



Gloversville Public Library  
Meeting of the Board of Trustees  
34 WEST Fulton Street  
May 16, 2017  
6:30pm

Pledge to the Flag  
Public Comment

1. Accept minutes of the April 2017 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant  
Tax Cap Override repeal
4. Friends
5. Building and Grounds  
Report by UW Marx, Construction Manager  
Contracts
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee  
Summer Assistant
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
15. New Business  
Certify 2017 Election results
16. Adjourn

Next Meeting: June 20, 2017 6:30 pm



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting April 18, 2017

The Gloversville Public Library Board of Trustees held a meeting on April 18, 2017 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Lisa Buggeln, Brian Mazza, Wanda Prew, Elizabeth Batchelor, Merry Dunn Brown, Jay Ephraim, Craig Clark, 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 was 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.

2016-2017

Board of Trustees

Mrs. Pesses asked if there was anything anyone from the public wished to present at this time. Hearing nothing, Mrs. Pesses asked Mr. Clark to review his presentation on the 2017-2018 budget for the public hearing prior to the meeting. Mr. Clark reviewed the various income and expense items in the budget and informed the public that the budget contained no increase in the Tax Levy for next year. Following this presentation the regular meeting continued.

Elizabeth Batchelor

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on March 21, 2017 and the Special Meeting held on March 27, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Buggeln, to approve the minutes of the meetings as presented. This motion was approved all voting aye.

Merry Dunn Brown

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of March 2017 and the nine month period ending March 31, 2017. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$64,400 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 \$30,000 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 and lower utilities due to a change in our provider. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Dunn Brown made a motion, seconded by Mr. Ephraim, to approve the Financial Report as presented. This was approved all voting aye.

Lisa Buggeln

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Mr. Frank distributed the Warrants list for April 2017 numbered 876 through 904 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. Mr. Mazza made a motion, seconded by Mrs. Buggeln, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Robin Lair

Brian Mazza

Mr. Clark informed the Trustees that the Finance Committee had not met since the last Trustee's meeting but would be scheduling another meeting soon.

Christine Pesses

Wanda Prew

Mrs. LaPorta informed the Trustees that the Friend's pie sale had 192 pies ordered and that the Friends made about \$800 on the sale. Mrs. LaPorta also informed the Trustees that the Friends will be having their barbecue on May 19, 2017 with a rain date of May 20, 2017 and that tickets will be available at the front desk of the Library when it reopens on April 24, 2017. Mrs. LaPorta also informed the Trustees that the "Box of Books" program is continuing and that if anyone has books for the program or knows of anyone who has books for the program a member of the Friends will pick them up and store them until the program is able to resume. Mrs. LaPorta also informed the Trustees that the Friends had been able to provide postage for the Gloversville Alumni Committee for mailings to the donors who, to this date, have raised over \$100,000 for the Capital Campaign. Mrs. LaPorta also informed the Trustees that the Friends will be having a fundraiser on October 12, 2017 at the Colonial Little Theater.

*Serving Gloversville  
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■ 518 773-0292 ■ [gpl@sals.edu](mailto:gpl@sals.edu) ■ [www.gloversvillelibrary.org](http://www.gloversvillelibrary.org)

Ms. Madonna informed the Trustees that the bid packets are due back on April 24<sup>th</sup> with an opening set for 3:30 PM. Ms. Madonna also informed the Trustees that she was very pleased with the moving company and their staff.

Ms. Batchelor informed the Trustees that Mr. Wood had sent out the loan packet for the Library Foundation Board Members to approve and return their signature page to his office as soon as possible as NBT Bank wants to close on the loan by April 30, 2017. Ms. Batchelor also informed the Trustees that the Littauer Foundation is sending us \$350,000 which represents the first two payments on their pledge of \$1,000,000.

Mrs. Pesses presented the following Library Policies for the second reading by the Trustees, The Behavior and Environment Policy and the Collection Development Policy. Mr. Ephraim questioned some of the wording in the Behavior and Environmental Policy and the Trustees felt that it needed further review, possibly with counsel. Mrs. Prew made a motion, seconded by Mr. Clark, to approve the Collection Development Policy as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that she has found a good candidate to work as a Library Assistant for the summer. Ms. Madonna also informed the Trustees that Bonnie Howard still has not submitted a request for a leave of absence.

Ms. Dunn Brown informed the Trustees that she has continued to work on getting volunteers assigned to help with various adult craft programs.

Mr. Ephraim informed the Trustees that the Public Relations Committee had been promoting the Library's move thru various media outlets. The Committee also is planning to keep the Public informed as construction progresses. Mr. Ephraim also informed the Trustees that he and others had attended a workshop at the Schenectady County Public Library on April 6, 2017 entitled "Libraries equals Education". Mr. Ephraim said that he felt that much of the "Branding" suggested was aimed at more affluent areas that Fulton County.

Ms. Madonna informed the Trustees that the State Budget that was passed in Albany will be providing more construction funding which will be good for the member libraries. Ms. Madonna also reminded the Trustees about the upcoming vote on May 2, 2017 with polls open from 11 AM to 8 PM. Ms. Madonna also reminded the Trustees about the MVLS Annual Dinner on May 10, 2017 to be held at the Hales Mills Country Club.

Mrs. Pesses reminded the Trustees about our Plan of Service and felt that we need to stay on top of the Community Impact of our temporary move to a new location. Mrs. Pesses also informed the Trustees that we will be having a cleanup day at the Library on Wednesday April 26, 2017 at 9 AM in preparation for a garage sale to be held over the first weekend in May.

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

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. Ms. Madonna informed the Trustees that two of our SHPO Grants needed to be combined and offered the following resolution for approval:

That Barbara Madonna, as Director of Gloversville Public Library, is hereby authorized and directed to accept funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$1000,000, and enter into and execute a project agreement with the State for such financial assistance to this Gloversville Public Library for Building Stabilization and Structural Improvements and, if appropriate, a conservation easement or preservation covenant or public access covenant to the deed of the assisted property. A motion was made by Ms. Batchelor, seconded by Ms. Dunn Brown, to approve the above resolution. This was approved all voting aye.

Mrs. Pesses also reminded the Trustees that an Open House would be held here at the new location on May 13, 2017 from 10 AM to 1 PM.

Mr. Mazza made a motion to adjourn the meeting at 8:10 PM. This motion was seconded by Mr. Clark and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on May 16, 2017 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**APRIL 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	7.29	226.25	59.34	(26.25)
Gloversville Library Foundation Inc. - Int. & Div.	63,910.00	0.00	63,910.00	124,033.37	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	6,030.00	10,260.00	4,468.00	(260.00)
Government Affiliations	7,000.00	0.00	8,120.00	7,001.00	(1,120.00)
Fines & Miscellaneous Income	13,000.00	431.05	12,660.56	9,815.28	339.44
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
<b>TOTAL RECEIPTS</b>	<u>\$503,805.00</u>	<u>\$6,468.34</u>	<u>\$498,871.81</u>	<u>\$439,097.14</u>	<u>\$4,933.19</u>
	Income Cash Reconcilement				
Income Cash Balance on April 1, 2017	<u>\$465,636.35</u>				
Plus: Receipts Per Report	6,468.34				
Less: Expenses Per Report	<u>36,013.95</u>				
Income Cash Balance on April 30, 2017	<u>436,090.74</u>				
Accounts Payable as of 04/30/17	0.00				
Prepaid Expenses as of 04/30/17	<u>(5,426.07)</u>				
Actual Cash Balance on April 30, 2017	<u>\$430,664.67</u>				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**  
**OTHER LIBRARY BANK ACCOUNTS**

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on April 1, 2017	\$23,184.53
Plus: Receipts:	
Interest on Money Market Account	0.34
Less: Paid Outs:	
Ambient Environmental, Inc. - HazMat Survey Update	2,430.00
Fulton County Center for Regional Growth - Rent	5,000.00
	<hr/>
Balance on April 30, 2017	<u>\$15,754.87</u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on April 1, 2017	\$300,880.68
Plus: Receipts:	
Interest Earned	4.11
Less: Paid Outs:	
Schaap Moving Systems, Inc. - Move Library	38,000.00
Fulton County Center for Regional Growth - Bldg Renovations	84,576.82
Butler Rowland Mays Architects, LLB - Bid Documents, etc.	25,774.20
	<hr/>
Balance on April 30, 2017	<u>\$152,533.77</u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on April 1, 2017	\$50.00
Plus: Receipts:	
Interest Earned	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on April 30, 2017	<u>\$50.00</u>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**APRIL 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	\$ 155,859.80	\$ 139,166.33	\$31,172.20
Salaries - Part Time Employees	52,902.00	2,813.40	30,065.52	41,708.69	22,836.48
Salaries - Custodians	25,507.00	2,125.60	21,256.00	20,839.20	4,251.00
F I C A & Medicare Tax	20,306.00	1,556.95	15,756.73	15,431.16	4,549.27
Unemployment Insurance	725.00	177.75	698.00	703.00	27.00
Disability Insurance	500.00	0.00	395.40	417.65	104.60
Medical Insurance	46,053.00	2,679.80	24,890.06	26,688.61	21,162.94
Pension Expense	30,000.00	0.00	19,680.50	6,057.25	10,319.50
Heat	9,000.00	813.53	4,128.00	5,373.12	4,872.00
Electricity	8,500.00	403.91	3,684.78	7,549.64	4,815.22
Telephone	2,880.00	235.48	2,424.98	2,393.76	455.02
Insurance	12,500.00	0.00	11,294.80	11,896.87	1,205.20
Books, Periodicals, etc.	46,500.00	3,562.22	39,367.30	38,971.10	7,132.70
Computer & Automation Services	16,000.00	932.15	20,752.16	8,452.67	(4,752.16)
Library, Building & Office Supplies	10,000.00	1,369.88	8,105.07	6,776.72	1,894.93
Maintenance & Repairs	9,000.00	289.31	5,237.38	2,976.95	3,762.62
Treasurer & Recording Secretary	8,400.00	700.00	7,000.00	6,800.00	1,400.00
Professional Fees	5,000.00	0.00	2,098.75	(297.50)	2,901.25
Election Expense	1,000.00	150.53	215.03	248.30	784.97
Professional Meetings & Travel	3,000.00	80.79	1,775.06	2,527.99	1,224.94
Events & Programming	4,500.00	68.97	3,121.30	2,257.99	1,378.70
Promotion Expense	2,500.00	214.00	2,717.57	3,784.98	(217.57)
General Expense	2,000.00	2,253.70	3,331.52	976.20	(1,331.52)
<b>TOTAL EXPENSE</b>	<u>\$503,805.00</u>	<u>\$36,013.95</u>	<u>\$383,855.71</u>	<u>\$351,700.68</u>	<u>\$119,949.29</u>

**GLOVERSVILLE PUBLIC LIBRARY**  
**CHECK AND CASH DISBURSEMENTS**

**APRIL 2017**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,480.88)	\$777.44	FICA & Medicare Expense
			1,703.44	Payroll
5337		Gloversville Public Library	7,586.92	Payroll
5338	876	Barbara J. Madonna	426.59	Petty Cash
5339	877	Frontier Communications	235.48	Telephone
5340	878	National Grid (1,217.44)	813.53	Heat
			403.91	Electric
5341	879	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5342	880	Baker & Taylor Books	1,922.85	Books
5343	881	Unique Management Services, Inc.	53.70	G/E-Collection Expense
5344	882	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5345	883	United Healthcare	29.75	Medical Insurance
5346	884	M V P Health Care, Inc.	1,891.84	Medical Insurance
5347	885	The Leader-Herald (471.63)	214.00	Promotion Expense
			113.28	Election Expense
			144.35	Maintenance & Repairs
5348	886	Audio Editions	196.29	A/V - DVDs
5349	887	First Nonprofit Unemployment Program (427.75)	250.00	Cash Reserve
			177.75	Unemployment Insurance
5350	888	Mohawk Valley Library System	912.15	Computer & Automation
5351	889	Torrance Fish - T2 Fabrication	2,100.00	G/E-Crating & Wrapping Antiques
5352	890	Quill Corporation	1,325.98	Library Supplies
5353	891	Business Card (767.50)	20.00	Computer & Automation
			533.57	A/V - DVDs
			68.97	Events & Programming
			144.96	Maintenance & Repairs
5354	892	Center Point Large Print	74.11	Books
5355	893	Children's Plus, Inc.	433.65	Books
5356	896	The Dutchman's Joinery Ltd.	100.00	G/E-Antique Clock Work
5357	897	Mohawk Valley Library System	29.95	Fines, etc
5358	898	Johnstown Public Library	16.10	Fines, etc.
5359	899	Canajoharie Library	38.25	Fines, etc.
5360	900	Barbara J. Madonna	80.79	Professional Meetings & Travel
5361	901	Mary M. Simone	37.25	Election Expense
5362		void		
5363		Gloversville Public Library	7,587.54	Payroll
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	415.78	Pension - Withholdings
DM		E F T NYS Tax Department	820.50	Payroll
DM		E F T United States Treasury (2,482.02)	779.51	FICA & Medicare Expense
			1,702.51	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	787.96	Medical Insurance
		CHECK AND EFT PAID OUTS - APRIL 2017	<u>36,329.19</u>	
		PETTY CASH PAID OUTS - APRIL 2017		
		Fines, etc.	1.15	
		Library Supplies	43.90	
		Newspapers (Books)	<u>401.75</u>	
		<b>TOTAL APRIL 2017 PAID OUTS</b>	<u><b>\$36,775.99</b></u>	
		Less: Cash Reserve	(250.00)	
		Less: Fines, etc.	(85.45)	
		Less: Stewart's Grant	0.00	
		Less: Petty Cash Check	<u>(426.59)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$36,013.95</b></u>	

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

**LIONS CLUB - BRAILLE GRANT**

Balance as of April 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 April 30, 2017		\$1,005.75

**STEWART'S GRANT**

Balance as of April 1, 2017		\$567.75
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 April 30, 2017		\$567.75

**ADVOCACY GRANT**

Balance as of April 1, 2017		\$1,350.00
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 April 30, 2017		\$1,350.00

**WORKFORCE LITERACY GRANT**

Balance as of April 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 April 30, 2017		\$193.73

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of April 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 April 30, 2017		\$4,425.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of April 1, 2017		\$5,540.18
Funds Received		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
Torrance Fish - T2 Fabrication	5351	Moving Antiques 2,100.00
The Dutchmaster's Joinery Ltd.	5356	Clock Work 100.00
Total Expenses		2,200.00
Balance of Restoration Funds Left at April 30, 2017		\$3,340.18





## Gloversville Public Library

Director's Report: March & April 2017

Barbara Madonna – Director

It feels as if the last two months have focused solely on the move to our temporary quarters. I cannot say enough good things about the terrific staff we have at the Gloversville Public Library. Everyone pitched in where they could and where they were needed to make this transition the smoothest process, to date, of the entire renovation project. (Note: statistics for April are low because the Library was closed for 2 weeks.)

Bids went out on March 27<sup>th</sup> and were received on April 24<sup>th</sup>. There were 12 bidders for the 5 contracts. Lower bidders were: Bunkoff General Contractors Inc, Rozell East Inc., SRI Fire Sprinkler LLC, Mazone Plumbing and Heating, and DLC Electrical LLC.

Nicole and Sally have been focused on spending their respective book and material budgets and program planning for this year's summer reading program. The theme, "Build a Better World," could not be more perfect.

Drop-in Tech (help) and the tech appointments has slowed down a bit. The Jolly Reader's Book Discussion Group still has solid attendance. The Writers Unplugged Group on Tuesday has a loyal following. And the Thursday Knitters are as strong as ever. The Friends continue to offer Thursday Story Time and our two Saturday Story Times, one lead by the Friends on the 2<sup>nd</sup> Saturday and one by Sally Fancher on the 4<sup>th</sup> Saturday, will be wrapping up soon as summer hours begin June 1<sup>st</sup>. Sally continues to visit the Fulton Center for Rehabilitation once a month and we are looking for other such outreach opportunities.

March was also Advocacy Day in Albany. Thanks to the efforts of our statewide library family the Governor's cut to state aid was restored to the 2016 level and public library construction aid gained an additional \$5 million. MVLS' portion of that should bring the total available to member libraries to about \$700,000!

### Meetings

- |                        |  |
|------------------------|--|
| March 1 <sup>st</sup>  | Advocacy Day   |
| March 2 <sup>nd</sup>  | 1) Policy Committee meeting<br>2) Summer Program planning with Nicole Hauser and Sally Fancher<br>3) Friends of the Library                            |
| March 3 <sup>rd</sup>  | 1) Staff meeting<br>2) PR Committee meeting  |
| March 7 <sup>th</sup>  | 1) Meeting with Christopher Hopf & Jeff West, UW Marx, Lisa Hayes and Paul Mays, Butler Rowland Mays Architects, Elizabeth Batchelor and Michael Frank |
| March 9 <sup>th</sup>  | 1) Staff meeting<br>2) Interview with Barbara Hemstreet<br>3) Interview with Margaret Pedrick  |
| March 10 <sup>th</sup> | 1) Staff meeting   |
| March 14 <sup>th</sup> | Snow Day   |
| March 15 <sup>th</sup> | 1) Lisa Hayes, Butler Rowland Mays Architects<br>2) Sharon O'Brien, MVLS<br>3) Eric Trahan, MVLS   |
| March 16 <sup>th</sup> | 1) Chris Pesses  |
| March 17 <sup>th</sup> | 1) Staff meeting<br>2) Ron Peters, Fulton County Center for Regional Growth  |
| March 21 <sup>st</sup> | 1) Public Access Catalog Committee meeting, Clifton Park<br>2) Adirondack Cabling<br>3) April Rando, Catholic Charities                                |

- 4) Christopher Hopf, UW Marx
- 5) Board of Trustees meeting
- March 22<sup>nd</sup> 1) Becky Hatcher, Fulton County Center for Regional Growth
- 2) Adirondack Cabling
- March 24<sup>th</sup> 1) Staff meeting
- 2) Ron Peters, Fulton County Center for Regional Growth
- March 28<sup>th</sup> 1) Meghan Brennan, Butler Rowland Mays Architects
- 2) Steering Committee meeting
- March 29<sup>th</sup> 1) Becky Hatcher, Fulton County Center for Regional Growth
- 2) Kathryn McCary, Kathryn McCary Law Office
- March 31<sup>st</sup> Staff meeting
- April 4<sup>th</sup> 1) Bruce Winter, Adirondack Cabling
- 2) Chris Mundell, Joint Automation
- 3) David Briggs, NBT Insurance
- April 5<sup>th</sup> 1) Contractor walk-thru for bids
- 2) Noel Levee, City of Johnstown Historian
- April 6<sup>th</sup> 1) Libraries are Education workshop, SCPL
- 2) Torrance Fish
- 3) Friends of the Library meeting
- April 7<sup>th</sup> 1) Staff meeting
- 2) Public assembly permit walk through with Fire Department and Building Inspector, 34 West Fulton St
- 3) Torrance Fish and Chris Resch
- 4) Kerry Minor, Leader-Herald
- April 10-24<sup>th</sup> Closed for move
- April 14<sup>th</sup> Staff meeting
- April 18<sup>th</sup> Board of Trustees meeting
- April 20<sup>th</sup> MVLS Board meeting
- April 21<sup>st</sup> 1) Staff meeting
- 2) Contractor walk-throughs for bidding
- April 24<sup>th</sup> 1) Reopen at 34 West Fulton Street
- 2) Bid opening
- 3) Lisa Hayes, Butler Rowland Mays Architects
- 4) Lisa Buggeln
- 5) Dan Rooney, Rooney Signs
- 6) Kerry Minor, Leader-Herald
- April 25<sup>th</sup> Chris PEesses
- April 26<sup>th</sup> 1) Christopher Hopf, UW Marx
- 2) Paul Mays, Butler Rowland Mays Architects
- 3) Firefighter Sweet
- April 27<sup>th</sup> Fulton County Center for Regional Growth Open House
- April 29<sup>th</sup> 1) Staff Meeting
- 2) Lisa Hayes and Paul Mays, Butler Rowland Mays Architects



## **Gloversville Public Library**

Children's Room Report: April 2017

Sally Fancher – Head of Children's Services

The first week of April was a flurry of activity, packing and organizing while continuing to provide customer service. Thanks to great planning by Barb and Nicole, we were able to coordinate due dates, hold requests and pick-ups, to best suit the needs of our patrons, while still able to get things packed. Story times continued and we had many kids in to do crafts and use our computers.

April 6 was our first off-site Every Child Ready to Read workshop and it was a great success. The participants were all members of MOPS (Mothers of Pre-schoolers). We had our workshop followed by a long Q and A. I also used this time to promote all of the Library services and promote Summer Reading for all ages.

April 8 was the "Healthy Kids Day" at the YMCA and Kathy Konakov and Patty Franco, of the Friends of the Library, set up a table and represented the Library. They had many visitors and distributed Library information and promotional gifts.

Then, in case you hadn't heard, we moved!

Pre-planning was the key to this successful move. The moving company was professional, efficient and friendly. The Children's Room was the first to go and we immediately got things set up. Everyone helped make this a success.

Our re-opening Monday, April 24 was a great experience. Many of our patrons came to wish us well and see the new space. People asked to be shown the location of different collections and staff was available for this service.

We also began to schedule our outreach events, which were on hold due to the move. The local elementary schools are booking Summer Reading promotions and the day cares are back on schedule with monthly story times.

I was able to attend the Youth Services conference in Ithaca on April 28. The main purpose of this was to get ideas for teen/youth programming. This was accomplished and we have several ideas that are now in the beginning stage.

Overall, moving to our temporary location went smoothly and with very little disruption to our regular services. The children and their parents are very happy with the temporary space, which, at the end of the day, is what matters most.

Statistics for April 2017 are as follows (figures in parentheses are comparable figures for 2016)  
(closed for move between 4/9/17 - 4/23/17)

	<b>2017</b>	<b>2016</b>
<b>VISITORS</b>	3,436	(7,008)

**CIRCULATION**

Adult Circulation	863	(1,934)
Teen Circulation	77	(170)
Juvenile Circulation	523	(1,185)
Audiobooks	157	(293)
eBooks	296	(211)
Music	3	(21)
Periodicals	80	(85)
Videos	690	(1,596)
Museum Passes	-	
Subtotal	2,689	(5,495)
In-House Use		
Adult	11	(61)
Juvenile	37	(147)
Other Materials	677	(1,481)
Subtotal	725	(1,689)
<b>Total Circulation</b>	<b>3,414</b>	<b>(7,184)</b>

<b>REFERENCE QUESTIONS</b>	61	(194)
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**MEETINGS/PROGRAMS/OUTREACH**

19 Adult programs and meetings with 167 people	(37 Adult programs/meetings with 540 people)
3 Juvenile programs and meetings with 40 people	(27 Juvenile programs with 583 children)
1 Teen programs and meetings with 6 people	(8 Teen programs with 32 people)

**INTERLIBRARY LOAN**

Material Borrowed	198	(732)
Material Loaned	553	(701)
Total	751	(1,433)

<b>COMPUTER USAGE</b>	934	(2,495)
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**HISTORICAL ROOM**

Visitors	0
Books Used	
Reference Questions	