



Gloversville Public Library  
Meeting of the Board of Trustees  
September 16, 2014  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of August 2014 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant
4. Friends
5. Building and Grounds  
Windows update  
DLD Grant – elevator and security camera
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report  
Polaris photo feature
12. President's Report
13. Foundation
14. Old Business  
Trustee opening  
Auditor – bylaws update
15. New Business
16. Adjourn

Next Meeting: October 21, 2014.



Barbara Madonna  
Library Director

2013-2014  
Board of Trustees

Elizabeth Batchelor

Eleanor Brooks

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

August 19, 2014

The Gloversville Public Library Board of Trustees held a meeting on August 19, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Vincent De Santis, Craig Clark, Elizabeth Batchelor, Christine Pesses, Jay Ephraim and James McGuire. 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, and John Blackmon also attended the meeting. David Fisher and Robin Lair were excused from the meeting.

Ms. Batchelor, Vice-President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Ephraim introduced Bonnie Howard; the Library's Program Director, to the Trustees and asked her if she would bring the Trustees up to date on what had been going on with programming at the Library over the summer. Mrs. Howard informed the Trustees that over 350 children had signed up this summer for the Summer Reading Program. Mrs. Howard also informed the Trustees that three to five science and math programs had been conducted for the children each week and that the children had expressed an interest in the Library forming a Science Club for them. Teens that have been attending programs over the summer expressed interest in a Game Club. Mrs. Howard also informed the Trustees that over 20 adults were also participating in an adult summer reading program. Mr. Ephraim expressed his thanks to Mrs. Howard for all her work on organizing all of these summer programs and all her other work on programming during the year. The Trustees also thanked her for her work and for bringing them up to date on our programming.

Ms. Batchelor asked if there was anything anyone from the Public wished to present at this time. Hearing nothing, the regular meeting was convened.

Ms. Batchelor asked the Trustees to review the minutes of the Organizational Meeting held on July 15, 2014. Ms. Batchelor asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Pesses made a motion, seconded by Mr. De Santis to approve the minutes as presented. This motion was approved all voting aye. Ms. Batchelor asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on July 15, 2014. Ms. Batchelor asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. De Santis made a motion, seconded by Mr. Clark, to approve the minutes as presented. This motion was approved all voting aye.

Ms. Batchelor asked Mr. Frank to review the Treasurer's Report for the month of July 2014 and the fiscal year-to-date period ending July 31, 2014 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through July 31, 2014 is up approximately \$1,200 over the same period of last year due primarily to the increase in the interest and dividends from the Gloversville Library Foundation. Expenses this year are up approximately \$2,700 over the prior year due primarily to payroll and payroll related benefits and expenses and an increase in insurance expense due primarily to an increase in Worker's Compensation insurance. Mr. Frank asked if there were any questions or comments on the financials for the month of July 2014 or the year-to-date period ended July 31, 2014. Hearing none, Mrs. Pesses made a motion, seconded by Mr. De Santis, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank informed the Trustees that he had filed our Annual Financial Report with the New York State Comptroller's office on August 8, 2014 and that they acknowledged receiving it on August 11, 2014. Mr. Frank also informed the Trustees that he had completed our 990 Tax Return and distributed copies to the Trustees for review. Mr. Frank informed the Trustees that Philip Beckett, CPA, as part of his audit of the Library's financial records, would be reviewing the return before filing. Mrs. Pesses made a motion, seconded by Mr. De Santis, to approve filing the 990 Tax Return pending any recommended changes made by Mr. Beckett. This was approved all voting aye.

Mr. Frank distributed copies of the June 30, 2014 Financial Report and informed the Trustees that subsequent to the approval of the original Financials at the July 15, 2014 meeting additional expenses of \$2,668.51 were found that should have been included in our fiscal year ended June 30, 2014. A motion was made by Mr. De Santis, seconded by Mr. McGuire, to approve the change to the June 30, 2014 Financial Report. This motion was approved all voting aye.

Mr. Frank distributed the Warrants numbered 14 through 50 for August 2014 to be audited by the Trustees and approved for payment. After being audited for payment by the full Board of Trustees and signed off on they were given to Mr. Frank for payment to the various claimants. A motion was made by Mrs. Pesses, seconded by Mr. Clark, to pay warrants numbered 14 through 50. This was approved all voting aye.

Mr. Clark informed the Trustees that he had talked to the NYS Dormitory Authority about the Public Library working with them for a bond issue and they informed him that they needed to research it to see if they could work with a Public Library. Mr. Clark also informed the Trustees that Mr. Fisher had talked to the Gloversville Enlarged School District and was referred to their attorneys in Syracuse. More research will be needed and some legal advice on the possibilities of borrowing through bonding for the Master Renovation Plan Project.

Mrs. LaPorta informed the Trustees that the Friends of the Gloversville Public Library's newsletter came out today with emphasis on the fact that this is the 40<sup>th</sup> Anniversary of the Friend's organization. Mrs. LaPorta also reminded the Trustees that Sunday October 19<sup>th</sup> which is the beginning of Friends week will be the date of the Friend's Celebration this year. Mrs. LaPorta also informed the Trustees that the Friends will be presenting a basket filled with various items including books to the first baby born at Nathan Littauer during Friends week. The Friends are also planning various other programs to be presented at the Library during Friends week. Mrs. LaPorta also informed the Trustees that the fall book and bake sale will take place on October 14<sup>th</sup> and 15<sup>th</sup> this year.

Ms. Madonna informed the Trustees that she and Lisa Hayes from Butler Rowland Mays Architects, LLP would be meeting with the contractor for the new windows on September 3<sup>rd</sup> and that the expected start date for the window replacement is September 15<sup>th</sup>. Ms. Madonna also informed the Trustees that she had prepared a Division of Library Development Grant application for \$400,000 for a handicap access elevator to be included as part of the Master Renovation Project. Ms. Madonna informed the Trustees that she would be meeting with the Historical Review Board to get approval on this project before applying for the Grant. Ms. Madonna presented the following resolution for Board approval: Approval of a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12. Mr. McGuire made a motion, seconded by Mr. Clark, to approve the resolution. This motion was approved all voting aye.

Mrs. Pesses reviewed the progress of the Steering Committee since the last meeting. Mrs. Pesses informed the Trustees that our total receipts and pledges now stand at \$2,167,538 and continuing to grow. Mrs. Pesses also informed the Trustees that the Public Campaign will begin on October 23<sup>rd</sup> and that Lisa Buggeln has agreed to be the chairperson of the Public Campaign. Mrs. Pesses also informed the Trustees that Richard Russo has agreed to be here for the Public Campaign kickoff on October 23<sup>rd</sup>. Mrs. Pesses also informed the Trustees that work is continuing on the New Markets Tax Credits and that our attorneys in Albany are working on the Federal and State Historical Grant possibilities.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting.

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

Mr. Ephraim informed the Trustees that the Programming Committee was working on the steps needed to work on promoting the Library's programming and that our new part time employee Sally Fancher has been working on our email issues. Mr. Ephraim also informed the Trustees that Mrs. Lair has been working on our Twitter account.

Ms. Batchelor informed the Trustees that there was no report from the PR Committee this month.

Ms. Madonna informed the Trustees that there was nothing else for the Director's Report.

Ms. Batchelor informed the Trustees that there was no report from the President.

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

Ms. Batchelor informed the Trustees that two applications had been received for the vacant Trustees position. At 8:05 P.M. Mr. De Santis made a motion to go into Executive Session for the purpose of reviewing the applications. At 8:22 P.M. the Trustees came out of Executive Session. Ms. Batchelor reported that the Trustees felt that they should discuss their thoughts on the candidates with the President of the Board of Trustees, Mr. Fisher, before approving either candidate. This will be presented at the September meeting for approval.

Ms. Batchelor asked if there was any new business to come before the meeting. Nothing was brought up at this time.

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

The next meeting of the Board of Trustees which will be the Annual Meeting followed by the regular monthly meeting will be held on September 16, 2014 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**

**AUGUST 2014**

	Budget July 1, 2014 to June 30, 2015	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	\$268,971.00	\$0.00	\$0.00	\$0.00	\$268,971.00
Investment Income	200.00	5.95	12.48	13.86	187.52
Gloversville Library Foundation Inc. - Int. & Div.	145,000.00	14,537.95	24,781.65	25,170.05	120,218.35
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	175.00	225.00	844.00	4,775.00
Government Affiliations	6,060.00	0.00	0.00	225.30	6,060.00
Fines & Miscellaneous Income	14,000.00	776.00	1,759.10	1,643.04	12,240.90
U.S. Treasury - Medical Ins. Credit Refunds	5,500.00	0.00	0.00	0.00	5,500.00
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	0.00	10,000.00
<b>TOTAL RECEIPTS</b>	<u><u>\$454,731.00</u></u>	<u><u>\$15,494.90</u></u>	<u><u>\$26,778.23</u></u>	<u><u>\$27,896.25</u></u>	<u><u>\$427,952.77</u></u>
	Income Cash Reconcilement				
Income Cash Balance on August 1, 2014	<u>\$241,767.84</u>				
Plus: Receipts Per Report	15,494.90				
Less: Expenses Per Report	<u>39,266.48</u>				
Income Cash Balance on August 31, 2014	<u><u>217,996.26</u></u>				
Accounts Payable as of 08/31/14	8,967.49				
Accrued Expenses as of 08/31/14	0.00				
Prepaid Expenses as of 08/31/14	<u>(864.85)</u>				
Actual Cash Balance on August 31, 2014	<u><u>\$226,098.90</u></u>				

**BUILDING FUND**

Balance on August 1, 2014	\$378,275.21
Plus: Receipts:	
Interest on Money Market Account	9.52
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Const. Doc. & Windows	<u>14,619.00</u>
Balance on August 31, 2014	<u><u>\$363,665.73</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**

**AUGUST 2014**

	Budget July 1, 2014 to June 30, 2015	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$174,061.00	\$ 14,248.38	\$ 28,496.76	\$ 27,470.08	\$145,564.24
Salaries - Part Time Employees	64,157.00	4,164.67	8,301.84	8,500.87	55,855.16
Salaries - Custodians	23,642.00	1,932.26	3,864.52	3,712.84	19,777.48
F I C A & Medicare Tax	20,032.00	1,556.44	3,110.77	3,035.83	16,921.23
Unemployment Insurance	660.00	0.00	175.25	162.25	484.75
Disability Insurance	780.00	0.00	286.70	292.08	493.30
Medical Insurance	42,880.00	2,427.01	7,771.04	6,679.62	35,108.96
Pension Expense	38,127.00	0.00	(9.16)	0.00	38,136.16
Heat	9,000.00	77.37	77.37	85.55	8,922.63
Electricity	8,500.00	627.94	627.94	886.84	7,872.06
Telephone	1,000.00	0.00	422.06	442.29	577.94
Insurance	10,500.00	0.00	5,696.79	4,943.04	4,803.21
Books, Periodicals, etc.	46,818.00	10,509.42	13,901.06	6,169.65	32,916.94
Computer & Automation Services	18,250.00	1,042.03	1,042.03	1,123.90	17,207.97
Library, Building & Office Supplies	10,000.00	478.66	1,086.95	1,316.45	8,913.05
Maintenance & Repairs	9,000.00	141.57	141.57	1,559.19	8,858.43
Financial Secretary	8,200.00	700.00	1,350.00	1,300.00	6,850.00
Professional Fees	5,500.00	0.00	0.00	30.00	5,500.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	503.40	506.90	521.41	1,493.10
Events & Programming	4,682.00	754.48	1,004.48	200.00	3,677.52
Promotion Expense	2,500.00	20.00	189.00	439.00	2,311.00
General Expense	2,000.00	82.85	287.02	323.57	1,712.98
<b>TOTAL EXPENSE</b>	<b><u>\$503,289.00</u></b>	<b><u>\$39,266.48</u></b>	<b><u>\$78,330.89</u></b>	<b><u>\$69,194.46</u></b>	<b><u>\$424,958.11</u></b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**AUGUST 2014**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,451.05)	\$789.43	FICA & Medicare Expense
			1,661.62	Payroll
4418		Gloversville Public Library	7,857.92	Payroll
4419		NYS Child Support Processing Center	235.08	Child Support
4420	000018	Donna J. Kuhner	313.75	Petty Cash
4421	000019	Betsy Hastings	2.80	Workforce Grant
4422	000020	Bonnie Howard	103.77	Events & Programming
	000039			
4423	000021	Allyson Kaczmarek	27.82	Events & Programming
4424	000022	Carol Cownie	25.00	Events & Programming
4425	000023	C D P H P	3,390.79	Medical Insurance
4426	000024	Gloversville True Value Hardware	20.57	Maintenance & Repairs
4427	000025	Michael J. Frank	700.00	Treasurer & Rec. Secretary
4428	000026	George Steele	175.00	Stewart's Grant
4429	000027	Gardner Media LLC	169.16	Books
4430	000028	W M H T	50.00	Events & Programming
4431	000029	National Grid (705.31)	77.37	Heat
			627.94	Electric
4432	000030	The Leader-Herald (33.20)	13.20	G/E - Trustee Ad
			20.00	Promotion Expense
4433	000031	Business Card (624.28)	166.00	Postage
			5.97	Library Supplies
			20.00	Computer & Automation
			411.00	Professional Meetings & Travel
			(22.08)	A/C - DVDs
			43.39	Events & Programming
4434	000032	A. Mormile & Son Plumbing & Heating, Inc.	75.00	Maintenance & Repairs
4435	000033	Beth Jacobs	90.00	Events & Programming
4436	000034	Unique Management Services, Inc.	69.65	G/E - Collection Expense
4437	000035	The Dudley Observatory	400.00	Events & Programming
4438	000036	Buhrmaster Electric, Inc.	46.00	Maintenance & Repairs
4439	000037	Waldo	269.22	Data Base
4440	000038	Quill Corporation	92.39	Library Supplies
4441	000040	Mohawk Valley Library System (1,236.33)	1,022.03	Computer & Automation
	000041		214.30	Library Supplies
	000042			
4442	000043	Baker & Taylor Books (10,475.53)	9,610.68	Books
	000044		864.85	Prepaid Expense
4443	000045	Center Point Large Print	93.69	Books
	000046			
4444	000047	Barbara J. Madonna	92.40	Professional Meetings & Travel
4445	000048	Robert Rogers Puppet Company	395.00	Grant WGY Christmas Wish
4446		Gloversville Public Library	7,624.33	Payroll
4447		NYS Child Support Processing Center	235.08	Child Support
DM		Oppenheimer Funds - 403b Plan	150.00	403b Plan
DM		E F T NYS & Local Retirement System	310.30	Pension - Withholdings
DM		E F T NYS Tax Department	660.78	Payroll
DM		E F T United States Treasury (2,377.21)	767.01	FICA & Medicare Expense
			1,610.20	Payroll
DMs		Jaeger & Flynn Associates, Inc. (Reimbursements)	668.23	Medical Insurance
		CHECK AND EFT PAID OUTS - AUGUST 2014	<u>42,246.64</u>	
		PETTY CASH PAID OUTS - AUGUST 2014		
		Events & programming	14.50	
		Newspapers (Books)	<u>388.75</u>	
		<b>TOTAL AUGUST 2014 PAID OUTS</b>	<u><b>\$42,649.89</b></u>	
		Less: Prepaid Expenses	(864.85)	
		Less: Insurance Reimbursement Johnson	(708.82)	
		Less: Accrued Expenses - Employee Med. Reimb.	(452.80)	
		Less: Cobra Reimbursement Bucholtz	(470.39)	
		Less: Workforce Grant	(2.80)	
		Less: WGY Christmas Wish Grant	(395.00)	
		Less: Stewart's Grant	(175.00)	
		Less: Petty Cash Check	<u>(313.75)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$39,266.48</b></u>	

**GLOVERSVILLE PUBLIC LIBRARY**

**GRANTS AND OTHER ITEMS IN PROCESS**

**FARLEY GRANT - BULLET AID**

Balance as of August 1, 2014		\$0.00
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 August 31, 2014		\$0.00

**WGY CHRISTMAS WISH GRANT**

Balance as of August 1, 2014		\$600.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Robert Rogers Puppet Company	4445	Programming
Total Expenses		395.00
Balance of Grant Money Left at August 31, 2014		\$205.00

**STEWART'S FOUNDATION GRANT**

Balance as of August 1, 2014		\$500.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
George Steele	4428	Programming
Total Expenses		175.00
Balance of Grant Money Left at August 31, 2014		\$325.00

**WORKFORCE LITERACY GRANT**

Balance as of August 1, 2014		(\$24.47)
Grant Money Received		221.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Betsy Hastings	4,421	Mileage Reimb.
Total Expenses		2.80
Balance of Grant Money Left at August 31, 2014		\$193.73

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of August 1, 2014		\$12,000.00
Appropriation Provided For In 2014-2015		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 August 31, 2014		\$12,000.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of August 1, 2014		\$754.38
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 August 31, 2014		\$754.38



## Gloversville Public Library

Director's Report: August 2014

Barbara Madonna – Director

Most of my August was spent on building related issues in one form or another. There were several meetings with the architects, construction manager and our new site engineer, Scott Lansing, to keep Construction Documents moving forward. I even had our first sit down with the city building inspector to review our plans. I worked on a Division of Library Development construction grant for the new handicap addition. I met with city police and the city electrician to work on details for external security.

There were also a number of hours working on capital campaign issues in addition to the normal Steering Committee meetings.

The adult department concluded its summer reading club which saw a jump in participants and the number of titles read. It also reported an increase in ebooks, audiobooks and in the number of inquiries for the museum passes.

The staff also spent a bit of time working out procedures in accordance with the Comptroller suggestions for purchasing and claims auditing.

Lastly, we've begun brainstorming about relocating the library during construction.

### Meetings and Workshops

Aug 1 <sup>st</sup>	Proctor
Aug 5 <sup>th</sup>	Carson Block, Carson Block Consulting
Aug 6 <sup>th</sup>	Program committee meeting
Aug 7 <sup>th</sup>	1) Chris Levitis, UW Marx, Paul Mays and Lisa Hayes Butler Rowland Mays Architects 2) Foundation for the Mohawk Valley Libraries
Aug 12 <sup>th</sup>	1) Jim Walsh, City Electrician 2) Steering Committee meeting
Aug 13 <sup>th</sup>	1) Eric Trahan, Foundation for the Mohawk Valley Libraries 2) Paul Mays and Lisa Hayes Butler Rowland Mays Architects and Scott Lansing, Lansing Engineering
Aug 14 <sup>th</sup>	1) Rob Robbins, City Building and Plumbing Inspector 2) Judge Richard Aulisi 3) Jean LaPorta 4) Paul Mays, Butler Rowland Mays Architects
Aug 15 <sup>th</sup>	1) Robert Schofield, Whiteman, Osterman and Hanna 2) Matthew Blumenfeld, FDA and Doug Kelleher, Epsilon Associates
Aug 19 <sup>th</sup>	1) Terry Harrington, PathStone 2) Lisa Hayes Butler Rowland Mays Architects 3) Chris Levitis, UW Marx 4) Board of Trustees meeting
Aug 20 <sup>th</sup>	1) Jim Mraz, Fulton County Planning Department
Aug 21 <sup>st</sup>	Gloversville Historic Preservation Board
Aug 22 <sup>nd</sup>	Jim Walsh, City Electrician
Aug 26 <sup>th</sup>	1) Capt. John Sira, Officer Mark Porter, Dave Newman, Adirondack Security 2) Steering Committee





## **Gloversville Public Library**

Children's Room Report: August 2014 Board Report

Sherry Gennett – Head of Children's Services

Summer programming wrapped up in August and this summer was very busy. Bonnie Howard did an awesome job getting the programs set up and scheduled. Our staff once again gave the verbal PR to each patron who came in the room.

The most cherish program was StoryTime conducted by Connor Darling, a 10 year old boy who has been homeschool. He has a younger sister on whom he has practiced his skills working with younger children. And Connor and I had practice run in the Carnegie Room the night before his big day.

The next day we had 7 children and 6 adults for story time. Connor chose to read about pigs. He read slowly so everyone could follow along. When he introduced book he talked about the author and illustrator and what they did. At one point he asked two children to come up front. He explained the differences between short and tall. He interacted so well with his listeners. There was a follow up craft. The children made paper bag pig puppets. Each one left with smiles on their faces.

“Science Fun” concluded with a total of 10 classes. Children eagerly attended each program to see the results of experiments from their last session. They learned not every experiment works the first time. By stretching the experiments over the summer and building on them each week they had time to evaluate results, make adjustments and try again.

The STEM theme was a huge hit this year with parents and children. We hope to continue programming throughout the year and will be brainstorming over the winter to develop great program for next summer around the theme “Heros.”

# Gloversville Public Library

August 2014

## Monthly Report

Statistics for August 2014 are as follows (figures in parentheses represent comparable figures for August 2013):

	2014	2013
<b><u>VISITORS</u></b>	8,481	(8,707)

### **CIRCULATION**

Adult Circulation	2,622	(2,828)
Teen Circulation	473	(456)
Juvenile Circulation	1,231	(1,724)
Audiobooks	320	(322)
eBooks	319	(310)
Music	62	(10)
Periodicals	99	(103)
Videos	1,415	(1,329)
Museum Passes	4	(4)
Subtotal	<u>6,545</u>	<u>(7,086)</u>
<u>In-House Use</u>		
Adult	297	(405)
Juvenile	381	(413)
Other Materials	1,231	(1,105)
Subtotal	<u>1,909</u>	<u>(1,923)</u>
<b>Total August Circulation</b>	<b>8,454</b>	<b>(9,009)</b>

<b><u>REFERENCE QUESTIONS</u></b>	615	(587)
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### **MEETINGS/PROGRAMS/OUTREACH**

8 Adult programs and meetings with 66 people	(7 Adult programs and meetings with 61 people)
13 Juvenile programs with 336 children	(17 Juvenile programs with 382 children)
5 Teen programs with 45 people	(2 Teen programs with 22 people)

<b><u>INTERLIBRARY LOAN</u></b>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	881	653
AV	195	38
Total	<u>1076</u>	<u>691</u>

<b><u>COMPUTER USAGE</u></b>	1,695	(1,285) users
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### **HISTORICAL ROOM**

Visitors	15
Books Used	23
Reference Questions	12
Telephone Reference	0
Letters	0
Computer usage	0