



Gloversville Public Library  
Meeting of the Board of Trustees  
July 21, 2015  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of the June 2015 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report  
Goals for July-December 2015
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: August 18, 2015



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

June 16, 2015

The Gloversville Public Library Board of Trustees held a meeting on June 16, 2015 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M

The following trustees were present: Elizabeth Batchelor, Robin Lair, Craig Clark, Jay Ephraim, Christine Pesses and Merry Dunn Brown. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean LaPorta, President of the Friends of the Gloversville Public Library and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. David Fisher, Vincent De Santis and James McGuire were excused from the meeting.

Barbara Madonna  
Library Director

Ms. Batchelor, Vice-President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

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

2014-2015  
Board of Trustees

Ms. Batchelor asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on May 19 2015. Ms. Batchelor 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 Ms. Dunn Brown, to approve the minutes as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Ms. Batchelor asked Mr. Frank to review the Treasurer's Report for the month of May 2015 and the fiscal year-to-date period ending May 31, 2015 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through May 31, 2015 is up approximately \$17,700 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 \$7,100 from the prior year due primarily to higher pension expense, higher medical insurance and reimbursements, higher computer and automation services and higher professional fees. These expenses have been partially offset by lower book purchases, lower library supplies due to a new copier purchased last year and lower maintenance and repairs. Mr. Frank asked if there were any questions or comments on the financials for the month of May 2015 or the year-to-date period ended May 31, 2015. Hearing none, Mrs. Lair made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Craig Clark

Vince DeSantis

Jay Ephraim

David Fisher

Robin Lair

James McGuire

Christine Pesses

Mr. Frank distributed the Warrants list for June 2015 numbered 292 through 320 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mrs. Pesses made a motion, seconded by Ms. Dunn Brown, 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 Spring Book and Bake sale held on the 9<sup>th</sup> and 10<sup>th</sup> of June had made approximately \$2,100. The Friends are planning their fall Book and Bake sale for October 13<sup>th</sup> and 14<sup>th</sup>. Mrs. La Porta also informed the Trustees that the Friends would be having a chicken barbeque on Friday September 25<sup>th</sup> from 4 to 7 PM at the Hannaford parking lot. Mrs. La Porta also informed the Trustees that raffle baskets are being solicited for drawings to be held on October 23<sup>rd</sup> this year and that no Celebration is being done this year. Mrs. La Porta also informed the Trustees that she felt that the American Hotel luncheon, a program associated with Gloversville READS ! 2015, was a nice outing and that the trip to the New York Public Library is still being planned by the Friends for fall with no definite date yet.

Ms. Madonna informed the Trustees that the Planning Board had approved the site plan for the parking lot project at 66 E. Fulton Street. Ms. Madonna also informed the Trustees that Fulton County Electrical had completed their work on the fire alarm system and that it has been tested and is working.

Mrs. Pesses informed the Trustees that the Legislation has been drafted that is needed to proceed with the Historic Tax Credits and that several meetings have been held with legislators and there representatives and attorneys to review it and field many questions that were asked. The Legislation did not make it for a vote prior to summer recess but the feeling is that this will give our counsel and others time to answer questions and be sure we have a good chance of getting it passed in the next session. Mrs.

Pesses also informed the Trustees that the President and the Grant Administrator from the Littauer Foundation had been here and were pleased with their tour of the Library and other things happening in Gloversville. Mrs. Pesses also said that she felt more work needs to be done with the School District and the Alumni Committee regarding our Capital Campaign.

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

Ms. Madonna informed the Trustees that she had not heard back from Civil Service yet about our proposal to eliminate the position of Senior Library Clerk from our staff and replace it with a Librarian position. Mrs. Lair also reminded the Trustees to turn in their Director's evaluation forms soon if they had not done so yet.

Mr. Ephraim informed the Trustees that the "READS" program has been going very well and will be wrapping up at the end of June. Mr. Ephraim said that he would be interested to see how many times the "Read Book" had been borrowed during the program. Once again some discussion was held trying to decide on the best way to keep people informed on what is going on at the Library. A suggestion was made to use the Friends Board contact and newsletter list to help with this.

Ms. Madonna informed the Trustees that MVLS and SALS are looking into a joint contract with Unique Management to help system wide with delinquencies and lost books. This system could be automated and adults over 18 years of age could have unpaid fines or unreturned books appear on their credit report if they remain delinquent after being contacted by the collection agency. While several SALS libraries have agreements with Unique Management, Gloversville is the only MVLS library using the service.

Ms. Batchelor reminded the Trustees that David Fisher is completing his term as President of the Board of Trustees and also as a Trustee as of June 30, 2015. Mrs. Pesses made a motion to prepare a resolution honoring Mr. Fisher for his service on the Board from February 1996 to the present. This was seconded by Mrs. Lair and approved all voting aye.

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

Ms. Batchelor asked if there was any old business to come before the meeting. Hearing none, Ms. Batchelor asked if there was any new business to come before the meeting. Hearing none,

Mr. Clark made a motion, seconded by Mrs. Pesses, to adjourn the meeting at 8:00 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on July 21, 2015 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Christine Pesses  
Secretary

Resolution of the Gloversville Public Library Board of Trustees

BE IT RESOLVED, that the Gloversville Public Library, #51434, hereby establishes the following standard work days for these titles and will report the official to the New York State and Local Retirement System based on time keeping system records:

Title: Library Director

Standard Work Day: 8 hours

Name: Barbara Madonna

Registration Number: 41843400

Current Term Begin and End Dates: 7/1/15-6/30/16

Participates in Employer's Time Keeping System: Y

Record of Activities Result: N/A

I, Robin Lair, secretary of the governing board of the Gloversville Public Library, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 21<sup>st</sup> day of July, 2015, on file as part of the minute of such meeting, and that same is true a copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Gloversville Public Library on this 21<sup>st</sup> day of July, 2015, \_\_\_\_\_ (signature of 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>
<b>TOTAL RECEIPTS</b>	<u><b>\$471,271.00</b></u>	<u><b>\$11,943.58</b></u>	<u><b>\$11,943.58</b></u>	<u><b>\$11,283.33</b></u>	<u><b>\$459,327.42</b></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

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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
<b>TOTAL EXPENSE</b>	<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>	
		<b>TOTAL JULY 2015 PAID OUTS</b>	<u><b>\$35,721.46</b></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)	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$39,581.04</b></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: June 2015  
Barbara Madonna – Director

Gloversville READS! 2015 wrapped up in June with raffles. Over 60 patrons read or listened to the The Bucolic Plague during the 2 month program. Many patrons enjoyed episodes of The Fabulous Beekman Boys that played on the TV in the lobby. And several donations came in for the area animal shelters. The most popular program during June related to the incubation and hatching of chicks in the children's room.

Coincidentally, the guest speakers for the area retired teachers conference in June held at the Holiday Inn were The Beekman Boys. I was also invited to provide a book discussion of The Bucolic Plague and had approximately 20 attendees. It was a wonderful experience and I appreciate the opportunity to continue the connection between the library and education.

June's book discussion covered The Hotel on the Corner of Bitter and Sweet by Jamie Ford with guest facilitator Rob Edelman. It was funded by MVLS' Books ala Carte series underwritten by NYSCA.

Work continues on Construction Documents. The Planning Board met again on June 2<sup>nd</sup>, held the public hearing and approved our application for improvements to the parking lot located at 66 E. Fulton Street.

Half of the braille books for children were ordered using the \$2,000 donation from the Gloversville Lion Club. Because they are a special publication, processing them for the collection will occur throughout the summer.

Nicole Hauser and I participated in demonstration of a new microfilm reading printer at the beginning of the month. The one we have current is 10 years hold, sees heavy use and will need to be replaced soon. It was purchased with a grant obtained by Sherry Teetz from the New York News Publishers Association. We are exploring that option again.

And once again we play host to a number of community groups, including the negotiating nurses from Nathan Littauer Hospital.

## Meetings

- June 1<sup>st</sup> Levi Pasher, Fulton County Express
- June 2<sup>nd</sup>
  - 1) Image Integrator
  - 2) Planning Board meeting
- June 3<sup>rd</sup>
  - 1) Retired teacher's conference
  - 2) Lisa Hayes, Butler Rowland Mays Architects
- June 4<sup>th</sup>
  - 1) Director's Council, Middleburgh Free Library
  - 2) Ellen Bach, Whiteman Osterman and Hanna
  - 3) Tom Rohl, WENT 1340 AM
  - 4) Friends of the Library
- June 9<sup>th</sup> MVLS/SALS meeting to discuss collection agency software
- June 10<sup>th</sup> The Foundation for Mohawk Valley Libraries annual dinner, Schenectady
- June 10<sup>th</sup>-12<sup>th</sup> NYLA Leadership and Management Academy, Guiderland
- June 15<sup>th</sup> Matt Tedeschi, Jaeger Flynn
- June 16<sup>th</sup>
  - 1) Meeting with Chris Pesses and Elizabeth Batchelor
  - 2) Board of Trustees meeting
- June 23<sup>rd</sup>
  - 1) Ron Peters, Center for Regional Growth
  - 2) Chief Tom Groff

**Gloversville Public Library**  
**June 2015 Monthly Report**

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

	<b>2015</b>	<b>2014</b>
<b>VISITORS</b>	7,743	(7,316)
<b>CIRCULATION</b>		
Adult Circulation	2,365	(2,340)
Teen Circulation	381	(384)
Juvenile Circulation	1,190	(1,221)
Audiobooks	329	(319)
eBooks	274	(262)
Music	17	(94)
Periodicals	72	(60)
Videos	1,350	(1,354)
Museum Passes	6	-
Subtotal	5,984	(6,034)
In-House Use		
Adult	4	(364)
Juvenile	49	(509)
Other Materials	105	(1,020)
Subtotal	158	(1,893)
<b>Total June Circulation</b>	<b>6,142</b>	<b>(7,927)</b>
 <b>REFERENCE QUESTIONS</b>	 166	 (496)
 <b>MEETINGS/PROGRAMS/OUTREACH</b>		
21 Adult programs and meetings with 225 people		(12 Adult programs and meetings with 95 people)
7 Juvenile programs with 43 children		(5 Juvenile programs with 66 children)
4 Teen programs with 36 people		(4 Teen programs with 41 people)
 <b>INTERLIBRARY LOAN</b>		
Material Borrowed	751	(1091)
Material Loaned	623	(623)
Total		
 <b>COMPUTER USAGE</b>	 1,911	 (1,377) users
 <b>HISTORICAL ROOM</b>		
Visitors	10	

## 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