



Gloversville Public Library  
Meeting of the Board of Trustees  
August 19, 2014  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of July 2014 meeting
2. Treasurer's Report  
Comptroller's annual report  
990 return
3. Budget and Finance  
Warrant
4. Friends
5. Building and Grounds  
Windows update  
DLD Grant
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business  
Trustee opening
15. New Business
16. Adjourn

Next Meeting: September 16. Annual meeting to begin at 6:30 and regular meeting to follow.



## Draft Minutes of the Organizational Meeting of the Gloversville Public Library

July 15, 2014

The Organizational Meeting of the Gloversville Public Library was held on July 15, 2014 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, Craig Clark, David Fisher, Christine Pesses, Elizabeth Batchelor, James McGuire and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Nancy Krawczeski, Vice-President of the Friends of the Gloversville Public Library, also attended the meeting. Vincent De Santis was 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 newly-elected trustees, Jay Ephraim, who was elected to a five-year term, Robin Lair, who was elected to a five year term and James McGuire, who was elected to a one year term to fill a vacancy on the Board.

Mr. Frank asked for nominations for the position of President of the Board of Trustees. Mrs. Pesses nominated Mr. Fisher for the position of President of the Board of Trustees. Mr. Ephraim 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 Mr. Fisher began presiding. The following Trustees were nominated to the other respective officer positions and were approved as follows: Mrs. Pesses nominated Ms. Batchelor for the position of Vice President. Mr. Ephraim seconded this nomination and it was approved all voting aye. Mrs. Pesses nominated Mr. Clark for the position of Vice President of Finance. Mr. Ephraim seconded this nomination and it was approved all voting aye. Ms. Batchelor nominated Mrs. Pesses for the position of Secretary. Mrs. Lair seconded this nomination and it was approved all voting aye.

Mr. Fisher 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 2014-2015 fiscal year.

Motion to set compensation for Ms. Barbara Madonna at \$56,000 for the 2014-2015 fiscal year.

2. Contract with Treasurer and Recording Secretary

Motion to renew the contract with Michael J. Frank as Treasurer and Recording Secretary for the 2014-2015 fiscal year.

Motion to set compensation for Michael J. Frank at \$8,200 for the 2014-2015 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 2014-2015.

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

Motion to authorize Michael J. Frank, Treasurer to be the primary signer on all checks and withdrawals on the Library's bank accounts with the provision that all checks and withdrawals be cosigned by an officer.

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.

Barbara Madonna  
Library Director

2013-2014  
Board of Trustees

Elizabeth Batchelor

Eleanor Brooks

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

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.

8. Set Date of Gloversville Public Library Vote

Motion to declare the 1<sup>st</sup> Tuesday in May 2015 as the date for the Gloversville Public Library vote.

Mrs. Pesses made a motion, seconded by Mrs. Lair, to approve items 1 through 8 above. This was approved all voting aye.

Ms. Batchelor made a motion, seconded by Mrs. Lair, to have Mr. Fisher and Mrs. Pesses represent the Library as our liaisons to the Gloversville Library Foundation Board for the fiscal year ending June 30, 2015. This was approved all voting aye.

Mr. Fisher appointed the following Trustees to fill the Committee Chair positions:

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

Budget and Finance – Mr. Clark

Claims Auditor – James McGuire

Building and Grounds – Mr. Ephraim

Personnel – Mrs. Lair

Public Relations – To be filled at a later date

Programming – Mr. Ephraim

Policy Committee – Mr. Fisher

Mrs. Pesses made a motion, seconded by Ms. Batchelor, to close the Library on all Federal Holidays and to close the Library at 1:00 PM on the day prior to New Year's day, Thanksgiving and Christmas. This was approved all voting aye.

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

Mrs. Pesses made a motion, seconded by Mrs. Lair to adjourn the meeting at 7:15 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Christine Pesses  
Secretary



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

July 15, 2014

The Gloversville Public Library Board of Trustees held a meeting on July 15, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 7:15 P.M. immediately following the Annual Organizational Meeting.

The following trustees were present: David Fisher, Vincent De Santis, Craig Clark, Elizabeth Batchelor, Robin Lair, Christine Pesses, Jay Ephraim and James McGuire. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Nancy Krawczeski, Vice-President of the Friends of the Gloversville Public Library, also attended 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 introduced Matthew Blumenfeld, our Capital Campaign coordinator, to the meeting and asked him to speak on our financial situation related to the Master Renovation Plan costs. Mr. Blumenfeld explained that some short term financing would be required as we wait for various grants or tax credits to be available and also that some longer term financing would be required as we wait for pledges to be paid, many over a five year period. Some financing opportunities will need to be explored by the Board to see what can be done through a bank loan or possibly a bond issue to raise necessary funds. These decisions will need to be made by mid fall. The Finance Committee will meet soon to begin working on this.

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on June 17, 2014. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Ms. Batchelor asked that her question regarding mail in prescription drug coverage be added to the minutes as a correction. Mrs. Pesses made a motion, seconded by Ms. Batchelor, to approve the minutes as presented with the correction noted. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of June 2014 and the fiscal year ending June 30, 2014 with the Trustees. Mr. Frank informed the Trustees that our fiscal year income through June 30, 2014 is up approximately \$10,600 from last year due primarily to the increase in the Tax Levy, the increase in the interest and dividends from the Gloversville Library Foundation 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, the increase in interest and dividends and the increase in donations since last year's figure included the two prior years of tax credits. Income for the fiscal year was also up approximately \$3,000 over budget. Expenses this year are up approximately \$7,300 over the prior year due primarily to payroll and payroll related benefits and expenses, however, expenses this year are below Budget by approximately \$35,400. The increase in Books and Audio Items also increased approximately \$3,000 from last year. The purchase of a new copier that was not planned for in the budget also has caused Library Supplies to be over last year and the budgeted amount for the current year. Maintenance and Repairs was down approximately \$11,900 from last year due to some carpeting purchased last year and other various repairs needed to the building that were done in the previous year. Mr. Frank asked if there were any questions or comments on the financials for the month of June 2014 or the year ended June 30, 2014. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants numbered 1 through 13 for July 2014 to be audited by the Trustees and approved for payment. After being audited for payment by the full Board of Trustees and signed off on they were given to Mr. Frank for payment to the various claimants.

Ms. Krawczeski informed the Trustees that the Friends of the Gloversville Public Library Book and Bake sale in June had been very successful, raising nearly \$2,000. Ms. Krawczeski also informed the Trustees that the Friends had given a scholarship to Gloversville High School graduate Tim Plumadore this year for his essay about the importance of the Library to him and that his winning essay would appear

Barbara Madonna  
Library Director

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Christine Pesses

in an upcoming Friend's newsletter. Ms. Krawczeski also informed the Trustees that the Prince and Princess party only took in \$120 this year. Ms. Krawczeski also informed the Trustees that the Friends would be voting on new officers in August to take over in September.

Ms. Madonna informed the Trustees that the new windows have been ordered by our new contractor and are expected to be here on September 8, 2014. The contractor has informed us that he expects it to take 42 days to install all the new windows. Mr. Ephraim reviewed the duties of a Construction Manager with the Trustees and the necessity of getting one on board with our project soon. The Library sent out bid specifications to 5 different firms for the position and received 4 back showing interest in providing us a manager. Paul Mayes, our architect, Barbara Madonna, Christine Pesses and Jay interviewed all 4 that responded and is recommending U. W. Marx be hired to provide our Construction Manager at a price of \$375,022. A motion was made by Mrs. Pesses, seconded by Mrs. Lair, to approve hiring U.W. Marx as our Construction Manager. This was approved all voting aye.

Mrs. Pesses reviewed the progress of the Steering Committee since the last meeting. Mrs. Pesses informed the Trustees that our total receipts and pledges are now over \$2,000,000 and continuing to grow. House parties are in the works to court other prospective donors.

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 she would be meeting with Mr. Fisher to review Ms. Madonna's performance review and finalize her contract for the 2014-2015 fiscal year.

Mr. Ephraim informed the Trustees that the Programming Committee had not met since the last Trustee's meeting.

Ms. Madonna informed the Trustees that there was no report from the PR Committee this month.

Ms. Madonna informed the Trustees that there was nothing else for the Director's Report.

Mr. Fisher informed the Trustees that he will be sending out a new list of contacts for the Trustees and Director and Treasurer. Mr. Fisher also informed the Trustees that we are now searching for a replacement for Hannah McAllister who officially has resigned to fill the vacant Trustee's seat until the next election. Letters of interest are due in to the Library by August 11, 2014.

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

Mr. Fisher asked if there was any new business to come before the meeting. Nothing was brought up at this time.

Mrs. Pesses made a motion, seconded by Mrs. Lair, to adjourn the meeting at 8:45 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on August 19, 2014 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Christine Pesses  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**JULY 2014**

	Budget July 1, 2014 to June 30, 2015	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	\$268,971.00	\$0.00	\$0.00	\$0.00	\$268,971.00
Investment Income	200.00	6.53	6.53	7.80	193.47
Gloversville Library Foundation Inc. - Int. & Div.	145,000.00	10,243.70	10,243.70	8,628.78	134,756.30
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	50.00	50.00	420.00	4,950.00
Government Affiliations	6,060.00	0.00	0.00	100.00	6,060.00
Fines & Miscellaneous Income	14,000.00	983.10	983.10	932.04	13,016.90
U.S. Treasury - Medical Ins. Credit Refunds	5,500.00	0.00	0.00	0.00	5,500.00
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	0.00	10,000.00
<b>TOTAL RECEIPTS</b>	<u><u>\$454,731.00</u></u>	<u><u>\$11,283.33</u></u>	<u><u>\$11,283.33</u></u>	<u><u>\$10,088.62</u></u>	<u><u>\$443,447.67</u></u>
	Income Cash Reconcilement				
Income Cash Balance on July 1, 2014	<u>\$269,548.92</u>				
Plus: Receipts Per Report	11,283.33				
Less: Expenses Per Report	<u>39,064.41</u>				
Income Cash Balance on July 31, 2014	<u><u>241,767.84</u></u>				
Accounts Payable as of 07/31/14	8,967.49				
Accrued Expenses as of 07/31/14	452.80				
Prepaid Expenses as of 07/31/14	<u>0.00</u>				
Actual Cash Balance on July 31, 2014	<u><u>\$251,188.13</u></u>				

**BUILDING FUND**

Balance on July 1, 2014	\$358,838.29
Plus: Receipts:	
Interest on Money Market Account	9.44
NYS Division of Library Development	32,410.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Const. Doc. & Windows	<u>12,982.52</u>
Balance on July 31, 2014	<u><u>\$378,275.21</u></u>

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**JULY 2014**

	Budget July 1, 2014 to June 30, 2015	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance	Current Year July YTD
Salaries - Full Time Employees	\$174,061.00	\$ 14,248.38	\$ 14,248.38	\$ 13,735.04	\$159,812.62	\$ 14,248.38
Salaries - Part Time Employees	64,157.00	4,137.17	4,137.17	4,170.46	60,019.83	4,137.17
Salaries - Custodians	23,642.00	1,932.26	1,932.26	1,856.42	21,709.74	1,932.26
F I C A & Medicare Tax	20,032.00	1,554.33	1,554.33	1,511.80	18,477.67	1,554.33
Unemployment Insurance	660.00	175.25	175.25	162.25	484.75	175.25
Disability Insurance	780.00	286.70	286.70	292.08	493.30	286.70
Medical Insurance	42,880.00	5,344.03	5,344.03	4,250.74	37,535.97	5,344.03
Pension Expense	38,127.00	(9.16)	(9.16)	0.00	38,136.16	(9.16)
Heat	9,000.00	0.00	0.00	0.00	9,000.00	-
Electricity	8,500.00	0.00	0.00	0.00	8,500.00	-
Telephone	1,000.00	422.06	422.06	442.29	577.94	422.06
Insurance	10,500.00	5,696.79	5,696.79	4,600.57	4,803.21	5,696.79
Books, Periodicals, etc.	46,818.00	3,391.64	3,391.64	3,298.88	43,426.36	3,391.64
Computer & Automation Services	18,250.00	0.00	0.00	0.00	18,250.00	-
Library, Building & Office Supplies	10,000.00	608.29	608.29	606.85	9,391.71	608.29
Maintenance & Repairs	9,000.00	0.00	0.00	38.09	9,000.00	-
Financial Secretary	8,200.00	650.00	650.00	650.00	7,550.00	650.00
Professional Fees	5,500.00	0.00	0.00	0.00	5,500.00	-
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00	-
Professional Meetings & Travel	2,000.00	3.50	3.50	77.41	1,996.50	3.50
Events & Programming	4,682.00	250.00	250.00	200.00	4,432.00	250.00
Promotion Expense	2,500.00	169.00	169.00	250.00	2,331.00	169.00
General Expense	2,000.00	204.17	204.17	204.17	1,795.83	204.17
<b>TOTAL EXPENSE</b>	<u><u>\$503,289.00</u></u>	<u><u>\$39,064.41</u></u>	<u><u>\$39,064.41</u></u>	<u><u>\$36,347.05</u></u>	<u><u>\$464,224.59</u></u>	<u><u>\$39,064.41</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**JULY 2014**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,382.23)	\$757.02	FICA & Medicare Expense
			1,625.21	Payroll
4386		Business Card	2,909.25	Accounts Payable
4387		The Leader-Herald	105.60	Accounts Payable
4388		Baker & Taylor Books	53.83	Accounts Payable
4389		Audio Editions	102.00	Accounts Payable
4390		Palmateer Trucking & Container Service	133.00	Accounts Payable
4391		Unique Management Services, Inc.	69.65	Accounts Payable
4392		National Grid	492.73	Accounts Payable
4393		Mohawk Valley Library System	892.62	Accounts Payable
4394		Dan Kerwood	30.00	Accounts Payable
4395		Donna J. Kuhner	330.60	Petty Cash
4396		Gloversville Public Library	7,496.46	Payroll
4397		NYS Child Support Processing Center	235.08	Child Support
DM	000001	Jaeger & Flynn Associates, Inc.	432.00	Medical Insurance
4398	000002	Frontier Communications	183.77	Telephone
4399	000003	C D P H P	3,390.79	Medical Insurance
4400	000004	First Nonprofit Unemployment Program (425.25)	250.00	Cash Reserve
			175.25	Unemployment Insurance
4401	000005	W M H T	50.00	Events & Programming
4402	000006	Lindsay Kuhn	200.00	Events & Programming
4403	000007	Glatfelter Brokerage Services	342.20	Insurance - Worker's Comp.
4404	000008	Michael J. Frank	650.00	Treasurer & Rec. Secretary
4405	000009	C D P H P	3,390.79	Medical Insurance
4406	000010	WCSS/Radio Services	169.00	Promotion Expense
4407	000011	Smart Apple Media	166.60	Books
4408	000012	Center Point Large Print	52.99	Books
4409	000013	Audio Editions	261.91	A/V DVDs
4410		Gloversville True Value Hardware	25.90	Accounts Payable
4411		Gloversville Public Library	7,911.77	Payroll
4412		NYS Child Support Processing Center	235.08	Child Support
4413	000014	Frontier Communications	238.29	Telephone
4414		Audio Editions	32.40	Accounts Payable
4415		The State Insurance Fund	177.88	Accounts Payable
4416		Warren Electric Supply	123.85	Accounts Payable
4417	000015	Quill Corporation	158.92	Library Supplies
DM		Oppenheimer Funds - 403b Plan	150.00	403b Plan
DM		E F T NYS & Local Retirement System	306.47	Pension - Withholdings
DM		E F T NYS Tax Department	652.08	Payroll
DM		E F T United States Treasury (2,493.81)	797.31	FICA & Medicare Expense
			1,696.50	Payroll
DMs		Jaeger & Flynn Associates, Inc. (Reimbursements)	1,906.56	Medical Insurance
		CHECK AND EFT PAID OUTS - JULY 2014	<u>39,361.36</u>	
		PETTY CASH PAID OUTS - JULY 2014		
		Meetings & Travel Expense	3.50	
		Newspapers (Books)	<u>310.25</u>	
		<b>TOTAL JULY 2014 PAID OUTS</b>	<u><b>\$39,675.11</b></u>	
		Plus: Prepaid Expenses	8,894.72	
		Less: Cash Reserve	(250.00)	
		Less: Accounts Payable	(5,148.71)	
		Less: Accrued Expenses - Employee Med. Reimb.	(1,888.08)	
		Less: Cobra Reimbursement Bucholtz	(470.39)	
		Less: Medical Reimbursement Johnson	(1,417.64)	
		Less: Petty Cash Check	<u>(330.60)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$39,064.41</b></u>	



**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**FARLEY GRANT - BULLET AID**

Balance as of July 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			0.00
Balance of Grant Money Left at July 31, 2014			\$0.00

**WGY CHRISTMAS WISH GRANT**

Balance as of July 1, 2014			\$600.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at July 31, 2014			\$600.00

**STEWART'S FOUNDATION GRANT**

Balance as of July 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			0.00
Balance of Grant Money Left at July 31, 2014			\$500.00

**WORKFORCE LITERACY GRANT**

Balance as of July 1, 2014			(\$24.47)
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at July 31, 2014			(\$24.47)

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of July 1, 2014			\$9,000.00
Appropriation Provided For In 2014-2015			3,000.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Appropriation Funds Left at July 31, 2014			\$12,000.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of July 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			0.00
Balance of Restoration Funds Left at July 31, 2014			\$754.38



## **Gloversville Public Library**

Director's Report: July 2014

Barbara Madonna – Director

Most of the month was consumed with renovation plans; working with the architects, selecting a construction manager and lending support to the campaign office.

Summer programming is exploding this year as we explore STEM with the children. These hands-on workshops have been a huge hit with parents and children. We also firmed up and launched a new partnership with Micropolis and the community garden on Fremont Street. Children who participate created paintings, sketches and photos of plants in the garden which will be on display at the gallery for the remainder of this week.

Finally, Sally Fancher, our newest part-time clerk, has accepted a few additional hours to aide Bonnie Howard with PR duties. This will be a good solution while the Board explores other options with regard to the PR Committee.

### **Meetings and Workshops**

- |                       |   |
|-----------------------|---|
| July 1                | 1) Freemann Project Management Services<br>2) UW Marx<br>3) Calgi Construction Company, Inc.<br>4) Gilbane Building Company   |
| July 4-13             | vacation  |
| July 14               | 1) Building Committee meeting<br>2) Robert Schofield, Whiteman, Osterman & Hanna  |
| July 15 <sup>th</sup> | 1) Dave Fisher<br>2) Robert Schofield, Whiteman, Osterman & Hanna<br>3) Matt Blumenfeld, Financial Development Agency<br>4) Paul Mays, Butler Rowland Mays Architects<br>5) Board of Trustees meeting |
| July 17 <sup>th</sup> | 1) MVLS Board of Trustees meeting<br>2) Carson Block, Carson Block Consulting   |
| July 18 <sup>th</sup> | The Foundation for Mohawk Valley Libraries  |
| July 22 <sup>nd</sup> | 1) Nancy Ward, Book News<br>2) David Fisher and Robin Lair  |
| July 23 <sup>rd</sup> | Jon Stead, Fulton County  |
| July 25 <sup>th</sup> | 1) Sally Fancher<br>2) Michael Frank  |
| July 29 <sup>th</sup> | Robert Schofield and Ellen Bach, Whiteman, Osterman & Hanna   |

# Gloversville Public Library

July 2014

## Monthly Report

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

	2014	2013
<b><u>VISITORS</u></b>	8,564	(9,962)

### **CIRCULATION**

Adult Circulation	2,753	(2,741)
Teen Circulation	462	(556)
Juvenile Circulation	1,660	(2,363)
Audiobooks	313	(390)
eBooks	287	(244)
Music	204	(15)
Periodicals	3	(94)
Videos	1,420	(1,301)
Museum Passes	3	0
Subtotal	<u>7,105</u>	<u>(7,704)</u>
<b><u>In-House Use</u></b>		
Adult	336	(340)
Juvenile	493	(623)
Other Materials	1,800	(1,048)
Subtotal	<u>2,629</u>	<u>(2,011)</u>
<b>Total July Circulation</b>	<b>9,734</b>	<b>(9,715)</b>

<b><u>REFERENCE QUESTIONS</u></b>	865	(533)
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### **MEETINGS/PROGRAMS/OUTREACH**

6 Adult programs and meetings with 50 people	(6 Adult programs and meetings with 101 people)
20 Juvenile programs with 608 children	(19 Juvenile programs with 654 children)
1 Teen programs with 11 people	(2 Teen programs with 16 people)

<b><u>INTERLIBRARY LOAN</u></b>	<b><u>Material Borrowed</u></b>	<b><u>Material Loaned</u></b>
Books	891	588
AV	176	25
Total	<u>1067</u>	<u>613</u>

<b><u>COMPUTER USAGE</u></b>	1,720	(1,326) users
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### **HISTORICAL ROOM**

Visitors	20
Books Used	35
Reference Questions	10
Telephone Reference	0
Letters	0
Computer usage	0