



Gloversville Public Library  
Meeting of the Board of Trustees  
August 20, 2013  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of 2013 Organizational Meeting and last meeting, July 2013
2. Treasurer's Report
3. Budget and Finance  
    General liability
4. Friends
5. Building and Grounds  
    Windows update – contract with Eastern Building and Restoration, Inc.  
    2013-15 NYS construction application
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report  
    Copier  
    Workforce grant
12. President's Report  
    Trustee opening
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: Annual and monthly meeting Sept 17



Barbara Madonna  
Library Director

2013-2014  
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

## Draft Minutes of The Organizational Meeting of The Gloversville Public Library

July 23, 2013

The Organizational Meeting of the Gloversville Public Library was held on July 23, 2013 at 6:30 P.M. in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York.

The following, having been elected by the voters of the Gloversville Enlarged School District, were in attendance: Jay Ephraim, Hannah McAllister, Craig Clark, David Fisher, Christine Pesses, Vincent De Santis, Elizabeth Batchelor and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Nancy Krawczeski, representing the Friends of the Gloversville Public Library, also attended the meeting. Daniel Towne, Jr., having resigned effective July 15, 2013, was excused from the meeting.

Mr. Frank, acting as temporary chairman of the meeting, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Frank, a notary public, administered the Oath of Office to the newly-elected trustee, Vincent De Santis, who was elected to a five-year term.

Mr. Frank asked for nominations for the position of President of the Board of Trustees. Mrs. Pesses nominated Mr. Fisher for the position of President of the Board of Trustees. Ms. Batchelor seconded the nomination for the position of President. Hearing no other nominations, Mr. Frank called for a vote for the office of President. This was approved all voting aye. At this point in the meeting Mr. Fisher began presiding. The following Trustees were nominated to the other respective officer positions and were approved as follows: Mrs. Lair nominated Ms. Batchelor for the position of Vice President. Mrs. Pesses seconded this nomination and it was approved all voting aye. Mrs. Pesses nominated Mr. Clark for the position of Vice President of Finance. Mrs. Lair seconded this nomination and it was approved all voting aye. Mr. De Santis nominated Mrs. Pesses for the position of Secretary. Mrs. Lair seconded this nomination and it was approved all voting aye.

Mr. Fisher presented the following items to the Trustees for review:

1. Contract with Library Director

Motion to renew the contract with Ms. Barbara Madonna for the position as Library Director for the 2013-2014 fiscal year.

Motion to set compensation for Ms. Barbara Madonna at \$54,000 for the 2013-2014 fiscal year.

2. Contract with Treasurer and Recording Secretary

Motion to renew the contract with Michael J. Frank as Treasurer and Recording Secretary for the 2013-2014 fiscal year.

Motion to set compensation for Michael J. Frank at \$8,000 for the 2013-2014 fiscal year.

3. Set Regular Meeting Time and Date

Motion to set the third Tuesday of the month at 6:30 PM as the regular meeting time and date.

4. Set Bank of Record

Motion to declare National Bank and Trust Company (NBT) as the Gloversville Public Library's bank of record for the fiscal year 2013-2014.

Motion to authorize the President, Vice President, Vice President of Finance, Treasurer and Secretary to be signatories on the bank accounts at NBT for the Gloversville Public Library.

Motion to authorize Michael J. Frank, Treasurer to be the primary signer on all checks and withdrawals on the Library's bank accounts with the provision that all checks and withdrawals be cosigned by an officer.

Motion to allow business with other banking institutions with board approval.

5. Set Newspaper of Record

Motion to declare the Leader-Herald as the newspaper of record for the Gloversville Public Library. All legal notices and notices of meetings will be in the Leader-Herald.

6. Set Insurance Agency

Motion to declare NBT Insurance Agency to be the insurance agent for the

Gloversville Public Library for the following types of coverage: Director and Officer's Liability policy, Fine Arts policy, Commercial policy, General Liability policy, Disability policy and Umbrella policy. To declare New York State Public Entities Safety Group 497 the insurance agent for the Library Workman's Compensation policy. To declare the First Nonprofit Companies the administrator for the Library's Unemployment insurance. To declare Jaeger & Flynn the administrator for the Library's Health Insurance policy.

7. Indemnification of Library Trustees

Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.

8. Set Date of Gloversville Public Library Vote

Motion to declare the 1<sup>st</sup> Tuesday in May 2014 as the date for the Gloversville Public Library vote.

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

Mrs. Pesses made a motion, seconded by Mrs. Lair, to have Mr. Fisher and Mrs. McAllister represent the Library as our liaisons to the Gloversville Library Foundation Board for the fiscal year ending June 30, 2014. This was approved all voting aye.

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

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

Budget and Finance – Mr. Clark

Building and Grounds – Mr. Ephraim

Personnel – Mrs. Lair

Public Relations – Mrs. McAllister

Programming – Mr. Ephraim

Policy Committee – Mr. Fisher

Mrs. Pesses made a motion, seconded by Ms. Batchelor, to close the Library on all Federal Holidays and to close the Library at 1:00 PM on the day prior to New Year's day, Thanksgiving and Christmas. This was approved all voting aye.

Mrs. Lair made a motion, seconded by Ms. Batchelor, to designate the Library Director to be the appointing authority for Civil Service employment actions. This was approved all voting aye.

Ms. Batchelor made a motion, seconded by Mrs. Lair to adjourn the meeting at 7:05 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Christine Pesses  
Secretary



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

July 23, 2013

The Gloversville Public Library Board of Trustees held a meeting on July 23, 2013 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 7:05 P.M.

The following trustees were present: Christine Pesses, Vincent De Santis, Hannah McAllister, Craig Clark, Elizabeth Batchelor, Jay Ephraim, David Fisher and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and Nancy Krawczeski, representing the Friends of the Gloversville Public Library also attended the meeting.

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

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

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on June 18, 2013. Mr. Fisher asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mrs. McAllister, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of June 2013 and the fiscal year-to-date through June 30, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through June 30, 2013 is up approximately \$7,300 from last year due to having received the Medical Insurance Credit refund from the Internal Revenue Service for the prior two years. The increase in the Tax Levy over the prior year has partially offset the decrease in the Foundation income on a year-to-date basis. Mr. Frank also commented that our year-to-date income through June 30, 2013 has exceeded our budgeted amount for the full fiscal year by approximately \$12,200. Expenses this year are up approximately \$35,400 over the prior year due primarily to the higher Pension Expense, Medical Insurance Expense, Building and Contents Insurance, Maintenance & Repairs and Computer and Automation Expense. Salaries are also higher this year due primarily to the addition of a full time custodian which was planned for in preparing the current year's budget. Part of this increase has been offset by lower Books and Periodicals Expense. Mr. Frank asked if there were any questions or comments on the financials for the month of June 2013 or the year to date through June 30, 2013. Hearing none, Mr. De Santis made a motion, seconded by Mrs. McAllister, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank also reviewed the year end cash position with the Trustees. After some discussion about items needing to be done in conjunction with the Master Plan renovations Ms. Batchelor made a motion that we transfer \$50,826.12 from the General Fund Money Market Account to the Building Fund Money Market Account. Mrs. Pesses seconded this motion and it was approved all voting aye.

Mr. Frank also reported to the Trustees that he had filed our Annual Financial Report with the State of New York Office of The State Comptroller on Monday July 22, 2013.

Ms. Krawczeski informed the Trustees that the plans for the Celebration to be held at the Library on September 22, 2013 are coming along nicely and that two Mega Baskets will be raffled this year. Ms. Krawczeski also informed the Trustees that the Friends are planning a fundraiser during National Friends Week in October with a "Friends at Friendly's" day. Ms. Krawczeski also reported that the Prince and Princess Program held in the Children's Room on June 28<sup>th</sup> had 37 children in attendance. Ms. Madonna reported that sometime after the fundraiser program the proceeds were stolen from the Library along with a Nook.

Ms. Madonna reviewed the results of the bids for the Library window project. Mrs. Pesses made a motion to accept the lowest responsible bidder received on July 9, 2013 for the Window Replacement project with a Base Bid of \$189,250, plus Alternate #1 of \$43,250, plus Alternate #2 of \$43,250, plus Alternate #3 of \$44,125, for a total of \$319,875 with the condition the contractor use Eagle Window products per the drawings and specifications dated June 14, 2013. Furthermore, we authorize Butler, Rowland and Mays Architects, LLP of Ballston Spa, New York to draw up a contract between the Gloversville Public Library and the lowest responsible bidder pending receipt of the requested insurance and bonds listed in the front of the above referenced drawings and specifications. Mrs. McAllister seconded this motion and it was approved all voting aye.

Barbara Madonna  
Library Director

2013-2014  
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Ms. Madonna informed the Trustees that Paulette Politsch had donated another \$50,000 from the Lloyd B. and Paulette E. Politsch Trust to be used for the window project. Ms. Madonna also informed the Trustees that there are still problems with the new carpeting and that we are holding on the bill from Ruby & Quiri, Inc. until it is resolved to our satisfaction.

Mrs. Pesses informed the Trustees that she had been appointed to be the Capital Campaign Chairperson. Mrs. Pesses also informed the Trustees that Matt Blumenfeld had been coming regularly to work on getting the Campaign up and running. A meeting is being planned with NBT Bank, the Mayor of Gloversville, and the President of Fulton-Montgomery Community College to inform them about our project. Ellen Wood and David Heacock will be heading up the Family Division of the Capital Campaign. Matt Blumenfeld is also reviewing the possibilities of the Library being eligible for the New Market Tax Credit program. The Capital Campaign Steering Committee is also looking for an Administrative Assistant to handle recordkeeping for the Campaign.

Mr. Fisher reviewed the changes that were made to our Budget Development and Expenditure Policy now that we have a Treasurer who is not an elected member of the Board of Trustees of the Library. Mrs. Pesses made a motion to accept this Policy with the changes noted. Mrs. Lair seconded this motion and it was approved all voting aye.

Mrs. Lair informed the Trustees that Ms. Madonna's review was temporarily on hold until new Personnel Committee members are chosen.

Mr. Ephraim informed the Trustees that many programs were being held in the Children's Room so far this summer and that the book discussions are continuing to be held. A new box on the Library's Web Site automatically lists the next five programs scheduled as pulled from our calendar of events. Mr. Ephraim also said that he felt that the Program Committee should connect with the Steering Committee to promote the Library through events and programs and reminded the Trustees that during this time, especially, everyone should remember to speak highly of the Library and our value to the Community.

Ms. Madonna informed the Trustees that she was hearing unhappiness from the D'Errico Family about the lack of adequate recognition for the sizeable gift given by the family in memory of Dr. Derrico in 2005. His name has been added to our plaque but they assumed more recognition would have been made due to the size of their donation. Mr. Fisher felt that we need to revisit our policy at a future meeting regarding donations.

Mr. Fisher informed the Trustees that we need to advertise the opening on the Board of Trustees created by Daniel Towne, Jr.'s resignation so that the Board can interview and appoint someone to fill the vacancy until the next election in May 2014.

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

Mr. De Santis informed the Trustees that he had noted that our trees around the Library building needed trimming and that he would do it if the Board approved. This was approved by all with a special thank you for his generous offer.

The next meeting of the Board of Trustees will be held on August 20, 2013 at 6:30 PM.

Mrs. Pesses made a motion, seconded by Mrs. McAllister to adjourn the meeting at 9:10 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Christine Pesses  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

**RECEIPTS**

**JULY 2013**

	Budget July 1, 2013 to June 30, 2014	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	\$264,579.00	\$0.00	\$0.00	\$0.00	\$264,579.00
Investment Income	200.00	7.80	7.80	18.19	192.20
Gloversville Library Foundation Inc. - Int. & Div.	142,000.00	8,628.78	8,628.78	7,321.97	133,371.22
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	420.00	420.00	520.00	4,580.00
Government Affiliations	6,060.00	100.00	100.00	0.00	5,960.00
Fines & Miscellaneous Income	16,000.00	932.04	932.04	839.50	15,067.96
U.S. Treasury - Medical Ins. Credit Refunds	6,333.00	0.00	0.00	0.00	6,333.00
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	0.00	10,000.00
<b>TOTAL RECEIPTS</b>	<u>\$450,172.00</u>	<u>\$10,088.62</u>	<u>\$10,088.62</u>	<u>\$8,699.66</u>	<u>\$440,083.38</u>
	Income Cash Reconcilement				
Income Cash Balance on July 1, 2013	<u>\$317,873.74</u>				
Plus: Receipts Per Report	10,088.62				
Less: Transfer to Building Fund	50,826.12				
Less: Expenses Per Report	<u>36,347.05</u>				
Income Cash Balance on July 31, 2013	<u>240,789.19</u>				
Accounts Payable as of 07/31/13	12,584.67				
Prepaid Expenses as of 07/31/13	<u>0.00</u>				
Actual Cash Balance on July 31, 2013	<u>\$253,373.86</u>				

**BUILDING FUND**

Balance on July 1, 2013	\$126,178.91
Plus: Receipts:	
Interest on Money Market Account	3.30
Donations - Gloversville Library Foundation, Inc.	30.00
Transfer From Income Cash	50,826.12
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Window Project	<u>1,814.19</u>
Balance on July 31, 2013	<u>\$175,224.14</u>

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE EXPENSES TO BUDGET**

**JULY 2013**

	Budget July 1, 2013 to June 30, 2014	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$164,326.00	\$ 13,735.04	\$ 13,735.04	\$10,301.90	\$150,590.96
Salaries - Part Time Employees	63,753.00	4,170.46	4,170.46	5,843.14	59,582.54
Salaries - Custodians	22,277.00	1,856.42	1,856.42	983.00	20,420.58
F I C A & Medicare Tax	19,152.00	1,511.80	1,511.80	1,310.31	17,640.20
Unemployment Insurance	660.00	162.25	162.25	159.00	497.75
Disability Insurance	781.00	292.08	292.08	337.44	488.92
Medical Insurance	35,827.00	4,250.74	4,250.74	3,779.60	31,576.26
Pension Expense	34,632.00	0.00	0.00	0.00	34,632.00
Heat	9,500.00	0.00	0.00	0.00	9,500.00
Electricity	8,160.00	0.00	0.00	0.00	8,160.00
Telephone	663.00	442.29	442.29	421.23	220.71
Insurance	10,000.00	4,600.57	4,600.57	4,086.12	5,399.43
Books, Periodicals, etc.	45,900.00	3,298.88	3,298.88	5,058.19	42,601.12
Computer & Automation Services	17,680.00	0.00	0.00	199.98	17,680.00
Library, Building & Office Supplies	9,579.00	606.85	606.85	486.66	8,972.15
Maintenance & Repairs	13,974.00	38.09	38.09	0.00	13,935.91
Financial Secretary	8,000.00	650.00	650.00	650.00	7,350.00
Professional Fees	7,140.00	0.00	0.00	0.00	7,140.00
Election Expense	1,020.00	0.00	0.00	0.00	1,020.00
Professional Meetings & Travel	2,040.00	77.41	77.41	0.00	1,962.59
Events & Programming	4,590.00	200.00	200.00	22.50	4,390.00
Promotion Expense	2,040.00	250.00	250.00	0.00	1,790.00
General Expense	1,700.00	204.17	204.17	204.17	1,495.83
<b>TOTAL EXPENSE</b>	<u>\$483,394.00</u>	<u>\$36,347.05</u>	<u>\$36,347.05</u>	<u>\$33,843.24</u>	<u>\$447,046.95</u>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**JULY 2013**

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,357.50)	\$742.55	FICA & Medicare Expense
		1,614.95	Payroll
3998	Business Card	259.43	Accounts Payable
3999	National Grid	646.54	Accounts Payable
4000	Mohawk Valley Library System	1,183.22	Accounts Payable
4001	Palmateer Trucking & Container Service	161.00	Accounts Payable
4002	Unique Management Services, Inc.	50.00	Accounts Payable
4003	Demco	48.94	Accounts Payable
4004	The Leader-Herald	348.92	Accounts Payable
4005	Quill Corporation	353.85	Accounts Payable
4006	Baker & Taylor Books	783.05	Accounts Payable
4007	The Gazette	200.07	Accounts Payable
4008	Center Point Large Print	51.49	Accounts Payable
4009	Gloversville Public Library	7,083.48	Payroll
4010	NYS Child Support Processing Center	235.08	Child Support
4011	Barbara J. Madonna	77.41	Prof. Meetings & Travel
4012	Waldo	261.38	Data Base Expense
4013	Glatfelter Brokerage Services	219.90	Insurance - Worker's Comp.
4014	Electronic Office Products, Inc.	60.52	Library Supplies
4015	First Nonprofit Unemployment Program (412.25)	162.25	Unemployment Insurance
		250.00	Cash Reserve
4016	C D P H P	2,152.08	Medical Insurance
4017	Gloversville Public Library	7,342.38	Payroll
4018	Donna J. Kuhner	400.00	Petty Cash
4019	Michael J. Frank	650.00	Treasurer & Recording Secretary
4020	NYS Child Support Processing Center	235.08	Child Support
4021	C D P H P	2,743.92	Medical Insurance
4022	Quality Books, Inc.	133.33	Books
4023	Gloversville True Value Hardware	38.09	Maintenance & Repairs
4024	Michael Daly	50.00	Events & Programming
4025	Carol Cownie	150.00	Events & Programming
DM	Oppenheimer Funds - 403b Plan	100.00	Payroll
DM	E F T NYS & Local Retirement System	252.82	Pension - Withholdings
DM	E F T NYS Tax Department	655.14	Payroll
DM	E F T United States Treasury (2,420.40)	769.25	FICA & Medicare Expense
		1,651.15	Payroll
DM	Jaeger & Flynn Associates, Inc. - Mgmt. Fee	345.00	Medical Insurance
DMs	Jaeger & Flynn Associates, Inc. (Reimbursements)	91.01	Medical Insurance
	CHECK AND EFT PAID OUTS - JULY 2013	<u>32,553.28</u>	
	PETTY CASH PAID OUTS - JULY 2013		
	Library Supplies	12.91	
	Newspapers (Books)	<u>288.00</u>	
	<b>TOTAL JULY 2013 PAID OUTS</b>	<b><u>\$32,854.19</u></b>	
	Less: Accounts Payable	(4,086.51)	
	Less: Cobra Reimbursement Bucholtz	(489.43)	
	Less: Cash Reserve	(250.00)	
	Plus: Prepaid Expenses	8,718.80	
	Less: Petty Cash Check	<u>(400.00)</u>	
	<b>NET TO BALANCE TO EXPENSES</b>	<b><u>\$36,347.05</u></b>	



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

**WGY CHRISTMAS WISH GRANT**

Balance as of July 1, 2013		\$0.00
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, 2013		\$300.00

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of July 1, 2013		\$6,000.00
Appropriation Provided For In 2013-2014		3,000.00
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, 2013		\$9,000.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of July 1, 2013		\$754.38
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 July 31, 2013		\$754.38



## Gloversville Public Library

Director's Report: July 2013

Barbara Madonna – Director

So we begin another year; and with big changes on the horizon too. Christine Pesses, President of the Board of Trustees for the last 8 years, has been selected to serve as Chair of the Capital Campaign Committee. I might also add that she was the first female president of the library. Thank you, Chris. Your tenacious leadership has brought us to this point and stands as evidence that the right person has been appointed to coordinate this next effort.

David Fisher has moved into the presidency while Craig Clark fills the VP of Finance vacancy. Karen S. Smith has completed her 5 year term and Chris has agreed to fill Karen's role as Secretary. Karen's departure from the board has brought Vince DeSantis back. And Daniel Towne has resigned. A move to Saratoga Springs takes him out of our service area so the Trustees will appoint someone until the next election. Thank you to everyone who gave time, ideas, and hard work to the Library and community over the years.

The bids were open for the Windows Replacement project and were quite interesting. The low bidder, Eastern Building and Restoration, Inc. from Albany is able to replace 14 of 16 arched, two-story windows (the original scope of the project) for just under \$320,000. The high bidder for the same scope was over \$720,000! The contract is being signed as I write and a pre-construction meeting will be held soon.

I have also had conversations with Paul Mays at Butler, Rowland and Mays Architects and Wayne Donovan at AJS Masonry about some staining we are noticing on the south side of the exterior, just under the windows. No one is yet sure what it is, if it can be cleaned, and how.

I am working on this year's NYS Public Library Construction Grant application to expand patron access to the building. As of this writing, there will be three separate projects. (See below and attached).

Project 1 is to level and gravel 66 E. Fulton, the new lot to the east of the County Probation building, and reseal and strip the existing patron and staff lots. By moving staff cars and probation employee cars spots will open up for library patrons in the existing lot.

Project 2 is to provide better wireless access to patrons by upgrading our wireless network with a new router, switch and 6 access points. We currently have no control over who uses our wireless and have very slow service for patrons because someone in the neighborhood is broadcasting our wireless to their friends and family. The new equipment will give us the control to stop them, and to generate detailed statistics about use. This is being used in Saratoga and Clifton Park to the absolute delight of the Joint Automation staff.

Project 3 is to provide patron seating outside the building with the addition of a park bench out front and another at the handicap entrance. I am still getting quotes for these projects but by design this grant will be easier to scale to available state funding than last year's by eliminating a component if funding cannot support it.

The Adult Department has continued weeding the non-fiction by concentrating on Biographies this summer. When Summer Programming winds down, the Children's Room will also begin examining its collection. It must be Vince's influence with the gardening programs he is providing for us this summer.

The big exciting project that was finalized is the Workforce Skills grant through MVLS. This is a three-year competitive opportunity. Each year will be presented as a complete mini-grant with an aware of \$1,000 for literacy training targeted at getting adults employment. Only Gloversville and Schenectady applied and we were given \$1,500 with the option of applying for another \$500 by December 31,

2013. Attached is a brochure outlining the trainings we will offer during year 1. The hardest part is getting the word out, so I am also attaching a copy of the poster so folks can hang it up around town.

### **Meetings and Workshops**

- July 1<sup>st</sup>
  - 1) Matthew Blumenfeld, Fund Development Agency
  - 2) Betsy Hastings, Workforce Solutions Services
- July 2<sup>nd</sup>
  - 1) Sharon O'Brien, MVLS
  - 2) Matthew Blumenfeld, Fund Development Agency
  - 3) Paul Mays, Butler, Rowland and Mays Architects, Inc.
  - 4) Betsy Batchelor
  - 5) Steering Committee meeting
  - 6) Lisa Hayes, Butler, Rowland and Mays Architects, Inc.
  - 7) Terry Morris, Biblioteca
- July 3<sup>rd</sup>
  - 1) Proctor exam
  - 2) Paul Mays, Butler, Rowland and Mays Architects, Inc.
  - 3) Chris Pesses
  - 4) Leigh Vale, Butler, Rowland and Mays Architects, Inc.
- July 9<sup>th</sup>
  - 1) Mary Hill, Workforce Solutions Services
  - 2) Wayne Donovan, AJS Masonry
  - 3) Windows bid opening
- July 17<sup>th</sup>
  - Terry Morris, Biblioteca
- July 18<sup>th</sup>
  - 1) Paulette Politsch
  - 2) Mohawk Valley Consolidated Funding Application workshop, Cobleskill
- July 23<sup>rd</sup>
  - Board of Trustees meeting
- July 24<sup>th</sup>
  - Ron Jones, Ron Jones Excavating
- July 25<sup>th</sup>
  - 1) Ron Jones, Ron Jones Excavating
  - 2) Bruce and Richard Veghte
- July 30<sup>th</sup>
  - 1) Matthew Blumenfeld, Fund Development Agency
  - 2) Steering Committee meeting
  - 3) Proctor exam

2013-15 NYS Public Library Construction Grant Project List  
(DLD)

<b>Project 1</b>			
Level and gravel 66 E. Fulton Street. The lot is 200' deep x 50' wide (10,000 sq ft). This will include a retaining wall along the back. I asked for two different heights to see what we can afford.	\$20,170	4' high wall	\$33,110
			8' high wall
Wheel stops to mark spots (20 x \$40)	\$800		\$800
Reseal and restripe the existing parking lot. This lot is 150' deep x 75' wide (11,250 sq ft). And reseal the staff driveway between the Library and the Walrath & Stewart.			
	\$1,450		\$1,450
Total	\$22,420		\$35,360
Our costs:			
(Worst case scenario) 50/50 match	\$11,210		\$17,680
(Best case scenario) 75/25 match	\$5,605		\$8,840
<b>Project 2</b>			
Improve wireless access for patrons by installing a new router, switch and 6 access points.	\$11,637		
Network cabling (but no electricity because the access points get their power from the network)	\$5,000	place holding price. Appt Wed 8/21	
Total	\$16,637		
Our costs:			
(Worst case scenario) 50/50 match	\$8,319		
(Best case scenario) 75/25 match	\$4,159		
<b>Project 3</b>			
Two benches, one each for the front apron and handicap entrance	\$1,783		
Our costs:			
(Worst case scenario) 50/50 match	\$892		
(Best case scenario) 75/25 match	\$446		
Total of 3 projects			
	\$40,840		\$53,780
Our costs:			
(Worst case scenario) 50/50 match	\$20,420		\$26,890
(Best case scenario) 75/25 match	\$10,210		\$13,445

# SKILLS

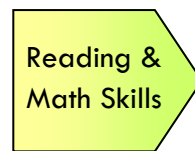
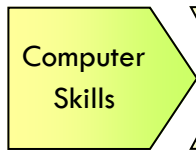
# TRAINING

# OPPORTUNITY WE CAN HELP.

Need assistance finding work?

Need to learn some new computer skills?

Need to brush up on math and reading?



## BASIC COMPUTER SKILLS

For people who need to learn the basics of operating a computer. Topics to be covered will include: how to turn on a computer and how to use the mouse. No computer skills are needed prior to taking this workshop.

August 12	Sept. 9	October 7	Nov. 4
December 9	January 13	February 10	March 10

Classes start at 5:30pm

**Pre-registration for workshops is required.**

Call the Library at 518-725-2819 or register online: Visit the Library's website and click on the calendar of events. Find the date and day of the workshop you are interested in, click on 'Register' and fill out the form. (An email address is needed.)

## LIBRARY SERVICES

The Library has many resources that can help with your job search.

- 11 daily newspapers
- Computer and Internet access
- Wireless Internet 24/7
- Civil Service Test Database
- Career Information

## JOB SKILLS WORKSHOPS

August—Job Search Skills  
 September—Metrix  
 October—Resume Writing  
 November—Interview Skills  
 December—Local & Regional Trends  
 January—Networking 101  
 February—National Work Readiness Credential  
 March—TBA

April—Youth Employment

### Christmas Break—STEM

STEM stands for Science, Technology, Engineering and Math. This workshop is for parents and kids to learn more about training in these 4 areas at all levels of education.

**3rd Monday of each month @ 5:30 pm**

**Pre-registration for workshops is required.**

## HIGH SCHOOL EQUIVALENCY PREP

The program is offered through HFM BOCES for adults 18 and up who are formally separated from high school.

- Interested students must contact BOCES' adult education directly at 518-736-4340.
- They have day and evening classes.
- Students must commit to 6 hours of class work a week plus homework.

## FUNDING & PARTNERS

This project is funded by the New York State Adult Literacy Services Grant with the cooperation of the following partners:



58 East Fulton Street, Gloversville

518-725-2819  [www.gloversvillelibrary.org](http://www.gloversvillelibrary.org)

## LIBRARY SERVICES

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*How to get a library card:*

Children ages 5-17 need a parent or guardian to sign them up.

Adults 18 and older can get their own cards.

The responsible person needs to present a current photo ID and a piece of mail with current physical address. Ex: rent receipt, utility bill, paystub, car insurance.

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GLOVERSVILLE



PUBLIC  
LIBRARY



## SKILLS

## TRAINING

## OPPORTUNITY

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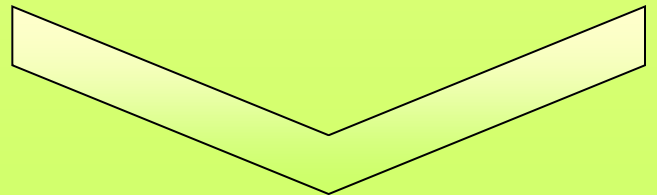
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## WE CAN HELP.

Computer  
Skills

Job  
Search  
Skills

Reading &  
Math Skills



GLOVERSVILLE



PUBLIC  
LIBRARY

Gloversville Public Library

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■ 518 773-0292

gpl@sals.edu ■ www.gloversvillelibrary.org

3rd Monday of each month @ 5:30 pm

## **JOB SKILLS WORKSHOPS**

### **August—Job Search Skills**

In this workshop you will learn many ways to look for work, how to create a job search plan, how to identify your strengths, and about various job searching resources.

### **September—Metrix**

Over 5,000 online classes are available for free through the Workforce Solutions System. Find out more here.

### **October—Resume Writing**

Learn the basics of creating a resume and what style of resume will work best for you. Highlight your strengths on your resume to market yourself to potential employers.

### **November—Interview Skills**

Learn tips and strategies for conducting a successful interview. Topics include: preparing a portfolio, commonly asked interview questions, behavioral interviewing and how to present yourself to a potential employer.

### **December—Local & Regional Trends**

Hot jobs in our local and regional job markets. How to utilize the NYS Department of Labor's Job Express in your job search, along with the directory of potential employers, occupational wages, and projections.

### **January—Networking 101**

Networking is all about talking to other people to find job openings. Learn more in this workshop.

### **February—**

#### **National Work Readiness Credential**

Target the skills that employers identify as essential to entry-level workplace success. The National Work Readiness Credential certifies workplace professionals in the areas of reading, math, situational judgment and active listening.

### **March—TBA**

### **April—Youth Employment**

Workforce Solutions has many opportunities for kids (14-21).

**Pre-registration for workshops is required.**

### **Christmas Break—STEM**

STEM stands for Science, Technology, Engineering and Math. This workshop is for parents and kids to learn more about training in these 4 areas at all levels of education.

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- Interested students must contact BOCES' adult education directly at 518-736-4340.
- There is NO open enrollment. This means a student must complete a screening process and attend a week of orientation to participate.
- They have day and evening classes.
- Students must commit to 6 hours of class work a week plus homework.
- Every student receives a log in and password for online *extra* help. This can help push students farther faster than just class alone. There is no online-only class.

## **BASIC LITERACY SKILLS**

Literacy NY—Fulton, Montgomery & Schoharie Co. provide tutoring for adults in need of basic literacy skills. For more information contact Lisa Cardilli at 518-234-2576

July was a jammed pack month with people, places to go, and programming. Vince DeSantis was kind to offer his services and knowledge about gardening by leading tours at the community garden on Fremont Street.

All programs were well attended. We offered a variety of subjects so that if one is not so interested in science there were art classes and dance they could choose from.

This year again there was a sign-up sheet for many of the programs. Patrons responded in a manner that secured their child's place in such activities. We did have a waiting list when possible. Bonne added sign-up to our website too and people are using this service more and more.

We have a survey printed up so our patrons can make comments regarding our program this summer. Some of the areas covered rating the Summer Reading Program, list favorite programs, any suggestions for new ideas, and days of week and time of day that works best for you.

To give you an example of things shared were:

Rate:Great

Favorite programs: GE Science Fair, rocks, clay, duck tape.

Other comments: All programs so far were great this year. Do them again next year.

Next month will include more feedback plus various numbers.

Sherry Gennett





# Gloversville Public Library

July 2013

## Monthly Report

Statistics for July 2013 are as follows (figures in parentheses represent comparable figures for July 2012):

	2013	2012
<b><u>VISITORS</u></b>	9,962	(10,333)

### **CIRCULATION**

Adult Circulation	2,741	(2,895)
Teen Circulation	556	(345)
Juvenile Circulation	2,363	(2,092)
Audiobooks	390	(290)
eBooks	244	(171)
Music	15	(36)
Periodicals	94	(134)
Videos	1,301	(1,768)
Subtotal	<u>7,704</u>	<u>(7,731)</u>
<b><u>In-House Use</u></b>		
Adult	340	(363)
Juvenile	623	(613)
Other Materials	1,048	(1,217)
Subtotal	<u>2,011</u>	<u>(2,193)</u>
<b>Total July Circulation</b>	<b>9,715</b>	<b>(9,924)</b>

<b><u>REFERENCE QUESTIONS</u></b>	533	(510)
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### **MEETINGS/PROGRAMS/OUTREACH**

6 Adult programs and meetings with 101 people	(5 Adult programs and meetings with 27 people)
19 Juvenile programs with 654 children	(12 Juvenile programs with 344 children)
2 Teen programs with 16 people	

<b><u>INTERLIBRARY LOAN</u></b>	<b><u>Material Borrowed</u></b>	<b><u>Material Loaned</u></b>
Books	742	610
AV	158	10
Total	<u>900</u>	<u>620</u>

<b><u>COMPUTER USAGE</u></b>	1,326	(1,037) users
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### **HISTORICAL ROOM**

Visitors	8
Books Used	24
Reference Questions	5
Telephone Reference	0
Letters	0
Computer usage	0

# "DIG INTO READING" SUMMER READING PROGRAM JULY 2013

**HOURS**  
 Mon: 3-8 PM  
 Tue-Fri: 9 AM-7 PM  
 Sat: CLOSED

*\*Reservations may be made by coming into the Children's Room, visiting our website's calendar of events, or calling 518-725-2819.*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <b>SRP 2013 STARTS</b> Archaeology w/ Dr. Starbuck 6 PM	2 Patriotic Craft 10:30 AM <b>(RESERVATIONS REQ'D)</b>	3 Kids' Chocolate Chip Cookie Excavation 10:30 AM	4 <b>CLOSED: INDEPENDENCE DAY</b>	5 BiblioManiacs!! 5 PM	6 <b>CLOSED</b>
7 <b>CLOSED</b>	8 "Engineering the Underground" w/ Carol Smalley 6 PM <b>(RESERVATIONS REQ'D)</b>	9 Garden Visit w/ Vince DeSantis 10:30 AM	10 Dino Sand Art 10:30 AM <b>(RESERVATIONS REQ'D)</b>	11 Musical Story Time w/Sue VanVoorst 10:30 AM	12 •Soap Dino Eggs 10:30 AM •BiblioManiacs!! 5 PM	13 <b>CLOSED</b>
14 <b>CLOSED</b>	15 Gardening Presentation w/ Vince DeSantis 6 PM	16 Garden Visit w/ Vince DeSantis 10:30 AM	17 Turtle Sprouts w/ Coop. Ext. 10:30 AM <b>(RESERVATIONS REQ'D)</b>	18 Story Time w/ Nancy Cole 10:30 AM	19 BiblioManiacs!! 5 PM	20 <b>CLOSED</b>
21 <b>CLOSED</b>	22 Free Ice Cream Social 4:30-7 PM	23 Creative Clay #1 w/Laurie Cerasia @10:30 AM <b>(RESERVATIONS REQ'D)</b>	24 Grow-A-Neck- lace w/Coop. Ext. @ 10:30 AM <b>(RESERVATIONS REQ'D)</b>	25 "Digging Into Pond Life" w/George Steele @ 10:30 AM <b>(RESERVATIONS REQ'D)</b>	26 BiblioManiacs!! 5 PM	27 <b>CLOSED</b>
28 <b>CLOSED</b>	29 GE Science Fair 6 PM	30 Duct Tape Craft 10:30 AM <b>(RESERVATIONS REQ'D)</b>	31 Firefighter Program 10:30 AM	<b>Dig Into READING</b> 		

# "DIG INTO READING" SUMMER READING PROGRAM AUGUST 2013



Gloversville Public Library  
58 East Fulton Street, Gloversville, NY 12078  
518-725-2819 / 518-773-0292 /  
gpl@sals.edu www.gloversvillelibrary.org

**HOURS**  
Mon: 3-8 PM  
Tue-Fri: 9 AM-7 PM  
Sat: CLOSED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Story Time w/ Carol Morse 10:30 AM	2 BiblioManiacs!! 5 PM	3 <b>CLOSED</b>
4 <b>CLOSED</b>	5 Gems w/Mark Kilmer 6 PM	6 Creative Clay #2 w/Laurie Cerasia 10:30 AM <b>(RESERVATIONS REQ'D)</b>	7 Dance w/Beth Jacobs-10:30 AM <b>(RESERVATIONS REQ'D)</b>	8 Story Time w/ Lesleigh Durfee 10:30 AM	9 BiblioManiacs!! 5 PM	10 <b>CLOSED</b>
11 <b>CLOSED</b>	12 Program TBA	13 Garden Visit w/ Vince DeSantis 10:30 AM	14 Basket Making 10:30 AM <b>(RESERVATIONS REQ'D)</b>	15 Story Time w/ Mary Jo Lomanto 10:30 AM	16 <b>SRP 2013 ENDS</b> BiblioManiacs!! 5 PM	17 <b>CLOSED</b>
18 <b>CLOSED</b>	19	20 <b>END OF SUMMER OPEN HOUSE TREASURE HUNT 2-4 PM</b>	21	22 Story Time w/ Patty Franco 10:30 AM	23 BiblioManiacs!! 5 PM	24 <b>CLOSED</b>
25 <b>CLOSED</b>	26	27 Garden Visit w/ Vince DeSantis 10:30 AM	28	29 Story Time w/ Lexington 10:30 AM	30 BiblioManiacs!! 5 PM	31 <b><u>CLOSED:</u> SUMMER READING ENDS</b>