



Gloversville Public Library  
Meeting of the Board of Trustees  
January 15, 2013  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of last meeting, December 2012
2. Treasurer's Report
3. Budget and Finance  
Update on 2013-14 budget
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee  
RFP for a consultant
7. AD HOC Policy
8. Personnel Committee
  - Civil Service
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: February 19 – school break, quorum?



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

December 18, 2012

The Gloversville Public Library Board of Trustees held a meeting on December 18, 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, Daniel Towne, Jr., Elizabeth Batchelor, Craig Clark, David Fisher, Robin Lair, Karen Smith and Hannah McAllister. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Tammy McCue, a teacher from the Gloversville High School also attended the meeting. Jay Ephraim 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 introduced Tammy McCue a teacher from the Gloversville High School. Ms. McCue informed the Trustees that she has written a grant to support a school wide project to raise awareness of distracted driving. Ms. McCue asked the Trustees if they would consider being part of the program on March 28, 2013 by helping to judge the student's artwork. As part of Auto Safety Day the group has contracted with Darin Strauss to come and do a talk on his book Half A Life. Ms. Batchelor said that she felt that members of the Micropolis Art Gallery might be willing to help with the judging. The Trustees felt that this would be a good chance to partner with the school on a project.

Mrs. Pesses asked if there was anything else 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 November 20, 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.

Mrs. Pesses asked Mr. Frank to review the Treasurer's Report for the month of November and the fiscal year-to-date through November 30, 2012 with the Trustees. Mr. Frank commented that during November 2012 we received the \$10,000 from the Friends of the Gloversville Public Library for our Operating Budget. Our year-to-date income through November 30, 2012 is up approximately \$6,500 from last year due to having received the Medical Insurance Credit refund from the Internal Revenue Service for the prior two years. The increase in the Tax Levy over the prior year has offset the decrease in the Foundation income on a year-to-date basis. Expenses this year are up approximately \$4,200 over the prior year due primarily to the higher Pension Expense and Insurance Expense. Mr. Frank asked if there were any questions or comments on the financials for the month of November or the year to date through November 30, 2012. Hearing none, Ms. Smith made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Fisher informed the Trustees that the Finance Committee had met on Tuesday November 27<sup>th</sup> at 5:30 PM. to continue their work on the 2013-2014 Budget. Mr. Fisher explained that the expense budget for 2013-2014 would be an increase of approximately \$15,000 over the current year's budget due primarily to salaries and benefits. Based on projected income this would leave a shortfall of approximately \$36,000. As part of the budget discussion, Ms. Madonna reviewed the proposed increase in adult fines that the Committee had recommended of increasing the daily overdue fine from \$ .10 to \$ .15. After discussing this with the staff, Ms. Madonna said that they felt we should increase the adult fines from \$ .10 to \$ .20 per day. This would give us an additional income of approximately \$6,000 per year. Mr. Fisher made a motion, seconded by Ms. Batchelor, to increase the daily adult fines to \$ .20 effective January 1, 2013. This was approved all voting aye. In conclusion, Mr. Fisher said that we needed to send in our tax levy cap worksheet to the State Comptroller's Office before we can approve our 2013-2014 budget. This will be done as soon as the information is available to complete it.

Ms. Madonna reviewed our current policy of allowing 25 DVDs to be borrowed at one time. Ms. Madonna informed the Trustees that our attorney had reviewed our Policy regarding number of items allowed to be borrowed at one time and felt that we could change this Policy whenever the Board deemed it necessary. Ms. Madonna said that she felt our Policy should be changed to a limit of 5 DVDs at one time. Ms. Smith made a motion, seconded by Mr. Fisher, to approve Ms. Madonna's recommendation of no more than 5 DVDs to a patron at any one time. This was approved all voting aye.

Ms. Madonna also informed the Trustees that the Friends of the Gloversville Public Library have given us \$24,912 from the Celebration fundraiser and the Wal-Mart Grant to be used towards window replacement. Ms. Madonna and a member of the Finance Committee will be meeting with the Friends at their January meeting to discuss their level of support for the Library's 2013-2014 Budget.

Ms. Madonna also informed the Trustees that Butler Rowland Mays Architects expects to have the Design Development phase of the Master Renovation Plan done in January. A meeting with Paul Mays is planned for January 24<sup>th</sup> to review the Design Development project. The next phase of the project is Construction Documents with an approximate cost of \$203,000. Ms. Madonna informed the Trustees that she has applied for a grant that if approved would cover a good portion of this cost.

Mrs. Pesses informed the Trustees that the AD HOC Steering Committee for the Master Renovation Project has met several times and decided that we need a consultant to help with running the Capital Campaign. An RFP for a consultant is being prepared and will be available soon. Mrs. Pesses also informed the Trustees that she may be asked to be the Capital Campaign Chairperson and that she feels that she should not continue as Board President if this happens and she accepts. The Trustees felt that they will need to discuss this further at a future meeting.

Mrs. Lair informed the Trustees that the Personnel Committee had met on November 23, 2012 to review staffing since two employees retired and two others were promoted to full time. Ms. Madonna informed the Trustees that Nicole Bullock and Circe Johnson were doing well adjusting to their full time duties as Library Clerks. Ms. Madonna said that she feels we will need to hire one or two new part time employees to cover approximately 20 to 25 hours per week to maintain our level of service to our patrons. Ms. Madonna said that she has contacted Civil Service to get a current listing of possible people to contact but has had no response from them yet. Ms. Madonna also informed the Trustees that George Emden continues to do an excellent job with his custodial duties and is now covered in our medical insurance plan.

Mrs. Lair informed the Trustees that the "Gloversville Reads 2013" program is getting started with a ballot available to vote for the book you would like to see used in the program. Mrs. Lair said that the Programming Committee would like to get 3 or 4 community volunteers to help with this program.

Mr. Towne informed the Trustees that the Public Relations Committee had not met since the last Board meeting but that they would be supporting the Programming Committee with the Gloversville Reads 2013 program wherever needed. Mr. Towne also suggested that we might consider combining the Program and Public Relations Committees next year in order to better support our efforts for programming and the promotion of the programs. The Trustees agreed that this would probably be a good idea so that everyone would be more aware of our current direction with programs and other things going on at the Library.

Ms. Madonna informed the Trustees that new learning computers had been installed in the Children's Room and that the Friends had agreed to help pay for them if the Wal-Mart grant is not approved. Ms. Madonna also informed the Trustees that effective January 1, 2013 MVLS will expand the contract with Overdrive to include eAudiobooks as well as eBooks.

Ms. Madonna also informed the Trustees that the Library is participating in a Literacy Grant thru MVLS and that BOCES is also applying for an extension of their Literacy Grant that established the Literacy Zone on N. Main Street.

Mrs. Pesses informed the Trustees that she had attended a Community Revitalization Program at Fulton Montgomery Community College with Ms. Madonna and Ms. Smith. Mrs. Pesses said that she felt this program presented some good ideas to help with revitalization efforts.

Mr. Frank informed the Trustees that the Foundation Annual Meeting had been held on Thursday December 6<sup>th</sup> at 3:30 PM at the Library. The Board is currently looking for new members and has asked anyone that has any suggestions to contact Jay Wood.

Mrs. Pesses asked if there was any old business to be brought before the Trustees. Hearing none, Mrs. Pesses asked if there was any new business to be brought before the Trustees. Hearing none, Mrs. Pesses informed the Trustees that the next meeting of the Trustees would be held on January 15, 2013 at 6:30 PM.

Mr. Fisher made a motion, seconded by Ms. Smith to adjourn the meeting at 8:15 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**

**DECEMBER 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
Tax Levy	\$259,106.00	\$0.00	\$259,106.00	\$253,200.00
Investment Income	300.00	19.62	101.86	116.94
Gloversville Library Foundation Inc. - Int. & Div.	140,000.00	8,824.61	72,136.51	74,769.65
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	1,655.00	5,145.00	6,080.00
Government Affiliations	6,000.00	512.02	5,277.17	5,504.00
Fines & Miscellaneous Income	10,000.00	526.85	4,547.05	3,319.46
U.S. Treasury - Medical Ins. Credit Refunds	0.00	0.00	7,482.00	0.00
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
<b>TOTAL RECEIPTS</b>	<u><u>\$430,406.00</u></u>	<u><u>\$11,538.10</u></u>	<u><u>\$363,795.59</u></u>	<u><u>\$352,990.05</u></u>
	Income Cash Reconcilement			
Income Cash Balance on December 1, 2012	<u>\$480,788.54</u>			
Plus: Receipts Per Report	11,538.10			
Less: Expenses Per Report	<u>34,740.64</u>			
Income Cash Balance on December 31, 2012	<u><u>457,586.00</u></u>			
Accounts Payable as of 12/31/12	0.00			
Prepaid Expenses as of 12/31/12	<u>(4,468.54)</u>			
Actual Cash Balance on December 31, 2012	<u><u>\$453,117.46</u></u>			

**BUILDING FUND**

Balance on December 1, 2012	\$169,078.15
Plus: Receipts:	
Interest on Money Market Account	7.21
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Design Development	<u>13,835.20</u>
Balance on December 31, 2012	<u><u>\$155,250.16</u></u>

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
David R. Fisher, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

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

**DECEMBER 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	\$13,386.94	\$67,343.57	\$66,022.68	\$68,700.43
Salaries - Part Time Employees	89,180.00	4,204.81	34,926.37	39,996.78	54,253.63
Salaries - Custodians	21,840.00	1,820.00	9,984.75	6,266.00	11,855.25
F I C A & Medicare Tax	18,900.00	1,643.58	8,746.19	8,598.31	10,153.81
Unemployment Insurance	600.00	0.00	318.00	300.00	282.00
Disability Insurance	765.00	0.00	337.44	246.72	427.56
Medical Insurance	30,250.00	727.92	12,506.15	12,365.66	17,743.85
Pension Expense	27,000.00	0.00	19,895.50	16,196.75	7,104.50
Heat	12,000.00	768.69	1,241.93	1,504.07	10,758.07
Electricity	9,000.00	656.93	3,281.74	3,104.22	5,718.26
Telephone	650.00	211.75	1,070.47	1,038.64	(420.47)
Insurance	10,500.00	646.58	8,285.51	6,087.14	2,214.49
Books, Periodicals, etc.	45,000.00	1,548.00	24,925.10	32,718.46	20,074.90
Computer & Automation Services	17,000.00	5,828.74	11,976.55	6,811.84	5,023.45
Library, Building & Office Supplies	9,300.00	1,816.58	5,959.83	5,883.96	3,340.17
Maintenance & Repairs	13,700.00	445.00	2,975.21	432.08	10,724.79
Financial Secretary	8,000.00	700.00	4,000.00	3,900.00	4,000.00
Professional Fees	7,000.00	0.00	750.00	1,050.00	6,250.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	191.92	1,138.67	1,296.80	861.33
Events & Programming	4,500.00	(75.00)	312.50	1,561.94	4,187.50
Promotion Expense	2,000.00	0.00	1,107.09	757.25	892.91
General Expense	1,500.00	218.20	1,086.65	823.57	413.35
Restoration, etc. Expense	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSE</b>	<b><u>\$467,729.00</u></b>	<b><u>\$34,740.64</u></b>	<b><u>\$222,169.22</u></b>	<b><u>\$216,962.87</u></b>	<b><u>\$245,559.78</u></b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**DECEMBER 2012**

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,233.48)	\$753.48	FICA & Medicare Expense
		1,480.00	Payroll
3769	Donna J. Kuhner	200.00	Petty Cash
3770	Donna J. Kuhner	34.41	Prof. Meetings & Travel Expense
3771	Nicole Bullock	18.87	Prof. Meetings & Travel Expense
3772	NYS Child Support Processing Center	235.08	Child Support
3773	Gloversville Public Library	7,054.91	Payroll
3774	National Grid (1,425.62)	768.69	Heat
		656.93	Electric
3775	Frontier Communications	211.75	Telephone
3776	Center Point Large Print	496.08	Books
3777	Brodart Co.	2.10	Library Supplies
3778	Audio Editions	253.52	A/V - CDs
3779	Quill Corporation	1,362.86	Library Supplies
3780	MVLS/SALS Joint Automation Project	1,053.23	Computer & Automation
3781	AWE Digital Learning Solutions (5,770.00)	719.30	Farley Grant
		125.19	Gates Grant
		150.00	Stewart's Grant
		4,775.51	Computer & Automation
3782	Electronic Office Products, Inc.	10.86	Library Supplies
3783	Unique Management Services, Inc.	159.20	G/E - Collection Expense
3784	A, Mormile & Son Plumbing & Heating, Inc.	95.00	Maintenance & Repairs
3785	Business Card (517.43)	68.94	Books
		121.07	Library Supplies
		300.07	Building Supplies
		27.35	Prof. Meetings & Travel Expense
3786	Buhrmaster Electric, Inc.	144.00	Maintenance & Repairs
3787	Michael Daly	25.00	Events & Programming
3788	N A E I R	59.00	G/E - Dues
3789	Donna J. Kuhner	150.00	Petty Cash
3790	Gloversville Public Library	6,834.05	Payroll
3791	Barbara J. Madonna	57.72	Prof. Meetings & Travel Expense
3792	Sherry J. Gennett	53.57	Prof. Meetings & Travel Expense
3793	Michael J. Frank	700.00	Treasurer & Financial Secretary
3794	NYS Child Support Processing Center	235.08	Child Support
3795	Palmateer Trucking & Container Service	206.00	Maintenance & Repairs
3796	Philadelphia Insurance Companies (1,180.00)	646.58	Insurance (D&O)
		533.42	Prepaid Expenses
3797	Center Point Large Print	28.30	Books
3798	Baker & Taylor Books	300.36	Books
3799	Quill Corporation	19.62	Library Supplies
3800	Audio Editions	181.25	A/V - CDs
3801	C D P H P	2,233.08	Medical Insurance
DM	E F T NYS & Local Retirement System	257.72	Pension - Withholdings
DM	E F T NYS Tax Department	651.44	Payroll
DM	E F T United States Treasury (2,325.37)	890.10	FICA & Medicare Expense
		1,435.27	Payroll
DMS	Jaeger & Flynn Associates, Inc. (Reimbursements)	193.72	Medical Insurance
	CHECK PAID OUTS - DECEMBER 2012	36,969.68	
	PETTY CASH PAID OUTS - DECEMBER 2012		
	Newspapers (Books)	272.50	
	<b>TOTAL DECEMBER 2012 PAID OUTS</b>	<u>\$37,242.18</u>	
	Less: Prepaid Expense	(533.42)	
	Less: Farley, Gates & Stewart's Grants	(994.49)	
	Less: Cobra Reimbursement Bucholtz	(470.68)	
	Less: Voided Checks 3589,3700,3762	(152.95)	
	Less: Petty Cash Checks	(350.00)	
	<b>NET TO BALANCE TO EXPENSES</b>	<u>\$34,740.64</u>	

**GLOVERSVILLE PUBLIC LIBRARY**

**GRANTS IN PROCESS**

**SPECIAL LEGISLATIVE GRANT (Senator Farley)**

Balance as of December 1, 2012				\$719.30
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	<u>Amount</u>	
AWE Digital Learning Solutions	3,781	Computers	719.30	
Total Expenses			<u>719.30</u>	<u>719.30</u>
Balance of Grant Money Left at December 31, 2012				<u><u>\$0.00</u></u>

**BILL & MELINDA GATES GRANT**

Balance as of December 1, 2012				\$125.19
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	<u>Amount</u>	
AWE Digital Learning Solutions	3781	Computers	125.19	
Total Expenses			<u>125.19</u>	<u>125.19</u>
Balance of Grant Money Left at December 31, 2012				<u><u>\$0.00</u></u>

**STEWART'S FOUNDATION GRANT**

Balance as of December 1, 2012				\$150.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	<u>Amount</u>	
AWE Digital Learning Solutions	3781	Computers	150.00	
Total Expenses			<u>150.00</u>	<u>150.00</u>
Balance of Grant Money Left at December 31, 2012				<u><u>\$0.00</u></u>

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of December 1, 2012				\$6,000.00
Appropriation Provided For In				0.00
Expenses Paid From Appropriation Funds:	<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 Appropriation Funds Left at December 31, 2012				<u><u>\$6,000.00</u></u>

**RESTORATION FUNDS RECONCILEMENT**

Balance as of December 1, 2012				\$754.38
Funds Received				0.00
Expenses Paid From Restoration Funds:	<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 Restoration Funds Left at December 31, 2012				<u><u>\$754.38</u></u>



## Gloversville Public Library

Children's Room Report: December 2013

Sherry Gennett – Head of Children's Services

Bibliomaniacs celebrated sessions 59-62 this month. I am so pleased to look back at the beginning of this group and see how far it's come. These young reader/writer/students continue to amaze me. If there is a problem we talk about it and resolve the situation.

Some shared books I would like to highlight to illustrate our discussions are Daughters of the Moon and Sons of the Dark by Lynne Ewing and Tiger's Voyage by Colleen Houck.

Here are the Amazon reviews:

Daughters of the Moon, release Date: March 29, 2011

They seem like ordinary girls living in Los Angeles. But the truth is far from ordinary. Vanessa can become invisible. Catty travels back in time. Serena reads minds, and Jimena has premonitions. What separates them from other bands them together as Daughters of the Moon.

Sons of the Dark, release Date: September 2, 2004

Obie hates Los Angeles and all the junk that goes with it-especially trying to fit in at Thomas Turney High School. But with bounty hunters trying to capture him, his Renegade roommates urge him to lay low with his band and forget about ever getting back hoome. it's hard to blend in at school, though, when you've just made enemies with the football team. Obie can't keep away from Allison, the most popular girl in school and the girlfriend of the star quarterback, Sledge. And when his true love, Inna, shows up and pleads for his help, Obie must return to the one place he fears most.

And Tiger's Voyage, release Date: November 1, 2011

The third book in the gripping *Tiger's Curse* series!

With the head-to-head battle against the villainous Lokesh behind her, Kelsey confronts a new heartbreak: in the wake of his traumatic experience, her beloved Ren no longer remembers who she is. As the trio continues their quest by challenging five cunning and duplicitous dragons, Ren and Kishan once more vie for her affections--leaving Kelsey more confused than ever.

Fraught with danger, filled with magic, and packed with romance, *Tiger's Voyage* brings Kelsey and her two tiger princes one step closer to breaking the curse.

This fast-paced novel includes a sneak peek at *Tiger's Destiny* (Book 4) and a smartphone Tag code on the back cover that links to the series website.

December 14, 2012 during session 60 we discussed the tragedy of Sandy Hook Elementary and the 2nd Amendment and the Right to Bear Arms. Reactions were varied and their emotions ran from sadness to anger. Within a few minutes we returned to the order of our meeting, but it is important that they not only have a venue to share their writing, but their thoughts and feelings about the world that impacts and influences them.

A new member of our group brought her violin. She began to play three songs. "Canon in D", "Falling in Love" by Elvis and "Think of Me" from Phantom of the Opera.

I was able to contact a local author who is published not only in hard copy but also e-books. I have Chris Prokopiak all lined up for our first meeting on Saturday, January 19, 2013. The teens are very excited.

And to finish this report I experienced a very special event just before Christmas. A wonderful mother came in to get her child a library card and lanyard. She told me she was putting it in her daughters stocking for Christmas morning. Can't get any better than that!!!

Sincerely,  
Sherry Gennett





## **Gloversville Public Library**

Director's Report: December 2012

Barbara Madonna – Director

Circe Johnson and Nicole Bullock began their full time duties in December. While they are both still working at the circulation desk they are also taking on the responsibilities for some book barcoding, collection development, rotating collections, technology, InterLibrary Loans, grant involvement and technology support. They have participated to some degree in most of these areas before under supervision, but are now acting more independently with responsibility for those items.

At the beginning of the month I confirmed our snow removal arrangements for the season with Don Blanchard. The price is still \$100 per visit for cleaning the entrances, snow blowing the sidewalks and front apron, and free plowing of the parking lots.

Chris and I visited Lisa Hayes and the engineers in Ballston Spa at the beginning of the month to review the fire suppression, electrical, networking and plumbing systems as part of Design Development. Paul Mays and I meet with staff of the MVLS/SALS Joint Automation project to review the telecommunications and networking components of the master plan. And I met with Hannah and Dave to review the roles of the Library, Foundation and Friends during the Capital Campaign.

I participated in a providers meeting for The Literacy Zone, the group who is providing ABE, Pre-GED and GED instruction on N. Main Street through a grant obtained by BOCES Adult Education department. The grant is up for a one-year renewal and BOCES will be expanding the purview to a more holistic approach to family literacy rather than just adult literacy. Some of the other partners were National Guard, NYS Corrections, AASAP's Promise, Catholic Charities and Cornell Cooperative Extension.

Chris and I also attended a symposium at BOCES to discuss the revitalization of the downtowns in Gloversville, Johnstown and Amsterdam. After the Mayor of Auburn and two panels addressed the group breakout sessions representing each municipality were held.

### **Meetings and Workshops**

Dec. 3 <sup>rd</sup>	Butler, Rowland and Mays Architects, LLC
Dec. 4 <sup>th</sup>	1) Paul Mays, Butler, Rowland and Mays Architects, LLC 2) Karen S. Smith 3) Circe Johnson and Nicole Bullock
Dec. 5 <sup>th</sup>	Gloversville Library Foundation board meeting
Dec. 6 <sup>th</sup>	1) LSTA Literacy workshop 2) Downtown Revitalization Symposium, HFM BOCES
Dec. 12 <sup>th</sup>	Program Committee meeting
Dec. 13 <sup>th</sup>	Literacy Zone meeting, HFM BOCES
Dec. 18 <sup>th</sup>	Board of Trustees meeting
Dec. 19 <sup>th</sup>	1) Hannah McAllister and Dave Heacock 2) Michele Largeteau, Paul Mays and Chris Mundell
Dec. 21 <sup>st</sup>	Chris Pesses

**Gloversville Public Library**  
**December 2012**  
**Monthly Report**

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

	2012	2011
<b><u>VISITORS</u></b>	7,092	(9,090)

**CIRCULATION**

Adult Circulation	2,254	(2,646)
Teen Circulation	285	(240)
Juvenile Circulation	1,175	(1,700)
Audiobooks	299	(247)
eBooks	179	0
Music	14	(71)
Periodicals	89	(94)
Videos	1,562	(1,590)
Subtotal	5,857	(6,588)
<b><u>In-House Use</u></b>		
Adult	388	(376)
Juvenile	732	(648)
Other Materials	1,181	(1,292)
Subtotal	2,301	(2,316)
<b>Total December Circulation</b>	<b>8,158</b>	<b>(8,904)</b>

<b><u>REFERENCE QUESTIONS</u></b>	683	(535)
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**MEETINGS/PROGRAMS/OUTREACH**

8 Adult programs and meetings with 88 people (18 Adult programs and meetings with 174 people)  
 11 Juvenile programs with 127 children (10 Juvenile programs with 171 children)

<b><u>INTERLIBRARY LOAN</u></b>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	668	178
AV	191	15
Total	859	193

<b><u>COMPUTER USAGE</u></b>	1,153	(1,101) users
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**VOLUNTEERS**

**HISTORICAL ROOM**

Visitors	25
Books Used	20
Reference Questions	2
Telephone Reference	0
Letters	0
Computer usage	0