



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
November 20, 2018
6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the October 2018, November 2018 Special meeting
2. Treasurer's Report
3. Budget and Finance
 - Warrant
 - Tax Cap Override resolution
 - Filing 990
 - Phil Beckett audit
4. Friends
5. Building and Grounds
 - snow removal
6. AD HOC Steering Committee
 - Grand Reopening sub-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 – next step: goals
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: December 18, 2018



Barbara Madonna
Library Director

2018-2019
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting October 16, 2018

The Gloversville Public Library Board of Trustees held a meeting on October 16, 2018 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Susan Shrader, Frank Carangelo, Lisa Buggeln, Charles Reed, Christian Rohrs, Merry Dunn Brown and Craig Clark. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, John Blackmon, Claims Auditor for the Gloversville Public Library, Jean La Porta, President of the Friends of the Gloversville Public Library, and Eric Trahan, Director of Mohawk Valley Library System, also attended the meeting. One student from the Gloversville High School Participation in Government Class also attended the meeting. Elizabeth Batchelor was excused from the meeting.

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

Mrs. Pesses asked if there was anything anyone from the public wished to present at this time. Mr. Blackmon said that he wished to thank Mrs. Pesses for all her hard work and leadership through all of the process of refurbishing the Library Building.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on September 18, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln, to approve the minutes of the meeting of September 18, 2018 as presented. This motion was approved all voting aye. Mrs. Pesses asked the Trustees to review the minutes of the Special Meeting of the Trustees held on October 2, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Rohrs made a motion, seconded by Mr. Carangelo, to approve the minutes of the meeting of October 2, 2018 as presented. This motion was approved all voting aye.

At this point in the meeting Mrs. Pesses introduced Eric Trahan, Director of MVLS, to discuss the next step in the Library's Plan of Service now that a Mission Statement had been completed and approved by the Board of Trustees. Mr. Trahan informed the Trustees that the next step would be to develop three to five Strategic Goals for the Library. Mr. Trahan said that a good starting point might be to use some of the words in the Mission Statement as topics for these goals.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of September 2018 and the year-to-date thru September 30, 2018. Mr. Frank informed the Trustees that our income for the year-to-date was down approximately \$11,200 from last year due primarily to not having received the income from the Friends of the Library yet this year. Expenses for the year-to-date thru September 30, 2018 are up slightly due to higher salaries and salary related benefits which have been offset by lower insurance expense and book expense. Insurance expense is lower due to our fire and liability bill being paid in September last year and it has been paid in October this year. Book expense is lower as book purchases have been put on hold during the move back into the Library Building period. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Reed made a motion, seconded by Mr. Rohrs, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for October 2018 numbered 1495 through 1528 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This motion was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation did not need to draw on their Line of Credit with NBT Bank in October 2018, The Foundation was able to draw on their Money Market Accounts with the Bank and Morgan Stanley in the amount of \$200,000 and by borrowing \$180,000 of the Tax Levy Money all construction bills that needed to be paid in October 2018 were able to be paid. The Line of Credit balance that the Foundation currently owes to NBT Bank is \$2,565,000.

Mrs. La Porta informed the Trustees that there was a nice letter to the editor in Saturday's Leader Herald in honor of National Friends of Libraries week thanking the Friends for all of its volunteers' hard work and support that was written by Robin Lair. Mrs. La Porta also informed the Trustees that the Friend's

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membership drive was starting and that if any Trustees wanted to join it would be appreciated. Mrs. La Porta also informed the Trustees that the Friends are beginning to plan fundraisers and other things for 2019. Mrs. La Porta also informed the Trustees that she felt that everything to do with Friends week went very well.

Ms. Madonna informed the Trustees that the Library closed at 4 PM on Saturday and that the staff had been working hard getting things boxed up and ready to move back into the Library Building. The movers will be here on Wednesday to start the move back to the Library Building. Mrs. Pesses informed the Trustees that a garage sale would be held here at the CRG building on November 2, 2018 from 12 to 5 and on November 3, 2018 from 8 to 3. A signup sheet for helpers was passed around to help with getting things ready and to help with the days of the sale.

Mrs. Buggeln informed the Trustees that the Grand Reopening planning is coming along well and that Richard Russo will be here for the Grand Opening on November 11, 2018.

Ms. Madonna reviewed the progress of the RAN request from the Gloversville Enlarged School District. At the present time the School District is concerned about the possibility of the Library not getting the Construction Grant money and subsequently not being able to pay off the RAN. Ellen Bach, the Library's attorney, with Osterman, White and Hanna in Albany is working on other possibilities as far as possibly getting the Grant money sooner or having the State Comptroller's Office approving the Library paying back the Foundation if the Foundation were to advance the money needed. Ms. Madonna said that she will keep the Trustees up to date as things progress.

Mrs. Buggeln informed the Trustees that no AD HOC Policy Committee meeting has been held since the last Trustee's meeting.

Mrs. Buggeln informed the Trustees that no Personnel Committee meeting has been held since the last Trustee's meeting.

Mr. Reed informed the Trustees that no meeting of the Program Committee had been held since the last Trustee's meeting.

Ms. Dunn Brown informed the Trustees that an Advocacy table will be set up at the Grand Opening of the Library and that another one will be set up the following Sunday at the Soroptimists Fair at the Gloversville High School. Two more are currently planned for January 2019.

Mrs. Pesses distributed an information sheet for all the Ambassadors to be familiar with for the Grand Reopening day.

Mr. Frank informed the Trustees that the Foundation had not met since the last Trustee's meeting

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. Hearing none, Mrs. Shrader made a motion to adjourn the meeting at 8:00 PM. This motion was seconded by Ms. Dunn Brown and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday November 20, 2018 at 6:30 PM. At the Library Building at 58 East Fulton Street.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary



Draft Minutes of the Gloversville Public Library Board of Trustees Special Meeting November 6, 2018

The Gloversville Public Library Board of Trustees held a special meeting on November 6, 2018 in the Meeting Room at the Library, 58 E. Fulton Street, Gloversville, New York at 4:30 P.M.

The following trustees were present: Christine Pesses, Elizabeth Batchelor, Susan Shrader, Frank Carangelo, Lisa Buggeln, Charles Reed, Christian Rohrs, Merry Dunn Brown and Craig Clark. Michael J. Frank, Treasurer and Recording Secretary, and Barbara J. Madonna, Director of the Gloversville Public Library, also attended the meeting.

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

Mrs. Pesses informed the Trustees that the purpose of the meeting was to accept a Grant from the Dormitory Authority of the State of New York on behalf of the Library.

Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln, for the Library Board to accept on behalf of the Library, a Grant of up to \$2,250,000 from the Dormitory Authority of the State of New York ("DASNY") and to authorize the Library Director, Barbara Madonna, to sign on behalf of the Library a Grant Disbursement Agreement in substantially the form attached to this Resolution, and to sign such related and supporting documents and take such actions as may be necessary to complete the process of accepting the Grant. This motion was approved all voting aye.

Mr. Reed made a motion, seconded by Mrs. Shrader, to adjourn the meeting at 4:40 PM. This motion was approved all voting aye.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

Barbara Madonna
Library Director

2018-2019
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GLOVERSVILLE PUBLIC LIBRARY

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

OCTOBER 2018

	<u>Budget July 1, 2018 to June 30, 2019</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$423,695.00	\$423,695.00	\$423,695.00	\$0.00	\$0.00
Investment Income	200.00	2.62	5.49	53.28	194.51
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	0.00	64,000.00	64,000.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	970.00	1,983.00	9,030.00
Government Affiliations	7,000.00	500.00	5,956.01	6,314.44	1,043.99
Fines & Miscellaneous Income	9,000.00	317.30	2,629.43	3,284.65	6,370.57
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
TOTAL RECEIPTS	<u>\$523,895.00</u>	<u>\$424,514.92</u>	<u>\$497,255.93</u>	<u>\$85,635.37</u>	<u>\$26,639.07</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on October 1, 2018	\$346,421.72				
Plus: Receipts Per Report	424,514.92				
Less: Capital Expenditures - Furniture	2,446.85				
Less: Capital Expenditures - Work In Progress	876.52				
Less: Expenses Per Report	<u>43,837.62</u>				
Income Cash Balance on October 31, 2018	<u><u>723,775.65</u></u>				
Accounts Payable as of 10/31/18	7,826.50				
Prepaid Expenses as of 10/31/18	<u>(2,675.27)</u>				
Actual Cash Balance on October 31, 2018*	<u><u>\$728,926.88</u></u>				
*Note - Amount of Balance Loaned to Construction Account at 10/31/18	\$ 500,000.00				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY
OTHER LIBRARY BANK ACCOUNTS

BUILDING FUND MONEY MARKET ACCOUNT

Balance on October 1, 2018	\$14,063.99
Plus: Receipts:	
Interest on Money Market Account	0.31
Funds Borrowed By Foundation for Bldg Fund	0.00
Less: Paid Outs:	
National Grid - Library Building & Construction Hook Up	562.63
Frontier Communications - Tech Hookup for Contractors	74.99
Liberty Mutual Insurance - Builder's Risk Insurance	4,905.50
Fulton County Center for Regional Growth - Rent	5,000.00
	<hr/>
Balance on October 31, 2018	<u><u>\$3,521.18</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on October 1, 2018	\$1,464.81
Plus: Receipts:	
Interest Earned	1.09
Grant Money Received	10,480.00
Campaign Funds from Library Foundation	0.00
Principal Cash from Foundation	200,000.00
Loan From Income Cash Account	180,000.00
Funds Borrowed By Foundation for Construction	0.00
Less: Paid Outs:	
Bunkoff General Contractors, Inc.	303,710.25
DLC Electric, LLC	24,842.50
Rozell East, Inc.	5,795.00
Mazone Plumbing & Heating, Inc.	32,644.85
Ryan Biggs Clark Davis	662.20
SRI Fire Sprinkler, LLC	0.00
Adirondack Cabling, Inc. & Adirondack Security	0.00
U.W. Marx, Inc. - Construction Manager	0.00
Butler Rowland Mays Architects, LLP	12,131.20
	<hr/>
Balance on October 31, 2018	<u><u>\$12,159.90</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on October 1, 2018	\$120.35
Plus: Receipts:	
Donations	10.89
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on October 31, 2018	<u><u>\$131.24</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

OCTOBER 2018

	<u>Budget July 1, 2018 to June 30, 2019</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Unexpended Balance</u>
Salaries - Full Time Employees	\$197,581.00	\$ 20,107.72	\$ 69,707.04	\$ 64,952.00	\$127,873.96
Salaries - Part Time Employees	134,728.00	4,079.45	17,655.65	12,428.26	117,072.35
Salaries - Custodians	28,055.00	2,337.92	9,351.68	8,927.04	18,703.32
F I C A & Medicare Tax	27,568.00	2,015.97	7,345.73	6,549.68	20,222.27
Unemployment Insurance	725.00	179.00	358.00	355.50	367.00
Disability & Family Leave Insurance	1,200.00	0.00	377.73	197.70	822.27
Medical Insurance & Reimbursements	43,644.00	2,444.03	11,948.13	13,435.04	31,695.87
Worker's Compensation Insurance	3,400.00	0.00	3,254.21	3,558.79	145.79
Pension Expense	34,755.00	0.00	0.00	0.00	34,755.00
Heat	5,941.00	0.00	0.00	0.00	5,941.00
Electricity	5,530.00	0.00	0.00	0.00	5,530.00
Rent	0.00	0.00	0.00	5,000.00	0.00
Telephone	3,600.00	334.09	1,096.05	947.97	2,503.95
Insurance	11,600.00	4,727.07	7,609.47	7,597.92	3,990.53
Books, Periodicals, etc.	46,500.00	1,460.99	17,931.46	20,876.42	28,568.54
Computer & Automation Services	17,500.00	953.43	3,603.84	3,062.77	13,896.16
Library, Building & Office Supplies	13,000.00	999.66	3,222.88	1,653.05	9,777.12
Maintenance & Repairs	12,000.00	0.00	169.09	226.28	11,830.91
Treasurer & Recording Secretary	8,600.00	700.00	2,850.00	2,800.00	5,750.00
Professional Fees	8,000.00	(200.00)	(100.00)	1,380.00	8,100.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	67.58	160.26	907.43	2,839.74
Events & Programming	5,500.00	44.91	736.19	1,597.68	4,763.81
Promotion Expense	4,500.00	450.00	1,030.49	1,016.66	3,469.51
General Expense	2,000.00	3,135.80	3,549.07	326.44	(1,549.07)
TOTAL EXPENSE	<u>\$619,927.00</u>	<u>\$43,837.62</u>	<u>\$161,856.97</u>	<u>\$157,796.63</u>	<u>\$458,070.03</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

OCTOBER 2018

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (3,019.42)	\$1,010.21	FICA & Medicare Expense
			2,009.21	Payroll
5842		Gloversville Public Library	10,188.08	Payroll
5843		Void	-	
5844	1496	Frontier Communications	334.09	Telephone
5845	1497	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5846	1498	Baker & Taylor Books	464.02	Books
5847	1499	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5848	1500	M V P Health Care, Inc.	2,179.72	Medical Insurance
5849	1501	United Health Care	17.40	Medical Insurance
5850	1502	Philip Becket, CPA, PC (5,800.00)	6,000.00	Accounts Payable
			(200.00)	Professional Fees
5851	1503	Mohawk Valley Library System	863.47	Computer & Automation
5852	1504	Unique Management Services, Inc.	35.80	G/E - Collection Expense
5853	1505	T 2 Fabrication / Torrance Fish	1,200.00	G/E - Restoration Funds
5854	1506	Johnstown Public Library	32.89	Fines, etc.
5855	1507	Barbara J. Madonna	67.58	Professional Meetings & Travel
5856	1508	WCSS/Radio Services	169.00	Promotion Expense
5857	1509	Taste of Home Books	33.98	Books
5858	1510	Jan Way Company, USA, Inc.	198.25	Advocacy Grant
5859	1511	Liberty Mutual Insurance (6,535.53)	4,727.07	General Insurance
			1,808.46	Prepaid Expense
5860	1512	Whitney Radio Broadcasting, Inc.	85.00	Promotion Expense
5861	1513	The Leader-Herald	196.00	Promotion Expense
5862	1514	Quill Corporation	620.70	Library Supplies
5863	1515	Center Point Large Print	51.04	Books
5864	1516	First Nonprofit Unemployment Program (429.00)	250.00	Cash Reserve
			179.00	Unemployment Insurance
5865	1517	Business Card (4,235.15)	397.95	A/V - DVDs
			89.96	Computer & Automation
			44.91	Events & Programming
			2,446.85	Furniture & Equipment
			378.96	Building Supplies
			876.52	Construction Work in Progress
5866	1518	Elizabeth Batchelor	1,900.00	G/E - Restoration Funds
5867	1495	Nicole Hauser	490.50	Petty Cash
5868		Gloversville Public Library	380,000.00	Loan to Construction Account
5869		Gloversville Public Library	10,200.16	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	327.34	Pension - Withholdings
DM		E F T NYS Tax Department	1,018.60	Payroll
DM		E F T United States Treasury (2,951.52)	1,005.76	FICA & Medicare Expense
			1,945.76	Payroll
Dms		Jaeger & Flynn Associates, Inc. - Reimbursements	264.31	Medical Insurance
		CHECK AND EFT PAID OUTS - OCTOBER 2018	435,427.09	
		PETTY CASH PAID OUTS - OCTOBER 2018		
		Newspapers (Books)	514.00	
		TOTAL OCTOBER 2018 PAID OUTS	\$435,941.09	
		Less: Fines, etc.	(32.89)	
		Less: Advocacy Grant	(198.25)	
		Less: Prepaid Expense	(1,808.46)	
		Less: Petty Cash Check	(490.50)	
		Less: Accounts Payable	(6,000.00)	
		Less: Cash Reserve	(250.00)	
		Less: Construction Work In Progress	(876.52)	
		Less: Furniture & Equipment	(2,446.85)	
		Less: Loan to Construction Account	(380,000.00)	
		NET TO BALANCE TO EXPENSES	\$43,837.62	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of October 1, 2018		\$595.47
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 October 31, 2018		\$595.47

W G Y CHRISTMAS WISH GRANT

Balance as of October 1, 2018		\$600.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at October 31, 2018		\$600.00

ADVOCACY GRANT

Balance as of October 1, 2018		\$1,784.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Jan Way Company USA, Inc.	5858	Events & Prog.
Total Expenses		198.25
Balance of Grant Money Left at October 31, 2018		\$1,585.75

WORKFORCE LITERACY GRANT

Balance as of October 1, 2018		\$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 October 31, 2018		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of October 1, 2018		\$9,125.00
Appropriation Provided For In 2018-2019 Budget		0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
Philip Beckett, CPA, PC	5850	Audit
Total Expenses		5,800.00
Balance of Appropriation Funds Left at October 31, 2018		\$3,325.00

RESTORATION FUNDS RECONCILEMENT

Balance as of October 1, 2018		\$4,149.18
Funds Received - Garage Sale		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
T2 Fabrication / Torrence Fish	5853	Moving & Reframing
Elizabeth Batchelor - Empire Ant. Frames	5866	Repair Frame
Total Expenses		3,100.00
Balance of Restoration Funds Left at October 31, 2018		\$1,049.18

PARK TERRACE PTA - COLORTON

Balance as of October 1, 2018		\$559.25
Funds Received - Donation		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Colorthon Funds Left at October 31, 2018		\$559.25



Gloversville Public Library

Director's Report: October 2018

Barbara Madonna – Director

At the beginning of October, the Board of Trustees held a special board meeting to discuss and pass a resolution requesting that the Board of Education of the Gloversville Enlarged School District pursue a Revenue Anticipation Note on behalf of the library to obtain revenue anticipated from state grants for the capital project. Unfortunately, the Dormitory Authority of New York State, the grantor of the large pot of funding, was unable to provide the district with an 100% guarantee that the funding would be forthcoming. Though the Library has completed all of the necessary steps today and there are no expected issues, the district was unwilling to assume any risk of debt on behalf of the Library.

The Library was closed for half of October to move back to 58 E. Fulton Street. Unfortunately, the move did not go smoothly. The contractors were still working in the building and the elevator was not operational for most of the move. This combination of events meant that the staff was unable to settle into the new space in a relaxed environment. Thankfully, we, myself, the Board and the community, are blessed with dedicated, flexible, understanding and hardworking staff. "Above and beyond" does not begin to describe the effort put in to insure the Library would open to the public on November 5th as promised. I cannot express enough gratitude.

Meetings

- Oct 1st
 - 1) Chris Hopf, UW Marx
 - 2) Ellen Bach, Whiteman Osterman and Hanna
 - 3) Dan Talmadge, Frontier Communications
 - 4) Special Board meeting
- Oct 2nd Ashley Onyon, Leader-Herald
- Oct 5th Contractors' meeting
- Oct 9th
 - 1) Chris Hopf, UW Marx
 - 2) Chris Pesses
 - 3) Bruce Winters, Adirondack Cabling
 - 4) Sharon O'Brien, MVLS
- Oct 11th
 - 1) Chris Pesses
 - 2) Chief Mark Porter and Lt. Michael Shang, Gloversville Police Department
- Oct 12th
 - 1) Contractors' meeting
 - 2) Nicole Hauser
- Oct 15th-Nov 4th Library Closed for move
- Oct 15th 1) Wade Abbott, MVLS
- Oct 16th Board of Trustees' meeting



Gloversville Public Library

Children's Room Report: October 2018

Sally Fancher – Head of Children's Services

As you all know, October consisted of eleven days of Library services. During those eleven days the staff was able to shuffle many pre-move activities into the day to day operations. A great deal of time was spent promoting the upcoming move, the grand opening and the programs that would follow. The Children's Room staff also promoted Friends of the Library week, by helping them with their annual raffle and sampling the cider and donuts.

October 2 and 3 were open houses at Park Terrace and Kingsborough. The Library was represented at both, distributing calendars, grad-re-opening announcements and "how to get a library card" pamphlets.

October 13 was a scheduled "Friends Craft and Story Hour" day, and there was no one in attendance. Shortly after the volunteers left, two families arrived, wondering if they were too late. They were, but our own Jameson Duross (Sonny) invited the children to each choose a book, and then led an impromptu story time just for them. It is this type of welcoming environment that our patrons appreciate and keeps them coming back! Hats off to Sonny!

October 15-31

This was our move! While things were not perfectly coordinated or smooth going, all those involved worked together as well as possible and we did it! Many people offered to help, and while grateful for the concern, we turned down the aid because there were so many things that could have only been done by the staff themselves.

The whole move, to 34 and back again, was quite an endeavor, one that I hope never to repeat again!

Statistics for October 2018 are as follows (figures in parentheses are comparable figures for 2017)

	2018	2017
VISITORS	4,009	(6,456)

CIRCULATION

Adult Circulation	806	(1,713)
Teen Circulation	59	(173)
Juvenile Circulation	356	(1,175)
Audiobooks	191	(278)
eBooks	411	(339)
Music	14	(16)
Periodicals	18	(85)
Videos	583	(1,335)
Museum Passes	2	(2)
Subtotal	2,440	(5,116)
In-House Use		
Adult	19	(32)
Juvenile	31	(97)
Other Materials	545	(1,314)
Subtotal	595	(1,443)
Total Circulation	3,035	(6,559)

REFERENCE QUESTIONS	65	(121)
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MEETINGS/PROGRAMS/OUTREACH

19 Adult programs and meetings with 355 people
 3 Juvenile programs and meetings with 39 people
 0 Teen programs and meetings with 0 people

(50 Adult programs and meetings with 396 people)
 (11 Juvenile programs and meetings with 178 people)
 (3 Teen programs and meetings with 24 people)

INTERLIBRARY LOAN

Material Borrowed	136	(678)
Material Loaned	367	(732)
Total	503	(1,410)

COMPUTER USAGE	1,352	(1,558)
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HISTORICAL ROOM

Visitors	-
Books Used	
Reference Questions	

Statistics for August, September and October 2018 are as follows:

	August	September	October
VISITORS	7,169	6,208	4,009
CIRCULATION			
Adult Circulation	2,035	1,855	806
Teen Circulation	166	123	59
Juvenile Circulation	1,003	802	356
Audiobooks	307	243	191
eBooks	449	430	411
Music	46	21	14
Periodicals	109	88	18
Videos	1,416	1,090	583
Museum Passes	3	4	2
Subtotal	5,534	4,656	2,440
In-House Use			
Adult	20	52	19
Juvenile	66	55	31
Other Materials	1,190	1,111	545
Subtotal	1,276	1,218	595
Total Circulation	6,810	5,874	3,035
REFERENCE QUESTIONS	202	145	65

MEETINGS/PROGRAMS/OUTREACH

August	46 Adult programs and meetings with 590 people 16 Juvenile programs and meetings with 237 people 0 Teen programs and meetings with 0 people
September	28 Adult programs and meetings with 220 people 10 Juvenile programs and meetings with 122 people 2 Teen programs and meetings with 41 people
October	19 Adult programs and meetings with 355 people 3 Juvenile programs and meetings with 39 people 0 Teen programs and meetings with 0 people

INTERLIBRARY LOAN

Material Borrowed	748	636	136
Material Loaned	786	680	367
Total	1,534	1,316	503

COMPUTER USAGE	1,822*	1,497*	1,327*
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HISTORICAL ROOM (in storage while in temporary location)

Visitors	-	0	-
Books Used			
Reference Questions			

* Wifi is no longer 24/7, but from 8:30am-10pm