



Gloversville Public Library
Meeting of the Board of Trustees
December 20, 2016
6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the November 2016 meeting
2. Oaths of Office
3. Treasurer's Report
4. Budget and Finance
Warrant
Review of 2017-18 budget
5. Friends
6. Building and Grounds
Temporary space
Bids
Hot water heater
Movers
7. AD HOC Steering Committee
8. AD HOC Policy
Finance: Audit Policy 2nd reading
Finance: Budget Development and Expenditure Policy 2nd reading
Finance: Claims Auditor Policy 2nd reading
Finance: Investment Policy 2nd reading
9. Personnel Committee
Future needs and civil service
10. Program Committee
11. Public Relations Committee
12. Director's Report
January board meeting
'Book' budget
13. President's Report
Plan of Service
14. Foundation

15. Old Business

16. New Business

Board officers

Authorize new checking account for construction

Appoint Craig Clark as liaison to Foundation

17. Adjourn

Next Meeting: January 17, 2017 6:30 pm



Barbara Madonna
Library Director

2016-2017
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Minutes of the Gloversville Public Library Board of Trustees Meeting

November 15, 2016

The Gloversville Public Library Board of Trustees held a meeting on November 15, 2016 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Robin Lair, Jay Ephraim, Wanda Prew, Merry Dunn Brown, Lisa Buggeln 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 1, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Elizabeth Batchelor was excused from the meeting.

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

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

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on October 18, 2016. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Lair made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meetings as presented. This motion was approved all voting aye.

At 6:33 PM Mrs. Buggeln made a motion to go into Executive Session. This motion was seconded by Mr. Ephraim and approved all voting aye. At 6:41 PM Ms. Dunn Brown made a motion to come out of Executive Session. This motion was seconded by Mrs. Prew and approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of October 2016 and the four month period ending October 31, 2016. Mr. Frank informed the Trustees that our income for the year to date is down approximately \$8,700 from last year due primarily to not having received the funds from the Friends of the Gloversville Public Library yet this year that were received in September 2015. This was partially offset by receipts from the garage sale held in August 2016. Expenses this year are up approximately \$5,100 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016. These increases were partially offset by lower medical insurance expense due to fewer employees in the plan in the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Buggeln, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for November 2016 numbered 730 through 760 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Ms. Dunn Brown made a motion, seconded by Mrs. Prew, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Ms. Madonna introduced a resolution for the Trustees to consider regarding overriding the Tax Cap established by the State of New York. Mrs. Prew mad a motion, seconded by Ms. Dunn Brown, to approve the following resolution; RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Gloversville Public Library overrides, for the 2017-2018 year, the tax levy limit imposed by Municipal Law § 3-c(3). This motion was approved all voting aye.

Ms. Madonna distributed a worksheet detailing the effect of a 2% salary increase for the full time employees and also included an increase of \$.70 per hour for the full time employees in conjunction with preparing the budget for 2017-2018. This comparison was done as a comparison to the overall cost to the Library on an annual basis with the fact that the minimum wage is going up another \$.70 per hour effective December 31, 2017. The Trustees agreed that we should put together a proposed budget with the \$.70 per hour increase for full and part time employees. Ms. Madonna also distributed a worksheet which includes the \$.70 per hour increase for all employees along with the other preliminary figures for next year's budget. Mr. Ephraim commented that he felt that the Promotional Expense line should be higher in the Budget. Mrs. Pesses asked him to put together an estimate of what he felt the figure should be for the next Finance Committee meeting.

Mrs. LaPorta informed the Trustees that Friend's Week was very successful. Mrs. LaPorta also informed the Trustees that many memberships were being received for the Friends and that hopefully more would be coming in soon. Mrs. LaPorta also informed the Trustees that the Friends would be decorating the Library for Christmas on the Monday after Thanksgiving. Mrs. LaPorta also informed the Trustees that the Friends had approved \$10,000 for the Library's operating budget for the 2017-2018 fiscal year and also had approved \$694 for publicity for the move to the temporary quarters during the renovation project. The Friends next meeting will be on January 5, 2017.

Ms. Madonna informed the Trustees that the Fulton County Center for Regional Growth's board had approved the lease for our use of their space during the renovation project. Our position is that the renovation work must stay within the cap of \$90,000 for our share. Ms. Madonna also informed the Trustees that the bid packets for the renovation work have still not gone out as some details are still being finalized. Ms. Madonna also informed the Trustees that Butler Rowland Mays Architects have sent us a resolution to be approved regarding door hardware. Mrs. Lair made a motion, seconded by Mrs. Buggeln, to approve the following resolution. Due to the unique characteristics and particular project suitability, specifically the coordination of door hardware for existing doors to be reused and to match the same hardware with new doors, Butler Rowland Mays Architects advises standardization of these pieces of Finish Hardware for the Gloversville Public Library, as per their hardware consultant's recommendation. After investigating available product offerings, we recommend that proprietary specifications be written to accommodate this unique situation. This was approved all voting aye.

Mrs. Pesses read Ms. Batchelor's report from the Steering Committee meeting. The Steering Committee currently feels that the Foundation will need to set up a Line of Credit with NBT Bank for \$5,000,000 during the construction phase of the renovation project. Ms. Dunn Brown reported that the Alumni Committee has raised approximately \$96,000 to date from classes at Gloversville High School and Bishop Burke High School from the years 1932 through 2016. Ms. Dunn Brown also reported that the Committee has set a goal to reach \$100,000 by December 31, 2016.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting four Finance Policies for the first reading by the Board of Trustees. These policies include Audit Policy, Budget Development and Expenditure Policy, Claims Auditor Policy and Investment Policy. Mrs. Pesses reviewed these policies with the Trustees. Mr. Frank mentioned two misspellings in the policy headings. These will be corrected for the second readings and approval at the December meeting.

Ms. Madonna informed the Trustees that there was no report from the Personnel Committee.

Ms. Dunn Brown informed the Trustees that the staff is doing a fine job offering a variety of programs and Mrs. Prew commented that the Spanish classes were still going well and that they were being well attended. Ms. Dunn Brown reported that the Program Committee hasn't met because she is not sure what the Committee should be doing at this point in time.

Mr. Ephraim informed the Trustees that the Public Relations Committee is ready to start advertising the move to temporary quarters for the Library during construction as soon as everything is in place and ready to begin. Mr. Ephraim also thanked the Friends and the Steering Committee for providing funds to advertise the move and new location.

Ms. Madonna informed the Trustees that since we have several new Trustees that she talked to Eric Trahan the Executive Director of Mohawk Valley Library System about an orientation session to be put on by him for our Trustees. The Trustees felt that this would be a good idea and helpful for knowledge to learn about the responsibilities and expectations of a Public Library Trustee. Ms. Madonna also asked the Trustees if we could replace three computers in the Children's Room to do with Early Literacy. We have interested parties in buying the existing ones and the cost of the new ones would be approximately \$11,000. The Trustees approved Ms. Madonna's recommendation to purchase the new computers.

Mrs. Pesses informed the Trustees that she will be sending out a new Plan of Service for the period of our temporary relocation for the Trustees to review. This must be completed and approved by the Board of Trustees by December 31, 2016.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Board of Trustee's meeting but that a Finance Committee and full Board meeting are being planned for early December 2016.

Mrs. Pesses asked if there was any old business to come before the meeting. Mrs. Pesses announced that we had four Letters of Interest for the Board of Trustees vacancies created by Vincent De Santis' resignation in September and Patricia Donovan's resignation last month. Each candidate was interviewed by Elizabeth Batchelor and Patricia Donovan and their recommendations are Craig Clark and Brian Mazza to fill the vacancies until the next election of Trustees in May 2017. Ms. Dunn Brown made a motion, seconded by Mrs. Prew to accept their recommendations to fill the vacancies. This was approved all voting aye. The new Trustees will be sworn in at the December 2016 meeting.

Mrs. Pesses asked if there was any new business to come before the meeting. Hearing none a motion to adjourn was entertained.

Mrs. Buggeln made a motion to adjourn the meeting at 8:00 PM. This motion was seconded by Mrs. Prew and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on December 20, 2016 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

NOVEMBER 2016

	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	\$393,695.00	\$393,695.00	\$276,321.00	\$0.00
Investment Income	200.00	10.01	29.08	24.71	170.92
Gloversville Library Foundation Inc. - Int. & Div.	63,910.00	14,454.30	63,410.00	69,378.99	500.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	500.00	685.00	1,920.00	9,315.00
Government Affiliations	7,000.00	1,621.53	6,720.00	6,240.90	280.00
Fines & Miscellaneous Income	13,000.00	726.65	8,524.84	4,949.01	4,475.16
U.S. Treasury - Medical Ins. Credit Refunds	6,000.00	0.00	0.00	0.00	6,000.00
Friends of the Gloversville Public Library, Inc.	10,000.00	10,000.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$503,805.00</u>	<u>\$421,007.49</u>	<u>\$483,063.92</u>	<u>\$368,834.61</u>	<u>\$20,741.08</u>

	Income Cash Reconcilement
Income Cash Balance on November 1, 2016	<u>\$233,773.04</u>
Plus: Receipts Per Report	421,007.49
Less: Expenses Per Report	<u>52,497.98</u>
Income Cash Balance on November 30, 2016	<u>602,282.55</u>
Accounts Payable as of 11/30/16	0.00
Prepaid Expenses as of 11/30/16	<u>(2,670.40)</u>
Actual Cash Balance on November 30, 2016	<u>\$599,612.15</u>

BUILDING FUND

Balance on November 1, 2016	\$373,469.92
Plus: Receipts:	
Interest on Money Market Account	6.14
Less: Paid Outs:	
Fulton County Center for Regional Growth - Rent	<u>5,000.00</u>
Balance on November 30, 2016	<u>\$368,476.06</u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Lisa Buggeln, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

NOVEMBER 2016

	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	\$ 77,929.90	\$ 63,507.78	\$109,102.10
Salaries - Part Time Employees	52,902.00	3,295.20	15,771.76	24,537.71	37,130.24
Salaries - Custodians	25,507.00	2,125.60	10,628.00	10,419.60	14,879.00
F I C A & Medicare Tax	20,306.00	1,593.81	7,954.75	7,532.56	12,351.25
Unemployment Insurance	725.00	0.00	342.50	360.50	382.50
Disability Insurance	500.00	0.00	197.70	219.95	302.30
Medical Insurance	46,053.00	2,343.70	13,335.40	16,146.84	32,717.60
Pension Expense	30,000.00	19,680.50	19,680.50	6,057.25	10,319.50
Heat	9,000.00	150.76	330.72	495.73	8,669.28
Electricity	8,500.00	305.16	1,637.67	2,863.85	6,862.33
Telephone	2,880.00	235.86	1,246.98	1,226.09	1,633.02
Insurance	12,500.00	0.00	10,586.30	11,188.38	1,913.70
Books, Periodicals, etc.	46,500.00	4,362.45	24,066.37	22,072.10	22,433.63
Computer & Automation Services	16,000.00	898.54	5,340.71	4,212.78	10,659.29
Library, Building & Office Supplies	10,000.00	114.55	3,746.64	3,212.03	6,253.36
Maintenance & Repairs	9,000.00	345.99	585.32	827.93	8,414.68
Treasurer & Recording Secretary	8,400.00	700.00	3,500.00	3,400.00	4,900.00
Professional Fees	5,000.00	165.00	723.75	(297.50)	4,276.25
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	228.16	1,045.72	1,557.09	1,954.28
Events & Programming	4,500.00	129.22	1,443.48	1,683.49	3,056.52
Promotion Expense	2,500.00	187.50	1,208.32	774.00	1,291.68
General Expense	2,000.00	50.00	553.52	576.92	1,446.48
TOTAL EXPENSE	<u>\$503,805.00</u>	<u>\$52,497.98</u>	<u>\$201,856.01</u>	<u>\$182,575.08</u>	<u>\$301,948.99</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

NOVEMBER 2016

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,494.82)	\$782.91	FICA & Medicare Expense
			1,711.91	Payroll
5189	000730	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5190		Gloversville Public Library	7,661.92	Payroll
5191	000731	Barbara J. Madonna	421.30	Petty Cash
5192	000732	Frontier Communications	235.86	Telephone
5193	000733	National Grid (455.92)	150.76	Heat
			305.16	Electric
5194	000734	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5195	000735	Kathryn Mc Cary, Esq.	165.00	Professional Fees
5196	000736	Baker & Taylor Books	945.30	Books
5197	000737	Unique Management Services, Inc.	50.00	G/E-Collection Expense
5198	000738	The Leader-Herald	18.50	Promotion Expense
5199	000739	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5200	000740	United Healthcare	29.75	Medical Insurance
5201	000741	M V P Health Care, Inc.	1,891.84	Medical Insurance
5202	000742	Nicole Hauser	138.78	Professional Meetings & Travel
5203	000743	Mohawk Valley Library System	878.54	Computer & Automation
5204	000744	Ebsco Subscription Services	916.36	Serials
5205	000745	WALDO	269.22	Data Base
5206	000746	Board of Water Commissioners	136.33	Maintenance & Repairs
5207	000747	Palmateer Trucking & Container Service	173.00	Maintenance & Repairs
5208	000748	NYS & Local Retirement System (26,475.00)	19,680.50	Pension Expense
			6,794.50	Accounts Payable
5209	000749	WCSS/Radio Services	169.00	Promotion Expense
5210	000750	Audio Editions	319.90	A/V - DVDs
5211	000751	Business Card (801.28)	20.00	Computer & Automation
			362.72	A/V - DVDs
			106.59	Books
			129.22	Events & Programming
			182.75	Stewart's Grant
5212	000752	Quill Corporation	114.55	Library Supplies
5213	000753	H Z Electric Supply Co.	21.90	Maintenance & Repairs
5214	000754	Barbara J. Madonna	79.38	Professional Meetings & Travel
5215	000755	Saratoga Springs Public Library	18.95	Fines, etc.
5216	000756	Amsterdam Public Library	29.95	Fines, etc.
5217	000757	Johnstown Public Library	35.80	Fines, etc.
5218	000758	Gloversville True Value Hardware	14.76	Maintenance & Repairs
5219	000759	Quality Books, Inc.	1,046.36	Books
5220		Gloversville Public Library	7,901.06	Payroll
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	421.30	Pension - Withholdings
DM		E F T NYS Tax Department	811.40	Payroll
DM		E F T United States Treasury (2,601.80)	810.90	FICA & Medicare Expense
			1,790.90	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	173.32	Medical Insurance
		CHECK AND EFT PAID OUTS - NOVEMBER 2016	<u>59,575.23</u>	
		PETTY CASH PAID OUTS - NOVEMBER 2016		
		Professional Meetings & Travel	10.00	
		Newspapers (Books)	<u>396.00</u>	
		TOTAL NOVEMBER 2016 PAID OUTS	<u>\$59,981.23</u>	
		Less: Fines, etc.	(84.70)	
		Less: Stewart's Grant	(182.75)	
		Less: Accounts Payable	(6,794.50)	
		Less: Petty Cash Check	<u>(421.30)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$52,497.98</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of November 1, 2016		\$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 November 30, 2016		\$1,005.75

WGY CHRISTMAS WISH GRANT

Balance as of November 1, 2016		\$405.00
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 November 30, 2016		\$405.00

STEWART'S FOUNDATION GRANT

Balance as of November 1, 2016		\$565.25
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Business Card - ALA Store	5211	Books
Total Expenses		182.75
Balance of Grant Money Left at November 30, 2016		\$382.50

WORKFORCE LITERACY GRANT

Balance as of November 1, 2016		\$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 November 30, 2016		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of November 1, 2016		\$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 November 30, 2016		\$4,425.00

RESTORATION FUNDS RECONCILEMENT

Balance as of November 1, 2016		\$5,540.18
Funds Received		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Restoration Funds Left at November 30, 2016		\$5,540.18



Gloversville Public Library

Director's Report: November 2016

Barbara Madonna – Director

So many things happened during the month that I completely forgot about the NYLA conference until I read Sally Fancher's report from the Children's Room. I completed the Leadership and Management Academy courses which included an interesting facilities management class this year. The afternoon was spent touring the Saratoga Springs Public Library with their Building Manager. We looked at the heating system, the A/C evaporator on the roof, toured the grounds and talk about discarded hypodermic needles as well as ice hazards and how rock salt eats concrete and asphalt differently. With our upcoming renovation bringing in a lot of infrastructural changes it was helpful to tour a modern building. We really will be skipping 20th century technology. Our coal fired boiler will be replaced with a computer operated heating system. Our skeleton keys will be upgraded with access key cards. Our cold water bathrooms might have on demand hot water heaters. And while we will not be adding geothermal, solar panels, or porous asphalt, we might get car charging stations in the parking lot. Right now I can listen to the radiators and know what is going on with the heat; I can feel the ebb and flow of the humidity and know we need to use the dehumidifiers; if we have a leak in the local history ceiling I know it the bucket in the attic under the nail that is dripping has overflowed. The renovated building will take a while to 'know' as intimately.

Work continued with the engineers, architect and construction manager to complete the bid specification drawings and develop the front end spec book for the bids. The lease with the Fulton County Center for Regional Growth was signed. Their engineer created the bid documents for the renovations to that space. Financing conversations continued with NBT Bank. And I spoke with some additional moving companies to request quotes.

After returning from the conference, and with the lease signed, we had a Children's staff meeting in the temporary space on Tuesday followed by the Adult staff there on Wednesday. This gave the staff a better feel for the location and amount of space we'll be operating out of during construction. The monthly adult craft, tea packet wreaths, was so popular that the staff is talking about having a third class spot. Adult circulation, magazine use and programming number were up from November of 2015. We are offering more and with the entire staff engaged in various promotional activities we have a good system of making sure everyone can answer questions about programming.

Work continued on the new plan of service and the Finance Committee presented new and updated policies for the Board's review. Nicole and I are talking about future staffing. And we are starting up the weeding machine again to meet the December 31 cut off. (MVLS takes a snapshot of our collection size on that date to determine part of our monthly circulation fee for the following year.)

Finally, we were closed for Thanksgiving followed by me being sick for a few days with strep throat, which is why the end of the month looks sparse.

Meetings

- | | |
|----------------------|---|
| Nov 2-5 | NYLA Annual conference, Saratoga Springs |
| Nov 8 th | 1) Staff meeting at 34 W. Fulton St
2) Darrin Romeyn, DM Romeyn Civil Engineering Design, PLLC
3) Paul Mays, Butler Rowland Mays Architects
4) Kathryn McCary, Law Office of Kathryn McCary
5) Steering Committee meeting |
| Nov 9 th | 1) Staff meeting at 34 W. Fulton St
2) Eric Trahan, MVLS
3) PR Committee meeting |
| Nov 10 th | 1) Staff meeting |

- 2) Jay Ephraim
- 3) Chris Pesses
- 4) Proctor exam
- Nov 15th
 - 1) Kathryn McCary, Law Office of Kathryn McCary
 - 2) Chris Pesses
 - 3) Michael Frank
 - 4) Finance Committee meeting
 - 5) Board of Trustees meeting
- Nov 16th
 - 1) Matthew Blumenfeld, Financial Development Agency
 - 2) Diane Forsberg, Arkell Museum
- Nov 17th
 - MVLS Board meeting, Bornt Branch Literacy Center, Schenectady
- Nov 18th
 - Staff meeting
- Nov 22nd
 - 1) Levi Pasher, Fulton County Express
 - 2) Chris Pesses
- Nov 23rd
 - 1) Kathryn McCary, Law Office of Kathryn McCary
 - 2) Ron Peters, Fulton County Center for Regional Growth
- Nov 25th
 - Staff meeting



Gloversville Public Library

Children's Room Report: November 2016

Sally Fancher – Head of Children's Services

November began with a little excitement in the Children's Room, and not the good kind. A young man became abusive and violent towards his tutor. Linda Conroy and I observed and attempted to keep the situation from erupting into the main library. While there were no injuries, the tutor has chosen to end her time with this particular student. The tutor has also expressed her gratitude that we were present and available to help. Once again, we are reminded that we do more than check out books.

November 3-5 I attended the NYLA conference with Nicole Hauser and Barb Madonna. I was able to focus entirely on the workshops and presentations knowing that the team in the Children's Room would have everything under control. I appreciate this great opportunity and will make use of all the new ideas and perspectives that were put before me.

With the GESD issuing of chrome books, we have seen more middle/high school students in the afternoons. While we have had to remind them about "inside voices" and "playing nice," their positive energy is welcome. We are also getting a regular bunch of elementary students that like to do their homework and work on projects at our big tables. The frequent, and polite, requests for scissors and glue reinforced a project that had been put on hold due to uncertainty of the size and timing of our temporary location. Basically, we need to have a "maker space." Knowing now what our temporary location will be and how much space will be allocated to the Children's Room and programming I moved ahead to create a 'maker cart.' I am repurposing a book cart to make a mobile storage unit for maker supplies, ideas and instruction; it is currently under construction.

The *Every Child Ready to Read* initiative continues to move along. I will be attending a conference the first week of December and will be scheduling workshops for parents soon after. Also, we are working with Tricia Howland of the Family Engagement Center of the Capital District Child Care Council. Ms. Howland has offered to facilitate a parent/child early literacy workshop at our Library.

Kingsborough School requested a Library representative to host a table and do a "If you Give a Mouse a Cookie" related craft for their literacy night, November 17. We were able to help out, and made 57 mice with the kids, read some stories and reached out to the parents.

Themed story hour went well on the 26th. We incorporated 4 of the 5 best practices from "Every Child Ready to Read." Of course, we read stories, talked and the kids were very excited about singing and creating puppets to pantomime one of the stories. We also used this time to promote our annual "Polar Express" event coming up in December.

We will be installing a gallery of elementary art compliments of Mrs. Beerle, art teacher at Boulevard and her art classes. Her students are donating original art to spruce up the Children's Room during the time we are packing and getting ready for the move. On the same topic, we are in the process of dedicating a bulletin board with updates for our move timeline. We have a large number of people who are concerned and excited, just like we are. We hope that this will help everyone have a smooth transition and keep us on everyone's mind.

We ended the month with excitement - the good kind. The children from the Salvation Army After School program visited for an afternoon of stories, games and dancing. These regular monthly field trips are as much fun for me as they are for the kids. I am confident that all of our programs and events will continue to be successful in the temporary location.



Statistics for November 2016 are as follows (figures in parentheses are comparable figures for 2015)

	2016	2015
VISITORS	6,427	(6,752)

CIRCULATION

Adult Circulation	1,897	(1,635)
Teen Circulation	192	(237)
Juvenile Circulation	1,266	(1,269)
Audiobooks	285	(288)
eBooks	243	(254)
Music	40	(5)
Periodicals	108	(74)
Videos	1,588	(1,362)
Museum Passes	1	(0)
Subtotal	<u>5,620</u>	<u>(5,124)</u>
In-House Use		
Adult	33	(14)
Juvenile	97	(78)
Other Materials	1,334	(1,069)
Subtotal	<u>1,464</u>	<u>(1,161)</u>
Total Circulation	7,084	(6,285)

REFERENCE QUESTIONS	144	(253)
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MEETINGS/PROGRAMS/OUTREACH

47 Adult programs and meetings with 264 people
 8 Juvenile programs and meetings with 240 people
 3 Teen programs and meetings with 23 people

(9 Adult programs and meetings with 111 people)
 (9 Juvenile programs with 40 children)
 (4 Teen programs with 26 people)

INTERLIBRARY LOAN

Material Borrowed	671	(690)
Material Loaned	655	(591)
Total	<u>1,326</u>	<u>(1,281)</u>

COMPUTER USAGE	2,299	(1,939)
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HISTORICAL ROOM

Visitors	3	(7)
Books Used	7	(58)
Reference Questions		(20)