



Gloversville Public Library  
Annual Meeting of the Board of Trustees  
~~Sept. 18, 2012~~  
October 16, 2012  
6:30 pm  
Gloversville Public Library

## Annual Meeting

### Pledge of Allegiance

- Acceptance of the minutes of the last annual meeting, Sept, 2011.
- Financial Report
- Director's Report
- Board President's Report
- Public Comment
  - Adjourn



Gloversville Public Library  
Meeting of the Board of Trustees  
October 16, 2012  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of last meeting, August 21 & September 19
2. Treasurer's Report
3. Budget and Finance
  - Start on 2013-14 budget
  - Steering committee projects for operating costs after renovation
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
7. AD HOC Policy
  - By-laws and purchasing
8. Personnel Committee
  - Staffing
  - 40<sup>th</sup> anniversary
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn



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.

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

August 21, 2012

The Gloversville Public Library Board of Trustees held a meeting on August 21, 2012 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, David Fisher, Robin Lair, Elizabeth Batchelor, Craig Clark, Jay Ephraim, Karen Smith and Hannah McAllister. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and Mary Ann Winters, Senior Vice President at Ghiorso & Sorrenti, Inc., also attended the meeting. Daniel Towne, Jr. was 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 introduced Mary Ann Winters from Ghiorso & Sorrenti, Inc. Ms. Winters reviewed the Capital Campaign Study done by her firm and explained the assumptions used to determine an estimated amount that they felt the Library could raise based on their interviews and other data provided. The report showed that they projected we could raise approximately 55% to 70% of the 7 million needed to complete the whole Master Plan renovation project. Ms. Winters also fielded some questions from the floor including members of the Friends' and Trustees from the Foundation who were in attendance. The Trustees thanked her for their efforts and will discuss further the next steps needed to begin the Campaign.

Mrs. Pesses asked the Trustees to review the minutes of the Organizational Meeting and the Regular Meeting of the Trustees held on July 17, 2012. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mr. Fisher, 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 July 2012 and the fiscal year-to-date through July 31, 2012 with the Trustees. Mr. Frank commented that since the new year had just begun it was pretty early to see how the numbers compared to the budget for the new fiscal year. Mr. Frank explained that the income from the Foundation was below last year's number due to a change in the method used by Smith Barney in paying investment income to the Foundation and subsequently being passed on to the Library. This should correct itself over the course of the Library's fiscal year. Mr. Frank asked if there were any other questions or comments on the financials for the month of July or the year to date through July 31, 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.

Mr. Frank informed the Trustees that he had completed the 990 federal tax return for the Library for the fiscal year ending June 30, 2012 and that it was ready to be approved for filing with the Internal Revenue Service. Mr. Frank also reviewed the new refundable IRS credit available to the Library based on the Library paying over 50% of the medical insurance premium for our full time employees and having fewer than 50 full time equivalent employees during the fiscal year. The amount of this refundable credit applied for on this year's tax return has been calculated to be \$3,857. Mr. Frank also informed the Trustees that we will be amending our return for the last fiscal year as we are also eligible for a refundable credit for our fiscal year ending June 30, 2011 as this change in the tax law became effective on January 1, 2010. Ms. Smith made a motion, seconded by Mrs. Lair, to approve the filing of our 990 tax return. This was approved all voting aye.

Mrs. Pesses informed the Trustees that she did not have a report from the Friends of the Library but that the baskets for their Celebration were being displayed in the Lobby of the Library.

Ms. Madonna informed the Trustees that the masonry repointing is done except for a few minor repairs. The netting has been installed above the front entrance to catch any pieces that might fall from around the top cornice.

Ms. Madonna informed the Trustees that a Design Development meeting was held with the Mechanical Engineer to discuss the heating system and it was decided to continue with natural gas as our heating source.

Ms. Madonna also informed the Trustees that three overlapping systems have been installed to eliminate the pigeon problem. The sonar installed has not yet worked effectively, but the pigeons' instinct to keep a watchful eye on their flightless offspring that are still roosting on a ledge might be overriding their fear of potential predators. Spikes were reset and netting was installed over the oculus window and medallion where they were roosting is working well so far in keeping the pigeons away.

Ms. Madonna informed the Trustees that the contractor, Ron Jones, will be back in the fall to put topsoil down and seed the lawn area around the exterior of the building.

Ms. Madonna reviewed the New York State Public Library Construction Grant Program with the Trustees informing them that the Board needed to pass a resolution authorizing her to apply for funds from this program. Mr. Fisher made a motion, seconded by Ms. Batchelor, to authorize Ms. Madonna to make an application for the \$14 million (NYS) Public Library Construction Grant Program, July 1, 2012-June 30, 2014, for energy efficient, historically accurate windows. This was approved all voting aye.

Ms. Madonna informed the Trustees that our attorney had reviewed our By-laws and purchasing updates and a meeting of the AD HOC Policy Committee needs to be scheduled.

At this point in the meeting 8:05 PM, Mr. Fisher made a motion, seconded by Ms. Smith, to go into Executive Session to discuss personnel issues. This was approved all voting aye.

At 8:23 PM Mr. Fisher made a motion, seconded by Ms. Smith, to come out of Executive Session. This was approved all voting aye.

Ms. Madonna also informed the Trustees that the Personnel Committee had agreed with her recommendation to hire George Emden IV to fill our full time Custodial worker position. He will be starting the week of September 10<sup>th</sup> and John Lawrinait's last day will be September 8<sup>th</sup>. John will be receiving his vacation pay as earned and two weeks of severance pay as well as a thank you letter for all his years of dedicated service to the Library.

Mr. Ephraim brought the Trustees up to date on the progress of our programming efforts. A miniature horse program was held at our recently purchased lot on East Fulton Street, which was very well attended. Mr. Ephraim also said that he wished to express his thanks for the excellent job that Bonnie Howard had done with the Summer Reading Program planning in Sherry Gennett's absence.

Mr. Clark informed the Trustees that the PR Committee felt that they needed to provide more programming support with community presentations of various forms. Ms. Smith informed the Trustees that we could use the BID website to help with our promotional efforts.

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 but he expected them to be meeting in the fall. A Finance Committee meeting is also expected to be held in late September or October.

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

Ms. Smith informed the Trustees that BID is going to schedule a get together focusing on "Know Your Neighbors" soon.

The next meeting of the Trustees was set for September 18, 2012 at 6:30 P.M.

Ms. Smith made a motion, seconded by Mr. Fisher to adjourn the meeting at 8:38 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Karen S. Smith  
Secretary



Barbara Madonna  
Library Director

2011-2011  
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

Christine Pesses

David Fisher

Hannah Hanlon

Robin Lair

Karen S. Smith

Daniel R. Towne, Jr.

## Draft Minutes of The Groversville Public Library Annual Meeting

September 20, 2011

The Groversville Public Library held its Annual Meeting on September 20, 2011 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:00 P.M.

The following trustees were present: Christine Pesses, Elizabeth Batchelor, Jay Ephraim, David Fisher, Karen Smith, Robin Lair and Hannah Hanlon. Michael Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, and Virginia Mazur, President of the Friends of the Groversville Public Library, also attended the meeting. Five students from the participation in government class from the Johnstown High School were also in attendance. Daniel Towne, Jr. and Craig Clark were excused from the meeting.

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

Mrs. Pesses asked the Trustees to review the minutes of the annual meeting of September 21, 2010. 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. Fisher, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank if he would review the Annual Financial Report for the fiscal year ended June 30, 2011. Mr. Frank reviewed the report of income and expense for the year and explained the various ups and downs to budget. Mr. Frank also reviewed the current status of Grants in progress and the statement of Condition. Ms. Smith made a motion, seconded by Mr. Ephraim, to accept the Annual Financial Report as presented. This was approved all voting aye.

Ms. Madonna reviewed her Annual Report to the Community. Ms. Madonna said that she felt the addition of 5 hours on Mondays to our schedule of days open has become immensely popular with our patrons. This was made possible by the approval of the tax levy increase approved by the taxpayers in May 2010. Ms. Madonna also pointed out in her report the addition of Christine Prokopiak as our new Program Coordinator. This has allowed the Library to offer more programs for our patrons as was planned for in our five-year plan of service for the Library, which began in 2008. Ms. Madonna also commented on the continued increases in the number of visitors, computer usage and circulation over the previous year. The Trustees commended Ms. Madonna on an excellent Annual Report to the Community. The Report was accepted as presented.

Mrs. Pesses, President of the Board of Trustees, reviewed her report to the Community, discussing the various accomplishments of the Board in their sixth year as elected Trustees of the Groversville Public Library. Mrs. Pesses reported on the Master Renovation Plan progress made this year and discussed the need to determine where we will get funding to proceed with the next step which is the Design Development phase. Mrs. Pesses also thanked the Trustees, the Staff and Volunteers for all their help during the year as President of the Board of Trustees. The entire Board congratulated Mrs. Pesses and Ms. Madonna on a job well done during the past fiscal year.

Mrs. Pesses asked if there was anything anyone from the Public wished to present at this time.

Hearing none, Mr. Fisher made a motion, seconded by Ms. Batchelor to adjourn the meeting at 6:30 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

Karen S. Smith  
Secretary

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

Mrs. Pesses informed the Trustees that it was time for the Annual Director's evaluation to be done. Mrs. Lair will send out copies of the evaluation questionnaire to the Trustees and also send copies to the Library for the staff to complete.

Mr. Towne gave a report on the meetings of the Promotion Committee with Ms. Prokopiak. The Committee has been discussing various ideas on how to promote the programs scheduled at the Library over the next few months. The Committee's ideas include the newspaper, statistical information regarding patrons using the Library, books lent and research information usage, using the Sandwich Boards and Facebook. Ms. Madonna also reported that the Facebook Programs and the Poem Telling Program were well received this past month. Also the concert on Monday evening was well attended with approximately 65-70 people attending. After the Concert a hat was passed asking for any donations that people wanted to give in support of the Library and its programs. Ms. Batchelor suggested highlighting the Library's proactive response to the public's request for additional services such as more hours and programming as part of a campaign to support the 2011 tax levy increase proposition.

Ms. Madonna informed the Trustees that MVLS would be sponsoring NYSCA book discussions in May and June this year. Ms. Madonna also informed the Trustees that she had been working with Megan Brennan from Butler Rowland Mays on furniture considerations to be funded with Friends Celebration money raised this year. The Children's Room will be done first followed by furniture for the Reading Room with the goal of getting the Reading Room back to a more comfortable and quiet room to sit in and read.

Mrs. Pesses informed the Trustees that Lobby Day was well attended and that the focus of the Library people attending was to convince the legislators that Library Systems could not afford any more cuts in the State funding for libraries.

Ms. Batchelor informed the Trustees that the Friend's Celebration plans for this year were all set.

Mr. Frank informed the Trustees that the Foundation had not met since the last meeting of the Trustees but that a meeting was being planned for late April or early May.

Mr. Ephraim informed the Trustees that the Books are Magic contest was up and running and that lots of excitement was evident in the Gloversville Enlarged School District. The program began today March 15<sup>th</sup> with a special workshop to be held on the 21<sup>st</sup>. The contest will run through the 27<sup>th</sup> of April when the entries will be due in to the Library. The children will be asked to create something based on one of the books in the Mural on the wall of the Mohawk Harvest Cooperative Market Building on North Main Street in Gloversville. The groups will be split up into K-5, Middle School and High School. An awards program has been set for May 9<sup>th</sup> at 6:00 PM with cash prizes to be awarded to the three winners.

Mrs. Pesses asked if there was any new business to discuss. Nothing was brought up at this time.

The next regular meeting will be held on April 19, 2011 at 6:30 P.M.

Ms. Smith made a motion, seconded by Ms. Batchelor to adjourn the meeting at 8:10 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Karen S. Smith  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

**RECEIPTS**

**SEPTEMBER 2012**

	<u>Budget July 1, 2012 to June 30, 2013</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	\$259,106.00	\$0.00	\$0.00	\$0.00	\$259,106.00
Investment Income	300.00	10.48	44.12	48.72	255.88
Gloversville Library Foundation Inc. - Int. & Gloversville Library Foundation Inc. - Don. I	140,000.00 5,000.00	7,873.36 850.00	33,819.41 1,370.00	35,708.80 4,155.00	106,180.59 3,630.00
Government Affiliations	6,000.00	4,540.15	4,540.15	4,404.00	1,459.85
Fines & Miscellaneous Income	10,000.00	625.01	2,258.10	1,702.10	7,741.90
Friends of the Gloversville Public Library, Ir	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
<b>TOTAL RECEIPTS</b>	<u><b>\$430,406.00</b></u>	<u><b>\$13,899.00</b></u>	<u><b>\$42,031.78</b></u>	<u><b>\$56,018.62</b></u>	<u><b>\$388,374.22</b></u>

	<u>Income Cash Reconcilement</u>
Income Cash Balance on September 1, 2012	\$262,922.73
Plus: Receipts Per Report	13,899.00
Less: Expenses Per Report	<u>28,447.27</u>
Income Cash Balance on September 30, 2012	<u>248,374.46</u>
Accounts Payable as of 09/30/12	6,583.50
Prepaid Expenses as of 09/30/12	<u>(1,028.41)</u>
Actual Cash Balance on September 30, 2012	<u><b>\$253,929.55</b></u>

**BUILDING FUND**

Balance on September 1, 2012	\$109,196.94
Plus: Receipts:	
Interest on Money Market Account	4.86
Donations From Gloversville Library Foundation, Inc.	50,000.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Design Developer	9,190.10
Ferguson & Foss - Survey Lot 66 East Fulton Street	500.00
Butler Rowland Mays Architects, LLP - Grant Work	<u>1,152.50</u>
Balance on September 30, 2012	<u><b>\$148,359.20</b></u>

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

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Submitted By,  
David R. Fisher, Treasurer

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE EXPENSES TO BUDGET**

**SEPTEMBER 2012**

	<u>Budget July 1, 2012 to June 30, 2013</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Unexpended Balance</u>
Salaries - Full Time Employees	\$136,044.00	\$9,226.94	\$30,865.96	\$33,011.34	\$105,178.04
Salaries - Part Time Employees	89,180.00	5,884.39	18,358.22	19,528.77	70,821.78
Salaries - Custodians	21,840.00	2,558.75	4,524.75	3,133.00	17,315.25
F I C A & Medicare Tax	18,900.00	1,351.80	4,111.87	4,258.95	14,788.13
Unemployment Insurance	600.00	0.00	159.00	150.00	441.00
Disability Insurance	765.00	0.00	337.44	246.72	427.56
Medical Insurance	30,250.00	1,771.35	7,550.14	7,399.30	22,699.86
Pension Expense	27,000.00	0.00	0.00	0.00	27,000.00
Heat	12,000.00	68.80	146.05	180.29	11,853.95
Electricity	9,000.00	677.83	1,429.29	1,462.31	7,570.71
Telephone	650.00	11.15	432.38	436.33	217.62
Insurance	10,500.00	0.00	4,238.10	5,042.27	6,261.90
Books, Periodicals, etc.	45,000.00	1,247.82	18,329.75	18,255.09	26,670.25
Computer & Automation Services	17,000.00	2,953.19	3,835.15	2,842.07	13,164.85
Library, Building & Office Supplies	9,300.00	502.29	2,417.24	3,273.25	6,882.76
Maintenance & Repairs	13,700.00	434.12	9,141.45	116.25	4,558.55
Financial Secretary	8,000.00	700.00	2,000.00	1,950.00	6,000.00
Professional Fees	7,000.00	345.00	675.00	435.00	6,325.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	33.86	53.86	95.35	1,946.14
Events & Programming	4,500.00	125.00	162.50	827.94	4,337.50
Promotion Expense	2,000.00	30.00	50.00	300.25	1,950.00
General Expense	1,500.00	524.98	798.80	465.37	701.20
Restoration, etc. Expense	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSE</b>	<u><u>\$467,729.00</u></u>	<u><u>\$28,447.27</u></u>	<u><u>\$109,616.95</u></u>	<u><u>\$103,409.85</u></u>	<u><u>\$358,112.05</u></u>



**GLOVERSVILLE PUBLIC LIBRARY  
CHECK AND CASH DISBURSEMENTS  
SEPTEMBER 2012**

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,234.32)	\$663.37	FICA & Medicare Expense
		1,570.95	Payroll
3671	Kevin Manning	400.00	Stewart's Grant
3672	Gloversville Public Library	6,558.72	Payroll
3673	Rosanne Melita	100.00	Events & Programming
3674	Michael Faly	25.00	Events & Programming
3675	Donna J. Kuhner	300.00	Petty Cash
3676	Sherry J. Gennett	33.86	Prof. Meetings & Travel Expense
3677	MVLS/SALS Joint Automation Project (2,688.09)	2,638.66	Computer & Automation
		49.43	Farley Grant
3678	Mc Cary & Huff, LLP	345.00	Professional Fees
3679	Unique Management Services, Inc.	119.40	G/E - Collection Expense
3680	Palmateer Trucking & Container Service	84.00	Maintenance & Repairs
3681	Frontier Communications	11.15	Telephone
3682	Electronic Office Products, Inc.	25.37	Library Supplies
3683	National Grid (746.63)	68.80	Heat
		677.83	Electric
3684	Bank of America - Barb's Credit Card	222.48	A/V - DVDs
3685	Baker & Taylor Books	623.01	Books
3686	Starlite Lanes	30.00	Promotion Expense
3687	Business Card (356.93)	163.00	G/E - Dues
		148.97	Library Supplies
		37.92	Building Supplies
		7.04	Postage
3688	Gloversville Public Library	6,767.88	Payroll
3689	Michael J. Frank (704.80)	700.00	Financial Secretary
		4.80	Postage
3690	C D P H P	1,860.90	Medical Insurance
3691	Ghiorso & Sorrenti, Inc.	350.12	Maintenance & Repairs
3692	MVLS/SALS Joint Automation Project	314.53	Computer & Automation
3693	Audio Editions	129.83	A/V - DVDs
3694	Mohawk Valley Library System	6.99	Payment Lost Book
3695	Linda Hinkle	176.22	Library Supplies
3696	Treasurer Gloversville School District	242.58	G/E - School Taxes
3697	NYS Child Support Processing Center	343.58	Child Support
DM	E F T NYS & Local Retirement System	157.17	Pension - Withholdings
DM	E F T NYS Tax Department	567.14	Payroll
DM	E F T United States Treasury (2,020.89)	688.43	FICA & Medicare Expense
		1,332.46	Payroll
DMs	Jaeger & Flynn Associates, Inc. (Reimbursements)	282.63	Medical Insurance
	CHECK PAID OUTS - SEPTEMBER 2012	<u>28,829.22</u>	
	PETTY CASH PAID OUTS - SEPTEMBER 2012		
	Library Supplies	101.97	
	Newspapers (Books)	<u>272.50</u>	
	<b>TOTAL SEPTEMBER 2012 PAID OUTS</b>	<u><u>\$29,203.69</u></u>	
	Less: Farley Grant Funds	(49.43)	
	Less: Lost Book Payment Refund to MVLS	(6.99)	
	Less: Stewart's Grant Funds	(400.00)	
	Less: Petty Cash Check	<u>(300.00)</u>	
	<b>NET TO BALANCE TO EXPENSES</b>	<u><u>\$28,447.27</u></u>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS IN PROCESS

**SPECIAL LEGISLATIVE GRANT (Senator Farley)**

Balance as of September 1, 2012				\$768.73
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	<u>Amount</u>	
MVLS/SALS Joint Automation Projec	3,677	VLA Office Pro	49.43	
Total Expenses				<u>49.43</u>
Balance of Grant Money Left at September 30, 2012				<u><u>\$719.30</u></u>

**BILL & MELINDA GATES GRANT**

Balance as of September 1, 2012				\$125.19
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>
Balance of Grant Money Left at September 30, 2012				<u><u>\$125.19</u></u>

**STEWART'S FOUNDATION GRANT**

Balance as of September 1, 2012				\$550.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Kevin Manning	3671	Programming	400.00	
Total Expenses				<u>400.00</u>
Balance of Grant Money Left at September 30, 2012				<u><u>\$150.00</u></u>

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of September 1, 2012				\$6,000.00
Appropriation Provided For In				0.00
Expenses Paid From Appropriation Func	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses				<u>0.00</u>
Balance of Appropriation Funds Left at September 30, 2012				<u><u>\$6,000.00</u></u>

**RESTORATION FUNDS RECONCILEMENT**

Balance as of September 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>
Balance of Restoration Funds Left at September 30, 2012				<u><u>\$754.38</u></u>



## **Gloversville Public Library**

Children's Room Report: September 2012

Sherry Gennett – Head of Children's Services

One workshop, three webinars and several school district open houses, September flew by.

The "Something Good for Everyone: Children as Learners and Adults as Partners in Multi-Age Storytimes" workshop was held at the Guilderland Public Library. This Early Literacy workshop was made possible by Federal Library Services and Technology Act funds. Also Mohawk Valley library and Upper Hudson Library Systems were contributors. Saroj Ghoting, an Early Childhood Literacy Consultant, conducted the seminar. She was excellent. The focus was "Early Literacy Components and the Five Practices: Making the Connection." Phonological awareness, vocabulary, letter knowledge, print conventions/awareness and background knowledge were all covered in great detail.

The three webinars were interesting. They covered book clubs for teens, book clubs for kids, and graphic novels for teens and tweens. All three were free. The cool part was I already do about 90 percent of what was presented during the programs. Bonnie Howards joined me for each one.

The open houses were well attended. Our library "Big Frog" made a splash where ever we went. I received many nice complements about our collection development and the diversified programming. Responses for the upcoming snake man program were awesome. Yes the parents made funny faces and the children made excited faces. "Can we go?"

Sherry Gennett

## Summer Reading Program 2012

This program bridged two accounting years 2011-2012 and 2012-2013.

The primary goal of this program was to encourage reading throughout the summer months. The number of youth who signed up for our reading program, the number of new library cards as well as the circulation numbers indicate that this goal was met.

An additional goal was to provide programming which could expand the dreams of our participants. The variety of programming and attendance suggest that this goal was met. Additionally, it was encouraging when youth checked out books on the subject of our programming.

Date	Type	Program	Children	Adults	Cost	Cost	
					Artist	Supplies	
June	Promo	Bags,t shirts, etc.				\$132.00	
27-Jun	Program	Balloon Extravaganza	34	15	\$0.00	\$0.00	
28-Jun	Story/Craft	Pinkilicious	32	19	\$0.00	\$9.00	
3-Jul	Craft	Bead Flag	28	10	\$0.00	\$20.00	
6-Jul	BiblioManiacs		4	1	\$0.00	\$5.00	
11-Jul	Craft/Program	Bluebird	19	17	\$70.00	\$150.00	
12-Jul	Storytime		22	18	\$0.00	\$0.00	
13-Jul	BiblioManiacs		7	2	\$0.00	\$5.00	
16-Jul	Program	Zumba	19	7	\$0.00	\$5.00	water
19-Jul	Storytime		19	17	\$0.00	\$0.00	
20-Jul	Program	YMCA	77	18	\$0.00	\$0.00	
25-Jul	Program	Owls	23	16	\$150.00	\$22.50	MVLS
26-Jul	Storytime		28	22	\$0.00	\$0.00	
27-Jul	BiblioManiacs		8	2	\$0.00	\$5.00	
30-Jul	Program	Robotics	10	10	\$0.00	\$0.00	
1-Aug	Craft	Yarn Octopus	27	12	\$0.00	\$12.00	
2-Aug	Storytime		17	11	\$0.00	\$5.00	bubbles
3-Aug	BiblioManiacs		4	1	\$0.00	\$6.00	
6-Aug	Craft	Bracelets	26	13	\$0.00	\$60.00	paracord
8-Aug	Program	mini horses	33	28	\$0.00	\$0.00	
8-Aug	Craft	Bracelets	8	9	\$0.00	\$28.00	wood
9-Aug	Storytime		23	18	\$0.00	\$0.00	
10-Aug	BiblioManiacs		7	2	\$0.00	\$0.00	
13-Aug	Program	GE Science	17	13	\$0.00	\$0.00	
15-Aug	Craft	Cookies	31	12	\$15.00	\$30.00	
16-Aug	Program	Puppets	41	37	\$225.00	\$0.00	
17-Aug	BiblioManiacs		5	1	\$0.00	\$10.00	
23-Aug	Storytime	Sing Along	14	11	\$0.00	\$6.00	
24-Aug	BiblioManiacs		8	2	\$0.00	\$10.00	
10-Sep	Program	Astronomy	20	33	\$400.00	\$0.00	Stewart's
			611	377	\$860.00	\$388.50	
							\$1,248.50
						Grants	\$550.00
						Library	\$698.50



## Gloversville Public Library

Director's Report: September 2012

Barbara Madonna – Director

September was Library Card Sign-up Month and we had 59 new patrons sign up for cards, about average. To date we've not had a big push, but I came across terrific partnership between a library down south and its community. Library patrons who showed their Library card at a retailer in the community received 10% off their purchases during the month. While September seems ideal because of the monthly theme I think that is a promotion we could organize at any time during the month. Around the holidays to encourage people to use their new eReaders, before the summer program kicks off, in January as a New Year's resolution...

The grant application for the New York Public Library Construction funding was due in September. Our requested toward the windows project was \$270,000. Limited funding and numerous requests have limited our potential grant award to just over \$200,000. The ultimate scope of the project will be dependent upon funding from the Governor's Economic Development funding.

Our new Custodial Worker, George Emden, began during September, just in time to spruce the Library up for the Celebration. We have already had compliments about how neat and clean and fresh the Library looks, and smells.

A couple other projects for the month included PowerPoints presentations for the Celebration covering past Celebration events, the projects completed with the money raised, future challenges of the building and a history of the Library as an institution. These dovetail well into the PR committee's work to expand awareness of the Library through the use of the video display in the lobby on a daily basis and developing a presentation about the Library's history and references for the Fulton County Museum for next spring.

### Meetings and Workshops

- Sept 6<sup>th</sup>
  - 1) Meeting with Bonnie Howard,
  - 2) Gloversville Historic Preservation Review Board meeting
  - 3) Friends of the Library Meeting
- Sept 7<sup>th</sup>
  - Michael Frank
- Sept 11<sup>th</sup>
  - 1) Proctor for Ashleigh Dockstader
  - 2) Meeting with Chris Pesses
  - 3) Kathryn McCary, McCary & Huff
  - 4) Steve Rowland, Butler, Rowland and Mays Architects, Inc
  - 5) PR Committee meeting
- Sept 12<sup>th</sup>
  - 1) Meeting with Ellen Wood
  - 2) Meeting with Chris Pesses
- Sept 14<sup>th</sup>
  - Steering Committee meeting
- Sept 18<sup>th</sup>
  - 1) MVLS Library Services Committee meeting
  - 2) Paul Mays
  - 3) Chris Pesses
  - 4) Meeting with Levi Pasher, Leader-Herald, Gloversville beat
  - 5) Annual and monthly Board of Trustees meeting
- Sept 19<sup>th</sup>
  - Book discussion, Sixkill by Robert Parker
- Sept 20<sup>th</sup>
  - 1) MVLS Board meeting
  - 2) MVLS Audit and Finance Committee meeting
- Sept 23<sup>rd</sup>
  - Friends Celebration
- Sept 26<sup>th</sup>
  - PR/Program committees joint meeting
- Sept 28<sup>th</sup>
  - 1) Steering Committee meeting

**Gloversville Public Library**  
**September 2012 Monthly Report**

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

	2012	2011
<b><u>VISITORS</u></b>	9,942	(10,181)

**CIRCULATION**

Adult Circulation	2,668	(3,276)
Teen Circulation	341	(348)
Juvenile Circulation	1,638	(1,690)
Audiobooks	279	(289)
eBooks	157	0
Music	27	(40)
Periodicals	106	(118)
Videos	1,836	(1,649)
Subtotal	7,052	(7,410)
<b><u>In-House Use</u></b>		
Adult	371	(398)
Juvenile	631	(803)
Other Materials	1,280	(1,582)
Subtotal	2,282	(2,783)
<b>Total September Circulation</b>	<b>9,334</b>	<b>(10,193)</b>

<b><u>REFERENCE QUESTIONS</u></b>	554	(581)
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**MEETINGS/PROGRAMS/OUTREACH**

2 Adult programs and meetings with 13 people (25 Adult programs and meetings with 178 people)  
 3 Juvenile programs with 38 children (9 Juvenile programs with 680 children)

<b><u>INTERLIBRARY LOAN</u></b>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	881	501
AV	153	3
Total	1034	504

<b><u>COMPUTER USAGE</u></b>	1,265	(1,165) users
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**HISTORICAL ROOM**

Visitors	20
Books Used	16
Reference Questions	6
Telephone Reference	0
Letters	0
Computer usage	0