



Gloversville Public Library
Meeting of the Board of Trustees
34 WEST Fulton Street
October 17, 2017
6:30pm

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

1. Accept minutes of the September 2017 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
Report by UW Marx, Construction Manager
6. AD HOC Steering Committee
7. AD HOC Policy
Behavior and Environmental Policy – 1st reading
Donations, Bequests and Gifts Policy – 1st reading
Patron Borrowing (formerly Circulation) Policy – 1st reading
8. Personnel Committee
Account Clerk/Typist
Library Clerk
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: November 21, 2017



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting September 19, 2017

The Gloversville Public Library Board of Trustees held a meeting on September 19, 2017 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:50 P.M. immediately following the Library's Annual Meeting.

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

Barbara Madonna
Library Director

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.

2017-2018
Board of Trustees

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on August 15, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mr. Carangelo, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of August 2017 and the two month period ending August 31, 2017. Mr. Frank informed the Trustees that our income for the two month period is up approximately \$51,400 from last year due primarily to the increase in the income received from the Gloversville Library Foundation. Mr. Frank explained that the Foundation had passed up all the income from the investment portfolio that was budgeted for the 2017-2018 budget year in July 2017. Expenses for this year-to-date are approximately the same as the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2017 being offset by lower Library Supplies this year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Dunn Brown made a motion, seconded by Ms. Batchelor, to accept the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Robin Lair

Brian Mazza

Mr. Frank distributed the Warrants list for September 2017 numbered 1035 through 1069 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. Lair 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.

Mrs. LaPorta informed the Trustees that the Friends Annual Meeting was held on September 7, 2017 at which officers were elected for the coming year. Mrs. LaPorta also informed the Trustees that The Friends Fall News and Views had been published. Mrs. LaPorta also reminded the Trustees that the Friends will be having a fundraiser on October 12, 2017 at the Colonial Little Theater with show time at 7:00 P.M.

Christine Pesses

Ms. Madonna informed the Trustees that things are moving right along with the renovation project at the Library building and passed around pictures of various rooms, etc. Ms. Batchelor informed the Trustees that at this time she is scheduling tours of the Carnegie Library during its renovation for major donors and members of the Steering Committee.

Ms. Madonna informed the Trustees that she had put together a resolution for the 2017 Division of Library Development Grant to include work on the roof replacement, a sprinkler system, network cabling, computers and audio-visual equipment for some of the new meeting rooms. Mr. Clark made a motion, seconded by Ms. Batchelor, to have Ms. Madonna proceed with the application on behalf of the Library. This motion was approved all voting aye.

Mrs. Pesses informed the Trustees that there was no report from the AD HOC Steering Committee.

Mr. Clark presented the following Policies, as reviewed by the AD HOC Policy Committee, with changes noted: Behavior and Environmental Policy, Donations, Bequests and Gifts Policy and the Patron Borrowing Policy. The first reading will be at the October 2017 board meeting.

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58 East Fulton Street, Gloversville, New York 12078

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Ms. Madonna informed the Trustees that she was working on an ad for the newspaper for the Account Clerk/Typist position for the Library. Ms. Madonna also informed the Trustees that she had interviewed some people on the Civil Service List for the Library Clerk position and was waiting for them to accept or decline the position. She will be getting a new list after the test is given in September. Ms. Madonna also informed the Trustees that the Library Assistant test has been announced and that Sally Fancher will be taking it. Ms. Madonna also informed the Trustees that she is waiting on Bonnie Howard's decision as to whether or not she will be able to return to work.

Ms. Dunn Brown informed the Trustees that the Program Committee had not met since the last Trustee's meeting.

Mrs. Pesses informed the Trustees that the Public Relations Committee had met and was working on spending the Advocacy Grant money with outreach programs working on getting support for the Library from surrounding school districts and surrounding communities.

Ms. Madonna informed the Trustees that she had nothing else to report on for this meeting.

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

Mrs. Pesses informing the Trustees that the Traveling Story Time was going well and that the Library had received three letters of interest for the vacant trustee's position and those interviews would be starting shortly. Mrs. Pesses also informed the Trustees that Community meetings had started.

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Mr. Frank informed the Trustees that he had completed our 990 Non Profit Tax Return and reviewed same with the Trustees. Ms. Batchelor made a motion, seconded by Mr. Carangelo, to have Mr. Frank file the return on behalf of the Library.

Ms. Dunn Brown made a motion to adjourn the meeting at 7:48 PM. This motion was seconded by Mrs. Lair and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday October 17, 2017 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

SEPTEMBER 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	\$0.00	\$0.00	\$393,695.00
Investment Income	200.00	13.28	40.93	14.92	159.07
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	0.00	64,000.00	38,790.87	0.00
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	733.00	1,983.00	185.00	3,017.00
Government Affiliations	7,000.00	0.00	5,355.94	5,098.47	1,644.06
Fines & Miscellaneous Income	10,800.00	514.26	2,518.66	7,110.62	8,281.34
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$490,695.00</u>	<u>\$1,260.54</u>	<u>\$83,898.53</u>	<u>\$51,199.88</u>	<u>\$406,796.47</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on September 1, 2017	<u>\$351,863.36</u>				
Plus: Receipts Per Report	1,260.54				
Less: Expenses Per Report	<u>35,910.33</u>				
Income Cash Balance on September 30, 2017	<u><u>317,213.57</u></u>				
Accounts Payable as of 09/30/17	12,055.50				
Prepaid Expenses as of 09/30/17	<u>(2,859.96)</u>				
Actual Cash Balance on September 30, 2017	<u><u>\$326,409.11</u></u>				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY
OTHER LIBRARY BANK ACCOUNTS

BUILDING FUND MONEY MARKET ACCOUNT

Balance on September 1, 2017	\$10,259.78
Plus: Receipts:	
Interest on Money Market Account	0.25
Less: Paid Outs:	
National Grid - Library Building & Construction Hook Up	205.74
Frontier Communications - Tech Hookup for Contractors	59.99
	<hr/>
Balance on September 30, 2017	<u><u>\$9,994.30</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on September 1, 2017	\$849,104.91
Plus: Receipts:	
Interest Earned	13.19
Grant Money Received	0.00
Less: Paid Outs:	
Gloversville Public Library - Reimbursement Utilities	160.21
Mazone Plumbing & Heating, Inc. - Plumbing Work	16,862.50
Bunkoff General Contractors, Inc. - General Construction	234,317.00
Rozell East, Inc. - Electrical Work	51,636.30
Fulton County Center for Regional Growth - Oct. 2017 Rent	5,000.00
U. W. Marx, Inc. - Construction Management	30,000.00
Butler Rowland Mays, LLP - Construction Administration	4,291.80
Ambient Environmental, Inc. - Hazmat	1,082.00
Professional Service Industries, Inc. - Asbestos Removal	1,835.00
	<hr/>
Balance on September 30, 2017	<u><u>\$503,933.29</u></u>

AMAZON SMILE SAVINGS ACCOUNT

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

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

SEPTEMBER 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	\$ 48,714.00	\$ 46,757.94	\$146,142.00
Salaries - Part Time Employees	78,148.00	2,745.63	8,843.88	9,633.58	69,304.12
Salaries - Custodians	26,781.00	2,231.76	6,695.28	6,376.80	20,085.72
F I C A & Medicare Tax	22,933.00	1,609.91	4,875.78	4,801.74	18,057.22
Unemployment Insurance	725.00	0.00	177.75	171.25	547.25
Disability Insurance	500.00	0.00	197.70	197.70	302.30
Medical Insurance & Reimbursements	44,017.00	2,653.80	9,348.34	9,853.21	34,668.66
Pension Expense	30,222.00	0.00	0.00	0.00	30,222.00
Heat	0.00	(24.52)	0.00	118.71	0.00
Electricity	0.00	(135.69)	0.00	937.46	0.00
Rent	25,000.00	0.00	0.00	0.00	25,000.00
Telephone	3,000.00	236.93	711.04	774.84	2,288.96
Insurance	13,500.00	5,229.93	11,156.71	10,586.30	2,343.29
Books, Periodicals, etc.	46,500.00	2,317.91	18,169.74	17,676.22	28,330.26
Computer & Automation Services	16,000.00	958.29	1,851.59	1,943.02	14,148.41
Library, Building & Office Supplies	10,000.00	475.59	1,474.14	2,791.38	8,525.86
Maintenance & Repairs	4,000.00	179.94	223.93	235.60	3,776.07
Treasurer & Recording Secretary	8,400.00	700.00	2,100.00	2,100.00	6,300.00
Professional Fees	5,500.00	0.00	80.00	(206.25)	5,420.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	79.72	112.35	741.96	2,887.65
Events & Programming	3,000.00	52.95	1,560.58	1,301.44	1,439.42
Promotion Expense	4,000.00	315.43	619.18	821.82	3,380.82
General Expense	2,000.00	44.75	290.64	453.52	1,709.36
TOTAL EXPENSE	<u>\$543,082.00</u>	<u>\$35,910.33</u>	<u>\$117,202.63</u>	<u>\$118,068.24</u>	<u>\$425,879.37</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

SEPTEMBER 2017

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,553.64)	\$798.82	FICA & Medicare Expense
			1,754.82	Payroll
5480		Gloversville Public Library	7,739.39	Payroll
5481	1035	Barbara J. Madonna	468.92	Petty Cash
5482	1036	Frontier Communications	236.93	Telephone
5483	1037	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5484	1038	Baker & Taylor Books	667.53	Books
5485	1039	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5486	1040	United Healthcare	29.75	Medical Insurance
5487	1041	M V P Health Care, Inc.	1,937.80	Medical Insurance
5488	1042	Business Card (522.08)	49.99	Computer & Automation
			52.95	Events & Programming
			102.00	Advocacy Grant
			287.14	A/V - DVDs
			30.00	Promotion Expense
5489	1043	Johnstown Public Library	29.70	Fines, etc.
5490	1044	Schenectady County Public Library	58.95	Fines, etc.
5491	1045	Amsterdam Public Library	31.99	Fines, etc.
5492	1046	Unique Management Services, Inc.	44.75	G/E - Collection Expense
5493	1047	Derby Office Equipment, Inc.	19.41	Library Supplies
5494	1048	The Leader-Herald	197.23	Promotion Expense
5495	1049	Audio Editions	468.77	Grant - Lions Club
5496	1050	Barbara J. Madonna	79.72	Prof. Meetings & Travel
5497	1051	Mohawk Valley Library System	908.30	Computer & Automation
5498	1052	Quill Corporation	437.05	Library Supplies
5499	1053	The Penworthy Company, LLC	838.66	Books
5500	1054	Center Point Large Print	102.08	Books
5501	1055	Glatfelter Brokerage Services	20.10	Insurance - Workers' Comp.
5502	1056	Mc Clary Media, Inc.	88.20	Promotion Expense
5503	1057	Christine Pesses	25.97	Advocacy Grant
5504	1058	Palmateer Trucking & Container Service	150.00	Maintenance & Repairs
5505	1059	Demco	19.13	Library Supplies
5506		Gloversville Public Library	7,825.17	Payroll
5507	1070	Liberty Mutual Insurance Company (7,202.98)	5,209.83	Insurance - Building, etc.
			1,993.15	Prepaid Expense
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	862.70	Payroll
DM		E F T United States Treasury (2,602.01)	811.09	FICA & Medicare Expense
			1,790.92	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	716.00	Medical Insurance
		CHECK AND EFT PAID OUTS - SEPTEMBER 2017	<u>38,797.55</u>	
		PETTY CASH PAID OUTS - SEPTEMBER 2017		
		Newspapers (Books)	422.50	
		Maintenance & Repairs	<u>29.94</u>	
		TOTAL SEPTEMBER 2017 PAID OUTS	<u>\$39,249.99</u>	
		Less: Prepaid Expenses	(1,993.15)	
		Less: Lions - Grant	(468.77)	
		Less: National Grid Correction August 2017	(160.21)	
		Less: Advocacy Grant	(127.97)	
		Less: Fines, etc.	(120.64)	
		Less: Petty Cash Check	<u>(468.92)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$35,910.33</u>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of September 1, 2017				\$502.41
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Audio Editions	5495	DVDs	468.77	
Total Expenses			<u>468.77</u>	<u>468.77</u>
Balance of Grant Money Left at September 30, 2017				<u><u>\$33.64</u></u>

STEWART'S GRANT

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

W G Y CHRISTMAS WISH GRANT

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

ADVOCACY GRANT

Balance as of September 1, 2017				\$1,350.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Business Card	5,488	Promo Expense	102.00	
Christine Pesses	5503	Promo Expense	25.97	
Total Expenses			<u>127.97</u>	<u>127.97</u>
Balance of Grant Money Left at September 30, 2017				<u><u>\$1,222.03</u></u>

WORKFORCE LITERACY GRANT

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

APPROPRIATION FOR FUTURE AUDIT

Balance as of September 1, 2017				\$8,925.00
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			<u>0.00</u>	<u>0.00</u>
Balance of Appropriation Funds Left at September 30, 2017				<u><u>\$8,925.00</u></u>

RESTORATION FUNDS RECONCILEMENT

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



Gloversville Public Library

Director's Report: September 2017

Barbara Madonna – Director

2017	Adult	Children
January	27	5
February	27	6
March	24	6
April*	10	2
May	16	3
June	23	12
July	26	12
August	31	12
September	39	4

* Closed for two weeks as we moved.

September was Library Card sign-up month. The PR committee worked with Wade Abbott, Community Engagement and Communications Specialist at MVLS to develop a campaign to encourage community members to get library cards. The campaign included a postcard handed out at community events such as the Twilight Market and a newspaper article. In looking at the numbers since January, the Children's Room usually doubles its new card sign ups during the summer months. The adult department saw a spike in the number of cards opened in September while the children's room total was on average with the rest of the school year.

At the beginning of the month we held our first staff meeting since May and the staff was able to walk through the construction project and see what work has been accomplished to date. (Since the Library opens at 9am in the summer there is no time in the summer schedule to have staff meetings.)

We are awaiting test results from Civil Service for Library Clerk and Library Assistant.

A class to teach patrons how to use Overdrive was developed. No one attended the first session at the end of September, but there are sign-ups for the first October session. One of the challenges with programming is trying to find just the right day and time. So far we are finding Wednesday evenings work well. Unfortunately, one Wednesday a month is already taken up by our successful adult craft classes leaving only 3-4, depending on the month, for everything else.

New computers for the staff were ordered this month. Next year, when we move back to 58 E. Fulton Street, all of the computers will be at an age that they need to be replaced. Though we have grant funds to do so now, if they all expired in the same fiscal year going forward the budget will be hard pressed to absorb the cost. It is better to stagger the purchases so a few need to be exchanged each year. By replacing the staff computers now, we can replace the public computers when we move which will have a greater impact with the public.

Meetings

- Sept 1st Kim Anderson, NYS Division of Library Development
- Sept 4th Christopher Hopf, UW Marx
- Sept 5th
 - 1) Staff meeting
 - 2) Kerry Minor, Leader-Herald
 - 3) Kim Anderson, NYS Division of Library Development
 - 4) Paul Mays and Lisa Hayes, Butler Rowland Mays Architects
 - 5) Christopher Hopf, UW Marx
- Sept 6th
 - 1) Contractors' meeting
 - 2) Kim Anderson, NYS Division of Library Development
 - 3) Friends of the Library meeting
- Sept 7th
 - 1) Kim Anderson, NYS Division of Library Development
 - 2) Ferguson and Foss Surveyors
- Sept 11th MVLS Library Services Committee meeting
- Sept 12th Policy Committee meeting
- Sept 13th Staff meeting

Sept 14th Chris Pesses
Sept 20th Staff meeting
Sept 21st 1) MVLS board meeting
2) Lisa Hayes, Butler Rowland Mays Architects
3) Rulyn Graves, R.Design Resources, and Mark Anderson, Trevett Millwork
4) Elizabeth Batchelor
Sept 22nd Contractors' meeting
Sept 24th Frank Ambrose Jr.
Sept 25th 1) Police Chief Marc Porter
2) Christopher Hopf, UW Marx
3) Jean Egnehofer, NYS Office of Parks, Recreation and Historic Preservation
Sept 26th 1) Chief Marc Porter, Gloversville Police Department
2) Christopher Hopf, UW Marx
3) Jean Egnehofer, NYS Office of Parks, Recreation and Historic Preservation
Sept 27th 1) Downtown Women's forum
2) Staff meeting
3) Frank Ambrose Jr.
4) Finance Committee meeting



Gloversville Public Library

Children's Room Report: September 2017

Sally Fancher – Head of Children's Services

We are back on our fall/winter schedule which means that the Friends of the Library will be taking over Story Hour on Thursdays, and hosting Craft and Story Hour on the 2nd Saturday of each month. The Children's Room will continue to host a themed story hour the 4th Saturday of each month. It is a little sad without our summer regulars, but many have moved on to Pre-k. We have reminded the parents that two Saturdays a month they can bring the kids for a fun time.

The monthly visit to the Bright Futures learning Center was on September 13th. The program has grown to over 29 kids and we all had a great time. I split the hour into three groups. The infant/toddler set have songs and finger plays, the toddlers have stories and songs, and the preschoolers have stories, songs and crafts.

We have initiated a new Teen Writing and Art group. The GESD English department created flyers and sent them home with the students. We have also reached out to Mayfield, Broadalbin and the homeschool teens. The first meeting went very well. We had seven young writers and artists working together and planning the next meeting, which will be October 4th.

The 20th was the Open House at GHS and the Library was represented at this event. This time was used, in part, to promote the new Teen program as well as answer questions about the renovation. We also distributed information on how to get a library card.

During the school year the Salvation Army afterschool program likes to visit for story and craft time once per month. We are giving kids and their families an introduction to the Library, as well as teaching proper etiquette for libraries and other public spaces.

September 23rd was our first themed story hour since May and we had two children. We read about fall and made bird feeders. I believe that the unusually warm day may have been a factor in the low attendance. This will be something that we will highlight in the coming months to remind people about Saturday programs.

I traveled to McNab School on the 29th. I hosted a story time for the Whispering Pines preschool, which is a mixed group of children with and without identified special needs. As requested, we focused on "transportation" for both the 3 and 4 year old classes.

The Children's Room staff is also working on "weeding" which is necessary to make room for the new books we have added to the collection. It is hard to part with some books, but the Friends of the Library help us find good homes for them. We have also repurposed some for our Story Time kits, which has received support from the Friends through a donation.

I anticipate adding more outreach programs and school visits to our calendar. Public support for our programs is spreading and we are getting more requests for services and outreach. As we provide more programs to the public and talk directly to patrons and community members awareness increases as does attendance and requests for program visits.

Overall, the Children's Room is doing well.

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

	2017	2016
VISITORS	6,298	(7,347)
CIRCULATION		
Adult Circulation	1,848	(2,072)
Teen Circulation	139	(237)
Juvenile Circulation	1,153	(1,299)
Audiobooks	283	(295)
eBooks	319	(227)
Music	10	(17)
Periodicals	86	(123)
Videos	1,366	(1,384)
Museum Passes	2	(0)
Subtotal	5,206	(5,654)
In-House Use		
Adult	44	(37)
Juvenile	61	(29)
Other Materials	1,270	(1,270)
Subtotal	1,375	(1,336)
Total Circulation	6,581	(6,990)
REFERENCE QUESTIONS	149	(152)
MEETINGS/PROGRAMS/OUTREACH		
30 Adult programs and meetings with 301 people		(46 Adult programs/meetings with 322 people)
9 Juvenile programs and meetings with 147 people		(14 Juvenile programs with 542 children)
2 Teen programs and meetings with 27 people		(5 Teen programs with 38 people)
INTERLIBRARY LOAN		
Material Borrowed	255	(637)
Material Loaned	794	(659)
Total	1,049	(1,296)
COMPUTER USAGE	1,521	(2,378)
HISTORICAL ROOM		
Visitors		(6)
Books Used		
Reference Questions		

Statistics for July, August September 2017 are as follows:

	July	August	September
VISITORS	6,114	7,564	6,298
CIRCULATION			
Adult Circulation	1,867	2,170	1,848
Teen Circulation	162	184	139
Juvenile Circulation	1,134	1,161	1,153
Audiobooks	281	264	283
eBooks	331	306	319
Music	29	51	10
Periodicals	52	90	86
Videos	1,377	1,532	1,366
Museum Passes	5	13	2
Subtotal	5,238	5,771	5,206
In-House Use			
Adult	45	25	44
Juvenile	142	114	61
Other Materials	1,195	1,308	1,270
Subtotal	1,382	1,447	1,375
Total Circulation	6,620	7,218	6,581
REFERENCE QUESTIONS	149	175	149

MEETINGS/PROGRAMS/OUTREACH

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

INTERLIBRARY LOAN

Material Borrowed	683	744	255
Material Loaned	857	860	794
Total	1,540	1,604	1,049

COMPUTER USAGE	1,579*	1,751*	1,521*
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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