



Gloversville Public Library  
Meeting of the Board of Trustees  
January 17, 2017  
6:30pm

Pledge to the Flag  
Public Comment

1. Accept minutes of the December 2016 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant  
Review of 2017-18 budget  
Amazon Smile program
4. Friends
5. Building and Grounds  
Temporary space  
Bids
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report  
Plan of Service – new timeline view
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: February 21, 2017 6:30 pm



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting December 20, 2016

The Gloversville Public Library Board of Trustees held a meeting on December 20, 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, Elizabeth Batchelor, Merry Dunn Brown, Lisa Buggeln, Craig Clark, Brian Mazza and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean LaPorta, President of the Friends of the Gloversville Public Library, Nicole Hauser, Librarian I, Sally Fancher, Head of Children's Services and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Wanda Prew was excused from the meeting.

Barbara Madonna  
Library Director

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

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.

2016-2017  
Board of Trustees

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on November 15, 2016. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mr. Frank, a notary public, administered the Oath of Office to the newly-appointed trustees, Craig Clark and Brian Mazza, who were approved by the Board of Trustees at the November 15, 2016 meeting to fill the vacancies created by the resignation of Vincent De Santis and Patricia Donovan.

Merry Dunn Brown

Mrs. Fancher reviewed various children's programs that had been going on at the Library with the Trustees. The Trustees thanked her for her efforts on behalf of the Library.

Lisa Buggeln

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of November 2016 and the five month period ending November 30, 2016. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$114,200 from last year due primarily to the increase in the Tax Levy. This was partially offset by lower income from the Gloversville Library Foundation as planned as the Foundation is holding back funds to pay for borrowing costs related to the Master Renovation Plan. Expenses this year are up approximately \$19,300 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016 and higher pension costs in the current year. 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, Ms. Batchelor made a motion, seconded by Mr. Clark, to approve the Financial Report as presented. This was approved all voting aye.

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

Wanda Prew

Mr. Frank distributed the Warrants list for December 2016 numbered 761 through 789 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. Buggeln 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 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. The Trustees agreed at the November meeting 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 had asked for an increase in the Promotional Expense line which was included in the revisions made to the proposed budget. The current proposed budget shows a shortfall of \$46,513 which will be discussed further at the January meeting.

Mrs. LaPorta informed the Trustees that the Friend's had decorated the Library lobby for the holidays on November 28, 2016. Mrs. LaPorta also informed the Trustees that the Friends had approved \$694 to support the advertising of the Library moving into a temporary space during the renovation project. Mrs. LaPorta also informed the Trustees that the Friend's latest newsletter has been sent out. The Friends next meeting will be on January 5, 2017.

*Serving Gloversville  
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

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www.gloversvillelibrary.org

Ms. Madonna informed the Trustees that the Fulton County Center for Regional Growth had put out the renovation work for bids and that it appears that Kucel Contractors was the low bidder for the project. Ms. Madonna also informed the Trustees that the bid packets for the renovation work have been completed but before they can go out for bids SHPO needs to review them to approve the portion related to Grants that we have been awarded. Also a review will need to be done to be sure we offer the bid packets to minority or women owned businesses. Ms. Madonna also informed the Trustees that the hot water heater had died and that George Emden, our custodian, had fixed the plumbing to get water to the handicap entrance restroom. Ms. Madonna also informed the Trustees that due to the cost of moving the Library we are required to put it out to bid.

Ms. Batchelor reviewed the progress of the Steering Committee. Ms. Batchelor informed the Trustees that we have currently raised approximately \$9 million for the Master Renovation Project. Ms. Batchelor also informed the Trustees that NBT Bank had some issues with the Legal Opinion regarding the Foundation's borrowing against its assets and that Jeremiah Wood is working with Ellen Bach, our attorney in Albany, to rectify and clarify these issues.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting four Finance Policies for the second reading by the Board of Trustees. These policies include Audit Policy, Budget Development and Expenditure Policy, Claims Auditor Policy and Investment Policy. Mrs. Pesses asked if there were any additions or corrections needed to these policies. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Lair, to approve the policies as presented. This was approved with 7 votes to approve, 0 votes not to approve and 2 abstentions.

Ms. Madonna reviewed the staffing needs and requirements as a condition of receiving some grant money with the Trustees. The Library will need to staff all three levels in the building after the renovation work is completed and one of the grants that we received requires the Library to add 160 hours of staffing per week by January 2019. Ms. Madonna informed the Trustees that she has been working on what our needs will be after we move back into the Library building including reaching out to the County's Civil Service Office. Ms. Madonna also distributed a January calendar of events to be held at the Library and informed the Trustees that craft programs have been well attended.

Mr. Ephraim informed the Trustees that the Public Relations Committee appreciated the increase in the budget line item for Promotion Expense in the 2017-2018 budget and that the 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.

Ms. Madonna informed the Trustees that she will be away on vacation for the January board meeting. Ms. Madonna also informed the Trustees that she would be sending out a breakdown of what the Book Budget line item includes.

Mrs. Pesses asked the Trustees if they had reviewed the Plan of Service that she had sent out for the period of our temporary relocation for the Trustees to review. Mr. Clark made a motion, seconded by Ms. Batchelor, to approve the Plan of Service as presented. This was approved all voting aye. Mrs. Pesses also thanked Ms. Madonna for all her Grant Writing work over the past couple of years.

Mrs. Pesses also distributed a contact list for the Trustees and also a list of Committees for the Trustees to review. The new list changes Craig Clark to Vice President of Finance and Lisa Buggeln to Secretary. The Trustees agreed to these changes without exception.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board and the Finance Committee had met on December 8, 2016. Financial Reports were reviewed and Trustees and Officers were elected for 2017. At their meeting Mr. Wood also read the page being questioned by NBT Bank's attorney regarding approval of the Foundation's borrowing against its assets written by Ellen Bach from Whiteman Osterman and Hanna and informed the Trustees that he would get in touch with her to clarify some of the wording.

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Ms. Madonna informed the Trustees that since we could only write three checks a month out of our Money Market account that we should probably open a new checking account for construction expenditures. Mrs. Lair made a motion, seconded by Mr. Mazza, to approve opening a new construction checking account. This was approved all voting aye.

Mrs. Pesses also informed the Trustees that Craig Clark had agreed to replace her as a liaison to the Foundation Board of Trustees. Mrs. Buggeln made a motion, seconded by Ms. Dunn Brown, to approve this change. This was approved all voting aye.

Ms. Batchelor made a motion to adjourn the meeting at 8:30 PM. This motion was seconded by Mrs. Buggeln and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on January 17, 2017 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary

**DECEMBER 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	\$0.00	\$393,695.00	\$276,321.00	\$0.00
Investment Income	200.00	14.63	43.71	32.42	156.29
Gloversville Library Foundation Inc. - Int. & Div.	63,910.00	500.00	63,910.00	79,642.20	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	1,125.00	1,810.00	2,190.00	8,190.00
Government Affiliations	7,000.00	1,400.00	8,120.00	6,976.00	(1,120.00)
Fines & Miscellaneous Income	13,000.00	845.33	9,370.17	5,851.29	3,629.83
U.S. Treasury - Medical Ins. Credit Refunds	6,000.00	0.00	0.00	7,399.15	6,000.00
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
<b>TOTAL RECEIPTS</b>	<u>\$503,805.00</u>	<u>\$3,884.96</u>	<u>\$486,948.88</u>	<u>\$388,412.06</u>	<u>\$16,856.12</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on December 1, 2016	\$602,282.55				
Plus: Receipts Per Report	3,884.96				
Less: Expenses Per Report	<u>44,608.14</u>				
Income Cash Balance on December 31, 2016	<u>561,559.37</u>				
Accounts Payable as of 12/31/16	0.00				
Prepaid Expenses as of 12/31/16	<u>(4,974.80)</u>				
Actual Cash Balance on December 31, 2016	<u>\$556,584.57</u>				

**BUILDING FUND**

Balance on December 1, 2016	\$368,476.06
Plus: Receipts:	
Interest on Money Market Account	6.29
Less: Paid Outs:	
Butler Rowland Mays Architects LLP - Masonary Repairs	17,017.40
Fulton County Center for Regional Growth - Rent	<u>5,000.00</u>
Balance on December 31, 2016	<u>\$346,464.95</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 COMPARISON EXPENSE REPORT**

**DECEMBER 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	\$ 93,515.88	\$ 78,556.16	\$93,516.12
Salaries - Part Time Employees	52,902.00	2,681.06	18,452.82	28,338.96	34,449.18
Salaries - Custodians	25,507.00	2,125.60	12,753.60	12,503.52	12,753.40
F I C A & Medicare Tax	20,306.00	1,546.78	9,501.53	9,134.05	10,804.47
Unemployment Insurance	725.00	0.00	342.50	360.50	382.50
Disability Insurance	500.00	197.70	395.40	219.95	104.60
Medical Insurance	46,053.00	2,264.26	15,599.66	18,091.83	30,453.34
Pension Expense	30,000.00	0.00	19,680.50	6,057.25	10,319.50
Heat	9,000.00	410.73	741.45	930.81	8,258.55
Electricity	8,500.00	317.20	1,954.87	3,626.43	6,545.13
Telephone	2,880.00	235.86	1,482.84	1,459.00	1,397.16
Insurance	12,500.00	708.50	11,294.80	11,188.38	1,205.20
Books, Periodicals, etc.	46,500.00	4,492.32	28,558.69	26,493.29	17,941.31
Computer & Automation Services	16,000.00	11,088.80	16,429.51	5,064.94	(429.51)
Library, Building & Office Supplies	10,000.00	488.98	4,235.62	3,626.62	5,764.38
Maintenance & Repairs	9,000.00	78.29	663.61	1,027.93	8,336.39
Treasurer & Recording Secretary	8,400.00	700.00	4,200.00	4,100.00	4,200.00
Professional Fees	5,000.00	1,005.00	1,728.75	(297.50)	3,271.25
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	99.90	1,145.62	1,613.56	1,854.38
Events & Programming	4,500.00	475.68	1,919.16	1,683.49	2,580.84
Promotion Expense	2,500.00	48.00	1,256.32	1,666.50	1,243.68
General Expense	2,000.00	57.50	611.02	626.92	1,388.98
<b>TOTAL EXPENSE</b>	<b>\$503,805.00</b>	<b>\$44,608.14</b>	<b>\$246,464.15</b>	<b>\$216,072.59</b>	<b>\$257,340.85</b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**DECEMBER 2016**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,478.70)	\$777.85	FICA & Medicare Expense
			1,700.85	Payroll
5221		Gloversville Public Library	7,610.41	Payroll
5222	761	Barbara J. Madonna	406.00	Petty Cash
5223	762	Frontier Communications	235.86	Telephone
5224	763	National Grid (727.93)	410.73	Heat
			317.20	Electric
5225	764	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5226	765	Kathryn Mc Cary, Esq.	1,005.00	Professional Fees
5227	766	Baker & Taylor Books	1,084.16	Books
5228	767	Unique Management Services, Inc.	50.00	G/E-Collection Expense
5229	768	The Leader-Herald	48.00	Promotion Expense
5230	769	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5231	770	United Healthcare	29.75	Medical Insurance
5232	771	M V P Health Care, Inc.	1,891.84	Medical Insurance
5233	772	Mohawk Valley Library System (3,913.70)	869.30	Computer & Automation
			1,522.20	E Books & Magazines
			1,522.20	Prepaid Expense
5234	773	Demco	186.28	Library Supplies
5235	774	Derby Office Equipment, Inc.	43.59	Library Supplies
5236	775	A W E Acquisitions, Inc. (11,007.00)	10,219.50	Computer & Automation
			382.50	Stewart's Grant
			405.00	W G Y Christmas Wish Grant
5237	776	Sally Fancher (59.03)	10.97	Events & Programming
			48.06	Professional Meetings & Travel
5238	777	Quality Books, Inc.	208.98	Books
5239	778	Division of Correctional Industries	56.55	Maintenance & Repairs
5240	779	Center Point Large Print	624.96	Books
5241	780	Business Card (754.14)	434.70	Events & Programming
			269.62	A/V - DVDs
			37.09	Postage
			12.73	Maintenance & Repairs
5242	781	Audio Editions	394.40	A/V - DVDs
5243	782	Quill Corporation	203.95	Library Supplies
5244	783	Arch Insurance Group (395.40)	197.70	Disability Insurance
			197.70	Prepaid Expense
5245	784	Philadelphia Insurance Companies (1,293.00)	708.50	Insurance
			584.50	Prepaid Expense
5246	785	Barbara J. Madonna	51.84	Professional Meetings & Travel
5247	786	Gloversville True Value Hardware	9.01	Maintenance & Repairs
5248	787	Johnstown Public Library	26.20	Fines, etc.
5249		Gloversville Public Library	7,488.76	Payroll
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	414.16	Pension - Withholdings
DM		E F T NYS Tax Department	790.20	Payroll
DM		E F T United States Treasury (2,448.90)	768.93	FICA & Medicare Expense
			1,679.97	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	372.42	Medical Insurance
		CHECK AND EFT PAID OUTS - DECEMBER 2016	<u>47,688.66</u>	
		PETTY CASH PAID OUTS - DECEMBER 2016		
		Postage	1.36	
		General Expense - NiMo Pyt Fees	7.50	
		Events & Programming	30.01	
		Library Supplies	16.71	
		Newspapers (Books)	388.00	
			<u>388.00</u>	
		<b>TOTAL DECEMBER 2016 PAID OUTS</b>	<u><b>\$48,132.24</b></u>	
		Less: Fines, etc.	(26.20)	
		Less: Stewart's Grant	(382.50)	
		Less: WGY Christmas Wish Grant	(405.00)	
		Less: Prepaid Expense	(2,304.40)	
		Less: Petty Cash Check	(406.00)	
			<u>(406.00)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$44,608.14</b></u>	

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

**LIONS CLUB - BRAILLE GRANT**

Balance as of December 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 December 31, 2016		\$1,005.75

**WGY CHRISTMAS WISH GRANT**

Balance as of December 1, 2016		\$405.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
A W E Acquisitions, Inc.	5236	Computers
Total Expenses		405.00
Balance of Grant Money Left at December 31, 2016		\$0.00

**STEWART'S FOUNDATION GRANT**

Balance as of December 1, 2016		\$382.50
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
A W E Acquisitions, Inc.	5236	Computers
Total Expenses		382.50
Balance of Grant Money Left at December 31, 2016		\$0.00

**WORKFORCE LITERACY GRANT**

Balance as of December 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 December 31, 2016		\$193.73

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of December 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 December 31, 2016		\$4,425.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of December 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 December 31, 2016		\$5,540.18



## **Gloversville Public Library**

Director's Report: December 2016

Barbara Madonna – Director and Nicole Hauser – Librarian I

As we close in on the end of 2016 we've had a busy year. In preparation for the move, the staff weeded the collection withdrawing 2, 875 items, leaving 34,952 on the shelf. We circulated 64,365 books, magazines, DVDs and books-on-CD. From our collection we loaned 54,068 items and borrowed 10,297 items from other libraries. These figures do NOT include eBooks, eMagazines and downloadable audiobooks.

On the programming front, we have been offering Drop-In-Tech Help and appointments for a year. This program targets people who already own devices and have some level of comfort with technology but have specific questions/problems with which they need assistance. We are still developing basic computer classes which will be taught by staff.

Over the summer we began offering adult craft programs taught by staff which have exploded in popularity. We began by offering 1 session per month, are currently offering 2, and are considering adding a 3<sup>rd</sup> session per month because of increasing demand. Some of the things created by patrons this year were: wineglass lamps, memory boards, twisted paper baskets and snowmen.

This is also the 3<sup>rd</sup> year we have offered an adult summer reading program in conjunction with the children's summer reading program sponsored by NYS. In addition to some programming we offer adults the opportunity to track their reading and win prizes. Participation has doubled since 2015. What's most exciting is that the number of books read has quintupled over previous years!

One subtle, but significant, item to note is how the atmosphere in the library has improved. The staff is warm and supportive of each other, the invisible barrier between the children's room and adult department has dissipated, and staff meetings are enhanced by homemade goodies. This creates a friendlier vibe which also has a positive impact on patrons. Patrons have noticed the difference and have commented on how much they enjoy coming to the library because of the upbeat customer service.

On the statistical report for December circulation has declined. In looking deeper we've noticed that both the children's fiction and holiday book circulation were down by a third and in the adult department large print circulation declined by half from the previous year; perhaps because one of our steady borrowers of that collection passed away. Children's programming was also down, mostly because we are no longer offering children's Spanish and Unplugged and Offline.

In closing, another grant was awarded from the Environmental Protection Fund administered by the NYS Office of Parks, Recreation and Historic Preservation for \$500,000 for the renovation. We also learned the NYS Public Library Construction Grant program had extra funds in the 2016 allocation so our grant to rehabilitate the lower level increased by \$11,766. And we received word from the NYS Energy Research and Development Agency that our 2014 CFA application has resulted in \$13,813 in rebate incentives.

### **Meetings**

- Dec 1<sup>st</sup>
  - 1) MVLS Workshop on Director-Board Partnerships
  - 2) Chris Pesses
- Dec 2<sup>nd</sup>
  - 1) Staff meeting
  - 2) Chris Pesses and Elizabeth Batchelor
  - 3) Michael Frank
- Dec 6<sup>th</sup>
  - 1) Christopher Hopf and Jeff West, UW Marx, Lisa Hayes, Butler Rowland Mays Architects
  - 2) Elizabeth Batchelor



Dec 7<sup>th</sup> 1) Elizabeth Batchelor  
2) Leigh Vale, Butler Rowland Mays Architects  
3) Kali Angel, Accent Furniture  
4) Chris Pesses

Dec 8<sup>th</sup> 1) Jean Egenhofer, NYS Office of Parks, Recreation and Historic Preservation  
2) Gloversville Library Foundation board meeting

Dec 9<sup>th</sup> Staff meeting

Dec 13<sup>th</sup> 1) David Briggs, NBT Insurance  
2) Matthew Blumenfeld, Financial Development Agency, Elizabeth Batchelor and Chris Pesses  
2) Board of Trustees' orientation

Dec 15<sup>th</sup> Chris Pesses

Dec 16<sup>th</sup> Staff meeting

Dec 20<sup>th</sup> 1) Michael Frank  
2) Board of Trustees meeting

Dec 22<sup>nd</sup> 1) Chris Pesses and Lisa Buggeln  
2) Tom Tama, Leidkie Moving

Dec 23<sup>rd</sup> Staff meeting

Dec 28<sup>th</sup> Chris Pesses



## Gloversville Public Library

Children's Room Report: December 2016

Sally Fancher – Head of Children's Services

The Children's Room had a great deal of activity in December with programming, crafts and special story hour, all at the end of the month. The first two weeks were fairly calm, with the usual story times and many people looking for holiday books. I attended a conference on December 5, which focused on forming and supporting partnerships with parents for early literacy. This was very worthwhile and I thank MVLS for covering the registration.

We have had a huge number of inquiries as to our moving date. Sonny has created a large, simple bulletin board to give our patrons some answers: "Yes, we are moving to 34 W. Fulton Street, no we don't know when."

In our efforts to "STEAM" up the Library we created a "Maker Cart." Patrons using the cart have Duct Tape project guides, duct tape, Q-Ba-Maze 2.0 building blocks, Spiro-graph art equipment, basic jewelry making supplies, paper, glue, scissors, colored art pencils and other supplies to use in exploring their creative sides. The cart and initial supplies have been procured from various basements and attics. Nicole and I have applied to the Stewart's Holiday Match grant for support in keeping the cart supplied with materials.

The regular monthly visit to the Fulton Center went well. We had a record number of residents attend the story program. This might be due to the fact that Gary Van Slyke, Mr. Music, performed before me so I had his coattails to ride on! The residents had the option to leave, and did not, so it was an overall success.

We have had great community support for the *Every Child Ready to Read* initiative. In addition to the great article in the Leader-Herald, numerous area daycares and all of the elementary schools in GESD sent flyers home with their students. As a reminder we have scheduled two workshops: January 4<sup>th</sup> at 5:30pm and January 11<sup>th</sup> at 10:30am. There are two sessions to give people a more flexible scheduling option. Participants will not only get information and activity ideas for helping their kids, but will leave with two books, and crayons to use while they "talk, sing, read, write, play" with their children. We are hoping that this workshop becomes a monthly event.

The fourth annual *Polar Express* story time was a big success. Our "Conductor," Sonny, read to 15 kids and their grown-ups. We had a family that was visiting from out of state that stopped by because they had subscribed to our e-mail and had seen the promo for the event.

We had a "glitter fest" during school break. The vacationing kids were able to make snowflakes, little wooden snowmen and sock/rice snowmen. Though staff was there to guide children, many parents chose to participate and be creative with their kids. During this time we also had "Squishy Circuits" on loan from MVLS. The kids were able to work with electric circuits using small battery packs and conductive and resistant dough. These kits have been borrowed before, but this was the first time we had children get really creative and make their own switches and timers using gravity and weight. On Friday, there was no specific craft, and we encouraged visitors to use the craft supplies from earlier in the week to be creative.

Wooden snowmen-18

Sparkly snowflake-20

Sock snowmen-22

Squishy circuit users-12

We are looking forward to continuing with these types of activities in the temporary space.

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

	<b>2016</b>	<b>2015</b>
<b>VISITORS</b>	6,166	(7,780)

#### **CIRCULATION**

Adult Circulation	1,708	(1,877)
Teen Circulation	154	(212)
Juvenile Circulation	994	(1,101)
Audiobooks	243	(266)
eBooks	274	(247)
Music	20	(9)
Periodicals	75	(58)
Videos	1,366	(1,388)
Museum Passes	-	(1)
Subtotal	<u>4,834</u>	<u>(5,159)</u>
In-House Use		
Adult	23	(11)
Juvenile	41	(40)
Other Materials	<u>1,297</u>	<u>(1,438)</u>
Subtotal	<u>1,361</u>	<u>(1,489)</u>
<b>Total Circulation</b>	<b>6,195</b>	<b>(6,648)</b>

<b>REFERENCE QUESTIONS</b>	132	(215)
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#### **MEETINGS/PROGRAMS/OUTREACH**

38 Adult programs and meetings with 251 people	(15 Adult programs/meetings with 189 people)
13 Juvenile programs and meetings with 140 people	(27 Juvenile programs with 379 children)
6 Teen programs and meetings with 70 people	(3 Teen programs with 26 people)

#### **INTERLIBRARY LOAN**

Material Borrowed	669	(662)
Material Loaned	671	(588)
Total	<u>1,340</u>	<u>(1,250)</u>

<b>COMPUTER USAGE</b>	1864	(1,922)
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#### **HISTORICAL ROOM**

Visitors	3	(12)
Books Used		(25)
Reference Questions		(2)