

Gloversville Public Library Meeting of the Board of Trustees February 16, 2016 6:30pm Gloversville Public Library

Pledge to the Flag Public Comment

- 1. Accept minutes of the January 2016 meeting
- 2. Treasurer's Report
- Budget and Finance
 Warrant
 Approve the 2016-17 levy proposal
- 4. Friends
- 5. Building and Grounds
 Resolution for CFA grants
- 6. AD HOC Steering Committee
- 7. AD HOC Policy
- 8. Personnel Committee Employee handbook – maternity leave 1st reading
- 9. Program Committee
- 10. PR Committee
- 11. Director's Report
 Trustee packets for vacancies
 JA Agreement
 State Annual Report
- 12. President's Report
 Update Ad Hoc POS committee
- 13. Foundation
- 14. Old Business
- 15. New Business
- 16. Adjourn

Next Meeting: March 15, 2016 6:30 pm



Barbara Madonna **Library Director**

20152016 **Board of Trustees**

Elizabeth Batchelor

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting December 15, 2015

The Gloversville Public Library Board of Trustees held a meeting on December 15, 2015 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Craig Clark, Patricia Donovan, Vincent De Santis, Robin Lair, Jay Ephraim, Elizabeth Batchelor, Merry Dunn Brown, Wanda Prew and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Eric Trahan, Director of the Mohawk Valley Library System also attended the meeting.

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

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

Mr. Clark asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on November 17, 2015. Mr. Clark asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Donovan made a motion, seconded by Mrs. Prew, to approve the minutes as presented This motion was approved all voting aye.

Mr. Clark asked Mr. Frank to review the Treasurer's Report for the month of November 2015 and the fiscal year to date period through November 30, 2015 with the Trustees. Mr. Frank informed the Trustees that our income for the first five months of the year is up approximately \$14,800 from the same period of last year due primarily to receiving the \$10,000 from the Friends of the Gloversville Public Library, Inc. earlier this year than last year. Income this year is also higher due to the higher Tax Levy. Expenses this year are down approximately \$30,700 from the prior year period primarily due to the lower pension expense of approximately \$23,900 and the lower professional fees of approximately \$7,200. Mr. Frank asked if there were any questions or comments on the financials for the month of November 2015 and the fiscal year to date period ending November 30, 2015. Hearing none, Mr. De Santis made a motion, seconded by Ms. Dunn Brown, to accept the Treasurer's Report as presented. This was approved all voting aye.

At this point in the meeting, Mr. Clark introduced Eric Trahan, the Director of the Mohawk Valley Library System. Mr. Trahan distributed a handout entitled "Mohawk Valley Library System Present & Future" and reviewed the five bullet items in the handout. Mr. Trahan explained to the trustees the scope of the MVLS five year planning process and that MVLS would be looking for input from the member library boards and member library staffs as the process proceeds. Mr. Trahan informed the Trustee that the MVLS Plan of Service for 2017-2021 has to be submitted to the New York State Education Department in October 2016.

Mr. Frank distributed the Warrants list for December 2015 numbered 447 through 465 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. Mrs. Pesses made a motion, seconded by Mrs. Lair, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Ms. Madonna reviewed the possible tax levy proposal and the amount that could be borrowed by the Gloversville Library Foundation if approximately 75% of the income earned by the Foundation was used to repay a term loan for the Capital Project and the remaining earnings of the Foundation would still be passed up to the Library to fund the operating budget. Ms. Madonna also informed the Trustees that the final submission to the National Parks Service would be done this week and that they then have 30 days to respond to our changes. If we become eligible for these Historic Grants there will still be several obstacles to deal with before we could utilize them.

Ms. Madonna informed the Trustees that a report from the Friends of the Library had been emailed to the Trustees.

Ms. Madonna informed the Trustees that she had nothing else to report on Building and Grounds.

Serving Gloversville Since 1880

58 East Fulton Street, Gloversville, New York 12078

Mrs. Pesses informed the Trustees that we had been awarded \$1,000,000 by the State of New York, \$500,000 from Environmental Protection Fund administered by the New York State Office of Parks, Recreation and Historic Preservation and \$500,000 from the Empire State Development Corporation for our Master Renovation Plan. Both of these grants are reimbursement style programs. This brings our total pledges, donations and grants to \$5.3 million. Ms. Madonna informed the Trustees that we are still waiting on a total construction estimate to know where we stand with borrowing needs. Mrs. Pesses also informed the Trustees that the next campaign newsletter is at the printer and should be available soon.

- Mr. Clark informed the Trustees that there was no report from the AD HOC Policy Committee.
- Mr. Clark informed the Trustees that the Personnel Committee meeting to review the Employee Handbook had to be rescheduled.
- Mr. Ephraim distributed a calendar of events for the Library for the month of January 2016. Mrs. Prew informed the Trustees that she has had sizeable classes for her Spanish classes at the Library.
- Mr. Clark informed the Trustees that the Public Relations Committee meeting would need to be rescheduled to sometime in January 2016.
 - Ms. Madonna informed the Trustees that she had nothing else to report at this time.
- Mr. Clark asked if there were any changes to the Plan of Service presented at the November meeting. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Donovan, to approve the Plan as presented. This was approved all voting aye.
- Mr. Clark informed the Trustees that a committee needed to be established to work on a Plan of Service during the period that the Library will need to function while out of the Library building. The Committee chairs agreed to be this committee.
- Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had met on December 10, 2015 and had approved an appropriation for the Library for 2016 of \$153,000 plus any donations received pending the final outcome of the budget vote and construction project needs.
- Mr. Clark asked if there was any old business to come before the meeting. Hearing none, Me. Clark asked if there was any new business to come before the meeting. Mr. Ephraim informed the Trustees that he had been taking pictures at some of the programs at the Library and that staff have posted them out on Facebook.

Mrs. Lair made a motion, seconded by Mr. De Santis, to adjourn the meeting at 8:25 PM. This was approved all voting aye.

The next regular meeting of the Board of Trustees will be held on January 19, 2016 at 6:30 PM.

| Michael J. Frank Recording Secretary | |
|-----------------------------------------|--|
| | |
| Robin Lair Secretary | |

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

JANUARY 2016

| | Budget July 1, 2015 to June 30, 2016 | 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 | \$276,321.00 | \$0.00 | \$276,321.00 | \$270,509.00 | \$0.00 |
| Investment Income | 200.00 | 7.44 | 39.86 | 44.49 | 160.14 |
| Gloversville Library Foundation Inc Int. & Div. Gloversville Library Foundation Inc Don. Reg. | 150,000.00 10,000.00 | 11,775.56 1,085.00 | 91,417.76 3,275.00 | 89,191.69 7,285.00 | 58,582.24 6,725.00 |
| Government Affiliations | 6,500.00 | 0.00 _ | 6,976.00 | 6,482.00 | (476.00) |
| Fines & Miscellaneous Income | 13,000.00 | 901.04 | 6,752.33 | 6,619.89 | 6,247.67 |
| U.S. Treasury - Medical Ins. Credit Refunds | 5,250.00 | 0.00 | 7,399.15 | 4,787.96 | (2,149.15) |
| Friends of the Gloversville Public Library, Inc. | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00 |
| TOTAL RECEIPTS | \$471,271.00 | \$13,769.04 | \$402,181.10 | \$394,920.03 | \$69,089.90 |
| Income Cash Balance on January 1, 2016 | Income Cash Reconcilement \$452,569.44 | | | | |
| Plus: Receipts Per Report | 13,769.04 | | | | |
| Less: Expenses Per Report | 32,134.66 | | | | |
| Income Cash Balance on January 31, 2016 | 434,203.82 | | | | |
| Accounts Payable as of 01/31/16 Accrued Expenses as of 01/31/16 Prepaid Expenses as of 01/31/16 Actual Cash Balance on January 31, 2016 | 0.00 0.00 (4,800.59) \$429,403.23 | | | | |
| BUILDING FUND Balance on January 1, 2016 | | \$276,159.61 | | | |
| Plus: Receipts: Interest on Money Market Account | | 4.69 | | | |
| Less: Paid Outs: None | | 0.00 | | | |
| Balance on January 31, 2016 | | \$276,164.30 | | | |
| Prepared By, Michael J. Frank, Treasurer | | | | | |

Submitted By,

Christine Pesses, Vice President of Finance

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JANUARY 2016

| | Budget July 1, 2015 to June 30, 2016 | Amount Expended Curr. Month | Amount Expended Current Year to Date | Amount Expended Prior Year to Date | Current Year Unexpended Balance |
|-------------------------------------|--------------------------------------------|-----------------------------------|--------------------------------------|---------------------------------------------|---------------------------------------|
| Salaries - Full Time Employees | \$183,301.00 | \$ 15,048.38 | \$ 93,604.54 | \$ 95,406.40 | \$89,696.46 |
| Salaries - Part Time Employees | 62,910.00 | 2,831.15 | 31,170.11 | 30,404.53 | 31,739.89 |
| Salaries - Custodians | 25,007.00 | 2,083.92 | 14,587.44 | 13,601.66 | 10,419.56 |
| FICA & Medicare Tax | 20,748.00 | 1,527.21 | 10,661.26 | 10,664.94 | 10,086.74 |
| Unemployment Insurance | 725.00 | 0.00 | 360.50 | 350.50 | 364.50 |
| Disability Insurance | 780.00 | 197.70 | 417.65 | 462.11 | 362.35 |
| Medical Insurance | 43,725.00 | 2,186.63 | 20,278.46 | 24,434.84 | 23,446.54 |
| Pension Expense | 42,000.00 | 0.00 | 6,057.25 | 29,924.00 | 35,942.75 |
| Heat | 9,000.00 | 948.05 | 1,878.86 | 1,413.00 | 7,121.14 |
| Electricity | 8,500.00 | 885.64 | 4,512.07 | 3,036.38 | 3,987.93 |
| Telephone | 2,880.00 | 232.91 | 1,691.91 | 1,602.50 | 1,188.09 |
| Insurance | 11,500.00 | 708.49 | 11,896.87 | 10,811.18 | (396.87) |
| Books, Periodicals, etc. | 46,500.00 | 1,787.06 | 28,280.35 | 29,902.51 | 18,219.65 |
| Computer & Automation Services | 16,000.00 | 857.88 | 5,922.82 | 11,397.15 | 10,077.18 |
| Library, Building & Office Supplies | 10,000.00 | 666.16 | 4,292.78 | 6,278.94 | 5,707.22 |
| Maintenance & Repairs | 9,000.00 | 366.65 | 1,394.58 | 1,213.14 | 7,605.42 |
| Financial Secretary | 8,200.00 | 650.00 | 4,750.00 | 4,750.00 | 3,450.00 |
| Professional Fees | 4,000.00 | 0.00 | (297.50) | 6,856.25 | 4,297.50 |
| Election Expense | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Professional Meetings & Travel | 2,500.00 | 336.98 | 1,950.54 | 1,253.14 | 549.46 |
| Events & Programming | 4,500.00 | 99.50 | 1,782.99 | 1,610.05 | 2,717.01 |
| Promotion Expense | 2,500.00 | 591.00 | 2,257.50 | 1,503.90 | 242.50 |
| General Expense | 2,000.00 | 129.35 | 756.27 | 655.17 | 1,243.73 |
| TOTAL EXPENSE | \$517,276.00 | \$32,134.66 | \$248,207.25 | \$287,532.29 | \$269,068.75 |

CHECK AND CASH DISBURSEMENTS

JANUARY 2016

| | | JANUARY 2016 | | |
|-----------|---------|------------------------------------------------------|-------------|--------------------------------|
| | Warrant | | | |
| Check No. | Number | <u>Payee</u> | | <u>Fund</u> |
| DM | | E F T United States Treasury (2,378.34) | \$760.67 | FICA & Medicare Expense |
| | | , , , , , , , , , , , , , , , , , , , , | 1,617.67 | Payroll |
| 4900 | | Gloversville Public Library | 7,385.55 | Payroll |
| 4901 | | NYS Child Support Processing Center | 171.42 | Child Support |
| 4902 | 000466 | Barbara J. Madonna | 402.95 | Petty Cash |
| | | Michael J. Frank | | |
| 4903 | 000467 | | 650.00 | Treasurer & Rec. Secretary |
| 4904 | 000468 | Frontier Communications | 232.91 | Telephone |
| 4905 | 000469 | National Grid (1,833.69) | 948.05 | Heat |
| | | | 885.64 | Electric |
| 4906 | 000470 | CDPHP | 2,497.31 | Insurance - Medical |
| 4907 | 000471 | Baker & Taylor Books | 453.31 | Books |
| 4908 | 000472 | Unique Management Services, Inc. | 129.35 | G/E - Collection Expense |
| 4909 | 000473 | The Leader-Herald | 111.00 | Promotion Expense |
| 4910 | 000474 | Mohawk Valley Library System (1,037.88) | 837.88 | Computer & Automation |
| | | | 200.00 | A/V - DVDs |
| 4911 | 000475 | Fulton Montgomery Regional Chamber of Commerce | 95.00 | Professional Meetings & Travel |
| 4912 | 000476 | Philadelphia Insurance Companies (1,293.00) | 708.49 | Insurance - D & O |
| 1012 | 000110 | Timadolphia modianoo oompanioo (1,200.00) | 584.51 | Prepaid Expense |
| 4913 | 000477 | Arch Insurance Company (395.40) | 197.70 | Disability Insurance |
| 4313 | 000477 | Aich insulance Company (393.40) | 197.70 | • |
| 404.4 | 000470 | District Directories Inc | | Prepaid Expense |
| 4914 | 000478 | Dickman Directories, Inc. | 272.00 | Books |
| 4915 | 000479 | Palmateer Trucking & Container Service | 125.00 | Maintenance & Repairs |
| 4916 | 000480 | Book Page | 480.00 | Promotion Expense |
| 4917 | 000481 | NYLA/Youth Services Section | 150.00 | Professional Meetings & Travel |
| 4918 | 000482 | WMHT | 50.00 | Stewart's Grant |
| 4919 | 000483 | Business Card (464.91) | 20.00 | Computer & Automation |
| | | | 39.50 | Events & Programming |
| | | | 58.50 | Professional Meetings & Travel |
| | | | 351.85 | A/V - DVDs |
| | | | (4.94) | Library Supplies |
| 4920 | 000484 | Barbara J. Madonna | 33.48 | Professional Meetings & Travel |
| 4921 | 000485 | Quill Corporation | 480.88 | Library Supplies |
| 4922 | 000486 | Quality Books, Inc. | 24.95 | A/V - DVDs |
| 4923 | 000487 | Center Point Large Print | 120.70 | Books |
| | | · · | | |
| 4924 | 000488 | Mohawk Valley Library System | 190.22 | Library Supplies |
| 4925 | 000490 | Gloversville True Value Hardware | 20.52 | Maintenance & Repairs |
| 4926 | 000489 | Commissioner of Finance | 200.00 | Maintenance & Repairs |
| 4927 | 000491 | Destroyer Escort Historical Museum | 60.00 | Events & Programming |
| 4928 | | Gloversville Public Library | 7,452.60 | Payroll |
| 4929 | | NYS Child Support Processing Center | 171.42 | Child Support |
| DM | | Oppenheimer Funds - 403b Plan | 400.00 | 403b Plan |
| DM | | E F T NYS & Local Retirement System | 392.15 | Pension - Withholdings |
| DM | | E F T NYS Tax Department | 747.10 | Payroll |
| DM | | E F T United States Treasury (2,392.08) | 766.54 | FICA & Medicare Expense |
| | | • • • • • • • • • • • • • • • • • • • • | 1,625.54 | Payroll |
| DMs | | Jaeger & Flynn Associates, Inc Reimbursements | 479.08 | Medical Insurance |
| 20 | | CHECK AND EFT PAID OUTS - JANUARY 2016 | 33,774.20 | modical modiance |
| | | 0.1201(7.11.0 21.1.7.11.0 00.10 07.11.07.11.1. 20.10 | 00, | |
| | | PETTY CASH PAID OUTS - JANUARY 2016 | | |
| | | Maintenance & Repairs | 04.42 | |
| | | • | 21.13 | |
| | | Newspapers (Books) | 364.25 | |
| | | TOTAL JANUARY COAC BAIR CUTO | 00445050 | |
| | | TOTAL JANUARY 2016 PAID OUTS | \$34,159.58 | |
| | | | | |
| | | Less: Insurance Reimbursement Johnson | (789.76) | |
| | | | (50.00) | |
| | | Less: Prepaid Expenses | (782.21) | |
| | | Less: Petty Cash Check | (402.95) | |
| | | , | | |
| | | NET TO BALANCE TO EXPENSES | \$32,134.66 | |
| | | | | |

GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

| Balance as of January 1, 2016 | | | | \$1,005.75 |
|------------------------------------------------------------------|-------------------|-------------------------------|-------|------------|
| Grant Money Received | | | | 0.00 |
| Expenses Paid From Grant Money: None Total Expenses | Check No. | <u>Purpose</u> | 0.00 | 0.00 |
| Balance of Grant Money Left at January 31, 2016 | | | • | \$1,005.75 |
| WGY CHRISTMAS WISH GRANT | | | : | ψ1,000.70 |
| | | | | \$405.00 |
| Balance as of January 1, 2016 Grant Money Received | | | | 0.00 |
| , | Check No. | Durnoso | | 0.00 |
| Expenses Paid From Grant Money: None Total Expenses | CHECK NO. | <u>Purpose</u> | 0.00 | 0.00 |
| Balance of Grant Money Left at January 31, 2016 | | | | \$405.00 |
| STEWART'S FOUNDATION GRANT | | | | |
| Balance as of January 1, 2016 | | | | \$325.00 |
| Grant Money Received | | | | 0.00 |
| Expenses Paid From Grant Money: W M H T Total Expenses | Check No. 4918 | <u>Purpose</u> Programming | 50.00 | 50.00 |
| Balance of Grant Money Left at January 31, 2016 | | | | \$275.00 |
| WORKFORCE LITERACY GRANT | | | | |
| Balance as of January 1, 2016 | | | | \$193.73 |
| Grant Money Received | | | | 0.00 |
| Expenses Paid From Grant Money: None Total Expenses | Check No. | <u>Purpose</u> | 0.00 | 0.00 |
| Balance of Grant Money Left at January 31, 2016 | | | | \$193.73 |
| APPROPRIATION FOR FUTURE AUDIT | | | | |
| Balance as of January 1, 2016 | | | | \$4,218.75 |
| Appropriation Provided For In 2015-2016 | | | | 0.00 |
| Expenses Paid From Appropriation Funds None Total Expenses | Check No. | <u>Purpose</u> | 0.00 | 0.00 |
| Balance of Appropriation Funds Left at January 31 | , 2016 | | • | \$4,218.75 |
| RESTORATION FUNDS RECONCILEMENT | | | : | |
| Balance as of January 1, 2016 | | | | \$694.38 |
| Funds Received | | | | 0.00 |
| Expenses Paid From Restoration Funds: | Check No. | Purpose | | |
| None Total Expenses | · | | 0.00 | 0.00 |
| Balance of Restoration Funds Left at January 31, 2 | 2016 | | : | \$694.38 |
| | | | | |

The Children's Room continues to be very busy with craft days and tours. The Mental Health Association afterschool program visited for a tour and chose to stay for the National Hat Day craft. Traveling Story Time had a successful visit to Whispering Pines Preschool. We also had a great tour and story time for the Rainbow Play School. These programs, as well as the YMCA Daycare are in the process of scheduling more story times.

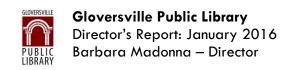
We also have several pairs of young students and their aides who visit on a regular basis, not to do homework, but to read together and enjoy the company of other children. These people have networked and spread the word about the Library and have made "play dates" at the Library.

Nicole, Barb, and I attended the "Best of the Best" workshop at MVLS and received very good information regarding new, popular and award winning titles. I have made use of this information in regard to adding to our collection.

The 1000 Books Before Kindergarten bags are circulating well, and we are seeing a great deal of interest in the Story Time Kits. A partner library has asked us to help them create their own Story Time Kits and Linda Conroy has been working with them to do this.

I have completed some Early Literacy webinars and am in the process of developing a program designed to give parents some "training" in the techniques for increasing early literacy that can be incorporated into story time at home. Bonnie Howard is also participating in a similar webinar and we will be collaborating with the information and ideas from both. Bonnie and I are also working on the Summer Reading Program and its many components.

The Children's Room is a very busy and productive place.



Tax forms arrived at the end of the month and we renewed our partnership with the NYS Department of Taxation of Finance to provide free assistance with income tax preparation.

Nicole completed planning for the new Drop-In Tech program which will start in February. With no appointment needed, folks can stop in Tuesdays between 5:30-6:45 with any tech questions. They may also make an appointment for other times during the year.

Weeding of the collection was completed in December, but there is still some clean up of the database taking place. A surprising number of items in the collection do not have prices attached. And patrons with outstanding fines for which we currently only have paper records are having those fees added to their electronic accounts so we can eliminate the paper storage.

We have also begun equipment and furniture inventory. This will help with designing the temporary library when we move.

A brainstorming session was held for the planning the next Plan of Service. We'll be focusing on programs and services that will be provided in the temporary location during construction. One outcome of the meeting was to develop a list of current services to be ranked in order of importance by the staff and board. It is possible that not everything offered at 58 E Fulton Street will fit into the temporary space.

We were contacted by the Empire State Development agency, the department that has awarded the Library a \$500,000 grant through the CFA processes, so grant administration begins. We are still awaiting communication from the NYS Parks, Recreation and Historic Preservation Department regarding the second grant award.

The National Park Service has approved the Historic Tax Credit appeal that we submitted at the end of 2015. They have requested additional details for three other elements and we will be working with the architects and Historic Tax Credit consultants to submit that information.

Meetings

| | PR Committee meeting |
|-----------------------|----------------------------------------------------------------------------------------------------------|
| Jan. 7 th | 1) Best of the Best (2015 book talk workshop), MVLS |
| | 2) Director's Council |
| | 3) Plan of Service meeting |
| | 4) Friends of the Library meeting |
| Jan. 8 th | 1) Staff meeting |
| | 2) Sandy Town |
| Jan. 11 th | Darren Malagisi |
| Jan. 12 th | Steering Committee meeting |
| Jan. 13 th | 1) Personnel Committee meeting |
| | 2) Mike Frank |
| Jan. 14 th | Joseph Falcone, Empire State Development |
| Jan. 19 th | Board of Trustees meeting |
| Jan. 20 th | 1) NYLA Continuing Education conference call |
| | 2) Proctor exam |
| Jan. 21st | 1) Linda Conroy and Nicole Hauser, NYS annual report review |
| | 2) Architect's presentation of the renovation for Steering Committee, Foundation board and Friends board |
| | |

Jan. 22nd
1) Staff meeting
2) Rebekkah Smith-Aldrich, Mid Hudson Library System
3) Fulton-Montgomery Chamber of Commerce Annual Dinner
Jan 27th MVLS Executive Committee meeting
Jan. 28th Carson Block, Carson Block Consulting, conference call
Jan. 29th State of the County breakfast

Gloversville Public Library November 2015 Statistical Report

Statistics for January 2016 are as follows (figures in parentheses represent comparable figures for January 2015):

| | 2016 | 2,015 |
|----------------------|-------|---------|
| VISITORS | 6,832 | (7,210) |
| CIRCULATION | | |
| Adult Circulation | 1,914 | (2,164) |
| Teen Circulation | 129 | (242) |
| Juvenile Circulation | 1,178 | (1,067) |
| Audiobooks | 300 | (289) |
| eBooks | 229 | (337) |
| Music | 22 | (136) |
| Periodicals | 79 | (2) |
| Videos | 1,573 | (1,496) |
| Museum Passes | - | (1) |
| Subtotal | 5,424 | (5,734) |
| In-House Use | | |
| Adult | 3 | (459) |
| Juvenile | 49 | (582) |
| Other Materials | 290 | (1,004) |
| Subtotal | 342 | (2,045) |
| Total Circulation | 5,766 | (7,779) |
| REFERENCE QUESTIONS | 305 | (598) |

MEETINGS/PROGRAMS/OUTREACH

13 Adult programs and meetings with 60 people

16 Juvenile programs with 195 children

4 Teen programs with 32 people

(35 Adult programs and meetings with 237 people)

(18 Juvenile programs with 180 children)

(5 Teen programs with 28 people)

INTERLIBRARY LOAN

| Material Borrowed | <i>7</i> 16 | (961) |
|-------------------|-------------|---------|
| Material Loaned | 680 | (872) |
| Total | 1,396 | (1,833) |

COMPUTER USAGE 2,076 (1,290) users

HISTORICAL ROOM

Visitors 3

Books Used

Reference Questions

Please rank them as High (H), Medium (M), or Low (L) Inter Library Loan New and Popular Fiction New and Popular NonFiction Audiobooks **DVDs Adult Fiction** Adult paperback collection (general) Adult paperback collection (fantasy) Adult paperback collection (westerns) Large Type Books Adult NonFiction Local History Room Book displays Exhibit space Music CDs Reference **Museum Passes** Teen fiction Rotating collection (Large Type) Rotating collection (DVDs) Rotating collection (Audiobooks)

Rotating collection (Children's Fiction)

| Rotating collection (Teen) |
|----------------------------------------------------------|
| Rotating collection (Children's holiday collections) |
| Public computers with internet and printing |
| WiFi |
| Wireless printing |
| Adult Programs |
| Children's Programs |
| Teen Programs |
| Bulletin Board |
| Tutoring Space |
| Reading Niches |
| Magazines |
| Newspapers |
| Back issues of newspapers (paper copies) |
| Small meeting rooms |
| Study tables/areas |
| Large meeting rooms |
| Public photocopier |
| Art work (library gallery) |
| Stuffed animals |
| Games, puzzles, legos, etc |
| Friends lobby book sale |
| Book drop |

| Microfilm reader/printer |
|-------------------------------------------|
| Card catalog computers |
| Antique clock |
| Tax preparation assistance |
| Charging station for public devices |
| E-resources (ebooks, emagazines, eaudios) |
| Children's computers (educational games) |

Comments: