



Gloversville Public Library  
Meeting of the Board of Trustees  
34 WEST Fulton Street  
November 21, 2017  
6:30pm

Pledge to the Flag  
Public Comment  
Accept Jay Ephraim's letter of resignation  
Oath of Office  
new board photo for website

1. Accept minutes of the October 2017 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant  
Independent Audit Report
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
7. AD HOC Policy  
Behavior and Environmental Policy – 1<sup>st</sup> reading  
Personnel Policy – 1<sup>st</sup> reading  
Meeting Room Policy – 1<sup>st</sup> reading  
Harassment Policy – 1<sup>st</sup> reading  
Homebound Services Policy – 1<sup>st</sup> reading  
Donations, Bequests and Gifts Policy – 2<sup>nd</sup> reading  
Patron Borrowing (formerly Circulation) Policy – 2<sup>nd</sup> reading
8. Personnel Committee  
Account Clerk/Typist  
Library Clerk  
Library Assistant
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report  
Plan of Service – Wade Abbott, Communications and Community Engagement Specialist, MVLS
13. Foundation
14. Old Business

15. New Business

16. Adjourn

Next Meeting: December 19, 2017



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting October 17, 2017

The Gloversville Public Library Board of Trustees held a meeting on October 17, 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, Craig Clark, Frank Carangelo, Robin Lair, Merry Dunn Brown, Elizabeth Batchelor 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.

Mrs. Pesses, President of the Board of Trustees, 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 trustee, Brian Mazza, who was elected to a one year term.

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.

At this point in the meeting Mrs. Pesses introduced Christopher Hopf, the Construction Project Manager from U.W. Marx, Inc. who is responsible for the day to day overseeing of the Library Renovation Project. Mr. Hopf reviewed the status of where the project stands with the Trustees and said that at this point everything is pretty much on schedule.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on September 19, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Clark made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of September 2017 and the three month period ending September 30, 2017. Mr. Frank informed the Trustees that our income for the three month period is up approximately \$32,700 from last year due primarily to the increase in the income received from the Gloversville Library Foundation. Mr. Frank explained that the Foundation had passed up all the income from the investment portfolio that was budgeted for the 2017-2018 budget year in July 2017. The Friends of the Gloversville Public Library also have given the Library their budget amount of \$10,000 this year which is earlier than last year. Expenses for this year-to-date are approximately the same as the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2017 being offset by lower Library Supplies and Utilities this year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Lair made a motion, seconded by Mr. Mazza, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for October 2017 numbered 1070 through 1097 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. Clark made a motion, seconded by Mr. Mazza, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mrs. LaPorta informed the Trustees that the Friends fundraiser on October 12, 2017 at the Colonial Little Theater raised approximately \$5,300 this year. Mrs. LaPorta also informed the Trustees that the Friends are working on a special event for the Library's Grand Reopening. Mrs. LaPorta also informed the Trustees that the Friends will be hosting a Staff and Patron recognition day on Friday October 20, 2017.

Mrs. Pesses informed the Trustees that there was no report from the AD HOC Steering Committee.

Mr. Clark presented the following Policies, as reviewed by the AD HOC Policy Committee, with changes noted: Behavior and Environmental Policy, Donations, Bequests and Gifts Policy and the Patron Borrowing Policy for the first reading. Some corrections were noted and will be changed before the second reading at the November 2017 Trustee's meeting.

Barbara Madonna  
Library Director

2017-2018  
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

*Serving Gloversville  
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

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Ms. Madonna informed the Trustees that she had hired someone for the Account Clerk/Typist position for the Library and that she will be starting next week. She will be working approximately three hours per week or about twelve hours per month to start. Ms. Madonna also informed the Trustees that she had hired someone for the Library Clerk position and that she will be starting next Wednesday and working approximately seven hours a week. Ms. Madonna also informed the Trustees that the deadline for the Library Assistant testis October 31, 2017.

Ms. Dunn Brown informed the Trustees that tomorrow night at 5:30 PM a special program will be held entitled "Ghosts of the Sacandaga Valley". Mrs. Hauser also informed the Trustees that we are doing a lot of tech help on Tuesday afternoons.

Mrs. Pesses informed the Trustees that the Public Relations Committee is continuing to work on Advocacy Events for the Library.

Ms. Madonna informed the Trustees that Mrs. Hauser had been working on an application for a MVLS "Dream and Do Grant" for some technology money.

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

Mrs. Pesses informing the Trustees that as part of our Plan of Service we have been having Focus Group meetings with Wade Abbott from Mohawk Valley Library System and that two more are planned with the General Public as part of raising awareness of what goes on at the Library and what the Library can do for the Community and the surrounding area.

Mrs. Pesses also informed the Trustees that we had two very good applications for the vacant Trustee's position and had decided that we should offer the position to Tammy Egan. A motion was made by Mr. Mazza, seconded by Mrs. Lair, to approve this recommendation. This was approved all voting aye.

Mrs. Pesses also informed the Trustees that she felt that we should have a Disaster Emergency Plan in place. Mr. Mazza and Mr. Clark informed the Trustees that they will gather some sample ideas from other organizations and then put together a draft for the Board's consideration.

Mrs. Batchelor made a motion to go into Executive Session at 8:05 PM. This motion was seconded by Mrs. Buggeln and approved all voting aye. Mrs. Lair made a motion to come out of Executive Session at 8:15 PM. This motion was seconded by Mr. Clark and approved all voting aye.

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. Hearing none Ms. Batchelor made a motion, seconded by Ms. Dunn Brown, to adjourn the meeting at 8:18 PM. This motion was approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday November 21, 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**

**OCTOBER 2017**

	Budget July 1, 2017 to June 30, 2018	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	\$0.00	\$0.00	\$393,695.00
Investment Income	200.00	12.35	53.28	19.07	146.72
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	0.00	64,000.00	48,955.70	0.00
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	0.00	1,983.00	185.00	3,017.00
Government Affiliations	7,000.00	958.50	6,314.44	5,098.47	685.56
Fines & Miscellaneous Income	10,800.00	765.99	3,284.65	7,798.19	7,515.35
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL RECEIPTS</b>	<u><u>\$490,695.00</u></u>	<u><u>\$1,736.84</u></u>	<u><u>\$85,635.37</u></u>	<u><u>\$62,056.43</u></u>	<u><u>\$405,059.63</u></u>
	Income Cash Reconcilement				
Income Cash Balance on October 1, 2017	<u>\$317,213.57</u>				
Plus: Receipts Per Report	1,736.84				
Less: Expenses Per Report	<u>40,594.00</u>				
Income Cash Balance on October 31, 2017	<u><u>278,356.41</u></u>				
Accounts Payable as of 10/31/17	7,555.50				
Prepaid Expenses as of 10/31/17	<u>(2,859.96)</u>				
Actual Cash Balance on October 31, 2017	<u><u>\$283,051.95</u></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 October 1, 2017	\$9,994.30
Plus: Receipts:	
Interest on Money Market Account	0.25
Less: Paid Outs:	
Bank Fee - New Checks	25.00
National Grid - Library Building & Construction Hook Up	278.30
Frontier Communications - Tech Hookup for Contractors	59.99
	<hr/>
Balance on October 31, 2017	<u><u>\$9,631.26</u></u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on October 1, 2017	\$503,933.29
Plus: Receipts:	
Interest Earned	9.67
Grant Money Received	19,036.00
Campaign Funds from Library Foundation	525,000.00
Less: Paid Outs:	
Bunkoff General Contractors, Inc. - General Construction	264,423.00
Butler Rowland Mays, LLP - Construction Administration	4,305.99
Ryan Biggs/Clark Davis - Inspections, etc.	5,399.24
Professional Service Industries, Inc. - Asbestos Removal	5,353.00
	<hr/>
Balance on October 31, 2017	<u><u>\$768,497.73</u></u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on October 1, 2017	\$69.54
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on October 31, 2017	<u><u>\$69.54</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**OCTOBER 2017**

	Budget July 1, 2017 to June 30, 2018	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$194,856.00	\$ 16,238.00	\$ 64,952.00	\$ 62,343.92	\$129,904.00
Salaries - Part Time Employees	78,148.00	3,584.38	12,428.26	12,476.56	65,719.74
Salaries - Custodians	26,781.00	2,231.76	8,927.04	8,502.40	17,853.96
F I C A & Medicare Tax	22,933.00	1,673.90	6,549.68	6,360.94	16,383.32
Unemployment Insurance	725.00	177.75	355.50	342.50	369.50
Disability Insurance	500.00	0.00	197.70	197.70	302.30
Medical Insurance & Reimbursements	44,017.00	4,086.70	13,435.04	10,991.70	30,581.96
Pension Expense	30,222.00	0.00	0.00	0.00	30,222.00
Heat	0.00	0.00	0.00	179.96	0.00
Electricity	0.00	0.00	0.00	1,332.51	0.00
Rent	25,000.00	5,000.00	5,000.00	0.00	20,000.00
Telephone	3,000.00	236.93	947.97	1,011.12	2,052.03
Insurance	13,500.00	0.00	11,156.71	10,586.30	2,343.29
Books, Periodicals, etc.	46,500.00	2,706.68	20,876.42	19,703.92	25,623.58
Computer & Automation Services	16,000.00	1,211.18	3,062.77	4,442.17	12,937.23
Library, Building & Office Supplies	10,000.00	178.91	1,653.05	3,632.09	8,346.95
Maintenance & Repairs	4,000.00	2.35	226.28	239.33	3,773.72
Treasurer & Recording Secretary	8,400.00	700.00	2,800.00	2,800.00	5,600.00
Professional Fees	5,500.00	1,300.00	1,380.00	558.75	4,120.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	795.08	907.43	817.56	2,092.57
Events & Programming	3,000.00	37.10	1,597.68	1,314.26	1,402.32
Promotion Expense	4,000.00	397.48	1,016.66	1,020.82	2,983.34
General Expense	2,000.00	35.80	326.44	503.52	1,673.56
<b>TOTAL EXPENSE</b>	<u>\$543,082.00</u>	<u>\$40,594.00</u>	<u>\$157,796.63</u>	<u>\$149,358.03</u>	<u>\$385,285.37</u>

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

**OCTOBER 2017**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,596.20)	\$809.60	FICA & Medicare Expense
			1,786.60	Payroll
5508		Gloversville Public Library	7,842.89	Payroll
5509	1071	Barbara J. Madonna	452.44	Petty Cash
5510	1072	Fulton County Center for Regional Growth	5,000.00	Rent
5511	1073	Frontier Communications	236.93	Telephone
5512	1074	Michael J. Frank	700.00	Treasurer & Rec. Sec.
5513	1075	Baker & Taylor Books	1,616.16	Books
5514	1076	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5515	1077	United Health Care	29.75	Medical Insurance
5516	1078	M V P Health Care, Inc.	1,937.80	Medical Insurance
5517	1079	Business Card (1,322.99)	34.95	Computer & Automation
			37.10	Events & Programming
			205.00	Advocacy Grant
			297.94	A/V - DVDs
			748.00	Prof. Meetings & Travel
5518	1080	Johnstown Public Library	36.50	Fines, etc.
5519	1081	Crandall Public Library	26.00	Fines, etc.
5520	1082	Unique Management Services, Inc.	35.80	G/E - Collection Expense
5521	1083	The Leader-Herald	228.48	Promotion Expense
5522	1084	Philip Beckett, CPA, P.C. (5,800.00)	4,500.00	Accounts Payable
			1,300.00	Professional Fees
5523	1085	First Nonprofit Unemployment Program (427.75)	250.00	Cash Reserve
			177.75	Unemployment Insurance
5524	1086	WCSS/Radio Services	169.00	Promotion Expense
5525	1087	Nicole Hauser	47.08	Prof. Meetings & Travel
5526	1088	Quill Corporation (498.80)	170.83	Library Supplies
			327.97	Advocacy Grant
5527	1089	Mohawk Valley Library System	1,176.23	Computer & Automation
5528	1090	Center Point Large Print	51.04	Books
5529	1091	Audio Editions (333.93)	33.64	Grant - Lions Club
			300.29	A/V - DVDs
5530		Gloversville Public Library	8,352.76	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	394.10	Pension - Withholdings
DM		E F T NYS Tax Department	898.20	Payroll
DM		E F T United States Treasury (2,795.60)	864.30	FICA & Medicare Expense
			1,931.30	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	<u>2,148.90</u>	Medical Insurance
		CHECK AND EFT PAID OUTS - OCTOBER 2017	45,973.87	
		PETTY CASH PAID OUTS - OCTOBER 2017		
		Newspapers (Books)	441.25	
		Postage	8.08	
		Maintenance & Repairs	<u>2.35</u>	
		<b>TOTAL OCTOBER 2017 PAID OUTS</b>	<u><b>\$46,425.55</b></u>	
		Less: Cash Reserve	(250.00)	
		Less: Lions - Grant	(33.64)	
		Less: Accounts Payable	(4,500.00)	
		Less: Advocacy Grant	(532.97)	
		Less: Fines, etc.	(62.50)	
		Less: Petty Cash Check	<u>(452.44)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$40,594.00</b></u>	



**GLOVERSVILLE PUBLIC LIBRARY**

**GRANTS AND OTHER ITEMS IN PROCESS**

**LIONS CLUB - BRAILLE GRANT**

Balance as of October 1, 2017				\$33.64
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Audio Editions	5529	DVDs	33.64	
Total Expenses			<u>33.64</u>	<u>33.64</u>
Balance of Grant Money Left at October 31, 2017				<u><u>\$0.00</u></u>

**STEWART'S GRANT**

Balance as of October 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			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at October 31, 2017				<u><u>\$567.75</u></u>

**W G Y CHRISTMAS WISH GRANT**

Balance as of October 1, 2017				\$300.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at October 31, 2017				<u><u>\$300.00</u></u>

**ADVOCACY GRANT**

Balance as of October 1, 2017				\$1,222.03
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Business Card	5517	Promo Expense	205.00	
Quill Corporation	5526	Promo Expense	327.97	
Total Expenses			<u>532.97</u>	<u>532.97</u>
Balance of Grant Money Left at October 31, 2017				<u><u>\$689.06</u></u>

**WORKFORCE LITERACY GRANT**

Balance as of October 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			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at October 31, 2017				<u><u>\$193.73</u></u>

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of October 1, 2017				\$8,925.00
Appropriation Provided For In 2017-2018 Budget				0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>		
Philip Beckett, CPA, PC	5522	Yearly Audit	5,800.00	
Total Expenses			<u>5,800.00</u>	<u>5,800.00</u>
Balance of Appropriation Funds Left at October 31, 2017				<u><u>\$3,125.00</u></u>

**RESTORATION FUNDS RECONCILEMENT**

Balance as of October 1, 2017				\$4,149.18
Funds Received - Garage Sale				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Restoration Funds Left at October 31, 2017				<u><u>\$4,149.18</u></u>



## Gloversville Public Library

Director's Report: October 2017

Barbara Madonna – Director

Where is the year going? We have been in the temporary space for 6 months already (ok, 7 as of when I write this).

This transition we are in is forcing us to both live in the moment to provide daily service to patrons while also thinking one, three and even 25 years ahead. In one year, we should be back into our Carnegie library and need to have new programs and staffing on board to begin utilizing all of our additional space. In three years the Plan of Service Chris Pesses is currently spearheading will be near its conclusion and we'll have a better idea of the how our renovated space can serve the public. And 25 years, well, that comes into play as Nicole Hauser and I are thinking about paint colors and furniture, electricity and data drops, shelving and maintenance. After nearly two decades of personally witnessing change inside our building, I want to integrate as much flexibility as possible to meeting the challenges and opportunities that will be presented to this resilient institution.

That really sums up the activities that keep me hopping during the month. Nicole and I held interviews for the part-time Library Clerk position we have open and not only did we find a Library Clerk, but we found a part-time Account Clerk/Typist. Welcome to Sally Ostrander and Kathy VanVolkenburg. Next on the staff list will be filling our full-time Library Assistant position in the Children's Room. Then we'll begin working on staffing for after the renovation and to fulfill our Empire State Development grant.

The Finance Committee has begun developing a post-renovation operating budget. The PR Committee is focused on advocacy to spread the message about all the Library has to offer while strengthen our community support. Nicole, Sally Fancher and I, collectively and individually are brainstorming and executing new programs. (Them, more than I. And, of course, with the support of the rest of the staff.) The Policy Committee is reviewing all of our policies, suggesting updates, making notes about any that will need another update to address situations related to the renovated building, and looking to other libraries for new policies we should create. President Chris Pesses is leading efforts to develop a new Plan of Service.

And, there are always the non-construction pieces of the building project. Our grant administration requires an inordinate amount of coordination and each agency requires different paperwork. Technology goes beyond buying new computers for the public and the staff. We need a new microfilm set up. We need to investigate not just photocopying, but scanning services that utilize USB, email and networking printing. Audio-visual equipment for the new meeting rooms, including a sound system and possibly a hearing loop for the Carnegie Room. And we'll need signs, possibly digital, for both directional instructions and plaques. At the end of November Nicole and I will be working with our consultants on furniture.

### Meetings

- Oct 3<sup>rd</sup> PR Committee meeting
- Oct 4<sup>th</sup> Staff meeting
- Oct 5<sup>th</sup>
  - 1) Ron Peters, Center for Regional Growth
  - 2) Chris Pesses
  - 3) Friends of the Library meeting
- Oct 6<sup>th</sup>
  - 1) Contractors' meeting
  - 2) Cathy Meyer, Gloversville Enlarged School District
- Oct 10<sup>th</sup> Interview for Library Clerk position
- Oct 11<sup>th</sup>
  - 1) Erica Wing, Johnstown Public Library
  - 2) Chris Hopf, UW Marx
  - 3) Interview for Library Clerk position

Oct 12<sup>th</sup> 1) Interview for Library Clerk position  
2) Policy Committee meeting

Oct 13<sup>th</sup> Meeting at Butler Rowland Mays Architects with Betsy Batchelor and Nicole Hauser

Oct 17<sup>th</sup> Board of Trustees meeting

Oct 18<sup>th</sup> Staff meeting

Oct 19<sup>th</sup> MVLS Board meeting at the Community Library in Cobleskill

Oct 20<sup>th</sup> 1) Contractors' meeting  
2) Door hardware meeting

Oct 23<sup>th</sup> Joe Jacobs, OCI

Oct 24<sup>th</sup> Finance Committee meeting

Oct 25<sup>th</sup> 1) Staff meeting  
2) Nicole Hauser  
3) Fulton County Center for Regional Growth, Small Business Roundtable

Oct 27<sup>th</sup> People for Public Spaces presentation



## Gloversville Public Library

Children's Room Report: November 2017

Sally Fancher – Head of Children's Services

The new, yet to be named, Teen Writing and Art group met for the first time on September 20 and the kids came back on October 4<sup>th</sup>. With the second meeting we had an increase of kids due to promotion by the teens themselves. I am very pleased that the teens are from 3 different school districts; Gloversville, Mayfield, Johnstown, and a homeschooled student. As a group, we have decided on weekly meetings and are establishing ground rules.

October 11 was the third meeting of the Teen Writing and Art group. We are now beginning to create with the goal of producing an anthology of original work. We had the 18<sup>th</sup> off as I was on vacation and the 25<sup>th</sup> was a very productive meeting.

Story time at the Paul Nigra Center continues to be a great success. We are also using this time to promote our Library in the Mayfield area.

The week of October 16<sup>th</sup> was Friends of the Library week and there was a lot of activity in the Children's Room. Sonny and Linda supervised drop-in crafts during the week and helped children enter the Friends of the Library book raffle. This was a great success and the kids loved the books. The Friends had also made a donation to us to be used to create additional "Story Time Kits" and we are nearly done with three: "Making Music", "Fun with Dinosaurs" and "Fun with Numbers". As always, we are grateful to the Friends for all of their support.

We had a Story Time at the Salvation Army afterschool program. We use this time to read, make crafts and help the families become familiar with the Library and its services. This is a regular event.

The "Every Child Ready to Read" workshop was held at Nathan Littauer Hospital for staff. Another is scheduled in November for HealthLink and we have been asked if we can include the hospital on our list of Travelling Story Time venues for next summer.

October 28<sup>th</sup> was the themed story hour, and as you may have guessed...Halloween. The children ranged in age from new born to middle school. One of the highlights is when the children go trick or treating to the various staff stations. The parents enjoyed the time with their kids and exchanged many anecdotes with each other.

The collection development is continuing and an inventory of craft supplies is being done. The summer reading theme for 2018 is "Libraries Rock" and we are beginning to plan for the activities and programs.

October has seen a good increase in activity: 1 elementary school open house

3 teen writing workshops

6 story hours-in house

6 story hours-off site

1 workshop-off site

1 week of drop in crafts

November will be even busier!

Statistics for October 2017 are as follows (figures in parentheses are comparable figures for 2016)

	<b>2017</b>	<b>2016</b>
<b>VISITORS</b>	6,456	(7,417)
<b>CIRCULATION</b>		
Adult Circulation	1,713	(1,955)
Teen Circulation	173	(208)
Juvenile Circulation	1,175	(1,216)
Audiobooks	278	(331)
eBooks	339	(308)
Music	16	(20)
Periodicals	85	(104)
Videos	1,335	(1,567)
Museum Passes	2	(0)
Subtotal	5,116	(5,709)
In-House Use		
Adult	32	(95)
Juvenile	97	(71)
Other Materials	1,314	(1,441)
Subtotal	1,443	(1,607)
<b>Total Circulation</b>	<b>6,559</b>	<b>(7,316)</b>
 <b>REFERENCE QUESTIONS</b>	 121	 (129)
 <b>MEETINGS/PROGRAMS/OUTREACH</b>		
50 Adult programs and meetings with 396 people		(39 Adult programs/meetings with 243 people)
11 Juvenile programs and meetings with 178 people		(11 Juvenile programs with 507 children)
3 Teen programs and meetings with 24 people		(4 Teen programs with 24 people)
 <b>INTERLIBRARY LOAN</b>		
Material Borrowed	678	(718)
Material Loaned	732	(732)
Total	1,410	(1,450)
 <b>COMPUTER USAGE</b>	 1,558	 (2,434)
 <b>HISTORICAL ROOM</b>		
Visitors		(10)
Books Used		(60)
Reference Questions		

Statistics for August, September and October 2017 are as follows:

	<b>August</b>	<b>September</b>	<b>October</b>
<b>VISITORS</b>	7,564	6,298	6,456
<b>CIRCULATION</b>			
Adult Circulation	2,170	1,848	1,713
Teen Circulation	184	139	173
Juvenile Circulation	1,161	1,153	1,175
Audiobooks	264	283	278
eBooks	306	319	339
Music	51	10	16
Periodicals	90	86	85
Videos	1,532	1,366	1,335
Museum Passes	13	2	2
Subtotal	5,771	5,206	5,116
In-House Use			
Adult	25	44	32
Juvenile	114	61	97
Other Materials	1,308	1,270	1,314
Subtotal	1,447	1,375	1,443
<b>Total Circulation</b>	<b>7,218</b>	<b>6,581</b>	<b>6,559</b>

<b>REFERENCE QUESTIONS</b>	175	149	121
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#### **MEETINGS/PROGRAMS/OUTREACH**

**August** 37 Adult programs and meetings with 280 people  
 11 Juvenile programs and meetings with 229 people  
 1 Teen programs and meetings with 9 people

**September** 30 Adult programs and meetings with 301 people  
 9 Juvenile programs and meetings with 147 people  
 2 Teen programs and meetings with 27 people

**October** 50 Adult programs and meetings with 396 people  
 11 Juvenile programs and meetings with 178 people  
 3 Teen programs and meetings with 24 people

#### **INTERLIBRARY LOAN**

Material Borrowed	744	255	678
Material Loaned	860	794	732
Total	1,604	1,049	1,410

<b>COMPUTER USAGE</b>	1,751*	1,521*	1,558*
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#### **HISTORICAL ROOM (in storage while in temporary location)**

Visitors	0	0	0
Books Used			
Reference Questions			

\* Wifi is no longer 24/7, but from 8:30am-10pm

Are you creative?

CALLING ALL ARTISTS!

LOCAL INSPIRATIONS: A  
VIEW THROUGH LOCAL EYES

OPEN  
TO ALL

EXHIBITION

FROM

3/1/18-

4/20/18

NO ENTRY

FEE

Seeking visual artists working in a variety of mediums to participate in an exhibit sponsored by the Gloversville Public Library.

No particular theme, submit what you feel is your best work. Amateurs and professionals welcome!

SUBMISSION BEGINS: 1/8/2018

SUBMISSION DEADLINE: 1/26/2018

EXHIBIT LOCATION:

Fulton County Chamber of Commerce  
2 North Main St, Gloversville NY

TO ENTER, AND FOR FULL DETAILS, VISIT:  
[gloversvillelibrary.org](http://gloversvillelibrary.org), Facebook, or call the  
Library at 518-725-2819





# DECEMBER 2017 CALENDAR OF EVENTS

**REGULAR HOURS**  
MON: 3 PM-8 PM  
TUE-WED: 10 AM-7 PM  
THU-FRI: 10 AM-6 PM  
SAT: 10 AM-4 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
									1	2 "New York's Hero: The Erie Canal" Children's Program @10:30 AM
3 <b>CLOSED</b>	4 Conversational Spanish for Adults @5:30-7:30 PM	5 Writer's Unblocked @11 AM-1 PM  Drop-In Tech Help @5:30-6:45 PM	6 Teen Writing & Art Group @3:30-4:30 PM	7 Story Time @10:30 AM  Knitting Group @4 PM  <b>FOL Meeting @6 PM</b>	8	9 <b>Story Time &amp; Craft Hour @10:30 AM</b>				
10 <b>CLOSED</b>  Jolly Readers Tea Party @1 PM Here @ Library	11 Conversational Spanish for Adults @5:30-7:30 PM	12 Writer's Unblocked @11 AM-1 PM  Drop-In Tech Help @5:30-6:45 PM	13 Teen Writing & Art Group @3:30-4:30 PM  <b>Adult "Gift Tags &amp; Bags" Craft 1:30 PM &amp; 5:30 PM ***RESERV. REQ'D***</b>	14 Story Time @10:30 AM  Knitting Group @4 PM	15	16				
17 <b>CLOSED</b>	18 Conversational Spanish for Adults @5:30-7:30 PM	19 Writer's Unblocked @11 AM-1 PM  Drop-In Tech Help @5:30-6:45 PM  <b>Trustees Meeting @6:30PM</b>	20 Teen Writing & Art Group @3:30-4:30 PM  <b>Polar Express Story Time @5:30 PM</b>	21 Story Time @10:30 AM  Knitting Group @4 PM	22	23 <b>CLOSED: IN OBSERVANCE OF CHRISTMAS</b>				
24 <b>CLOSED: MERRY CHRISTMAS EVE</b>	25 <b>CLOSED: MERRY CHRISTMAS!!</b>	26 Writer's Unblocked @11 AM-1 PM  Drop-In Tech Help @5:30-6:45 PM	27 Teen Writing & Art Group @3:30-4:30 PM	28 Story Time @10:30 AM  Knitting Group @4 PM	29	30 <b>CLOSED: IN OBSERVANCE OF NEW YEARS</b>				
31 <b>CLOSED: HAPPY NEW YEAR'S EVE</b>										