as of January 1, 2016: $325.00
Grant Money Received: 0.00
Expenses Paid From Grant Money:
- Check No.: W M H T 4918
- Purpose: Programming
- Total Expenses: 50.00

Balance of Grant Money Left at January 31, 2016: $275.00

### WORKFORCE LITERACY GRANT

Balance as of January 1, 2016: $193.73
Grant Money Received: 0.00
Expenses Paid From Grant Money:
- Check No.: None
- Purpose: None
- Total Expenses: 0.00

Balance of Grant Money Left at January 31, 2016: $193.73

### APPROPRIATION FOR FUTURE AUDIT

Balance as of January 1, 2016: $4,218.75
Appropriation Provided For In 2015-2016: 0.00
Expenses Paid From Appropriation Funds:
- Check No.: None
- Purpose: None
- Total Expenses: 0.00

Balance of Appropriation Funds Left at January 31, 2016: $4,218.75

### RESTORATION FUNDS RECONCILEMENT

Balance as of January 1, 2016: $694.38
Funds Received: 0.00
Expenses Paid From Restoration Funds:
- Check No.: None
- Purpose: None
- Total Expenses: 0.00

Balance of Restoration Funds Left at January 31, 2016: $694.38
The Children’s Room continues to be very busy with craft days and tours. The Mental Health Association afterschool program visited for a tour and chose to stay for the National Hat Day craft. Traveling Story Time had a successful visit to Whispering Pines Preschool. We also had a great tour and story time for the Rainbow Play School. These programs, as well as the YMCA Daycare are in the process of scheduling more story times.

We also have several pairs of young students and their aides who visit on a regular basis, not to do homework, but to read together and enjoy the company of other children. These people have networked and spread the word about the Library and have made “play dates” at the Library.

Nicole, Barb, and I attended the “Best of the Best” workshop at MVLS and received very good information regarding new, popular and award winning titles. I have made use of this information in regard to adding to our collection.

The 1000 Books Before Kindergarten bags are circulating well, and we are seeing a great deal of interest in the Story Time Kits. A partner library has asked us to help them create their own Story Time Kits and Linda Conroy has been working with them to do this.

I have completed some Early Literacy webinars and am in the process of developing a program designed to give parents some “training” in the techniques for increasing early literacy that can be incorporated into story time at home. Bonnie Howard is also participating in a similar webinar and we will be collaborating with the information and ideas from both. Bonnie and I are also working on the Summer Reading Program and its many components.

The Children’s Room is a very busy and productive place.
Tax forms arrived at the end of the month and we renewed our partnership with the NYS Department of Taxation of Finance to provide free assistance with income tax preparation.

Nicole completed planning for the new Drop-In Tech program which will start in February. With no appointment needed, folks can stop in Tuesdays between 5:30-6:45 with any tech questions. They may also make an appointment for other times during the year.

Weeding of the collection was completed in December, but there is still some clean up of the database taking place. A surprising number of items in the collection do not have prices attached. And patrons with outstanding fines for which we currently only have paper records are having those fees added to their electronic accounts so we can eliminate the paper storage.

We have also begun equipment and furniture inventory. This will help with designing the temporary library when we move.

A brainstorming session was held for the planning the next Plan of Service. We’ll be focusing on programs and services that will be provided in the temporary location during construction. One outcome of the meeting was to develop a list of current services to be ranked in order of importance by the staff and board. It is possible that not everything offered at 58 E Fulton Street will fit into the temporary space.

We were contacted by the Empire State Development agency, the department that has awarded the Library a $500,000 grant through the CFA processes, so grant administration begins. We are still awaiting communication from the NYS Parks, Recreation and Historic Preservation Department regarding the second grant award.

The National Park Service has approved the Historic Tax Credit appeal that we submitted at the end of 2015. They have requested additional details for three other elements and we will be working with the architects and Historic Tax Credit consultants to submit that information.

Meetings

Jan. 6th PR Committee meeting
Jan. 7th 1) Best of the Best (2015 book talk workshop), MVLS
       2) Director’s Council
       3) Plan of Service meeting
       4) Friends of the Library meeting
Jan. 8th 1) Staff meeting
       2) Sandy Town
Jan. 11th Darren Malagisi
Jan. 12th Steering Committee meeting
Jan. 13th 1) Personnel Committee meeting
       2) Mike Frank
Jan. 14th Joseph Falcone, Empire State Development
Jan. 19th Board of Trustees meeting
Jan. 20th 1) NYLA Continuing Education conference call
       2) Proctor exam
Jan. 21st 1) Linda Conroy and Nicole Hauser, NYS annual report review
       2) Architect’s presentation of the renovation for Steering Committee, Foundation board and Friends board
Jan. 22\textsuperscript{nd}  1) Staff meeting  
2) Rebekkah Smith-Aldrich, Mid Hudson Library System  
3) Fulton-Montgomery Chamber of Commerce Annual Dinner  

Jan 27\textsuperscript{th}  MVLS Executive Committee meeting  
Jan. 28\textsuperscript{th}  Carson Block, Carson Block Consulting, conference call  
Jan. 29\textsuperscript{th}  State of the County breakfast
Statistics for January 2016 are as follows (figures in parentheses represent comparable figures for January 2015):

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VISITORS</strong></td>
<td>6,832</td>
<td>7,210</td>
</tr>
<tr>
<td><strong>CIRCULATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Circulation</td>
<td>1,914</td>
<td>2,164</td>
</tr>
<tr>
<td>Teen Circulation</td>
<td>129</td>
<td>242</td>
</tr>
<tr>
<td>Juvenile Circulation</td>
<td>1,178</td>
<td>1,067</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>300</td>
<td>289</td>
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<tr>
<td>eBooks</td>
<td>229</td>
<td>337</td>
</tr>
<tr>
<td>Music</td>
<td>22</td>
<td>136</td>
</tr>
<tr>
<td>Periodicals</td>
<td>79</td>
<td>2</td>
</tr>
<tr>
<td>Videos</td>
<td>1,573</td>
<td>1,496</td>
</tr>
<tr>
<td>Museum Passes</td>
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<td>1</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>5,424</td>
<td>5,734</td>
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<tr>
<td><strong>In-House Use</strong></td>
<td></td>
<td></td>
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<tr>
<td>Adult</td>
<td>3</td>
<td>459</td>
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<tr>
<td>Juvenile</td>
<td>49</td>
<td>582</td>
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<tr>
<td>Other Materials</td>
<td>290</td>
<td>1,004</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>342</td>
<td>2,045</td>
</tr>
<tr>
<td><strong>Total Circulation</strong></td>
<td>5,766</td>
<td>7,779</td>
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<tr>
<td><strong>REFERENCE QUESTIONS</strong></td>
<td>305</td>
<td>598</td>
</tr>
<tr>
<td><strong>MEETINGS/PROGRAMS/OUTREACH</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Adult programs and meetings with 60 people</td>
<td>(35 Adult programs and meetings with 237 people)</td>
<td></td>
</tr>
<tr>
<td>16 Juvenile programs with 195 children</td>
<td>(18 Juvenile programs with 180 children)</td>
<td></td>
</tr>
<tr>
<td>4 Teen programs with 32 people</td>
<td>(5 Teen programs with 28 people)</td>
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</tr>
<tr>
<td><strong>INTERLIBRARY LOAN</strong></td>
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<tr>
<td>Material Borrowed</td>
<td>716</td>
<td>961</td>
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<tr>
<td>Material Loaned</td>
<td>680</td>
<td>872</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,396</td>
<td>1,833</td>
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<tr>
<td><strong>COMPUTER USAGE</strong></td>
<td>2,076</td>
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<tr>
<td><strong>HISTORICAL ROOM</strong></td>
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<td>Visitors</td>
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<td>Books Used</td>
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<tr>
<td>Reference Questions</td>
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</table>
Plan of Service survey

Public service priorities for temporary location

Please rank them as High (H), Medium (M), or Low (L)

- Inter Library Loan
- New and Popular Fiction
- New and Popular NonFiction
- Audiobooks
- DVDs
- Adult Fiction
- Adult paperback collection (general)
- Adult paperback collection (fantasy)
- Adult paperback collection (westerns)
- Large Type Books
- Adult NonFiction
- Local History Room
- Book displays
- Exhibit space
- Music CDs
- Reference
- Museum Passes
- Teen fiction
- Rotating collection (Large Type)
- Rotating collection (DVDs)
- Rotating collection (Audiobooks)
- Rotating collection (Children’s Fiction)
- Rotating collection (Teen)
- Rotating collection (Children’s holiday collections)
- Public computers with internet and printing
- WiFi
- Wireless printing

- Adult Programs
- Children’s Programs
- Teen Programs
- Bulletin Board
- Tutoring Space
- Reading Niches
- Magazines
- Newspapers
- Back issues of newspapers (paper copies)

- Small meeting rooms
- Study tables/areas
- Large meeting rooms
- Public photocopier
- Art work (library gallery)
- Stuffed animals
- Games, puzzles, legos, etc
- Friends lobby book sale
- Book drop
- Microfilm reader/printer
- Card catalog computers
- Antique clock
- Tax preparation assistance
- Charging station for public devices
- E-resources (ebooks, emagazines, eaudios)
- Children’s computers (educational games)

Comments: