



Gloversville Public Library  
Meeting of the Board of Trustees  
January 20, 2015  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of December 2014 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant  
2015-16 budget
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
7. AD HOC Policy  
Conflicts of Interest
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
15. New Business  
Trustee Orientation by MVLS  
Plan of Service update 2015-2017
16. Adjourn

Next Meeting: January 20, 2015



Barbara Madonna  
Library Director

2014-2015  
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vince DeSantis

Jay Ephraim

David Fisher

Robin Lair

James McGuire

Christine Pesses

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

December 16, 2014

The Gloversville Public Library Board of Trustees held a meeting on December 16, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Vincent De Santis, Robin Lair, Craig Clark, Elizabeth Batchelor, Christine Pesses, David Fisher, Merry Dunn Brown and James McGuire. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and John Blackmon also attended the meeting. Jay Ephraim was 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 November 18, 2014. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Pesses made a motion, seconded by Mr. De Santis, 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 November 2014 and the fiscal year-to-date period ending November 30, 2014 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through October 31, 2014 is up approximately \$263,700 from the same period of last year due primarily to having received our Tax Levy from the Gloversville Enlarged School District in November this year as compared to December in 2013. Expenses this year are up approximately \$7,900 from the prior year due primarily to higher pension expense and higher professional fees. These expenses have been partially offset by lower book expense and lower library supplies. Mr. Frank asked if there were any questions or comments on the financials for the month of November 2014 or the year-to-date period ended November 30, 2014. Hearing none, Ms. Batchelor made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank reminded the Trustees that the New York State minimum wage would be increasing again on January 1, 2015 to \$8.75 per hour. Mr. Frank said that in conjunction with this increase the 2014-2015 Budget that was approved contained an increase for all employees of \$.50 per hour effective January 1, 2015 and an increase in Ms. Madonna's salary from \$56,000 per year to \$58,000 per year effective January 1, 2015.

Mr. Frank distributed the Warrants numbered 138 through 164 for December 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.

Mr. Clark informed the Trustees that a meeting of the Finance Committee was held prior to the Trustee's meeting to review the work done on the 2015-2016 Budget by Ms. Madonna and Mr. Frank. Copies were distributed for review with Mr. Clark explaining the various scenarios primarily to do with wage increases and benefits if made effective in January again next year or if they were put in place in July next year to coincide with our budget year. Proposals were also done for an increase of \$.50 per hour and \$.75 per hour. Another Finance Committee meeting will be held prior to the Board meeting in January for further review.

Mr. Fisher informed the Trustees that there was no report from the Friends this month.

Ms. Madonna informed the Trustees that the new windows project is wrapping up with the final paper work being done. Ms. Madonna also informed the Trustees that our Construction Manager has been working on possible front apron ideas for the renovation project.

Mrs. Pesses reviewed the progress of the Steering Committee since the last meeting. Mrs. Pesses informed the Trustees that new Steering Committee members had joined the team and that Ms. Batchelor has agreed to be co-chair with her. Mrs. Pesses informed the Trustees that various steps need to be taken in order to secure the Historical Tax Credits for the project and that the law firm of Whiteman, Osterman

and Hanna in Albany have given us a proposal of \$75,000 to complete all the various aspects needed to accomplish the changes needed. Ms. Batchelor made a motion, seconded by Mr. De Santis, to approve payment of up to \$75,000 for the proposal of Whiteman, Osterman and Hanna. This was approved all voting aye.

Ms. Batchelor informed the Trustees that the Board needed to have a Conflicts of Interest Policy in place. The AD HOC Policy Committee will be drafting one for the Board to review soon.

Ms. Madonna reported that Paula De Santis will be retiring as of December 26, 2014.

Mrs. Lair informed the Trustees that the Gloversville Reads Program for 2015 is moving forward. Ms. Madonna and Mrs. Howard are working on other programming ideas during Mr. Ephraim's absence. Ms. Madonna reported that after conversations with Mrs. Howard, the Program Coordinator, and Mr. Ephraim, the Program Committee concluded that outside of the Gloversville READS Program its meetings continued to focus on promotion rather than programming and that with the absence of Mr. Ephraim the Programming Committee should be put on hiatus and give the PR Committee an opportunity to provide PR.

Ms. Madonna informed the Trustees that she had nothing else to report at this time.

Mr. Fisher informed the Trustees that a Trustee Orientation meeting needed to be scheduled in January. He will meet with the new Trustees to determine a good date.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had met on Tuesday, December 9, 2014 and had approved a budget appropriation of \$160,000 for the Library's 2015-2016 Budget.

Mr. Fisher asked if there was any old business to come before the meeting. Ms. Batchelor informed the Trustees that the second reading of our Bylaw changes and the Claims Auditor Policy had been scheduled for tonight and opened the floor to anyone who wanted to propose corrections or changes to same. Hearing none, Mrs. Pesses made a motion, seconded by Ms. Dunn Brown to approve the Bylaws changes and approve the Claims Auditor Policy. This was approved all voting aye. A motion was made by Mrs. Pesses, seconded by Mr. McGuire, to appoint John Blackmon as the Claims Auditor for the Library. This was approved all voting aye.

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

Mr. McGuire made a motion, seconded by Ms. Batchelor, to adjourn the meeting at 7:40 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on January 20, 2015 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**

**DECEMBER 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	\$270,509.00	\$0.00	\$270,509.00	\$264,579.00	\$0.00
Investment Income	200.00	6.72	38.06	37.27	161.94
Gloversville Library Foundation Inc. - Int. & Div.	145,000.00	8,093.28	78,332.92	70,107.85	66,667.08
Gloversville Library Foundation Inc. - Don. Reg.	7,500.00	2,995.00	6,485.00	9,292.50	1,015.00
Government Affiliations	6,060.00	1,400.00	6,482.00	4,879.04	(422.00)
Fines & Miscellaneous Income	14,000.00	940.00	5,578.39	5,899.02	8,421.61
U.S. Treasury - Medical Ins. Credit Refunds	5,500.00	4,787.96	4,787.96	4,178.78	712.04
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	10,000.00	10,000.00
<b>TOTAL RECEIPTS</b>	<u><u>\$458,769.00</u></u>	<u><u>\$18,222.96</u></u>	<u><u>\$372,213.33</u></u>	<u><u>\$368,973.46</u></u>	<u><u>\$86,555.67</u></u>
	Income Cash Reconcilement				
Income Cash Balance on December 1, 2014	<u>\$410,241.98</u>				
Plus: Receipts Per Report	18,222.96				
Less: Expenses Per Report	<u>38,341.92</u>				
Income Cash Balance on December 31, 2014	<u><u>390,123.02</u></u>				
Accounts Payable as of 12/31/14	0.00				
Accrued Expenses as of 12/31/14	0.00				
Prepaid Expenses as of 12/31/14	<u>(4,217.25)</u>				
Actual Cash Balance on December 31, 2014	<u><u>\$385,905.77</u></u>				

**BUILDING FUND**

Balance on December 1, 2014	\$227,541.03
Plus: Receipts:	
Interest on Money Market Account	3.64
Less: Paid Outs:	
B R Johnson, Inc. - New Windows (3rd Pyt)	30,946.01
Adirondack Cabling, Inc. - Security Cameras	7,612.86
Butler Rowland Mays Architects, LLP - Const. Documents	<u>10,185.25</u>
Balance on November 30, 2014	<u><u>\$178,800.55</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**

**DECEMBER 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
Salaries - Full Time Employees	\$174,061.00	\$ 13,914.30	\$ 81,639.70	\$ 82,410.24	\$92,421.30
Salaries - Part Time Employees	64,157.00	4,715.59	26,708.87	28,290.80	37,448.13
Salaries - Custodians	23,642.00	1,932.26	11,593.56	11,138.52	12,048.44
F I C A & Medicare Tax	20,032.00	1,572.84	9,175.43	9,320.72	10,856.57
Unemployment Insurance	660.00	0.00	350.50	324.50	309.50
Disability Insurance	780.00	175.41	462.11	578.78	317.89
Medical Insurance	42,880.00	4,275.56	22,039.38	17,702.82	20,840.62
Pension Expense	38,127.00	0.00	29,924.00	19,541.25	8,203.00
Heat	9,000.00	386.29	745.94	1,136.23	8,254.06
Electricity	8,500.00	440.47	2,567.22	2,914.25	5,932.78
Telephone	1,000.00	235.60	1,366.90	1,150.16	(366.90)
Insurance	10,500.00	0.00	10,102.69	10,119.16	397.31
Books, Periodicals, etc.	46,818.00	3,104.68	24,178.67	28,997.67	22,639.33
Computer & Automation Services	18,250.00	5,834.71	10,554.83	5,628.28	7,695.17
Library, Building & Office Supplies	10,000.00	239.11	3,694.55	7,550.02	6,305.45
Maintenance & Repairs	9,000.00	138.95	965.24	3,301.65	8,034.76
Financial Secretary	8,200.00	700.00	4,100.00	4,000.00	4,100.00
Professional Fees	5,500.00	0.00	6,856.25	330.00	(1,356.25)
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	92.96	1,108.02	1,391.33	891.98
Events & Programming	4,682.00	48.24	1,523.45	844.10	3,158.55
Promotion Expense	2,500.00	455.35	1,396.40	2,213.05	1,103.60
General Expense	2,000.00	79.60	585.52	873.52	1,414.48
<b>TOTAL EXPENSE</b>	<b>\$503,289.00</b>	<b>\$38,341.92</b>	<b>\$251,639.23</b>	<b>\$239,757.05</b>	<b>\$251,649.77</b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**DECEMBER 2014**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,301.25)	\$742.03	FICA & Medicare Expense
			1,559.22	Payroll
4533		Gloversville Public Library	7,363.73	Payroll
4534		NYS Child Support Processing Center	235.08	Child Support
4535	000142	Baker & Taylor Books	193.30	Books
4536	000143	Mohawk Valley Library System (8,723.64)	5,814.71	Computer & Automation
			1,454.46	E Books
			1,454.47	Prepaid Expense
4537	000144	Barbara J. Madonna	92.96	Professional Meetings & Travel
4538	000145	Donna J. Kuhner	388.75	Petty Cash
4539	000146	Center Point Large Print	503.28	Books
4540	000147	C D P H P	3,390.79	Medical Insurance
4541	000148	Carol Cownie	25.00	Events & Programming
4542	000149	National Grid (826.76)	386.29	Heat
			440.47	Electric
4543	000150	Quality Books, Inc.	240.06	Books
4544	000151	Unique Management Services, Inc.	79.60	G/E - Collection Expense
4545	000152	Michael J. Frank	700.00	Treasurer & Rec. Secretary
4546	000153	The Leader-Herald	27.50	Promotion Expense
4547	000154	Warren Electric Supply	96.45	Maintenance & Repairs
4548	000155	Audio Editions	84.35	A/V - DVDs
4549	000156	Frontier Communications	235.60	Telephone
4550	000157	Gloversville True Value Hardware	22.53	Maintenance & Repairs
4551	000158	Derby Office Equipment, Inc.	46.89	Library Supplies
4552	000159	Port Jackson Media, LLC	77.85	Promotion Expense
4553	000160	Mohawk Harvest Cooperative Market	23.24	Events & Programming
4554	000161	Business Card (534.95)	117.23	Library Supplies
			19.97	Maintenance & Repairs
			20.00	Computer & Automation
			350.00	Promotion Expense
			27.75	A/V - DVDs
4555	000162	Quill Corporation	74.99	Library Supplies
4556	000163	Audio Editions	241.49	A/V - DVDs
4557	000164	Center Point Large Print	52.99	Books
4558	000165	Arch Insurance Group (395.36)	175.41	Disability Insurance
			219.95	Prepaid Expense
4559		Gloversville Public Library	8,303.16	Payroll
4560		NYS Child Support Processing Center	235.08	Child Support
DM		Oppenheimer Funds - 403b Plan	150.00	403b Plan
DM		E F T NYS & Local Retirement System	313.62	Pension - Withholdings
DM		E F T NYS Tax Department	671.08	Payroll
DM		E F T United States Treasury (2,561.99)	830.81	FICA & Medicare Expense
			1,731.18	Payroll
DMs		Jaeger & Flynn Associates, Inc. (Reimbursements)	<u>2,063.98</u>	Medical Insurance
		CHECK AND EFT PAID OUTS - DECEMBER 2014	41,277.30	
		PETTY CASH PAID OUTS - DECEMBER 2014		
		Newspapers (Books)	<u>307.00</u>	
		<b>TOTAL DECEMBER 2014 PAID OUTS</b>	<u><u>\$41,584.30</u></u>	
		Less: Insurance Reimbursement Johnson	(708.82)	
		Less: Cobra Reimbursement Bucholtz	(470.39)	
		Less: Prepaid Expense	(1,674.42)	
		Less: Petty Cash Check	<u>(388.75)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><u>\$38,341.92</u></u>	

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

**FARLEY GRANT - BULLET AID**

Balance as of December 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 December 31, 2014			\$0.00

**WGY CHRISTMAS WISH GRANT**

Balance as of December 1, 2014			\$205.00
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 December 31, 2014			\$205.00

**STEWART'S FOUNDATION GRANT**

Balance as of December 1, 2014			\$325.00
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 December 31, 2014			\$325.00

**WORKFORCE LITERACY GRANT**

Balance as of December 1, 2014			\$193.73
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 December 31, 2014			\$193.73

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of December 1, 2014			\$5,218.75
Appropriation Provided For In 2014-2015			0.00
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 December 31, 2014			\$5,218.75

**RESTORATION FUNDS RECONCILEMENT**

Balance as of December 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 December 31, 2014			\$754.38



## Gloversville Public Library

Director's Report: December 2014

Barbara Madonna – Director

December is traditionally slower than November. The holidays have everyone juggling shopping, events and special get-togethers. I am, however, pleased to report that statistics show an up-tick in use over 2013. November 2014 stats were higher than November 2013 and data for December reports the same. We had more visitors borrowing more items, attending more programs, asking more questions and using our computers and wireless access more.

We also now have a full year of wireless statistics from the new Meraki wireless system. We had a total of 5,138 users or a daily average of 40 people accessing the internet from their laptops, tablets and phones. (The demand was greatest in August with 551 people.)

The staff completed weeding for 2015. All total 4,499 items were purged and 2,871 items were added to the collection. By judiciously selecting the materials on the shelf we make the collection more interesting, user friendly and work toward the goal of providing items that are really needed and wanted by the community.

During staff meetings we have talked many times about the future of our collection and service. What do we want to offer and store while we are in temporary quarters and how will things be different when we move back 'home?' This also leads to the question of resource allocation. Is our budget adequate? Are the amounts in the various line items appropriate? By updating the Plan of Service over the next few months we will be able to adjust to meet our new goals. (The current Plan of Service is attached.)

Work on the campaign continued with some interesting meetings. The first was with a representative of Senator Charles Schumer's office. The other was with the heads of the NYS Division of Library Development just before Christmas.

### Meetings and Programs

- Dec. 2<sup>nd</sup>
  - 1) Stephen Mann, Senator Charles Schumer's office, Albany
  - 2) Steering Committee meeting
- Dec. 3<sup>rd</sup>
  - 1) Campaign policy committee meeting
  - 2) Tour for the Alumni division
- Dec. 4<sup>th</sup>
  - 1) MVLS workshop
  - 2) Director's Council
  - 3) Tour with Ron Peters, Fulton County Center for Regional Growth (former EDC) and Steve Herron, Publisher, Leader-Herald
- Dec. 5<sup>th</sup>
  - 1) Campaign policy committee meeting
  - 2) Mike Teetz, Glove Cities Realty
  - 3) Ellen Bach, Whiteman, Osterman and Hanna
  - 4) Michael Frank
- Dec. 7<sup>th</sup>
  - Book discussion, Happy Jacks Café
- Dec. 8<sup>th</sup>
  - Ellen Bach, Whiteman, Osterman and Hanna
- Dec. 9<sup>th</sup>
  - 1) Steve Herron, Publisher, Leader-Herald
  - 2) Gloversville Library Foundation meeting
  - 3) Campaign stakeholder's meeting
- Dec. 10<sup>th</sup>
  - Michael Frank
- Dec. 11<sup>th</sup>
  - David Fisher
- Dec. 12<sup>th</sup>
  - Staff meeting
- Dec. 16<sup>th</sup>
  - 1) Steering Committee meeting
  - 2) Finance Committee meeting
  - 3) Board of Trustees meeting



- Dec. 17<sup>th</sup> 1) Marc Rivers, UW Marx  
2) Chris Pesses and Betsy Batchelor
- Dec. 18<sup>th</sup> 1) Ellen Bach and Robert Schofield, Whiteman, Osterman and Hanna  
2) Conference call with Ellen Bach and Robert Schofield, Whiteman, Osterman and Hanna, Chris Pesses and John Mazur
- Dec. 19<sup>th</sup> 1) The Foundation for Mohawk Valley Libraries  
2) Gloversville READS 2015 meeting
- Dec. 23<sup>rd</sup> 1) Matt Blumenfeld, FDA, Ellen Bach and Robert Schofield, Whiteman, Osterman and Hanna  
2) Meeting with Bernie Margolis, Jeff Cannell and Carol Desch, NYS Division of Library Development with Matt Blumenfeld, FDA, Ellen Bach and Robert Schofield, Whiteman, Osterman and Hanna

## Introduction

The Library's Three Year Plan of Service was last updated in 2008. A review of the 2008 Plan indicated a significant degree of success in achieving the goals outlined by that document and confirmed the necessity of creating a new planning document if the Library is to maintain its forward momentum.

## About Us

The Gloversville Public Library (GPL) is a school district public library chartered in 2005 to serve the residents of the Gloversville Enlarged School District (GESD). It is the successor to the Gloversville Free Library (1888-2005) and the Levi Parsons Library of Gloversville and Kingsborough (1880-1888).

## Mission Statement

The Gloversville Public Library commits itself to the citizens of the Gloversville Enlarged School District to be a community resource that provides access to information and technology, educational and cultural events while remaining a center for research and recreational pursuits.

## Statistics

The Gloversville Public Library is chartered by New York State to serve the population of Gloversville Enlarged School District, a population of 19,242 per the 2010 Census. The Library also extends its services to the surrounding communities. The Library currently employs four full-time and 12 part-time staff members and is open 45 hours, six days per week.

	<u>2011-2012</u>	<u>2010-2011</u>	<u>2009-2010</u>	<u>2008-2009</u>
Budget	\$ 434,944	\$ 405,194	\$ 383,000	\$ 392,800
Tax Levy	\$ 253,200	\$ 241,200	\$ 198,200	\$ 198,200
Circulation	-	93,224	86,148	88,405
Holdings	-	49,596	48,844	50,904
Visitors	-	127,171	115,435	105,495

## The Process

Using the American Library Association tool, New Planning for Results, the Board of Trustees of the Gloversville Public Library sought community input in creating a new long range plan. A focus group meeting of stakeholders facilitated by MVLS Director Carol Clingan reviewed the 2008-2011 plan and discussed the present state and the future of the community.

The stakeholders were also educated about the programs and services offered by the library, and asked about their own needs and hopes for the library's future. The community identified the need for the Library to increase its public profile in the community, and to engage new populations in the community, including businesses.

The Board of Trustees also held a half day retreat to discuss current activities in the community and

existing Library projects.

The Library will solidify itself as a vibrant community resource contributing to the rejuvenation of downtown Gloversville. Our ultimate goal is to develop community recognition of the Library as an essential community service.

What follows is a three year plan to provide the Library with actions to engage more members of our community and develop a funding strategy for the full renovation of this historic building.

## Programs and Services

### Goal 1: Community members will have increased access to and awareness of library service.

**Objective:** By 2013, the GPL will analyze barriers to patron access of programs and services.

**Activity:** Examine the Library's operating hours and adjust them as resources allow.

**Activity:** Determine which, if any programs and services, can be offered off-site or afterhours utilizing technology and community partnership opportunities.

**Objective:** By 2014, the GPL will raise the public's awareness of the programs and services provided by the Library as measured by statistics and targeted surveys.

**Activity:** To develop a marketing strategy for the Library as an institution and for the Library's programs and services.

**Activity:** The Library will develop, distribute and analyze a survey to determine how the community receives information and will adjust the means of disseminating publicity accordingly.

**Activity:** The Library will adopt new methods of advertising its programs and activities based on survey results.

### Goal 2: Community members will have access to a wide variety of programming, materials and technology to meet their educational, informational and recreational needs.

**Objective:** By 2013, the GPL will evaluate and adjust existing and future programs according to how well they address the community's needs.

**Activity:** Develop and implement an evaluation system to determine a program's success at addressing a variety of community needs.

**Activity:** Develop, distribute and tally program specific surveys to acquire a better understanding of community wants and needs, and expand or design new programs to address those wants and needs.

**Activity:** Maintain existing programs as long as they remain relevant to changing community needs.

**Activity:** By 2014, the GPL will provide one new program for each of the Library's target audiences (adult, teen and juvenile).

### Goal 3: Community members will identify the Library as an essential community service.

**Objective:** By 2013, the GPL will identify how it is an essential community service and begin promotion to raise public awareness of how it is vital to our community.

**Activity:** Develop a comprehensive list of Library programs, services and activities to be used as talking points for the Board, staff and volunteers as they advocate for the Library within the community.

**Activity:** Increase the Library's presence at community events and use those opportunities to share its programs and services by 25%.

## Facilities

**Goal: The GPL will continue to work toward full access of the Library building for all community members.**

**Objective:** By 2013 the Board of Trustees will engage the services of a consulting firm to complete a planning study and begin a capital campaign for the renovation of the existing facility.

**Activity:** The Library will sign a contract with a capital campaign planning firm.

**Activity:** The Library will work with a planning firm to develop a fundraising campaign.

**Activity:** The Library will launch the fundraising campaign.

**Objective:** By 2014 the Library will complete Design Development.

**Activity:** By 2013 the Library will retain and work with Butler Rowland and Mays Architects, LLC to complete Design Development.

**Objective:** By 2014 the Library will establish a funding strategy to implement the renovation developed by the Building Committee and Butler, Rowland and Mays Architects, LLC.

**Activity:** The Library will seek grant funding

**Activity:** The Library will explore DASNY funding

**Activity:** The Library will begin planning a referendum

**Activity:** The Library will begin working budgeting for post-renovation operation expenses

**Goal: Community members will have a safe, clean and pleasant Library environment.**

**Objective:** By 2013 the basement remediation will be complete.

**Activity:** The GPL will hire appropriate personnel to thoroughly clean the basement.

**Activity:** The GPL will evaluate and organize the storage of furniture and supplies throughout the facility.

**Objective:** By 2014 The GPL will develop and implement a comprehensive maintenance plan.

**Activity:** The Building Committee will work with cleaning staff and volunteers to develop a comprehensive maintenance plan that includes the interior, exterior, grounds and parking lot.

**Activity:** The Library allocate resources to implement the facility maintenance plan.

Adopted by the Board of Trustees of the Gloversville Public Library April 2012



## **Gloversville Public Library**

Children's Room Report: December 2014

Sherry Gennett – Head of Children's Services

Local schools had two weeks of vacation for the holiday break. We asked MVLS to send 3 boxes of Legos for our children. Parents and children spent time creating things. Even the two year olds played with the larger sized blocks. We are asking local people for unused Legos so we can have our own set at any time we want.

Barb Lukas from WMHT offered a special program "Giraffes Can't Dance." Attendance turned out with 21 children and 15 adults. Books were read and crafts were made. And a great time was had by all.

Sonny Duross performed the 4<sup>th</sup> annual production of "Polar Express" dressed as a conductor. Ten adults and 12 children enjoyed the program. Bonnie made hot chocolate and cookies while Sonny gave out red origami boxes with a jingle bell inside.

I shifted several book collections around in the Teen section. I wanted to see if more books would be selected due to their location. The graphic novels were placed at the end of teen fiction. That space was now opened for the new Teen collection. Only hours later I watched stacks of teen books being checked out. It made me smile. Location and displays can make a big difference especially teens because their attention span is short. Covers become more inviting.

The Bibliomaniacs and knitting nights are going well. We are seeing new faces all the time. The Thursday average of nine people at knitting is now up to 12. We are growing out of on the first floor, but some people cannot make the stairs so we remain in the Children's Room.

# Gloversville Public Library

December 2014

Monthly Report

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

	2014	2013
<b><u>VISITORS</u></b>	6,584	(6,135)

## **CIRCULATION**

Adult Circulation	2,102	(2,202)
Teen Circulation	233	(202)
Juvenile Circulation	950	(1,003)
Audiobooks	255	(244)
eBooks	300	(265)
Music	53	(47)
Periodicals	90	(64)
Videos	1,369	(1,148)
Museum Passes	1	0
Subtotal	<u>5,353</u>	<u>(5,175)</u>
<u>In-House Use</u>		
Adult	541	(564)
Juvenile	779	(482)
Other Materials	1,187	(1,106)
Subtotal	<u>2,507</u>	<u>(2,152)</u>
<b>Total December Circulation</b>	<b>7,860</b>	<b>(7,327)</b>

<b><u>REFERENCE QUESTIONS</u></b>	680	(677)
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## **MEETINGS/PROGRAMS/OUTREACH**

18 Adult programs and meetings with 88 people (7 Adult programs and meetings with 52 people)

13 Juvenile programs with 150 children (4 Juvenile programs with 26 children)

3 Teen programs with 23 people (2 Teen programs with 21 people)

<b><u>INTERLIBRARY LOAN</u></b>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	643	544
AV	216	174
Total	<u>859</u>	<u>718</u>

<b><u>COMPUTER USAGE</u></b>	1,342	(1,339) users
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## **HISTORICAL ROOM**

Visitors	8
Books Used	25
Reference Questions	10
Telephone Reference	0
Letters	0
Computer usage	0