



Gloversville Public Library
Meeting of the Board of Trustees
August, 2012
6:30pm
Gloversville Public Library

Pledge to the Flag

Public Comment

Presentation: Planning Study

1. Accept minutes of last meeting, July 17
2. Treasurer's Report
3. Budget and Finance
 - 990 for 2011
4. Friends
5. Building and Grounds
 - Masonry restoration
 - Design Development
 - PIGEONS
 - Grounds
6. AD HOC Policy
 - By-laws and purchasing updates
7. Personnel Committee
 - Health of staff
 - Custodial worker update
8. Program Committee
 - New lot
9. PR Committee
10. Director's Report
11. President's Report
12. Foundation
13. Old Business
14. New Business
15. Adjourn

**Minutes of The Organizational Meeting of The Gloversville Public**

July 17, 2012

The Organizational Meeting of the Gloversville Public Library was held on July 17, 2012 at 6:30 P.M. in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York.

The following, having been elected by the voters of the Gloversville Enlarged School District, were in attendance: Jay Ephraim, Hannah McAllister, Craig Clark, David Fisher, Christine Pesses, Karen S. Smith and Daniel Towne, Jr. Michael J. Frank, Financial and Recording Secretary and Barbara J. Madonna, Director of the Gloversville Public Library, also attended the meeting. Elizabeth Batchelor and Robin Lair were excused from the meeting.

Mr. Frank, acting as temporary chairman of the meeting, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Frank, a notary public, administered the Oath of Office to the re-elected trustees, Christine Pesses and Hannah McAllister, who were elected to five-year terms.

Mr. Frank asked for nominations for the position of President of the Board of Trustees. Mr. Fisher nominated Mrs. Pesses for the position of President of the Board of Trustees. Ms. Smith seconded the nomination for the position of President. Hearing no other nominations, Mr. Frank called for a vote for the office of President. This was approved all voting aye. At this point in the meeting Mrs. Pesses began presiding. The following Trustees were nominated to the other respective officer positions: Mr. Fisher nominated Ms. Batchelor for the position of Vice President. Ms. Smith seconded this nomination. Mr. Ephraim nominated Mr. Fisher for the position of Treasurer. Ms. Smith seconded this nomination. Mr. Fisher nominated Ms. Smith for the position of Secretary. Mrs. McAllister seconded this nomination. Mrs. Pesses asked if there were any nominations from the floor for any of these three officer positions. Hearing none, Mrs. Pesses asked for a vote to ratify these nominations. This slate of officers was approved all voting aye.

Mrs. Pesses presented the following items to the Trustees for review:

1. Contract with Library Director

Motion to renew the contract with Ms. Barbara Madonna for the position as Library Director for the 2012-2013 fiscal year.

Motion to set compensation for Ms. Barbara Madonna at \$52,000 for the 2012-2013 fiscal year.

2. Contract with Financial and Recording Secretary

Motion to renew the contract with Michael J. Frank as Financial and Recording Secretary for the 2012-2013 fiscal year.

Motion to set compensation for Michael J. Frank at \$8,000 for the 2012-2013 fiscal year.

3. Set Regular Meeting Time and Date

Motion to set the third Tuesday of the month at 6:30 PM as the regular meeting time and date.

4. Set Bank of Record

Motion to declare National Bank and Trust Company (NBT) as the Gloversville Public Library's bank of record for the fiscal year 2012-2013.

Motion to authorize the President, Vice President, Treasurer and Secretary to be signatories on the bank accounts at NBT for the Gloversville Public Library.

Motion to authorize Michael J. Frank, or the above signatories as signatories on the payroll account at NBT for the Gloversville Public Library.

Motion to allow business with other banking institutions with board approval.

5. Set Newspaper of Record

Motion to declare the Leader-Herald as the newspaper of record for the Gloversville Public Library. All legal notices and notices of meetings will be in the Leader-Herald.

6. Set Insurance Agency

Motion to declare NBT Insurance Agency to be the insurance agent for the Gloversville Public Library for the following types of coverage: Director and Officer's Liability policy, Fine Arts policy, Commercial policy, General Liability Policy, Disability Policy and Umbrella policy. To declare New York State Public Entities Safety Group 497 the insurance agent for the Library Workman's Compensation policy. To declare the First Nonprofit Companies the administrator for the Library's Unemployment insurance. To declare Jaeger & Flynn the administrator for the Library's Health Insurance policy.

7. Indemnification of Library Trustees

Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.

Barbara Madonna
Library Director

2012-2013
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Karen S. Smith

Daniel R. Towne, Jr.

8. Set Date of Gloversville Public Library Vote

Motion to declare the 1st Tuesday in May 2013 as the date for the Gloversville Public Library vote.

Ms. Smith made a motion, seconded by Mr. Fisher, to approve items 1 through 8 above. This was approved all voting aye.

Mrs. McAllister made a motion, seconded by Mr. Ephraim, to have Mr. Fisher and Ms. Smith represent the Library as our liaisons to the Gloversville Library Foundation Board for the fiscal year ending June 30, 2013. This was approved all voting aye.

Mrs. Pesses appointed the following Trustees to fill the Committee positions:

Executive Committee – The Officers (President, VP, Treasurer and Secretary)

Budget and Finance – Mr. Fisher, Chair; Mr. Clark and Mrs. McAllister

Building and Grounds – Mr. Ephraim, Chair; Ms. Batchelor and Mrs. Pesses

Personnel – Mrs. Lair, Chair and Ms. Smith

Public Relations – Mr. Towne, Chair; Mr. Clark and Ms. Smith

Programming – Mr. Ephraim, Chair; Mrs. McAllister and Mrs. Lair

Policy Committee – Ms. Batchelor, Chair; Mr. Fisher and Mrs. Pesses

Ms. Smith made a motion, seconded by Mr. Fisher, to close the Library on all Federal Holidays. This was approved all voting aye.

Ms. Smith made a motion, seconded by Mr. Fisher, to designate the Library Director to be the appointing authority for Civil Service employment actions. This was approved all voting aye.

Ms. Smith made a motion, seconded by Mr. Fisher to adjourn the meeting at 6:45 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary



Draft Minutes of The Gloversville Public Library Board of Trustees Meeting

July 17, 2012

The Gloversville Public Library Board of Trustees held a meeting on July 17, 2012 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:45 P.M.

The following trustees were present: Christine Pesses, David Fisher, Daniel Towne, Jr. Craig Clark, Jay Ephraim, Karen Smith and Hannah McAllister. Michael J. Frank, Financial and Recording Secretary and Barbara J. Madonna, Director of the Gloversville Public Library also attended the meeting. Robin Lair and Elizabeth Batchelor were excused from the meeting.

Mrs. Pesses, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mrs. Pesses asked if there was anything anyone from the Public wished to present at this time. Hearing nothing, the regular meeting was convened.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on June 19, 2012. Mrs. Pesses 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 Mr. Ephraim, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of June 2012 and the fiscal year-to-date through June 30, 2012 with the Trustees. Mr. Frank commented that the Library's receipts for the fiscal year ending June 30, 2012 came in \$16,586 over the budgeted amount and the Library's expenses for the same fiscal year came in \$29,648 under the budgeted amount. Mr. Frank explained that the additional income primarily came from investment income from the Gloversville Library Foundation and that the lower expenses were primarily due to lower staff expenses as a result of one full time employee being out on disability since April 10, 2012 and lower utility bills due to the mild winter this past year. Mr. Frank asked if there were any other questions or comments on the financials for the month of June or the year to date through June 30, 2012. Hearing none, Ms. Smith made a motion, seconded by Mrs. McAllister, to accept the Treasurer's Report as presented. This was approved all voting aye. A discussion ensued as to what should be done with the excess generated in the past fiscal year. Ms. Madonna reminded the Trustees that we have a projected shortfall in the 2012-2013 Budget of approximately \$37,000 and perhaps should discuss with the Friends of the Library their intentions for our budget for the 2012-2013 year. The Trustees agreed with this suggestion.

Mr. Frank informed the Trustees that Mrs. Kuhner had elected to have her husband covered under the Library's Medical Insurance Plan, at her expense, and had asked if this could be done pre-tax. Mr. Frank explained to her that in order to do this we would have to establish a Cafeteria 125 Plan to comply with Internal Revenue Service regulations. Mr. Frank explained the benefits to the employee and the Library to the Trustees and said that he and Ms. Madonna felt that this would be a good benefit to offer to the employees. Mr. Frank and Ms. Madonna will investigate this further and bring their findings to a future meeting of the Trustees.

Mrs. Pesses informed the Trustees that she did not have a report from the Friends of the Library but that their next meeting would be on August 2, 2012.

Mrs. Pesses informed the Trustees that we had not yet received the final report on the Capital Campaign Study from Ghioris & Sorrenti, Inc. but that she expected to receive it soon.

Ms. Madonna informed the Trustees that the masonry repointing is coming along nicely but that the engineers at Ryan Biggs have determined that work needs to be done to the facade over the front entrance to avoid any pieces from falling possibly on patrons. A temporary fix would be to put netting over the area.

Ms. Madonna informed the Trustees that a Design Development meeting had been held and that another meeting was scheduled for July 27, 2012.

Ms. Madonna reviewed two resolutions that she had prepared authorizing her to apply for grant money through Governor Cuomo's State Economic Development Fund. One application would be for up to \$210,000 to pay for our Master Renovation Plan Design Development and Construction Document creation

Barbara Madonna
Library Director

2012-2013

Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Karen S. Smith

Daniel R. Towne, Jr.

services and, if appropriate, a conservation easement/preservation covenant to the deed of the assisted property. The other application would be for up to \$410,000 to pay for replacement windows and, if appropriate, a conservation easement/preservation covenant to the deed of the assisted property. Several state agencies and funding authorities including the New York State Office of Parks, Recreation and Historic Preservation, Recharge New York, NYSERDA and Empire Development will review the proposals. Mr. Fisher made a motion, seconded by Mrs. McAllister, to approve both resolutions authorizing Ms. Madonna to proceed with the applications. This was approved all voting aye.

Ms. Madonna informed the Trustees that our attorney had not yet had a chance to review our By-laws and purchasing updates so this needs to be put on hold until our August meeting.

Ms. Madonna informed the Trustees that Ms. Gennett returned to work on Friday, July 13th, and appears to be doing better. Ms. Madonna also informed the Trustees that she had received seventeen applications for the Custodial worker position and that she had interviewed four so far. So far two look good and she has one more to do and asked for help from the Personnel Committee to review the applicants and conduct second interviews.

Mr. Ephraim brought the Trustees up to date on the progress with GLOVERSVILLE READS! 2012. The bus trip to Cooperstown has been canceled due to poor sign up. Other programs are going well. Daryl Baldwin did a program making animals out of balloons and the children and adults loved it.

Mr. Towne informed the Trustees that the PR Committee felt that they needed to redefine their function to work more hand-in-hand with the Programming Committee as far as promoting programs through various forms of publicity. The Trustees agreed with his suggestion.

Ms. Madonna informed the Trustees that she had nothing additional for the Director's Report.

Mrs. Pesses informed the Trustees that she had nothing additional for the President's Report.

Mr. Frank informed the Trustees that the Foundation had not met since their Annual Meeting in December.

Mrs. Pesses asked if there was any old business or new business to be brought before the Trustees.

Ms. Madonna informed the Trustees that she was having a survey done on the recently acquired property at 66 E. Fulton Street to determine exactly where the property lines are for the lot.

The next meeting of the Trustees was set for August 21, 2012 at 6:30 P.M.

Mr. Fisher made a motion, seconded by Mrs. McAllister to adjourn the meeting at 8:18 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary

GLOVERSVILLE PUBLIC LIBRARY

RECEIPTS

JULY 2012

	Budget July 1, 2012 to June 30, 2013	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	\$259,106.00	\$0.00	\$0.00	\$0.00	\$259,106.00
Investment Income	300.00	18.19	18.19	17.13	281.81
Gloversville Library Foundation Inc. - Int. & Div.	140,000.00	7,321.97	7,321.97	12,934.32	132,678.03
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	520.00	520.00	220.00	4,480.00
Government Affiliations	6,000.00	0.00	0.00	0.00	6,000.00
Fines & Miscellaneous Income	10,000.00	839.50	839.50	448.50	9,160.50
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	10,000.00	10,000.00
TOTAL RECEIPTS	<u>\$430,406.00</u>	<u>\$8,699.66</u>	<u>\$8,699.66</u>	<u>\$23,619.95</u>	<u>\$421,706.34</u>

	Income Cash Reconciliation
Income Cash Balance on July 1, 2012	<u>\$316,489.63</u>
Plus: Receipts Per Report	8,699.66
Less: Purchase of Property	530.00
Less: Expenses Per Report	<u>33,843.24</u>
Income Cash Balance on July 31, 2012	<u><u>290,816.05</u></u>
Accounts Payable as of 07/31/12	6,583.50
Prepaid Expenses as of 07/31/12	<u>0.00</u>
Actual Cash Balance on July 31, 2012	<u><u>\$297,399.55</u></u>

BUILDING FUND

Balance on July 1, 2012	\$156,982.53
Plus: Receipts:	
Interest on Money Market Account	9.43
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Design Development	4,655.19
Ghiorso & Sorrenti, Inc. - Capital Campaign Study	<u>10,019.66</u>
Balance on July 31, 2012	<u><u>\$142,317.11</u></u>

Prepared By,
Michael J. Frank, Financial and Recording Secretary

Submitted By,
David R. Fisher, Treasurer

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE EXPENSES TO BUDGET

JULY 2012

	Budget July 1, 2012 to June 30, 2013	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$136,044.00	\$10,301.90	\$10,301.90	\$11,003.78	\$125,742.10
Salaries - Part Time Employees	89,180.00	5,843.14	5,843.14	4,953.47	83,336.86
Salaries - Custodians	21,840.00	983.00	983.00	964.00	20,857.00
F I C A & Medicare Tax	18,900.00	1,310.31	1,310.31	1,294.49	17,589.69
Unemployment Insurance	600.00	159.00	159.00	150.00	441.00
Disability Insurance	765.00	337.44	337.44	246.72	427.56
Medical Insurance	30,250.00	3,779.60	3,779.60	2,996.28	26,470.40
Pension Expense	27,000.00	0.00	0.00	0.00	27,000.00
Heat	12,000.00	0.00	0.00	0.00	12,000.00
Electricity	9,000.00	0.00	0.00	0.00	9,000.00
Telephone	650.00	421.23	421.23	436.33	228.77
Insurance	10,500.00	4,086.12	4,086.12	2,947.98	6,413.88
Books, Periodicals, etc.	45,000.00	5,058.19	5,058.19	5,025.89	39,941.81
Computer & Automation Services	17,000.00	199.98	199.98	107.40	16,800.02
Library, Building & Office Supplies	9,300.00	486.66	486.66	606.25	8,813.34
Maintenance & Repairs	13,700.00	0.00	0.00	0.00	13,700.00
Financial Secretary	8,000.00	650.00	650.00	650.00	7,350.00
Professional Fees	7,000.00	0.00	0.00	0.00	7,000.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	0.00	0.00	0.00	2,000.00
Events & Programming	4,500.00	22.50	22.50	602.94	4,477.50
Promotion Expense	2,000.00	0.00	0.00	0.00	2,000.00
General Expense	1,500.00	204.17	204.17	199.17	1,295.83
Restoration, etc. Expense	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE	<u>\$467,729.00</u>	<u>\$33,843.24</u>	<u>\$33,843.24</u>	<u>\$32,184.70</u>	<u>\$433,885.76</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

JULY 2012

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (1,454.54)	\$458.44	FICA & Medicare Expense
		996.10	Payroll
3621	Gloversville Public Library	4,353.37	Payroll
3622	Barbara J. Madonna	46.62	Accounts Payable
3623	Donna J. Kuhner	250.00	Petty Cash
3624	Electronic Office Products, Inc. (66.75)	56.75	Accounts Payable
		10.00	Library Supplies
3625	National Grid	601.60	Accounts Payable
3626	MVLS/SALS Joint Automation Project	1,049.43	Accounts Payable
3627	Unique Management Services, Inc.	89.55	Accounts Payable
3628	Mc Cary & Huff, LLP	750.00	Accounts Payable
3629	The Leader-Herald	100.68	Accounts Payable
3630	Palmateer Trucking & Container Service	105.00	Accounts Payable
3631	Glatfelter Brokerage Services	233.80	Insurance - Worker's Comp.
3632	Business Card	2,990.64	Accounts Payable
3633	First Nonprofit Unemployment Program (409.00)	250.00	Cash Reserve
		159.00	Unemployment Insurance
3634	Gloversville Public Library	8,429.30	Payroll
3635	Michael J. Frank	650.00	Financial Secretary
3636	C D P H P	2,233.08	Medical Insurance
3637	Warren Electric Supply	27.29	Building Supplies
3638	Center Point Large Print	52.99	Books
3639	Quality Books, Inc.	36.92	Books
3640	Audio Editions	183.93	A/V - DVDs
3641	MVLS/SALS Joint Automation Project	115.00	Data Base
3642	Baker & Taylor Books	1,542.00	Books
3643	Mohawk Valley Library System	11.95	Payment for Lost Book
3644	MVLS/SALS Joint Automation Project	199.98	Computer & Automation
DM	E F T NYS & Local Retirement System	192.42	Pension - Withholdings
DM	E F T NYS Tax Department	540.84	Payroll
DM	E F T United States Treasury (2,723.52)	851.87	FICA & Medicare Expense
		1,871.65	Payroll
DMS	Jaeger & Flynn Associates, Inc. (Reimbursements)	802.16	Medical Insurance
	CHECK PAID OUTS - JULY 2012	<u>30,242.36</u>	
	PETTY CASH PAID OUTS - JULY 2012		
	Events & Programming Expense	22.50	
	Newspapers (Books)	<u>218.00</u>	
	TOTAL JULY 2012 PAID OUTS	<u>\$30,482.86</u>	
	Plus: Prepaid Expenses	9,662.60	
	Less: Accounts Payable	(5,790.27)	
	Less: Refund of Lost Book Money	(11.95)	
	Less: Cash Reserve	(250.00)	
	Less: Petty Cash Check	<u>(250.00)</u>	
	NET TO BALANCE TO EXPENSES	<u>\$33,843.24</u>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS IN PROCESS

SPECIAL LEGISLATIVE GRANT (Senator Farley)

Balance as of July 1, 2012				\$768.73
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	<u>Amount</u>	
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at July 31, 2012				<u><u>\$768.73</u></u>

BILL & MELINDA GATES GRANT

Balance as of July 1, 2012				\$147.86
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 July 31, 2012				<u><u>\$147.86</u></u>

STEWART'S FOUNDATION GRANT

Balance as of July 1, 2012				\$550.00
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 July 31, 2012				<u><u>\$550.00</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of July 1, 2012				\$3,000.00
Appropriation Provided For In 2012-2013 Budget				3,000.00
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 July 31, 2012				<u><u>\$6,000.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of July 1, 2012				\$754.38
Funds Received				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 July 31, 2012				<u><u>\$754.38</u></u>



Gloversville Public Library

Director's Report: July 2012

Barbara Madonna – Director

It is the start of another fiscal year and we are mid-way through our summer program. Thanks to Bonnie Howard, our Program Coordinator, and the staff of the Children's Room it has been fantastic. You can visit our Facebook page to see some of the highlights via photos.

It has also been a BLOODY hot summer. According to NOAA's Climate Data Center July was the hottest month on record, EVER, for the contiguous US. We did not perform a scientific study or keep statistics ourselves, we were just too hot, but I'd estimate 17 of the 21 days we were open were above 90 degrees inside the building. We only closed once when the heat index reached 104. Amazingly, the patrons still flocked in. I guess out of the beating sun was better than directly under it.

Nineteen applications were received for the Custodial Worker position. Five candidates were granted first interviews. Three moved on to second interviews with the Jay (Chair of the Building Committee), Robin (Chair of the Personnel Committee), Donna and myself. Research into background checks is being conducted. The masonry work moved along smoothly. When that is complete I can submit the final report for the 2010-11 NYS Public Library Construction Grant and we'll receive the last 10% of the grant funding. Design Development work was well underway with the architects. Ghiorso & Sorenti put the finishing touches on the Capital Campaign Planning Study. And grant applications were filed with NYS' Regional Economic Development fund; \$403,750 for windows and \$209,400 for Design Development and Construction Document design services.

GLOVERSVILLE READS! 2012 wrapped up in July and it wasn't as successful as we'd hoped. Opening Day attracted a lot of attention and participation, but subsequent programming did not have the numbers we anticipated. This brings to light the debate of quantity v. quality when it comes to programs. Are we focused on large numbers of people? Then we should only provide children's magic shows that fill the Carnegie Room to capacity. Do we want quality learning experiences? Then small intimate programs like our book discussions in which everyone can share a meaningful contribution is the ticket. I think it comes down to a balance and each patron will determine if they have had a rewarding experience. And their comments and suggestions will continue to guide our offerings, as will their attendance at future programs. For example, we had one patron whom I've not noticed at program before attend the sparsely populated "Baseball in Film" lecture, and then she came back for the book discussion of The Art of Fielding. Both programs had lower numbers than we'd have liked, but we had a return patron who had not attended programs before. Success or failure????

Meetings and Workshops

- July 3rd
 - 1) Paul Mays, Butler, Rowland and Mays Architects
 - 2) Building committee meeting with Paul Mays
- July 4th
 - Closed
- July 10th
 - 1) Interviews for Custodial Worker
 - 2) PR Committee meeting
- July 13th
 - 1) Interviews for Custodial Worker
 - 2) Don Gifford, Tryon Radio Club
 - 3) Jim Mraz, Fulton County Planning Board
- July 18th
 - 1) Book Discussion – book talk
 - 2) Ellen Wood, Celebration meeting
- July 24th
 - 1) Kathryn McCary, attorney
 - 2) Chris Pesses
- July 25th
 - Program committee meeting
- July 26th
 - 1) Kathryn McCary, Attorney
 - 2) Wayne Donovan, AJS Masonry, Inc.
 - 3) Chris Pesses
- July 27th
 - Building committee meeting with Paul Mays, Lisa Hays and John Edwards



Gloversville Public Library

Children's Room Report: July 2012

Sherry Gennett – Head of Children's Services

My first day back to work was Friday, July 13th and word got out on the BiblioManiacs Facebook page that I had returned. Before I knew it I was surrounded by all our members with well wishes, "so glad you're back...can we meet every Friday from now on like we use to?" Even though I was very nervous, everyone was great.

I'd like to give my thanks for all the staff, especially in the Children's Room and Bonnie for putting on a great Summer Reading Program.

I was not ready to give up. It feels wonderful to be with the children again along with their families.

Programs are being well attended. Parents are enjoying the variety they can choose from. Special surveys will be going out at the "Thank You" program.

And my first day back I was called for classes at the library from the YMCA day camp; nothing like jumping right back into things. I scheduled this for the following Friday. There were close to 80 children spread between three groups. We had a great time and everyone was on their best behavior. The counselors even commented they haven't seen such good listening skills ever out of the oldest group. Each child received our Summer Reading Bag filled with calendar of events plus how to get a library card.

Sherry Gennett

Gloversville Public Library

July 2012

Monthly Report

Statistics for July 2012 are as follows (figures in parentheses represent comparable figures for July 2011):

	2012	2011
<u>VISITORS</u>	10,333	(10,843)

CIRCULATION

Adult Circulation	2,895	(3,002)
Teen Circulation	345	(351)
Juvenile Circulation	2,092	(2,390)
Audiobooks	290	(260)
eBooks	171	0
Music	36	(21)
Periodicals	134	(126)
Videos	1,768	(1,796)
Subtotal	<u>7,731</u>	<u>(7,946)</u>
<u>In-House Use</u>		
Adult	363	(268)
Juvenile	613	(622)
Other Materials	1,217	(1,159)
Subtotal	<u>2,193</u>	<u>(2,049)</u>
Total July Circulation	9,924	(9,995)

<u>REFERENCE QUESTIONS</u>	510	(376)
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MEETINGS/PROGRAMS/OUTREACH

5 Adult programs and meetings with 27 people (5 Adult programs and meetings with 61 people)
12 Juvenile programs with 344 children (11 Juvenile programs with 353 children)

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	773	493
AV	228	10
Total	<u>1001</u>	<u>503</u>

<u>COMPUTER USAGE</u>	1,037	(1,256) users
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HISTORICAL ROOM

Visitors	14
Books Used	20
Reference Questions	2
Telephone Reference	0
Letters	0
Computer usage	0

UNIQUE Management
Services, Inc.

L i b r a r y D i v i s i o n

July 30, 2012

Ms. Barbara Madonna
Gloversville Public Library
58 E Fulton St
Gloversville, NY 12078

Dear Ms. Barbara Madonna:

Unique Management Services, Inc. (UMS) has provided a quality material recovery service for the **Gloversville Public Library** since **August 2006**. As of **June 2012**, the library has submitted **532** accounts for collection.

The financial result for your library has been the recovery of **\$12,279.41** in materials, **\$2,693.82** in cash received, and **\$1,144.08** in amounts waived for a total value of **\$16,117.31**. This does not include amounts still to be recovered from patrons who will respond to our continued contacts.

When considering the value of our recoveries described above compared to the amount UMS has billed the library, our service has given the library a return of **\$3.03** for each **\$1.00** invested. This **3:1** ratio shows a powerful return on the library's investment, one that we are pleased to report.

It should also be noted that we have demonstrated that we can maintain patron goodwill while producing these results. In addition, with our strategic partnerships and strong working relationships with ILS vendors, UMS can ensure all data is transferred and processed electronically to eliminate paperwork and minimize library staff time.

Unique Management Services, Inc. strives to provide thorough and useful recovery information on a regular basis. In addition to our monthly reports, many of our clients have expressed a desire to see our results compared to cost. Please keep in mind that this letter is an overview of your historical recovery. If you should require results for a specific time period, please do not hesitate to contact your customer service representative. We appreciate the opportunity to serve the Gloversville Public Library and its patrons.

Sincerely,

Erin Knutson

Erin Knutson
Customer Service