



Gloversville Public Library  
Meeting of the Board of Trustees  
November 19, 2013  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of last meeting, October 2013
2. Treasurer's Report
3. Budget and Finance
  - Minimum wage increases
  - Budget for 2014-15
  - Comptroller's audit
4. Friends
5. Building and Grounds
  - Windows update
  - Construction Documents - Geotechnical
6. AD HOC Steering Committee
  - Transferring money to Building Fund – discussion
7. AD HOC Policy
  - Circulation (damaged books) & donation plaques
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
  - Girl Scouts
  - Tweens
  - Hours review
  - New wireless system
  - Stolen laptop
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: December 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 Gloversville Public Library Board of Trustees Meeting

October 15, 2013

The Gloversville Public Library Board of Trustees held a meeting on October 15, 2013 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Craig Clark, Elizabeth Batchelor, David Fisher, Eleanor Brooks and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and Jean LaPorta, President of the Friends of the Gloversville Public Library also attended the meeting. Jay Ephraim, Vincent De Santis and Hannah McAllister were excused from 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 September 17, 2013. Mr. Fisher 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 Mrs. Pesses, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher introduced Eleanor Brooks to the Trustees as the Executive Committee's recommendation to fill the vacancy on the Board of Trustees until the next election in May 2014. After the Trustees welcomed her, Mr. Frank, a notary public, administered the Oath of Office to the newly-appointed trustee.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of September 2013 and the fiscal year-to-date through September 30, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through September 30, 2013 is down from last year due primarily to not having received our Local Library State Aid yet for the current year. Expenses this year are up approximately \$5,700 over the prior year due primarily to payroll and payroll related expenses. Lower Maintenance and Repairs this year has offset some of the increase in Salaries and Employee Benefits. Mr. Frank asked if there were any questions or comments on the financials for the month of September 2013 or the year to date through September 30, 2013. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Fisher informed the Trustees that the Finance Committee would begin working on the Budget for the fiscal year ending June 30, 2015 in November and that if any of the Committees had recommendations or requests for additional funding for their areas to get those requests to Mr. Clark as soon as possible for review. Mr. Fisher also asked in conjunction with next year's budget preparation if the Trustees would pass a resolution to override the New York State Imposed Tax Cap if necessary. Mrs. Pesses made a motion, seconded by Mrs. Lair, to approve the attached resolution. This was approved all voting aye.

Mr. Fisher informed the Trustees that we had not received any additional information from the NYS Comptroller's Office regarding their planned audit of the Library.

Mr. Fisher presented the Bylaws update regarding Article 6 for the first reading pertaining to a change in name from The Budget and Finance Committee to The Budget, Finance and Audit Committee. Also added is the task of conducting a monthly audit. The Trustees felt that these changes would accomplish the requirement of having an Audit Committee and will review same at the November meeting for approval.

At this point in the meeting 7:10 PM Mr. Clark asked to be excused thus ending the official meeting of the Trustees. The following discussions and reviews are being reported for Trustee information for those unable to attend the meeting.

Mrs. LaPorta informed the Trustees that the Friends will be holding a fundraiser on October 22<sup>nd</sup> at the Friendly's in Johnstown. The Friends will receive 20% of all checks presented with a certificate. Mrs. LaPorta informed the Trustees that the fall book and bake sale made approximately \$1,700 this year. Mrs. LaPorta informed the Trustees that National Friends Week is October 21<sup>st</sup> through October 26<sup>th</sup> this

year and that the Friends have several events planned at the Library during the week. One of the events is to present a basket to the first baby born at Nathan Littauer Hospital that week. Mrs. LaPorta informed the Trustees that the History of the Friends group is currently in a display case in the lobby of the Library and that their membership drive would be starting soon.

Ms. Madonna informed the Trustees that the windows that Eastern Building and Restoration, Inc. planned to use didn't meet the specifications in the proposal and that Butler Rowland and Mays, the architects for the project, rejected them. The contractor will submit another proposal for the architect's review.

Mrs. Pesses reviewed her Steering Committee report from the October meeting with the Trustees. Mrs. Pesses informed the Trustees that the "Friends and Family" solicitation was wrapping up and that the next phase of solicitations will be the Leadership Gifts solicitations.

Mrs. Lair informed the Trustees that there was no report from the Personnel Committee.

Mrs. Lair informed the Trustees that the Program Committee had met and reviewed the mission of the Committee. Mrs. Lair said that the Committee had asked Bonnie Howard for ideas for programming. Mrs. Lair also informed the Trustees that the Committee is beginning to work on ideas for the 2014 Gloversville Reads Program and that nominations will begin October 28<sup>th</sup> and run through November 26<sup>th</sup> for book choices for next year's read.

Ms. Madonna informed the Trustees that the Promotion Committee had met. They discussed how promoting the Library would support the Capital Campaign and are currently planning on promoting programs at the Library.

Ms. Madonna discussed our Plan of Service with the Trustees and informed them that we have fallen short on some of our goals. She suggested that each committee review the plan with an eye to their mission and task. She also suggested that a revision of the plan might be needed if the objectives and activities are no longer relevant. The Trustees felt that the Renovation Project had taken us away from some of our other goals and that we needed to review further where we are and make any changes necessary with an update if necessary.

Ms. Madonna reviewed our Commercial Insurance package with the Trustees that was renewed on October 10, 2013. We are staying with the Peerless Insurance Company with slight increases in our coverage with a lower premium than last year. Our Building insurance has been increased from \$4,000,000 to \$4,132,000 for next year and our contents insurance is \$1,800,000. This insurance also includes the Bronco Buster as a Work of Art.

Ms. Madonna also informed the Trustees that we had begun balancing our fine and lost book receipts every day to the Polaris Circulation System and the Cassie Print Management System in order to better maintain our records for fines and printing charges as suggested to Mr. Fisher and Mr. Frank by Philip Beckett, CPA at a meeting held with him regarding our pending State audit.

Mr. Fisher informed the Trustees that he had nothing else to report for his President's Report.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Finance Committee met on October 1<sup>st</sup> and invested most of the cash that they had on hand. Another meeting of the Finance Committee is planned for December 3<sup>rd</sup> to review the investments and discuss a level of support for the Library for the 2014-2015 fiscal year. A full Board meeting is planned for December 11<sup>th</sup> provided a quorum is available.

Mr. Fisher asked if there was any old or new business to come before the meeting. Hearing none the meeting ended at 8:23 PM.

The next meeting of the Board of Trustees will be held on November 19, 2013 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Christine Pesses  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**OCTOBER 2013**

|                                                    | Budget<br>July 1, 2013 to<br>June 30, 2014 | Amount<br>Received<br>Curr. Month | Amount<br>Received<br>Current<br>Year to Date | Amount<br>Received<br>Prior<br>Year to Date | Remaining<br>Balance to be<br>Received<br>Curr. Year |
|----------------------------------------------------|--------------------------------------------|-----------------------------------|-----------------------------------------------|---------------------------------------------|------------------------------------------------------|
| Tax Levy                                           | \$264,579.00                               | \$0.00                            | \$0.00                                        | \$259,106.00                                | \$264,579.00                                         |
| Investment Income                                  | 200.00                                     | 4.58                              | 23.77                                         | 61.93                                       | 176.23                                               |
| Gloversville Library Foundation Inc. - Int. & Div. | 142,000.00                                 | 8,683.61                          | 42,382.66                                     | 41,748.20                                   | 99,617.34                                            |
| Gloversville Library Foundation Inc. - Don. Reg.   | 5,000.00                                   | 800.00                            | 1,644.00                                      | 2,500.00                                    | 3,356.00                                             |
| Government Affiliations                            | 6,060.00                                   | 4,653.74                          | 4,879.04                                      | 4,740.15                                    | 1,180.96                                             |
| Fines & Miscellaneous Income                       | 16,000.00                                  | 1,173.73                          | 3,754.52                                      | 3,142.70                                    | 12,245.48                                            |
| U.S. Treasury - Medical Ins. Credit Refunds        | 6,333.00                                   | 0.00                              | 0.00                                          | 7,482.00                                    | 6,333.00                                             |
| Friends of the Gloversville Public Library, Inc.   | <u>10,000.00</u>                           | <u>0.00</u>                       | <u>0.00</u>                                   | <u>0.00</u>                                 | <u>10,000.00</u>                                     |
| <b>TOTAL RECEIPTS</b>                              | <u><u>\$450,172.00</u></u>                 | <u><u>\$15,315.66</u></u>         | <u><u>\$52,683.99</u></u>                     | <u><u>\$318,780.98</u></u>                  | <u><u>\$397,488.01</u></u>                           |

|                                         |                              |
|-----------------------------------------|------------------------------|
|                                         | Income Cash<br>Reconcilement |
| Income Cash Balance on October 1, 2013  | <u>\$189,124.69</u>          |
| Plus: Receipts Per Report               | 15,315.66                    |
| Less: Expenses Per Report               | <u>37,702.30</u>             |
| Income Cash Balance on October 31, 2013 | <u><u>166,738.05</u></u>     |
| Accounts Payable as of 10/31/13         | 7,348.75                     |
| Prepaid Expenses as of 10/31/13         | <u>(2,544.17)</u>            |
| Actual Cash Balance on October 31, 2013 | <u><u>\$171,542.63</u></u>   |

**BUILDING FUND**

|                                                           |                            |
|-----------------------------------------------------------|----------------------------|
| Balance on October 1, 2013                                | \$404,721.10               |
| Plus: Receipts:                                           |                            |
| Interest on Money Market Account                          | 10.30                      |
| Less: Paid Outs:                                          |                            |
| Butler Rowland Mays Architects, LLP - Window Replacement  | 840.00                     |
| Adirondack Cabling, Inc. - Computer Cabling Installation  | 4,177.45                   |
| Eastern Building & Restoration, Inc. - Window Replacement | <u>9,577.90</u>            |
| Balance on October 31, 2013                               | <u><u>\$390,136.05</u></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**

**OCTOBER 2013**

|                                     | <u>Budget<br/>July 1, 2013 to<br/>June 30, 2014</u> | <u>Amount<br/>Expended<br/>Curr. Month</u> | <u>Amount<br/>Expended<br/>Current<br/>Year to Date</u> | <u>Amount<br/>Expended<br/>Prior<br/>Year to Date</u> | <u>Current Year<br/>Unexpended<br/>Balance</u> |
|-------------------------------------|-----------------------------------------------------|--------------------------------------------|---------------------------------------------------------|-------------------------------------------------------|------------------------------------------------|
| Salaries - Full Time Employees      | \$164,326.00                                        | \$ 13,735.04                               | \$ 54,940.16                                            | \$42,203.08                                           | \$109,385.84                                   |
| Salaries - Part Time Employees      | 63,753.00                                           | 5,628.40                                   | 18,663.25                                               | 25,396.05                                             | 45,089.75                                      |
| Salaries - Custodians               | 22,277.00                                           | 1,856.42                                   | 7,425.68                                                | 6,344.75                                              | 14,851.32                                      |
| F I C A & Medicare Tax              | 19,152.00                                           | 1,623.30                                   | 6,198.70                                                | 5,656.81                                              | 12,953.30                                      |
| Unemployment Insurance              | 660.00                                              | 162.25                                     | 324.50                                                  | 318.00                                                | 335.50                                         |
| Disability Insurance                | 781.00                                              | 0.00                                       | 292.08                                                  | 337.44                                                | 488.92                                         |
| Medical Insurance                   | 35,827.00                                           | 2,597.67                                   | 12,743.28                                               | 9,271.63                                              | 23,083.72                                      |
| Pension Expense                     | 34,632.00                                           | 0.00                                       | 0.00                                                    | 0.00                                                  | 34,632.00                                      |
| Heat                                | 9,500.00                                            | 61.37                                      | 212.07                                                  | 211.62                                                | 9,287.93                                       |
| Electricity                         | 8,160.00                                            | 517.80                                     | 1,971.58                                                | 2,028.29                                              | 6,188.42                                       |
| Telephone                           | 663.00                                              | 217.70                                     | 870.00                                                  | 644.32                                                | (207.00)                                       |
| Insurance                           | 10,000.00                                           | 3,961.99                                   | 9,410.67                                                | 7,638.93                                              | 589.33                                         |
| Books, Periodicals, etc.            | 45,900.00                                           | 2,145.43                                   | 20,707.20                                               | 19,352.26                                             | 25,192.80                                      |
| Computer & Automation Services      | 17,680.00                                           | 1,333.63                                   | 3,532.83                                                | 4,849.38                                              | 14,147.17                                      |
| Library, Building & Office Supplies | 9,579.00                                            | 1,768.47                                   | 6,971.68                                                | 3,453.44                                              | 2,607.32                                       |
| Maintenance & Repairs               | 13,974.00                                           | 201.91                                     | 2,179.23                                                | 1,814.06                                              | 11,794.77                                      |
| Financial Secretary                 | 8,000.00                                            | 650.00                                     | 2,650.00                                                | 2,650.00                                              | 5,350.00                                       |
| Professional Fees                   | 7,140.00                                            | 0.00                                       | 330.00                                                  | 690.00                                                | 6,810.00                                       |
| Election Expense                    | 1,020.00                                            | 0.00                                       | 0.00                                                    | 0.00                                                  | 1,020.00                                       |
| Professional Meetings & Travel      | 2,040.00                                            | 642.77                                     | 1,164.18                                                | 590.09                                                | 875.82                                         |
| Events & Programming                | 4,590.00                                            | 397.00                                     | 622.00                                                  | 262.50                                                | 3,968.00                                       |
| Promotion Expense                   | 2,040.00                                            | (60.20)                                    | 1,109.95                                                | 447.00                                                | 930.05                                         |
| General Expense                     | <u>1,700.00</u>                                     | <u>261.35</u>                              | <u>674.52</u>                                           | <u>868.45</u>                                         | <u>1,025.48</u>                                |
| TOTAL EXPENSE                       | <u><u>\$483,394.00</u></u>                          | <u><u>\$37,702.30</u></u>                  | <u><u>\$152,993.56</u></u>                              | <u><u>\$135,028.10</u></u>                            | <u><u>\$330,400.44</u></u>                     |

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**OCTOBER 2013**

| <u>Check No.</u> | <u>Payee</u>                                     |                    | <u>Fund</u>                     |
|------------------|--------------------------------------------------|--------------------|---------------------------------|
| DM               | E F T United States Treasury (2,409.24)          | \$765.17           | FICA & Medicare Expense         |
|                  |                                                  | 1,644.07           | Payroll                         |
| 4084             | Gloversville Public Library                      | 7,297.18           | Payroll                         |
| 4085             | Barbara J. Madonna                               | 76.28              | Travel Reimbursement            |
| 4086             | Bonnie Howard (71.89)                            | 56.50              | Travel Reimbursement            |
|                  |                                                  | 15.39              | Library Supplies                |
| 4087             | Carol Cownie                                     | 50.00              | Program Expense                 |
| 4088             | Michael Daly                                     | 25.00              | Program Expense                 |
| 4089             | Laurie Cerasia                                   | 322.00             | Program Expense                 |
| 4090             | Betsy Hastings                                   | 2.83               | Workforce Literacy Grant        |
| 4091             | National Grid (579.17)                           | 61.37              | Heat                            |
|                  |                                                  | 517.80             | Electric                        |
| 4092             | First Nonprofit Unemployment Program (412.25)    | 250.00             | Cash Reserve                    |
|                  |                                                  | 162.25             | Unemployment Insurance          |
| 4093             | NYS Child Support Processing Center              | 235.08             | Child Support                   |
| 4094             | Baker & Taylor Books                             | 704.92             | Books                           |
| 4095             | Mohawk Valley Library System                     | 1,287.50           | Computer & Automation           |
| 4096             | Frontier Communications                          | 217.70             | Telephone                       |
| 4097             | Audio Editions                                   | 163.90             | A/V - CD's                      |
| 4098             | The Leader-Herald                                | 184.80             | Promotion Expense               |
| 4099             | Warren Electric Supply                           | 67.91              | Maintenance & Repairs           |
| 4100             | Unique Management Services, Inc.                 | 129.35             | G/E - Collection Expense        |
| 4101             | Peerless Insurance Company (5,477.75)            | 3,961.99           | Insurance                       |
|                  |                                                  | 1,515.76           | Prepaid Expense                 |
| 4102             | Business Card (1,814.10)                         | (250.00)           | Promotion Expense               |
|                  |                                                  | 1,237.10           | Library Supplies                |
|                  |                                                  | 132.00             | G/E - Dues                      |
|                  |                                                  | 46.13              | Computer & Automation           |
|                  |                                                  | 480.00             | Travel Reimbursement            |
|                  |                                                  | 134.00             | Maintenance & Repairs           |
|                  |                                                  | 34.87              | Books                           |
| 4103             | Gloversville Public Library                      | 8,275.14           | Payroll                         |
| 4104             | Michael J. Frank                                 | 650.00             | Treasurer & Recording Secretary |
| 4105             | Donna J. Kuhner                                  | 300.00             | Petty Cash                      |
| 4106             | NYS Child Support Processing Center              | 235.08             | Child Support                   |
| 4107             | Derby Office Equipment, Inc.                     | 5.00               | Promotion Expense               |
| 4108             | Taste of Home                                    | 31.98              | Books                           |
| 4109             | AWE Digital Learning Solutions                   | 2,549.00           | Farley Grant                    |
| 4110             | C D P H P                                        | 3,102.60           | Medical Insurance               |
| 4111             | Center Point Large Print                         | 105.18             | Books                           |
| 4112             | Mohawk Valley Library System                     | 121.00             | Books                           |
| 4113             | Know Buddy Resources                             | 694.58             | Books                           |
| 4114             | Brodart Co.                                      | 164.08             | Library Supplies                |
| 4115             | Quill Corporation                                | 333.03             | Library Supplies                |
| DM               | Oppenheimer Funds - 403b Plan                    | 150.00             | Payroll                         |
| DM               | E F T NYS & Local Retirement System              | 252.82             | Pension - Withholdings          |
| DM               | E F T NYS Tax Department                         | 697.62             | Payroll                         |
| DM               | E F T United States Treasury (2,699.16)          | 858.13             | FICA & Medicare Expense         |
|                  |                                                  | 1,841.03           | Payroll                         |
| DMS              | Jaeger & Flynn Associates, Inc. (Reimbursements) | 576.34             | Medical Insurance               |
|                  | CHECK AND EFT PAID OUTS - SEPTEMBER 2013         | 42,471.46          |                                 |
|                  | PETTY CASH PAID OUTS - SEPTEMBER 2013            |                    |                                 |
|                  | Meetings & Travel Expense                        | 29.99              |                                 |
|                  | Library Supplies                                 | 18.87              |                                 |
|                  | Newspapers (Books)                               | 289.00             |                                 |
|                  | <b>TOTAL SEPTEMBER 2013 PAID OUTS</b>            | <b>\$42,809.32</b> |                                 |
|                  | Less: Workforce Literacy Grant                   | (2.83)             |                                 |
|                  | Less: Cobra Reimbursement Bucholtz               | (489.43)           |                                 |
|                  | Less: Prepaid Expense                            | (1,515.76)         |                                 |
|                  | Less: Farley Grant Expense                       | (2,549.00)         |                                 |
|                  | Less: Cash Reserve                               | (250.00)           |                                 |
|                  | Less: Petty Cash Check                           | (300.00)           |                                 |
|                  | <b>NET TO BALANCE TO EXPENSES</b>                | <b>\$37,702.30</b> |                                 |

**GLOVERSVILLE PUBLIC LIBRARY**

**GRANTS AND OTHER ITEMS IN PROCESS**

**FARLEY GRANT - BULLET AID**

|                                                 |                  |                    |          |                          |
|-------------------------------------------------|------------------|--------------------|----------|--------------------------|
| Balance as of October 1, 2013                   |                  |                    |          | \$0.00                   |
| Grant Money Received                            |                  |                    |          | 5,000.00                 |
| Expenses Paid From Grant Money:                 | <u>Check No.</u> | <u>Purpose</u>     |          |                          |
| AWE Digital Learning Solutions                  | 4109             | Early Lit. Station | 2,549.00 |                          |
| Total Expenses                                  |                  |                    |          | <u>2,549.00</u>          |
| Balance of Grant Money Left at October 31, 2013 |                  |                    |          | <u><u>\$2,451.00</u></u> |

**WGY CHRISTMAS WISH GRANT**

|                                                 |                  |                |      |                        |
|-------------------------------------------------|------------------|----------------|------|------------------------|
| Balance as of October 1, 2013                   |                  |                |      | \$300.00               |
| Grant Money Received                            |                  |                |      | 0.00                   |
| Expenses Paid From Grant Money:                 | <u>Check No.</u> | <u>Purpose</u> |      |                        |
| None                                            |                  |                | 0.00 |                        |
| Total Expenses                                  |                  |                |      | <u>0.00</u>            |
| Balance of Grant Money Left at October 31, 2013 |                  |                |      | <u><u>\$300.00</u></u> |

**WORKFORCE LITERACY GRANT**

|                                                 |                  |                |      |                          |
|-------------------------------------------------|------------------|----------------|------|--------------------------|
| Balance as of October 1, 2013                   |                  |                |      | (\$169.62)               |
| Grant Money Received                            |                  |                |      | 1,350.00                 |
| Expenses Paid From Grant Money:                 | <u>Check No.</u> | <u>Purpose</u> |      |                          |
| Betsy Hastings                                  | 4,090            | Travel         | 2.83 |                          |
| Total Expenses                                  |                  |                |      | <u>2.83</u>              |
| Balance of Grant Money Left at October 31, 2013 |                  |                |      | <u><u>\$1,177.55</u></u> |

**APPROPRIATION FOR FUTURE AUDIT**

|                                                         |                  |                |      |                          |
|---------------------------------------------------------|------------------|----------------|------|--------------------------|
| Balance as of October 1, 2013                           |                  |                |      | \$9,000.00               |
| Appropriation Provided For In 2013-2014                 |                  |                |      | 0.00                     |
| Expenses Paid From Appropriation Funds:                 | <u>Check No.</u> | <u>Purpose</u> |      |                          |
| None                                                    |                  |                | 0.00 |                          |
| Total Expenses                                          |                  |                |      | <u>0.00</u>              |
| Balance of Appropriation Funds Left at October 31, 2013 |                  |                |      | <u><u>\$9,000.00</u></u> |

**RESTORATION FUNDS RECONCILEMENT**

|                                                       |                  |                |      |                        |
|-------------------------------------------------------|------------------|----------------|------|------------------------|
| Balance as of October 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                                        |                  |                |      | <u>0.00</u>            |
| Balance of Restoration Funds Left at October 31, 2013 |                  |                |      | <u><u>\$754.38</u></u> |



## **Gloversville Public Library**

Director's Report: October 2013

Barbara Madonna – Director

The highlight of the month was Richard Russo's talk at FMCC as part of the celebration of the college's 50<sup>th</sup> anniversary. Richard provided terrific PR for the Library during the Q & A. He also donated his speaker's fee to the Library in memory of his mother, Jean, and consented to a photo op with me.

The Library co-hosted another program with the Adirondack Aquanautical Society. This presentation by archaeologist Joe Zarzyski focused on pirates and how archaeology is uncovering more details about daily life beyond rum and treasure chests depicted by Hollywood.

Gloversville READS! 2014 began accepting nominations during October. The nomination period will extend through the end of November. The committee will review the choices and narrow them down for voting in January.

Adirondack Cable installed additional lines for our new wireless access. We had one fall associated with the Friends Fall Book Sale, but no permanent injuries were sustained. Work progress on the windows project with the contractor providing specifications and sample to the architect for review and approval.

Open Houses at the elementary and middle schools went well this year. A new group, a Daisy troop of Girl Scouts, made arrangements to meet in the Friends' Room on Thursday afternoons. Miss Sherry is also working with teens from the middle school to establish a tween group.

The staff is weeding ferociously to insure the collection meets the needs of the community, contains timely and relevant materials, and eliminates dusty books which the Library pays a fee to own.

### **Meetings and Workshops**

- |                      |                                                                                                                                                |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Oct 1 <sup>st</sup>  | 1) Health care workshop presented by Jaeger and Flynn, Saratoga Springs<br>2) PR Committee meeting<br>3) Knowbody Books                        |
| Oct 2 <sup>nd</sup>  | 1) Staff meeting<br>2) Adirondack Cabling<br>3) Pirates: History and Hollywood                                                                 |
| Oct 3 <sup>rd</sup>  | Friends of the Library meeting                                                                                                                 |
| Oct 7 <sup>th</sup>  | Adirondack Cabling                                                                                                                             |
| Oct 8 <sup>th</sup>  | 1) Friends and Family appeal meeting<br>2) Steering Committee meeting<br>3) Meeting with Mayor Dayton King and city grant writer Nick Zabowsky |
| Oct 9 <sup>th</sup>  | Richard Russo at FMCC                                                                                                                          |
| Oct 10 <sup>th</sup> | MVLS Director's Council                                                                                                                        |
| Oct 15 <sup>th</sup> | 1) Paul Mays and Lisa Hayes, Butler, Rowland and Mays Architects<br>2) David Briggs, NBT Insurance Inc.<br>3) Board of Trustees meeting        |
| Oct 16 <sup>th</sup> | Tom Ernst, SEBCO Books                                                                                                                         |
| Oct 17 <sup>th</sup> | MVLS Board meeting                                                                                                                             |
| Oct 22 <sup>nd</sup> | 1) Policy Committee meeting<br>2) Steering Committee meeting<br>3) Friends at Friendly's fundraiser                                            |
| Oct 30 <sup>th</sup> | 1) Chris Mundell, Joint Automation<br>2) Program committee meeting<br>3) Paul Mays, Butler, Rowland and Mays Architects                        |

**Gloversville Public Library****October 2013****Monthly Report**

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

|                        | 2013  | 2012     |
|------------------------|-------|----------|
| <b><u>VISITORS</u></b> | 9,108 | (11,036) |

**CIRCULATION**

|                                  |              |                 |
|----------------------------------|--------------|-----------------|
| Adult Circulation                | 2,781        | (2,760)         |
| Teen Circulation                 | 283          | (294)           |
| Juvenile Circulation             | 1,615        | (1,941)         |
| Audiobooks                       | 342          | (320)           |
| eBooks                           | 220          | (179)           |
| Music                            | 64           | (24)            |
| Periodicals                      | 116          | (146)           |
| Videos                           | 1,400        | (2,357)         |
| Museum Passes                    | 1            | 0               |
| Subtotal                         | 6,822        | (8,021)         |
| <b><u>In-House Use</u></b>       |              |                 |
| Adult                            | 447          | (430)           |
| Juvenile                         | 668          | (662)           |
| Other Materials                  | 1,562        | (1,341)         |
| Subtotal                         | 2,677        | (2,433)         |
| <b>Total October Circulation</b> | <b>9,499</b> | <b>(10,454)</b> |

|                                   |     |       |
|-----------------------------------|-----|-------|
| <b><u>REFERENCE QUESTIONS</u></b> | 699 | (677) |
|-----------------------------------|-----|-------|

**MEETINGS/PROGRAMS/OUTREACH**

7 Adult programs and meetings with 85 people (2 Adult programs and meetings with 38 people)

7 Juvenile programs with 97 children (10 Juvenile programs with 286 children)

4 Teen programs with 44 people

|                                 |                                 |                               |
|---------------------------------|---------------------------------|-------------------------------|
| <b><u>INTERLIBRARY LOAN</u></b> | <b><u>Material Borrowed</u></b> | <b><u>Material Loaned</u></b> |
| Books                           | 819                             | 655                           |
| AV                              | 233                             | 3                             |
| Total                           | 1052                            | 658                           |

|                              |       |               |
|------------------------------|-------|---------------|
| <b><u>COMPUTER USAGE</u></b> | 1,412 | (1,444) users |
|------------------------------|-------|---------------|

**HISTORICAL ROOM**

|                     |    |
|---------------------|----|
| Visitors            | 20 |
| Books Used          | 32 |
| Reference Questions | 10 |
| Telephone Reference | 0  |
| Letters             | 0  |
| Computer usage      | 0  |