



Gloversville Public Library
Meeting of the Board of Trustees
May 20, 2014
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of last meeting, April 2014
2. Treasurer's Report
3. Budget and Finance
Audit
4. Friends
5. Building and Grounds
Windows update
Construction Documents – Construction Manager
Technology Consultant
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
Part time update
9. Program Committee
10. PR Committee
11. Director's Report
Summer hours start June 1
12. President's Report
13. Foundation
14. Old Business
Certify election
15. New Business
16. Adjourn

Next Meeting: June 17, 2014



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

April 15, 2014

The Gloversville Public Library Board of Trustees held a meeting on April 15, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:55 P.M. immediately following the Budget Hearing meeting.

The following trustees were present: David Fisher, Vincent De Santis, Christine Pesses, Elizabeth Batchelor, Robin Lair, Craig Clark and Eleanor Brooks. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Jean LaPorta, President of the Friends of the Gloversville Public Library, also attended the meeting. Jay Ephraim and Hannah McAllister were excused from the meeting.

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

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

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on March 18, 2014. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Brooks made a motion, seconded by Mrs. Pesses, 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 March 2014 and the fiscal year-to-date through March 31, 2014 with the Trustees. Mr. Frank informed the Trustees that our year-to-date income through March 31, 2014 is up approximately \$7,000 from last year due primarily to the increase in the Tax Levy and the donations received as a pass through from the Foundation. Lower Medical Insurance Credit Refunds from the United States Treasury offset some of the Tax Levy increase and the increase in donations since last year's figure included the two prior years of tax credits. Expenses this year are up approximately \$15,500 over the prior year due primarily to payroll and payroll related benefits and expenses. Mr. Frank asked if there were any questions or comments on the financials for the month of March 2014 or the year to date through March 31, 2014. Hearing none, Ms. Batchelor made a motion, seconded by Mr. De Santis, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Clark informed the Trustees that the Budget and Finance Committee had met today prior to the Trustee's meeting to discuss some of the items that were brought up at the financial policies and procedures meeting attended at Mohawk Valley Library System's office. Mr. Clark informed the Trustees that we would need to develop an Investment Policy and also that some changes would need to be made in our Gifts Policy.

Mrs. LaPorta informed the Trustees that the Friends of the Gloversville Public Library will be holding a spaghetti dinner fundraiser at the Italian Bistro on April 23, 2014. Mrs. LaPorta also informed the Trustees that the "Box of Books" program is continuing with deliveries to the YMCA and various doctor's offices, etc. The Friends are also looking for volunteers to deliver books to shut ins. Mrs. LaPorta reminded the Trustees that this year's Celebration will be held at the Library on October 19th with Union Hall doing the catering for the event. The Friends are planning to have local authors attend this year's event. This year's theme for the Celebration is "Celebrating Friends". Mrs. LaPorta also informed the Trustees that this year marks the 40th anniversary of the Friends Organization.

Ms. Madonna informed the Trustees that a contract with a new contractor has been signed to complete the window replacement project. Ms. Madonna informed the Trustees that the new contractor and our architect will do a walk through on April 30th to review the project. Ms. Madonna informed the Trustees that a meeting would be held this Thursday with the architect to review their progress with the Construction Documents. Ms. Madonna also informed the Trustees that the Geotechnical testing had been completed. Ms. Madonna also informed the Trustees that Carson Block would be here on April 30th and May 1st to begin his work on our technology issues related to the Master Renovation Project. Ms. Madonna also informed the Trustees that she had been looking at possible places to relocate the Library to during the renovation and new construction work at the Library.

Barbara Madonna
Library Director

2013-2014
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Mrs. Pesses reviewed the progress of the Steering Committee since the last meeting. Mrs. Pesses informed the Trustees that she had met with our consultant on Historical Grants and that he felt that we had some good documentation as to the original windows and other aspects of the original building. Mrs. Pesses also informed the Trustees that another get together at Sky Heart Place will take place tomorrow with sixteen new people attending. Smaller house parties are also being planned for a more one on one approach to requesting support for the Project. A newsletter is also in the works to be available soon.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting.

Mrs. Lair informed the Trustees that Ms. Madonna's review would be done for the May meeting. Ms. Madonna informed the Trustees that since Catherine Nyland retired Nancy Woodruff had informed her that she no longer wanted to work Mondays. Ms. Madonna will be checking with Civil Service to see if they have a list of possible candidates to be interviewed for a part time position.

Ms. Madonna informed the Trustees that there was a fantastic turn out for the kickoff of the "Gloversville Reads" program. Ms. Madonna also informed the Trustees that there was a great turnout for the F J & G Railroad Program. Ms. Madonna reminded the Trustees that there is a technology program and a book discussion tomorrow.

Ms. Madonna informed the Trustees that the PR Committee had developed a new Rack Card and passed around a sample for the Trustees to review. Everyone felt that this was very professionally done.

Ms. Madonna reminded the Trustees that our Election Day this year is May 6th with new hours of 11 AM to 8 PM. Two candidates are on the ballot with one write in position as well as the proposed increase in the Tax Levy.

Mr. Fisher informed the Trustees that Hannah McAllister had resigned and that the Board would need to appoint a new Trustee to fill the vacancy until the 2015 election.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Trustee's meeting. A Finance Committee meeting is planned for April 24th at 3:30 PM at Mr. Wood's office.

Mr. Fisher asked if there was any old business to come before the meeting. Hearing none, Mr. Fisher asked if there was any new business to come before the meeting. Ms. Madonna informed the Trustees that Karen Smith had informed her that the BID organization would like to expand their boundaries to the East to include the Library if the Board was interested. Mr. De Santis said that he felt that this would be a good organization for the Library to belong to. Ms. Batchelor made a motion, seconded by Mrs. Pesses, to accept the BIDs offer of membership. This was approved all voting aye.

Ms. Batchelor made a motion, seconded by Mr. De Santis, to adjourn the meeting at 8:10 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on May 20, 2014 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

APRIL 2014

| | Budget July 1, 2013 to June 30, 2014 | 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 | \$264,579.00 | \$0.00 | \$264,579.00 | \$259,106.00 | \$0.00 |
| Investment Income | 200.00 | 7.86 | 418.33 | 226.45 | (218.33) |
| Gloversville Library Foundation Inc. - Int. & Div. | 142,000.00 | 10,250.71 | 113,342.12 | 110,650.84 | 28,657.88 |
| Gloversville Library Foundation Inc. - Don. Reg. | 5,000.00 | 515.00 | 13,627.50 | 8,321.00 | (8,627.50) |
| Government Affiliations | 6,060.00 | 0.00 | 6,854.47 | 7,632.99 | (794.47) |
| Fines & Miscellaneous Income | 16,000.00 | 1,114.75 | 10,148.13 | 9,137.34 | 5,851.87 |
| U.S. Treasury - Medical Ins. Credit Refunds | 6,333.00 | 0.00 | 4,178.78 | 7,482.00 | 2,154.22 |
| Friends of the Gloversville Public Library, Inc. | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00 |
| TOTAL RECEIPTS | <u>\$450,172.00</u> | <u>\$11,888.32</u> | <u>\$423,148.33</u> | <u>\$412,556.62</u> | <u>\$27,023.67</u> |
| | Income Cash Reconcilement | | | | |
| Income Cash Balance on April 1, 2014 | <u>\$341,840.78</u> | | | | |
| Plus: Receipts Per Report | 11,888.32 | | | | |
| Less: Expenses Per Report | <u>36,528.25</u> | | | | |
| Income Cash Balance on April 30, 2014 | <u>317,200.85</u> | | | | |
| Accounts Payable as of 04/30/14 | 0.00 | | | | |
| Prepaid Expenses as of 04/30/14 | <u>(5,640.40)</u> | | | | |
| Actual Cash Balance on April 30, 2014 | <u>\$311,560.45</u> | | | | |

BUILDING FUND

| | |
|--|---------------------|
| Balance on April 1, 2014 | \$368,215.82 |
| Plus: Receipts: | |
| Interest on Money Market Account | 9.04 |
| Less: Paid Outs: | |
| Dente Engineering, PC - Geotechnical Study | 3,664.00 |
| Butler Rowland Mays Architects, LLP - Construction Documents | <u>20,811.80</u> |
| Balance on April 30, 2014 | <u>\$343,749.06</u> |

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

APRIL 2014

| | <u>Budget July 1, 2013 to June 30, 2014</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 | \$164,326.00 | \$ 14,248.38 | \$ 139,403.76 | \$120,891.33 | \$24,922.24 |
| Salaries - Part Time Employees | 63,753.00 | 4,859.95 | 45,844.90 | 52,201.15 | 17,908.10 |
| Salaries - Custodians | 22,277.00 | 1,932.26 | 18,867.56 | 17,264.75 | 3,409.44 |
| F I C A & Medicare Tax | 19,152.00 | 1,609.62 | 15,614.90 | 14,721.03 | 3,537.10 |
| Unemployment Insurance | 660.00 | 175.25 | 675.00 | 642.50 | (15.00) |
| Disability Insurance | 781.00 | 0.00 | 578.78 | 629.52 | 202.22 |
| Medical Insurance | 35,827.00 | 2,157.32 | 26,429.96 | 22,719.75 | 9,397.04 |
| Pension Expense | 34,632.00 | 0.00 | 19,541.25 | 19,895.50 | 15,090.75 |
| Heat | 9,500.00 | 1,369.97 | 6,014.02 | 6,583.01 | 3,485.98 |
| Electricity | 8,160.00 | 1,033.68 | 6,863.90 | 6,590.74 | 1,296.10 |
| Telephone | 663.00 | 0.00 | 1,150.16 | 1,199.42 | (487.16) |
| Insurance | 10,000.00 | 0.00 | 10,119.16 | 9,018.77 | (119.16) |
| Books, Periodicals, etc. | 45,900.00 | 5,504.36 | 38,972.65 | 33,718.03 | 6,927.35 |
| Computer & Automation Services | 17,680.00 | 1,051.06 | 9,787.47 | 16,188.94 | 7,892.53 |
| Library, Building & Office Supplies | 9,579.00 | 1,013.46 | 13,280.30 | 10,606.43 | (3,701.30) |
| Maintenance & Repairs | 13,974.00 | 253.00 | 3,932.27 | 3,914.97 | 10,041.73 |
| Financial Secretary | 8,000.00 | 650.00 | 6,650.00 | 6,650.00 | 1,350.00 |
| Professional Fees | 7,140.00 | 30.00 | 645.00 | 975.00 | 6,495.00 |
| Election Expense | 1,020.00 | 117.40 | 117.40 | 67.86 | 902.60 |
| Professional Meetings & Travel | 2,040.00 | 72.24 | 1,785.33 | 1,691.48 | 254.67 |
| Events & Programming | 4,590.00 | 137.62 | 2,046.81 | 3,554.66 | 2,543.19 |
| Promotion Expense | 2,040.00 | 142.50 | 3,357.07 | 1,932.74 | (1,317.07) |
| General Expense | <u>1,700.00</u> | <u>170.18</u> | <u>1,317.45</u> | <u>1,850.98</u> | <u>382.55</u> |
| TOTAL EXPENSE | <u><u>\$483,394.00</u></u> | <u><u>\$36,528.25</u></u> | <u><u>\$372,995.10</u></u> | <u><u>\$353,508.56</u></u> | <u><u>\$110,398.90</u></u> |

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

APRIL 2014

| <u>Check No.</u> | <u>Payee</u> | | <u>Fund</u> |
|------------------|--|---------------------------|---------------------------------|
| DM | E F T United States Treasury (2,419.67) | \$766.74 | FICA & Medicare Expense |
| | | 1,652.93 | Payroll |
| 4284 | Gloversville Public Library | 7,287.78 | Payroll |
| 4285 | NYS Child Support Processing Center | 235.08 | Child Support |
| 4286 | Donna J. Kuhner | 450.00 | Petty Cash |
| 4287 | Donna J. Kuhner | 35.28 | Travel Reimbursement |
| 4288 | Derby Office Equipment, Inc. | 10.00 | Library Supplies |
| 4289 | Betsy Hastings | 2.80 | Workforce Grant |
| 4290 | Business Card (167.63) | 20.00 | Computer & Automation |
| | | 112.62 | Events & Programming |
| | | 35.01 | Library Supplies |
| 4291 | Center Point Large Print | 50.79 | Books |
| 4292 | Commissioner of Finance | 35.00 | Maintenance & Repairs |
| 4293 | The Hartford Steam Boiler Inspection & Ins. Co. | 105.00 | Maintenance & Repairs |
| 4294 | Quill Corporation | 215.89 | Library Supplies |
| 4295 | Mohawk Valley Library System | 1,016.72 | Computer & Automation |
| 4296 | Audio Editions | 197.87 | A/V - CD's |
| 4297 | Sebco Books | 1,995.57 | Books |
| 4298 | Apple Books | 2,139.93 | Books |
| 4299 | Michael Daly | 25.00 | Events & Programming |
| 4300 | Quality Books, Inc. | 209.63 | Books |
| 4301 | Baker & Taylor Books | 548.65 | Books |
| 4302 | McCary & Huff, LLP | 30.00 | Professional Fees |
| 4303 | First Nonprofit Unemployment Program | 250.00 | Cash Reserve |
| | | 175.25 | Unemployment Insurance |
| 4304 | Unique Management Services, Inc. | 129.35 | G/E - Collection Expense |
| 4305 | National Grid (2,403.65) | 1,369.97 | Heat |
| | | 1,033.68 | Electric |
| 4306 | The Leader-Herald (147.90) | 105.00 | Promotion Expense |
| | | 42.90 | Election Expense |
| 4307 | Gloversville Public Library | 8,101.87 | Payroll |
| 4308 | NYS Child Support Processing Center | 235.08 | Child Support |
| 4309 | Michael J. Frank | 650.00 | Treasurer & Recording Secretary |
| 4310 | Louise Burnett | 37.25 | Election Expense |
| 4311 | Jacqueline L. Stewart | 37.25 | Election Expense |
| 4312 | Nicole L. Bullock | 36.96 | Travel Reimbursement |
| 4313 | Fulton Montgomery Reg. Chamber of Commerce | 40.83 | G/E - Dues |
| | | 204.17 | Prepaid Expense |
| 4314 | The Leader-Herald | 37.50 | Promotion Expense |
| 4315 | Quality Books, Inc. | 187.28 | Books |
| 4316 | C D P H P | 3,102.60 | Medical Insurance |
| 4317 | Mohawk Valley Library System (511.22) | 14.34 | Computer & Automation |
| | | 496.88 | Library Supplies |
| 4318 | Palmateer Trucking & Container Service | 113.00 | Maintenance & Repairs |
| 4319 | Quill Corporation | 255.68 | Library Supplies |
| DM | Oppenheimer Funds - 403b Plan | 150.00 | Payroll |
| DM | E F T NYS & Local Retirement System | 302.06 | Pension - Withholdings |
| DM | E F T NYS Tax Department | 684.88 | Payroll |
| DM | E F T United States Treasury (2,641.95) | 842.88 | FICA & Medicare Expense |
| | | 1,799.07 | Payroll |
| Dms | Jaeger & Flynn Associates, Inc. (Reimbursements) | 135.99 | Medical Insurance |
| | CHECK AND EFT PAID OUTS - APRIL 2014 | <u>37,750.01</u> | |
| | PETTY CASH PAID OUTS - APRIL 2014 | | |
| | Newspapers (Books) | <u>310.00</u> | |
| | TOTAL APRIL 2014 PAID OUTS | <u><u>\$38,060.01</u></u> | |
| | Less: Prepaid Expense | (204.17) | |
| | Less: Workforce Grant Expense & Correction | (138.16) | |
| | Less: Cobra Reimbursement Bucholtz | (489.43) | |
| | Less: Cash Reserve | (250.00) | |
| | Less: Petty Cash Check | <u>(450.00)</u> | |
| | NET TO BALANCE TO EXPENSES | <u><u>\$36,528.25</u></u> | |

GLOVERSVILLE PUBLIC LIBRARY

GRANTS AND OTHER ITEMS IN PROCESS

FARLEY GRANT - BULLET AID

| | | | | |
|---|------------------|----------------|-------------|----------------------|
| Balance as of April 1, 2014 | | | | \$0.00 |
| 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 April 30, 2014 | | | | <u><u>\$0.00</u></u> |

WGY CHRISTMAS WISH GRANT

| | | | | |
|---|------------------|----------------|-------------|------------------------|
| Balance as of April 1, 2014 | | | | \$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 April 30, 2014 | | | | <u><u>\$300.00</u></u> |

STEWART'S FOUNDATION GRANT

| | | | | |
|---|------------------|----------------|-------------|------------------------|
| Balance as of April 1, 2014 | | | | \$500.00 |
| 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 April 30, 2014 | | | | <u><u>\$500.00</u></u> |

WORKFORCE LITERACY GRANT

| | | | | |
|---|------------------|----------------|---------------|------------------------|
| Balance as of April 1, 2014 | | | | \$703.79 |
| Grant Money Received | | | | 0.00 |
| Expenses Paid From Grant Money: | <u>Check No.</u> | <u>Purpose</u> | | |
| Betsy Hastings | 4,289 | Mileage | 2.80 | |
| Business Card | 4,209 | Books | 24.37 | |
| Business Card | 4,269 | Books | 110.99 | |
| Total Expenses | | | <u>138.16</u> | <u>138.16</u> |
| Balance of Grant Money Left at April 30, 2014 | | | | <u><u>\$565.63</u></u> |

APPROPRIATION FOR FUTURE AUDIT

| | | | | |
|---|------------------|----------------|-------------|--------------------------|
| Balance as of April 1, 2014 | | | | \$9,000.00 |
| Appropriation Provided For In 2013-2014 | | | | 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 April 30, 2014 | | | | <u><u>\$9,000.00</u></u> |

RESTORATION FUNDS RECONCILEMENT

| | | | | |
|---|------------------|----------------|-------------|------------------------|
| Balance as of April 1, 2014 | | | | \$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 April 30, 2014 | | | | <u><u>\$754.38</u></u> |



Gloversville Public Library

Director's Report: April 2014

Barbara Madonna – Director

April's biggest excitement was Gloversville READS! 2014. Mohawk by Richard Russo was a tough book to create programming around but the hard work of the committee pulled off solid events focusing on Gloversville's past, present and future. We are all pleased and are looking forward to next April.

Dave Fisher presented the public hearing on the budget at the beginning of the April board meeting.

The building committee and I reviewed construction documents with Lisa Hays from Butler, Rowland and Mays Architects. We spoke with Paul Mays about the next steps including bringing a construction manager on board. Lisa and I also meet with Tony Minieri from BR Johnson, the new contractor for the windows project. Installation is planned for early September.

Technology consultant Carson Block visited with us for two days at the end of the month. He will be performing an assessment of our present technology and will work with us to develop a 5 year technology plan that will inform our planning for the new building, encompass our time in a temporary space during construction and take us through a year or so in the renovated building.

The READ certainly was a big chunk of the month, but many other projects and programs were being worked on too.

Meetings and Workshops

- | | |
|------------------------|--|
| April 3 rd | Friends for the Library meeting |
| April 4 th | 1) Staff meeting 2) Dave Fisher |
| April 8 th | 1) Lois Gordon, MVLS 2) Baker & Taylor 3) Gloversville READS! |
| April 9 th | 1) Marilyn Cooper, Galway Public Library 2) Kathryn McCary, McCary & Huff 3) Matthew Blumenfeld, FDA 4) Dave Fisher |
| April 10 th | Dave Fisher |
| April 11 th | 1) Staff meeting 2) The Foundation of Mohawk Valley Libraries Board meeting |
| April 15 th | 1) Levi Pasher, <u>Leader-Herald</u> 2) Kathryn McCary, McCary & Huff 3) Finance Committee meeting 4) Board of Trustees meeting |
| April 16 th | Sky Heart II – Fundraising presentation and mixer |
| April 17 th | 1) MVLS Board of Trustees meeting 2) Building Committee meeting |
| April 18 th | 1) Staff meeting 2) Photo op with NBT bank 3) Barbara Germain 4) Carson Block, Carson Block Consulting |
| April 20-26 | vacation |
| April 30 th | 1) Meeting with Lisa Hays, Butler, Rowland, Mays Architects & Tony Minieri, BR Johnson 2) Carson Block, Carson Block Consulting |



Gloversville Public Library

Children's Room Report: April 2014

Sherry Gennett – Head of Children's Services

On April 2nd I attended a MVLS workshop at the Johnstown Public Library April 2nd in conjunction with Cornell University Cooperative Extension, 4H and "Fizz Boom Read" New York State Reading program at New York Libraries. The attendees were given hand-on experiments to try along with complete handouts helping presenter and patron to understand the main theme. For one example we created the moon and earth out of Krispies Treats, cinnamon candy, hot cocoa mix, powdered sugar and chocolate chips. The cinnamon candy represented the center of the moon which the Krispies were wrapped around in the shape of a ball. Next we rolled the treat in the powdered sugar mix to make the Moon's Crust. The craters in the crust are made from finger indentations. Chocolate chips, tip down formed dark-colored regions, of Marias.

We hosted Barbara Lukas from WMHT PBS starring "Peg & Cat" program. As always, Barb incorporates family reading together, sharing ideas and asking questions. She offered crafts that followed her programming. She was so kind to give us a "Peg & Cat" hopscotch rug that we know have a place in the children's room. So far I've watched 4 children play the game. They seem to gravitate to that spot. These sorts of interactions are important as we start thinking about the furnishings, layout and interactive stations for the new Children's Library.

Bonnie Howard and I have been working on the Summer Program details. Starting date will be June 23rd thru August 19th 2014. We've discussed many aspects of the STEM science related theme this year. The subject matters include weather, animals, sky, rockets, earth and moon, gardening and more. A calendar of events will be available in June.

Sherry Gennett

Gloversville Public Library

April 2014

Monthly Report

Statistics for April 2014 are as follows (figures in parentheses represent comparable figures for April 2013):

| | 2014 | 2013 |
|--|---------------------------------|--|
| <u>VISITORS</u> | 8,277 | (9,615) |
| <u>CIRCULATION</u> | | |
| Adult Circulation | 2,570 | (2,488) |
| Teen Circulation | 287 | (386) |
| Juvenile Circulation | 1,467 | (1,988) |
| Audiobooks | 285 | (352) |
| eBooks | 287 | (187) |
| Music | 19 | (38) |
| Periodicals | 93 | (105) |
| Videos | 1,208 | (1,567) |
| Museum Passes | 0 | |
| Subtotal | 6,216 | (7,111) |
| <u>In-House Use</u> | | |
| Adult | 391 | (390) |
| Juvenile | 504 | (662) |
| Other Materials | 1,143 | (1,658) |
| Subtotal | 2,038 | (2,710) |
| Total April Circulation | 8,254 | (9,821) |
| <u>REFERENCE QUESTIONS</u> | 538 | (635) |
| <u>MEETINGS/PROGRAMS/OUTREACH</u> | | |
| 22 Adult programs and meetings with 173 people | | (9 Adult programs and meetings with 68 people) |
| 6 Juvenile programs with 109 children | | (14 Juvenile programs with 412 children) |
| 3 Teen programs with 18 people | | (2 Teen programs with 22 people) |
| <u>INTERLIBRARY LOAN</u> | <u>Material Borrowed</u> | <u>Material Loaned</u> |
| Books | 729 | 587 |
| AV | 181 | 38 |
| Total | 910 | 625 |
| <u>COMPUTER USAGE</u> | 1,507 | (1,353) users |
| <u>HISTORICAL ROOM</u> | | |
| Visitors | 15 | |
| Books Used | 43 | |
| Reference Questions | 8 | |
| Telephone Reference | 0 | |
| Letters | 0 | |
| Computer usage | 0 | |