



Gloversville Public Library
Meeting of the Board of Trustees
August 18, 2015
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of the July 2015 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
Parking Lot
DLD
6. AD HOC Steering Committee
7. AD HOC Policy
Finance committee
8. Personnel Committee
Civil Service
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
Committee assignments
Plan of Service
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: September 15, 2015 6:30 Annual meeting followed by regular monthly meeting



Barbara Madonna
Library Director

20152016
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Draft Minutes of the Organizational Meeting of the Groversville Public Library

July 21, 2015

The Organizational Meeting of the Groversville Public Library was held on July 21, 2015 at 6:30 P.M. in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York.

The following, having been elected by the voters of the Groversville Enlarged School District, were in attendance: Vincent De Santis, Craig Clark, Wanda Prew, Christine Pesses, Elizabeth Batchelor, Patricia Donovan, Merry Dunn Brown and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, and Jean LaPorta, President of the Friends of the Groversville Public Library, also attended the meeting. Jay Ephraim 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, Merry Dunn Brown, who was elected to a five-year term, Patricia Donovan, who was elected to a five year term and Wanda Prew, who was elected to a two year term to fill the remainder of a five year term on the Board.

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

Mr. Clark 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 2015-2016 fiscal year.

Motion to set compensation for Ms. Barbara Madonna at \$60,000 for the 2015-2016 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 2015-2016 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 Groversville Public Library's bank of record for the fiscal year 2015-2016.

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 Groversville 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 Groversville 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

Groversville 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.

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 1st Tuesday in May 2015 as the date for the Gloversville Public Library vote.

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

Mrs. Pesses made a motion, seconded by Mrs. Lair, to have Mr. Clark and Ms. Batchelor represent the Library as our liaisons to the Gloversville Library Foundation Board for the fiscal year ending June 30, 2016. This was approved all voting aye.

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

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

Budget, Finance and Audit – Mrs. Pesses

Building and Grounds – Mr. Ephraim

Personnel – Mrs. Lair

Public Relations – To be filled at a later date

Programming – Mr. Ephraim

ADHOC Policy Committee – Ms. Batchelor

Mrs. Pesses made a motion, seconded by Mr. De Santis, 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. Pesses made a motion, seconded by Ms. Dunn Brown, 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 to appoint John Blackmon as the Library's Claims Auditor for the Budget Year 2015-2016. This motion was seconded by Ms. Dunn Brown and approved all voting aye.

Mrs. Lair made a motion, seconded by Mrs. Pesses to adjourn the meeting at 6:55 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

July 21, 2015

The Gloversville Public Library Board of Trustees held a meeting on July 21, 2015 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:55 P.M immediately following the Annual Organizational Meeting.

The following trustees were present: Elizabeth Batchelor, Robin Lair, Craig Clark, Wanda Prew, Christine Pesses, Vincent De Santis, Patricia Donovan and Merry Dunn Brown. 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 was excused from the meeting.

Barbara Madonna
Library Director

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

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

20152016
Board of Trustees

Mr. Clark asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on June 16 2015. Mr. Clark asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Donovan, to approve the minutes as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mr. Clark asked Mr. Frank to review the Treasurer's Report for the month of June 2015 and the fiscal year-to-date period ending June 30, 2015 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through June 30, 2015 is up approximately \$18,500 from the same period of last year due primarily to the higher Tax Levy this year and higher Interest and Dividends received from the Foundation this year. Expenses this year are up approximately \$10,300 from the prior year due primarily to higher pension expense, higher computer and automation services and higher professional fees. These expenses have been partially offset by lower full time salaries due to an unplanned retirement, position not filled yet, lower library supplies due to a new copier purchased last year and lower maintenance and repairs. Lower utility costs also helped offset the higher expense categories noted above. Mr. Frank asked if there were any questions or comments on the financials for the month of June 2015 or the year-to-date period ended June 30, 2015. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Prew, to accept the Treasurer's Report as presented. This was approved all voting aye.

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Mr. Frank distributed the Warrants list for July 2015 numbered 321 through 348 along with the invoices for the vendors on the list for the Trustees to review in Mr. Blackmon's absence. After being review by the Trustees Mrs. Pesses made a motion, seconded by Ms. Batchelor, to have Mr. Frank our Treasurer prepare checks for payment of these claims. This was approved all voting aye.

Mrs. La Porta informed the Trustees that the Friends did not have a meeting in July but would be meeting again on August 6, 2015. At their annual meeting in September the Friends will be electing a Secretary for a two year term, a Treasurer for a two year term and a Director for a three year term. Mrs. La Porta also informed the Trustees that the Friends are planning their fall Book and Bake sale for October 13th and 14th. Mrs. La Porta also informed the Trustees that the Friends would be having a chicken barbeque on Friday September 25th from 4 to 7 PM at Runnings in the Hannaford parking lot. Mrs. La Porta also informed the Trustees that raffle baskets are being solicited for drawings to be held on October 23rd this year and that no Celebration is being done this year. Mrs. La Porta also informed the Trustees that a wreath making class will be held on November 18, 2015 at 6:00 PM and it will be limited to 15 participants.

Ms. Madonna informed the Trustees that the Lansing Engineering Firm was here today going over various aspects of our renovation plan. Ms. Madonna also informed the Trustees that the Historical Review Board will be reviewing our plans for the 66 East Fulton Street lot.

Ms. Batchelor informed the Trustees that the Legislation that had been submitted for approval has been withdrawn and is expected to be resubmitted in January 2016. Ms. Batchelor also informed the Trustees that our application to The National Park Service has been denied which keeps us from qualifying for the Federal and State Historical Tax Credits. Our historic tax credit consultant has advised us that we should appeal this decision. The Steering Committee will proceed but it is expected to take at least six months. In the meantime the Committee will meet with the school district's Bond Counsel during the week of August 3, 2015 to prepare for a referendum on the School Ballot in November 2015.

Mr. Clark informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting however; we will need to begin working on an Investment Policy to be in compliance with the State Department of Audit and Control.

Ms. Madonna informed the Trustees that she understands that our request for a change in the structure of our Library personnel to having a Librarian instead of a Senior Library Clerk on staff is on the Civil Service Director's desk. Ms. Madonna also informed the Trustees that the State Department of Audit and Control wants the Board to establish and approve the normal hours in the work-day of our Director. Mrs. Pesses made a motion, seconded by Ms. Dunn Brown, to establish Eight hours as the stated work day for our Library Director. This was approved all voting aye.

In Mr. Ephraim's absence, Ms. Madonna informed the Trustees that many programs are continuing throughout the summer and more are being planned by Mrs. Howard and the staff.

Ms. Madonna informed the Trustees that our three year Plan of Service had ended and that a meeting needed to be set up to review the results and continue it going forward. As a minimum we need to set some goals for the July to December 2015 period.

Mr. Clark informed the Trustees that he had nothing else to report at this time.

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

Mr. Clark asked if there was any old business to come before the meeting. Mrs. Lair informed the Trustees that she still needed some Trustee evaluations for Ms. Madonna to complete her annual review.

Mr. Clark asked if there was any new business to come before the meeting. Mr. Clark informed the Trustees that a Trustee Orientation date would need to be set up for the new Trustees.

Mrs. Pesses made a motion, seconded by Ms. Dunn Brown, to adjourn the meeting at 8:05 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on August 18, 2015 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JULY 2015

	<u>Budget July 1, 2015 to June 30, 2016</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$276,321.00	\$0.00	\$0.00	\$0.00	\$276,321.00
Investment Income	200.00	4.74	4.74	6.53	195.26
Gloversville Library Foundation Inc. - Int. & Div.	150,000.00	10,780.84	10,780.84	10,243.70	139,219.16
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	25.00	25.00	50.00	9,975.00
Government Affiliations	6,500.00	0.00	0.00	0.00	6,500.00
Fines & Miscellaneous Income	13,000.00	1,133.00	1,133.00	983.10	11,867.00
U.S. Treasury - Medical Ins. Credit Refunds	5,250.00	0.00	0.00	0.00	5,250.00
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL RECEIPTS	<u>\$471,271.00</u>	<u>\$11,943.58</u>	<u>\$11,943.58</u>	<u>\$11,283.33</u>	<u>\$459,327.42</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on July 1, 2015	<u>\$280,229.97</u>				
Plus: Receipts Per Report	11,943.58				
Less: Expenses Per Report	<u>39,581.04</u>				
Income Cash Balance on July 31, 2015	<u><u>252,592.51</u></u>				
Accounts Payable as of 07/31/15	14,715.75				
Accrued Expenses as of 07/31/15	0.00				
Prepaid Expenses as of 07/31/15	<u>0.00</u>				
Actual Cash Balance on July 31, 2015	<u><u>\$267,308.26</u></u>				

BUILDING FUND

Balance on July 1, 2015	\$131,139.66
Plus: Receipts:	
Interest on Money Market Account	2.21
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Const. Documents	<u>5,422.14</u>
Balance on July 31, 2015	<u><u>\$125,719.73</u></u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Christine Pesses, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JULY 2015

	<u>Budget July 1, 2015 to June 30, 2016</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	\$183,301.00	\$ 12,600.04	\$ 12,600.04	\$ 14,248.38	\$170,700.96
Salaries - Part Time Employees	62,910.00	4,645.96	4,645.96	4,137.17	58,264.04
Salaries - Custodians	25,007.00	2,083.92	2,083.92	1,932.26	22,923.08
F I C A & Medicare Tax	20,748.00	1,478.74	1,478.74	1,554.33	19,269.26
Unemployment Insurance	725.00	180.25	180.25	175.25	544.75
Disability Insurance	780.00	219.95	219.95	286.70	560.05
Medical Insurance	43,725.00	6,071.06	6,071.06	5,344.03	37,653.94
Pension Expense	42,000.00	0.00	0.00	(9.16)	42,000.00
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	2,880.00	262.04	262.04	422.06	2,617.96
Insurance	11,500.00	6,315.63	6,315.63	5,696.79	5,184.37
Books, Periodicals, etc.	46,500.00	2,978.79	2,978.79	3,391.64	43,521.21
Computer & Automation Services	16,000.00	20.00	20.00	0.00	15,980.00
Library, Building & Office Supplies	10,000.00	1,345.16	1,345.16	608.29	8,654.84
Maintenance & Repairs	9,000.00	60.36	60.36	0.00	8,939.64
Financial Secretary	8,200.00	650.00	650.00	650.00	7,550.00
Professional Fees	4,000.00	0.00	0.00	0.00	4,000.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,500.00	0.00	0.00	3.50	2,500.00
Events & Programming	4,500.00	221.97	221.97	250.00	4,278.03
Promotion Expense	2,500.00	169.00	169.00	169.00	2,331.00
General Expense	2,000.00	278.17	278.17	204.17	1,721.83
TOTAL EXPENSE	<u>\$517,276.00</u>	<u>\$39,581.04</u>	<u>\$39,581.04</u>	<u>\$39,064.41</u>	<u>\$477,694.96</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JULY 2015

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,279.44)	\$720.22	FICA & Medicare Expense
			1,559.22	Payroll
4733		Gloversville Public Library	6,881.62	Payroll
4734		NYS Child Support Processing Center	257.13	Child Support
4735	000321	First Nonprofit Unemployment Program (430.25)	250.00	Cash Reserve
			180.25	Unemployment Insurance
4736	000322	Circe I. Johnson	39.10	Accounts Payable
4737	000323	United States Treasury	14.00	G/E-Medical Ins. Research Fee
4738	000324	Palmateer Trucking & Container Service	160.00	Accounts Payable
4739	000325	Mohawk Valley Library System (1,192.29)	930.50	Accounts Payable
			261.79	Library Supplies
4740	000326	Barbara J. Madonna	382.50	Petty Cash
4741	000327	Michael J. Frank	650.00	Treasurer & Rec. Secretary
4742	000328	The Arkell Museum	85.00	Events & Programming
4743	000329	Barbara J. Madonna	35.65	Accounts Payable
4744	000330	Quill Corporation	571.83	Library Supplies
4745	000331	Warren Electric Supply	35.40	Maintenance & Repairs
4746	000332	Demco	43.12	Library Supplies
4747	000333	Waldo	269.22	Data Base Expense
4748	000334	Center Point Large Print	92.72	Accounts Payable
4749	000335	The Finishing Touch	60.00	G/E - Restoration Funds
4750	000336	Greenwich Free Library	6.99	Fines, etc.
4751	000337	Schenectady County Public Library	5.00	Fines, etc.
4752	000338	National Grid	856.54	Accounts Payable
4753	000339	Hydro-Test Sales & Service	42.00	Accounts Payable
4754	000340	WCSS/Radio Services	169.00	Promotion Expense
4755	000341	Derby Office Equipment, Inc.	79.26	Accounts Payable
4756	000342	Unique Management Services, Inc.	50.00	Accounts Payable
4757	000343	Frontier Communications	262.04	Telephone
4758	000344	Glatfelter Brokerage Services	385.30	Insurance - Worker's Comp.
4759	000345	Business Card (1,608.72)	1,460.72	Accounts Payable
			20.00	Computer & Automation
			128.00	Events & Programming
4760	000347	C D P H P	3,351.09	Insurance - Medical
4761	000348	C D P H P	3,351.09	Insurance - Medical
4762		NYS Child Support Processing Center	257.13	Child Support
4763		Gloversville Public Library	7,275.41	Payroll
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	374.49	Pension - Withholdings
DM		E F T NYS Tax Department	685.40	Payroll
DM		E F T United States Treasury (2,398.04)	758.52	FICA & Medicare Expense
			1,639.52	Payroll
DMs		Jaeger & Flynn Associates, Inc. (Reimbursements)	239.56	Medical Insurance
		CHECK AND EFT PAID OUTS - JULY 2015	<u>35,276.33</u>	
		PETTY CASH PAID OUTS - JULY 2015		
		Maintenance & Repairs	24.96	
		Postage	20.95	
		Enents & Programming	8.97	
		Newspapers (Books)	390.25	
			<u>390.25</u>	
		TOTAL JULY 2015 PAID OUTS	<u>\$35,721.46</u>	
		Plus: Prepaid Expenses	9,121.24	
		Less: Accounts Payable - Library Expenses	(3,746.49)	
		Less: Insurance Reimbursement Johnson	(870.68)	
		Less: Cobra Reimbursement Bucholtz	0.00	
		Less: Cash Reserve	(250.00)	
		Less: Fines, etc. Collected for other Libraries	(11.99)	
		Less: Petty Cash Check	(382.50)	
		NET TO BALANCE TO EXPENSES	<u>\$39,581.04</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of July 1, 2015		\$1,005.75
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, 2015		\$1,005.75

WGY CHRISTMAS WISH GRANT

Balance as of July 1, 2015		\$205.00
Grant Money Received		300.00
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, 2015		\$505.00

STEWART'S FOUNDATION GRANT

Balance as of July 1, 2015		\$400.00
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, 2015		\$400.00

WORKFORCE LITERACY GRANT

Balance as of July 1, 2015		\$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 July 31, 2015		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of July 1, 2015		\$718.75
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 July 31, 2015		\$718.75

RESTORATION FUNDS RECONCILEMENT

Balance as of July 1, 2015		\$754.38
Funds Received		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
The Finishing Touch	4,749	Rest. Pictures
Total Expenses		60.00
Balance of Restoration Funds Left at July 31, 2015		\$694.38



Gloversville Public Library
Director's Report: July 2015
Barbara Madonna – Director

Much of July was consumed with working on the Consolidated Funding Application to obtain funds for the renovation project. The team effort resulted in an application requesting \$500,000 from the Environmental Protection Fund through the NYS Office of Parks, Recreation and Historic Preservation and \$1.2 million from the Empire State Development fund. After a local review by the Mohawk Valley Regional Economic Development Council the application will be forwarded to the State agencies. It is hoped to have an answer in December 2015.

The campaign also received a denial letter from the National Park Service for the Historic Tax Credit program. An appeal letter has been send and a hearing date set for September 15th.

Work continued slowly on the parking lot project. Design elements, lighting and colors for the garage need to be reviewed by Gloversville's Historic Preservation Board before bids can be send out.

Summer programs were well attended with something for children, teens and adults. Highlights include the Star Lab through MiSci in Schenectady and year 2 of Kids in the Garden, a cooperative effort with the community garden on Fremont Street, Mohawk Harvest Cooperative Market and Micropolis Gallery. Storytime this summer is following the hero theme and featuring local heroes such as firefighters, policeman and reservists from the National Guard unit on Washington Street.

Weeding continues in the Adult Department. Nicole Hauser and Linda Conroy have been helping fulfill Donna Kuhner's duties and the civil service process to fill Donna's vacancy continues.

The Library was also fortunate this summer to welcome a Museum Studies intern. Carly Washburn is a student at RIT who lives in Broadalbin. In addition to providing an extra set of hands for programs this summer, she is developing a digital collection out of the colorize postcard collection donated by Dr. Robert Palmer via his will in the mid 1980's. The collection will be uploaded to NYHeritage.org.

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|-----------------------|---|
| July 2 nd | Christine Pesses and Elizabeth Batchelor |
| July 8 th | 1) Gloversville Fire Department
2) Steve Schloika, Gloversville Enlarged School District |
| July 9 th | 1) Assemblyman Marc Butler, Dottie MacVean, Aid to Assemblyman Butler, Jennifer Donovan Aide to Senator Farley
2) Paul Mays, Butler Rowland Mays Architects |
| July 14 th | 1) Lois Gordon, MVLS
2) Steve Mann, Senator Schumer's office
3) Cathy Meher, Gloversville Enlarged School District
4) Jennifer Pratico Aide to Assemblyman Butler
5) Steve McCutcheon, Aide to the NYS Assembly |
| July 17 th | 1) LISC
2) Marc Rivers, UW Marx |
| July 21 st | 1) Lansing Engineering
2) Board of Trustees meeting |
| July 24 th | Chris Pesses, Elizabeth Batchelor, John Mazur |
| July 28 th | 1) Digital Copyright webinar
2) Peter Edmond, Aide to Senator Farley |
| July 30 th | 1) Allyson Kaczmarek |

**Gloversville Public Library
July 2015 Statistical Report**

Statistics for July 2015 are as follows (figures in parentheses represent comparable figures for July 2014):

	2015	2014
VISITORS	8,579	(8,564)
CIRCULATION		
Adult Circulation	2,589	(2,753)
Teen Circulation	338	(462)
Juvenile Circulation	1,677	(1,660)
Audiobooks	351	(313)
eBooks	305	(287)
Music	17	(204)
Periodicals	79	(3)
Videos	1,456	(1,420)
Museum Passes	2	(3)
Subtotal	6,814	(7,105)
In-House Use		
Adult	14	(336)
Juvenile	86	(493)
Other Materials	108	(1,800)
Subtotal	208	(2,629)
Total Circulation	7,022	(9,734)
 REFERENCE QUESTIONS	 (184)	 (865)
 MEETINGS/PROGRAMS/OUTREACH		
16 Adult programs and meetings with 94 people		(6 Adult programs and meetings with 50 people)
26 Juvenile programs with 472 children		(20 Juvenile programs with 608 children)
5 Teen programs with 53 people		(1 Teen programs with 11 people)
 INTERLIBRARY LOAN		
Material Borrowed	752	(1,067)
Material Loaned	693	(613)
Total	1,445	(1,680)
 COMPUTER USAGE	 2,435	 (1,720) users
 HISTORICAL ROOM		
Visitors	7	
Books Used	52	
Reference Questions	4	