



Gloversville Public Library
Meeting of the Board of Trustees
March 21, 2017
6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the February 2017 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
Temporary space
Bids
Haz Mat
Moving company RFP meeting
6. AD HOC Steering Committee
7. AD HOC Policy
Support Organizations – 2nd reading
Behavior and Environment – 1st reading
Collection Development – 1st reading
8. Personnel Committee
Interviews
9. Program Committee
10. Public Relations Committee
11. Director's Report
Flashcard Facts
Advocacy Day
12. President's Report
Special meetings for haz mat, moving and bid contract awards
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: April 18, 2017 6:30 pm (We might be closed)



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

February 21, 2017

The Gloversville Public Library Board of Trustees held a meeting on February 21, 2017 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Wanda Prew, Elizabeth Batchelor, Merry Dunn Brown, Lisa Buggeln, Craig Clark, Brian Mazza and Christine Pesses. 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, Nicole Hauser, Librarian I, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Robin Lair and Jay Ephraim were excused from the meeting.

Barbara Madonna
Library Director

Mrs. Pesses, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

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

2016-2017
Board of Trustees

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on January 24, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Buggeln, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of January 2017 and the seven month period ending January 31, 2017. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$86,200 from last year due primarily to the increase in the Tax Levy. This was partially offset by lower income from the Gloversville Library Foundation as planned as the Foundation is holding back funds to pay for borrowing costs related to the Master Renovation Plan. Expenses this year are up approximately \$35,000 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016 and higher pension costs in the current year. The Computer and Automation line is also up from last year due to new computers purchased for the Children's Room. These increases were partially offset by lower medical insurance expense due to fewer employees in the plan in the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Mazza made a motion, seconded by Ms. Dunn Brown, to approve the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Lisa Buggeln

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

Wanda Prew

Mr. Frank distributed the Warrants list for February 2017 numbered 821 through 847 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. Ms. Batchelor 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.

Mr. Clark informed the Trustees that the Finance Committee had met on February 16, 2017 and that they had started discussing a five year financial plan for the Library which will include new items such as maintenance contracts for the elevator. The Committee also discussed the additional need for managing the bill paying during the construction project. The Committee will be meeting again in March to continue to explore what changes will be necessary in future budgets for the Library.

Mrs. LaPorta informed the Trustees that the Friend's had also set up an account with the Amazon Smiles program to help increase their income. Mrs. LaPorta also informed the Trustees that the due date for their pie sale orders was March 25, 2017 and that the pies will be ready for pick up on April 12, 2017 at the Church of the Holy Spirit. Mrs. LaPorta also informed the Trustees that the Friends will be having their barbecue on May 19, 2017 and will also be having an ice cream fundraiser at the Perfect Scoop in Meco this summer. Mrs. LaPorta also informed the Trustee that a spaghetti dinner is planned for this fall and that the Colonial Little Theater had approved them having another fundraiser there later this year. Mrs. LaPorta also informed the Trustees that any articles for the Friend's next newsletter need to be in by March 15, 2017. The Friends next meeting will be on March 2, 2017.

Ms. Batchelor informed the Trustees that we were getting estimates to move the paintings in the lobby and also to get the clock move ready. Ms. Madonna informed the Trustees that the Fulton County Center for Regional Growth temporary move space is progressing nicely and that Whiteman Osterman & Hanna's legal opinion letter for the bank loan with NBT Bank had been reviewed and approved by NBT's counsel. Ms. Madonna also informed the Trustees that SHPO had asked for a couple of changes in the bid packets for the renovation work and that Butler Rowland Mays Architects had completed them and the bid packets were back at SHPO and should be approved by March 9, 2017. Ms. Madonna also informed the Trustees that Haz Mat testing was done and very little changed from the last survey that was done in 2013. One question raised was about the underpinning of the roof of the handicap entrance. Ms. Madonna informed the Trustees that she would be checking with Kucel Contractors to see if there was any issue with the materials used for the roof of the handicap entrance.

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Ms. Madonna introduced the following resolution: Motion to authorize the Building Committee to work with the Library Director, architects and construction management firm to maintain close supervision of the renovation project and to approve change order requests up to \$10,000 per individual change with a project total aggregate of up to \$300,000. Change orders beyond \$10,000 or beyond a total aggregate of \$100,000 will need to be approved by the full board of Trustees at a regularly or specially scheduled board meeting. A motion was made by Mr. Mazza, seconded by Mrs. Buggeln, to approve the above resolution. This was approved all voting aye.

Mrs. Buggeln presented the following Library Policies for the first reading by the Trustees, Support Organizations, Behavior and Environment, Collection Development, Donations and Donor Recognition. Minor spelling changes were recommended and approved. The Policies will be presented at the March meeting for approval.

Ms. Madonna informed the Trustees that she has determined that we need to hire a Library Clerk for the Adult Department and that she has notified Civil Service and is waiting to get a list from them. Ms. Madonna also informed the Trustees that when considering the Library's long term future, after the renovation, we need to expand the staff beyond Library Clerks to positions that really support the community's needs. Library Assistant is a very versatile title somewhere between a Clerk and a Librarian that should be added to our staffing plan. Ms. Madonna said that she is also considering a Senior Library Clerk who would oversee all the Library Clerks who will be spread over two or three levels of the renovated library.

Ms. Dunn Brown informed the Trustees that the Program Committee is looking for craft help in the Adult Department. Any volunteers would be appreciated.

In Mr. Ephraim's absence, Mr. Clark informed the Trustees that the Public Relations Committee had met and was ready to advertise the move to the temporary location on West Fulton Street. The Committee also is planning to keep the Public informed as construction progresses.

Ms. Madonna distributed "Flash Cards" to the Trustees with three bits of information for talking points about the Library. Ms. Madonna also informed the Trustees that Library Advocacy Day in Albany will be held on March 1st this year. Ms. Madonna also informed the Trustees that the 2016 State Annual Report had been submitted to Mohawk Valley Library System. Mrs. Prew made a motion, seconded by Mrs. Buggeln, to approve the filing of the report with MVLS. This was approved all voting aye.

Ms. Madonna also informed the Trustees that it was time to approve our Joint Automation Agreement with MVLS and SALS. Mr. Clark made a motion, seconded by Ms. Batchelor, to approve Mrs. Pesses, Board President, signing the Agreement on behalf of the Library. This was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Trustee's meeting. Mrs. Pesses informed the Trustees of Mr. Maider's passing and expressed her sympathies to his family and friends. Mr. Maider was a longtime supporter and Trustee for the Library and the Library Foundation.

Ms. Madonna informed the Trustees that the Trustee Packets for the openings on the Board of Trustees for next year would be available by the end of next week.

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Mr. Frank informed the Trustees that he had opened the new Construction Checking Account at NBT Bank and felt that we should transfer most of the money in the Building Fund Money Market Account to the new Construction Account. Mr. Clark made a motion to transfer \$300,000 of the money in the Building Fund to the new Construction Account. This motion was seconded by Ms. Dunn Brown and approved with all voting aye.

Mrs. Pesses also suggested a resolution to honor the life and support of the Gloversville Library by Robert Maider as a member of both the Library Board and the Library Foundation Board. Mr. Clark made a motion, seconded by Mrs. Prew, to approve the resolution. This was approved all voting aye.

Ms. Madonna also informed the Trustees that the MVLS Annual Dinner would be held this year on May 10th at the Hales Mills Country Club in Johnstown.

Mrs. Buggeln made a motion to adjourn the meeting at 8:10 PM. This motion was seconded by Mrs. Prew and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on March 21,, 2017 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

FEBRUARY 2017

	Budget July 1, 2016 to June 30, 2017	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	\$393,695.00	\$0.00	\$393,695.00	\$276,321.00	\$0.00
Investment Income	200.00	9.74	67.00	46.50	133.00
Gloversville Library Foundation Inc. - Int. & Div.	63,910.00	0.00	63,910.00	105,019.22	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	2,050.00	4,180.00	4,100.00	5,820.00
Government Affiliations	7,000.00	0.00	8,120.00	6,976.00	(1,120.00)
Fines & Miscellaneous Income	13,000.00	961.75	11,431.17	7,831.19	1,568.83
U.S. Treasury - Medical Ins. Credit Refunds	6,000.00	0.00	0.00	7,399.15	6,000.00
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$503,805.00</u>	<u>\$3,021.49</u>	<u>\$491,403.17</u>	<u>\$417,693.06</u>	<u>\$12,401.83</u>
	Income Cash Reconcilement				
Income Cash Balance on February 1, 2017	<u>\$526,266.39</u>				
Plus: Receipts Per Report	3,021.49				
Less: Expenses Per Report	<u>30,187.01</u>				
Income Cash Balance on February 28, 2017	<u>499,100.87</u>				
Accounts Payable as of 02/28/17	0.00				
Prepaid Expenses as of 02/28/17	<u>(4,974.80)</u>				
Actual Cash Balance on February 28, 2017	<u>\$494,126.07</u>				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

BUILDING FUND MONEY MARKET ACCOUNT

Balance on February 1, 2017	\$335,130.07
Plus: Receipts:	
Interest on Money Market Account	3.98
Less: Paid Outs:	
Butler Rowland Mays Architects LLP - SHPO Adj Bid Docs	720.00
Gloversville Public Library - Transfer to Const Account	300,000.00
Fulton County Center for Regional Growth - Rent	<u>5,000.00</u>
Balance on February 28, 2017	<u><u>\$29,414.05</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on February 1, 2017	\$874.41
Plus: Receipts:	
Deposit - Transfer from Building Fund	300,000.00
Interest Earned	1.16
Less: Paid Outs:	
None	<u>0.00</u>
Balance on February 28, 2017	<u><u>\$300,875.57</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on February 1, 2017	\$50.00
Plus: Receipts:	
Interest Earned	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on February 28, 2017	<u><u>\$50.00</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

FEBRUARY 2017

	Budget July 1, 2016 to June 30, 2017	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$187,032.00	\$ 15,585.98	\$ 124,687.84	\$ 108,736.25	\$62,344.16
Salaries - Part Time Employees	52,902.00	2,759.40	24,376.62	34,366.56	28,525.38
Salaries - Custodians	25,507.00	2,125.60	17,004.80	16,671.36	8,502.20
F I C A & Medicare Tax	20,306.00	1,552.83	12,638.17	12,222.78	7,667.83
Unemployment Insurance	725.00	177.75	520.25	531.75	204.75
Disability Insurance	500.00	0.00	395.40	417.65	104.60
Medical Insurance	46,053.00	1,979.77	19,751.17	22,424.10	26,301.83
Pension Expense	30,000.00	0.00	19,680.50	6,057.25	10,319.50
Heat	9,000.00	940.45	2,400.23	3,227.28	6,599.77
Electricity	8,500.00	433.11	2,862.59	5,512.35	5,637.41
Telephone	2,880.00	235.40	1,954.10	1,925.86	925.90
Insurance	12,500.00	0.00	11,294.80	11,896.87	1,205.20
Books, Periodicals, etc.	46,500.00	1,470.21	33,153.54	31,753.07	13,346.46
Computer & Automation Services	16,000.00	934.79	18,837.14	6,765.48	(2,837.14)
Library, Building & Office Supplies	10,000.00	639.10	6,104.86	4,919.31	3,895.14
Maintenance & Repairs	9,000.00	70.94	3,405.07	2,552.62	5,594.93
Treasurer & Recording Secretary	8,400.00	700.00	5,600.00	5,450.00	2,800.00
Professional Fees	5,000.00	100.00	1,978.75	(297.50)	3,021.25
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	280.38	1,492.34	2,135.54	1,507.66
Events & Programming	4,500.00	80.95	2,592.98	1,782.99	1,907.02
Promotion Expense	2,500.00	40.75	1,875.57	2,389.00	624.43
General Expense	2,000.00	79.60	770.22	815.97	1,229.78
TOTAL EXPENSE	<u>\$503,805.00</u>	<u>\$30,187.01</u>	<u>\$313,376.94</u>	<u>\$282,256.54</u>	<u>\$190,428.06</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

FEBRUARY 2017

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,499.00)	\$782.00	FICA & Medicare Expense
			1,717.00	Payroll
5282		Gloversville Public Library	7,628.27	Payroll
5283	821	Barbara J. Madonna	417.07	Petty Cash
5284	822	Frontier Communications	235.40	Telephone
5285	823	National Grid (1,373.56)	940.45	Heat
			433.11	Electric
5286	824	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5287	825	Kathryn Mc Cary, Esq.	100.00	Professional Fees
5288	826	Baker & Taylor Books	720.95	Books
5289	827	Unique Management Services, Inc.	79.60	G/E-Collection Expense
5290	828	The Leader-Herald	19.00	Promotion Expense
5291	829	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5292	830	United Healthcare	29.75	Medical Insurance
5293	831	M V P Health Care, Inc.	1,891.84	Medical Insurance
5294	832	Business Card (483.12)	20.00	Computer & Automation
			(9.01)	A/V - DVDs
			245.00	Postage
			67.13	Books
			160.00	Professional Meetings & Travel
5295	833	Mohawk Valley Library System (1,094.79)	914.79	Computer & Automation
			180.00	Library Supplies
5296	834	Port Jackson Media, LLC	21.75	Promotion Expense
5297	835	First Nonprofit Unemployment Program (427.75)	250.00	Cash Reserve
			177.75	Unemployment Insurance
5298	836	Destroyer Escort Historical Museum	60.00	Events & Programming
5299	837	Circe I. Johnson	47.08	Professional Meetings & Travel
5300	838	Quill Corporation	184.93	Library Supplies
5301	839	Audio Editions	272.10	A/V - DVDs
5302	840	Johnstown Public Library	24.80	Fines, etc.
5303	841	Schenectady County Public Library	39.93	Fines, etc.
5304	842	Town of Ballston Community Library	16.99	Fines, etc.
5305	843	Nicole L. Hauser	33.17	Professional Meetings & Travel
5306	844	Barbara J. Madonna (132.02)	40.13	Professional Meetings & Travel
			70.94	Maintenance & Repairs
			20.95	Events & Programming
5307	845	Center Point Large Print	51.04	Books
5308		Gloversville Public Library	7,494.86	Payroll
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	416.93	Pension - Withholdings
DM		E F T NYS Tax Department	820.80	Payroll
DM		E F T United States Treasury (2,455.66)	770.83	FICA & Medicare Expense
			1,684.83	Payroll
Dms		Jaeger & Flynn Associates, Inc. - Reimbursements	87.93	Medical Insurance
		CHECK AND EFT PAID OUTS - FEBRUARY 2017	<u>30,538.63</u>	
		PETTY CASH PAID OUTS - FEBRUARY 2017		
		Postage	14.17	
		Newspapers (Books)	<u>368.00</u>	
		TOTAL FEBRUARY 2017 PAID OUTS	<u>\$30,920.80</u>	
		Plus: Bank Charge Deposit Slips	15.00	
		Less: Fines, etc.	(81.72)	
		Less: Cash Reserve	(250.00)	
		Less: Petty Cash Check	<u>(417.07)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$30,187.01</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of February 1, 2017		\$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 February 28, 2017		\$1,005.75

WGY CHRISTMAS WISH GRANT

Balance as of February 1, 2017		\$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 February 28, 2017		\$0.00

ADOVACY GRANT

Balance as of February 1, 2017		\$0.00
Grant Money Received		1,350.00
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 February 28, 2017		\$1,350.00

WORKFORCE LITERACY GRANT

Balance as of February 1, 2017		\$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 February 28, 2017		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of February 1, 2017		\$4,425.00
Appropriation Provided For In 2016-2017 Budget		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 February 28, 2017		\$4,425.00

RESTORATION FUNDS RECONCILEMENT

Balance as of February 1, 2017		\$5,540.18
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 February 28, 2017		\$5,540.18



Gloversville Public Library

Director's Report: February 2017

Barbara Madonna – Director

The New York State Annual report was completed and submitted during February. Staff started inventorying the collection before we move. This way we'll know what we had before we moved in case anything comes up missing. MVLS and SALS have implemented new collection agency procedures that automate the process through Polaris. It reduces the chance that we will forget to report back to the agency when books are returned and fines are paid by patrons.

Kucel Contractors made terrific progress with renovating the temporary space at 34 W Fulton Street. I worked with Michele Largeteau and her staff at Joint Automation to plan the networking of the temporary space.

We made progress with Civil Service to reclassify the Head of Children's Services position from a Senior Library Clerk to a Library Assistant. We also received the newest list for Library Clerk so we can conduct interviews and fill in an afternoon spot in the Adult Department.

Ambient Environmental performed some additional hazardous material testing. This will be used to design the Haz Mat abatement that is needed for the renovation.

I attended a Pre-Advocacy Day at the end of the month. The Governor's budget cuts Library Aid back to the 2015 level, negating the increase we gained during last year's budget session. While we have terrific support in the legislature and are seeing support in each of the one house budget proposals, there is still the step of negotiating with the Governor's office on the final budget. For example, last year, both houses proposed increasing the Library Construction Aid program by \$10 million. The final outcome was an increase of \$5 million. We were thrilled. MVLS portion increased from \$380,000 to just over \$500,000. But there is still \$2.2 BILLION in needed library construction across the state.

So advocacy to the Governor's office is still needed. And Thank Yous need to be sent to our legislators who really are library champions at this point.

Betsy and I also met with Paul Mays and Lisa Hayes from Butler Rowland Mays Architects and Jeff West and Christopher Hopf from UW Marx to talk about our timeline for going out to bid, moving and the DLD grant for the elevator that expires June 30. We received a really good wake-up call after months of languishing in the waiting game. It appears we have crested the hill after months of slogging to push the boulder up it and now we are feeling a little out of control and we speed down the other side.

Our key projects, renovation of the temp space, loan, bid documents and finding a mover are still paralleling each other, but we are running out of time to get the rest of our ducks in a row. The next few months will be a wild ride. Hang on!

Meetings

- Feb 1st
- 1) Chris Pesses
 - 2) Charles Wolford, Ambient Environmental
 - 3) Bruce Winters, Adirondack Cabling
 - 4) Kari Towne, Fulton County Civil Service
- Feb 2nd
- Friends of the Library meeting
- Feb 3rd
- 1) Staff meeting
 - 2) Nicole Hauser
 - 3) Kari Towne, Fulton County Civil Service
 - 4) Michele Largeteau, Joint Automation
 - 5) George Doherty, NBT Bank

Feb 6th 6) Ellen Bach, Whiteman Osterman and Hanna
Chris Mundell, Joint Automation and Bruce Winters, Adirondack Cabling

Feb 7th 1) PR Committee meeting
2) Ellen Bach, Whiteman Osterman and Hanna
3) Kathryn McCary, Kathryn McCary Law Office

Feb 8th Lisa Hayes, Butler Rowland Mays Architects

Feb 14th Chris Pesses

Feb 16th 1) Collection Management Meeting, Saratoga Springs
2) NYLA Town Hall meeting
3) Finance Committee meeting

Feb 17th Staff meeting

Feb 21st Board of Trustees meeting

Feb 22nd 1) Adirondack Cabling
2) Policy Committee meeting
3) Paul Mays and Lisa Hayes, Butler Rowland Mays Architects, Jeff West and Christopher Hopf, UW Marx, and Elizabeth Batchelor

Feb 23rd Michael Frank, Chris Pesses, and Elizabeth Batchelor

Feb 24th Staff meeting

Feb 28th Pre-advocacy Day



Gloversville Public Library

Children's Room Report: February 2017

Sally Fancher – Head of Children's Services

The Groundhog saw his shadow but that did not deter the families from coming to "Take Your Child to the Library Day". The Children's Room was designated a "no phone zone" for the day. While it should be common knowledge that you shouldn't be on your phone in the Library, many parents silently text and check Facebook while their kids play alone. On this day, the objective was for the families to play, read and create together. It was a grand success with over thirty children attending with families: making crafts, playing board games and participating in a scavenger hunt. We also had a display of books from different decades and encouraged parents to find stories from their youth that would be fun to share with the little ones. Quite a few parents did just that; there were many individual story times. We also used this time to promote our services and remind people that we will be moving.

A local Girl Scout troop requested a tour with emphasis on the renovations that would make the building more energy efficient. The tour was arranged during their meeting time on February 6, and the girls completed several requirements for their environmental themed badge.

The February "Every Child Ready to Read" workshop had 5 participants and went very well. We will be taking this workshop on the road in March to the Mothers of Preschoolers program at Foothills Methodist Church. Nicole has created a great brochure of Early Literacy and other Library programs that will be part of the "New Mom" packet distributed by Nathan Littauer and HealthLink.

Nicole and I attended the Summer Reading workshop (Build a better World) and got some great ideas for new program possibilities and we have begun the scheduling process. We have new performers and some returning favorites. At last count we had about 16 planned events. Last summer we continued Story Hour while the Friends were on hiatus and it was a success. We hope to build on this by making story hour "Stories a la Cart" (my traveling wagon is the cart). We have reached out to local businesses and asked them to host story time in their buildings. The idea is to engage the community in literacy events, promote area business and show how the community is connected to the theme of the Summer Reading program. The Fulton County Museum has already volunteered to be a host site.

We had two days of themed after school crafts: Valentine's Day and Mardi Gras. Both days saw many children and their parents enjoying glitter, sequins and all sorts of creativity. Our new tradition of having three days of drop-in crafts during school breaks continues to be a success. We had over 60 crafts made from February 21-23. Many families stayed and explored the Children's Room and read with each other. Also, the afterschool crowd has been using the maker cart on a regular basis and we have impromptu story times while the kids are working. The new favorite story is about ice cream and dinosaurs.

Themed Story Time on February 25 had low attendance, but the audience was enthusiastic and happy.

This month's outreach included:

- Tour for Girl Scouts - 2/6
- Fulton Center- 2/14
- Every Child Ready to Read workshop- 2/15
- Salvation Army After School Program- 2/16
- Bright Futures Day Care (two groups) - 2/17

Statistics for February 2017 are as follows (figures in parentheses are comparable

	2017	2016
VISITORS	6,514	(6,743)
CIRCULATION		
Adult Circulation	1,790	(1,872)
Teen Circulation	181	(119)
Juvenile Circulation	1,297	(1,295)
Audiobooks	273	(306)
eBooks	278	(238)
Music	21	(35)
Periodicals	112	(76)
Videos	1,589	(1,410)
Museum Passes	0	(0)
Subtotal	5,541	(5,351)
In-House Use		
Adult	35	(48)
Juvenile	84	(41)
Other Materials	1,325	(285)
Subtotal	1,444	(374)
Total Circulation	6,985	(5,725)

REFERENCE QUESTIONS	125	(262)
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MEETINGS/PROGRAMS/OUTREACH

39 Adult programs and meetings with 229 people	(35 Adult programs/n
14 Juvenile programs and meetings with 213 people	(13 Juvenile program:
5 Teen programs and meetings with 7 people	(4 Teen programs with

INTERLIBRARY LOAN

Material Borrowed	705	(888)
Material Loaned	730	(674)
Total	1,435	(1,562)

COMPUTER USAGE	2,119	(2,057)
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HISTORICAL ROOM

Visitors	5	(17)
Books Used	23	(42)
Reference Questions	0	(3)