



Gloversville Public Library
Meeting of the Board of Trustees
34 WEST Fulton Street
September 19, 2017
Following 6:30pm Annual Meeting

Pledge to the Flag
Public Comment
Oath of Office
new board photo for website

1. Accept minutes of the August 2017 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
Report by UW Marx, Construction Manager
2017 DLD grant resolution
6. AD HOC Steering Committee
7. AD HOC Policy
Behavior and Environmental Policy – 1st reading in October
Donations, Bequests and Gifts Policy – 1st reading in October
Patron Borrowing (formerly Circulation) Policy – 1st reading in October
8. Personnel Committee
Account Clerk/Typist
Library Clerk
Library Assistant
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: October 17, 2017



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting August 15, 2017

The Gloversville Public Library Board of Trustees held a meeting on August 15, 2017 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: Lisa Buggeln, Robin Lair, Merry Dunn Brown, Elizabeth Batchelor and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Craig Clark, Brian Mazza, Frank Carangelo and Jay Ephraim were 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. Hearing nothing, the regular meeting was convened at this point.

Mrs. Pesses asked the Trustees to review the minutes of the Organizational Meeting and the Regular Meeting of the Trustees held on July 18, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln, to approve the minutes of the meetings as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of July 2017. Mr. Frank informed the Trustees that our income for the month is up approximately \$52,300 from last year due primarily to the increase in the income received from the Gloversville Library Foundation. Mr. Frank explained that the Foundation had passed up all the income from the investment portfolio that was budgeted for the 2017-2018 budget year in July 2017. Expenses this month are up approximately \$4,000 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2017 to help to keep up with cost of living increases due to the State continuing to raise the minimum wage and higher benefit costs in the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln made a motion, seconded by Ms. Batchelor, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for August 2017 numbered 1001 through 1034 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mrs. Lair made a motion, seconded by Ms. Batchelor, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

In Mrs. LaPorta's absence Mrs. Pesses informed the Trustees that the Friends Annual Meeting would be held on September 7, 2017. Mrs. Pesses also reminded the Trustees that The Friends ice cream fundraiser at the Perfect Scoop in Mecco will be ending tomorrow evening. Mrs. Pesses also reminded the Trustees that the Friends will be having a fundraiser on October 12, 2017 at the Colonial Little Theater with show time at 7:00 P.M.

Ms. Batchelor informed the Trustees that things are moving right along with the renovation project at the Library building with demolition being done on the handicap entrance, the old furnace and the asbestos have been removed, the old plumbing has been removed, and the old tin ceiling in the Children's room has been removed. Also the basement has been opened up to allow for access for the elevator shaft and various other rooms have been gutted to allow for renovation work. Also, the new roof materials have been chosen that will match the color of the new windows when done. Ms. Batchelor also informed the Trustees that many pictures of the work will be posted on the Library website.

Mrs. Pesses informed the Trustees that there was no report from the AD HOC Steering Committee.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee had not met since the last Trustee's meeting.

Barbara Madonna
Library Director

2017-2018
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

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Ms. Madonna informed the Trustees that she had prepared a draft for the Account Clerk/Typist position for the Library that needs to be advertised. Ms. Madonna also informed the Trustees that she had interviewed someone on the Civil Service List for the Library Clerk position but they declined the position due to the rate of pay. She will be getting a new list after the test is given in September. Ms. Madonna also informed the Trustees that the Library Assistant test has been announced and that Sally Fancher will be taking it. Ms. Madonna distributed a worksheet containing the various salary and pay rate information for the staff. A discussion followed in which the Trustees agreed that each position should have a range of pay determined and that increases would occur after a probationary time to be determined by the Director. The Trustees also agreed that the salary range for new part time Library Clerks would be \$9.70 to \$11.50 per hour to start.

Ms. Dunn Brown informed the Trustees that the Program Committee had not met since the last Trustee's meeting but that the summer programming had been going well.

Ms. Madonna informed the Trustees that the Public Relations Committee was working on spending the Advocacy Grant money with outreach programs working on getting support for the Library from surrounding school districts and surrounding communities. Ms. Madonna also informed the Trustees that our first issue of the New York Trustees Newsletter was received in the mail today.

Ms. Madonna also informed the Trustees that she was working on another DLD Grant for \$500,000 for the Sprinkler System, New Network Cabling, New Computer Equipment, New Telephone System and the New Roof.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Library Trustee's meeting but the Finance Committee had met on August 10th and that they had done some repositioning in the portfolio to improve income.

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. Nothing was brought up at this time. Mrs. Lair made a motion to adjourn the meeting at 8:05 PM. This motion was seconded by Ms. Batchelor and approved all voting aye.

The next meeting will be the Annual Meeting at 6:30 PM on September 19, 2017 followed by the regular meeting of the Board of Trustees.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

AUGUST 2017

	<u>Budget July 1, 2017 to June 30, 2018</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	\$393,695.00	\$0.00	\$0.00	\$0.00	\$393,695.00
Investment Income	200.00	14.28	27.65	10.40	172.35
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	0.00	64,000.00	25,051.19	0.00
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	505.00	1,250.00	175.00	3,750.00
Government Affiliations	7,000.00	5,355.94	5,355.94	75.00	1,644.06
Fines & Miscellaneous Income	10,800.00	1,345.90	2,004.40	5,960.39	8,795.60
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$490,695.00</u>	<u>\$17,221.12</u>	<u>\$82,637.99</u>	<u>\$31,271.98</u>	<u>\$408,057.01</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on August 1, 2017	\$376,648.24				
Plus: Receipts Per Report	17,221.12				
Less: Expenses Per Report	<u>42,006.00</u>				
Income Cash Balance on August 31, 2017	<u><u>351,863.36</u></u>				
Accounts Payable as of 08/31/17	12,055.50				
Prepaid Expenses as of 08/31/17	<u>(866.81)</u>				
Actual Cash Balance on August 31, 2017	<u><u>\$363,052.05</u></u>				

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 August 1, 2017	\$10,259.52
Plus: Receipts:	
Interest on Money Market Account	0.26
Less: Paid Outs:	
None	<u>0.00</u>
Balance on August 31, 2017	<u><u>\$10,259.78</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on August 1, 2017	\$1,018,246.05
Plus: Receipts:	
Interest Earned	17.10
Grant Money Received	201,490.00
Less: Paid Outs:	
Mazone Plumbing & Heating, Inc. - Plumbing Work	38,412.30
Bunkoff General Contractors, Inc. - General Construction	284,221.00
National Grid - Temporary Service - Parking Lot	1,895.82
Frontier Communications - Tech Hookup for Contractors	69.99
Fulton County Center for Regional Growth - Sept. 2017 Rent	5,000.00
U. W. Marx, Inc. - Construction Management	30,000.00
Butler Rowland Mays, LLP - Construction Administration	9,991.60
Ambient Environmental, Inc. - Hazmat	200.00
R E V - Construction Prints	<u>857.53</u>
Balance on August 31, 2017	<u><u>\$849,104.91</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on August 1, 2017	\$62.04
Plus: Receipts:	
Donations	7.50
Less: Paid Outs:	
None	<u>0.00</u>
Balance on July 31, 2017	<u><u>\$69.54</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

AUGUST 2017

	<u>Budget July 1, 2017 to June 30, 2018</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	\$194,856.00	\$ 16,238.00	\$ 32,476.00	\$ 31,171.96	\$162,380.00
Salaries - Part Time Employees	78,148.00	3,054.50	6,098.25	6,730.00	72,049.75
Salaries - Custodians	26,781.00	2,231.76	4,463.52	4,251.20	22,317.48
F I C A & Medicare Tax	22,933.00	1,633.32	3,265.87	3,224.75	19,667.13
Unemployment Insurance	725.00	0.00	177.75	171.25	547.25
Disability Insurance	500.00	0.00	197.70	197.70	302.30
Medical Insurance & Reimbursements	44,017.00	2,314.99	6,694.54	7,282.41	37,322.46
Pension Expense	30,222.00	0.00	0.00	0.00	30,222.00
Heat	0.00	24.52	24.52	61.52	(24.52)
Electricity	0.00	135.69	135.69	487.94	(135.69)
Rent	25,000.00	0.00	0.00	0.00	25,000.00
Telephone	3,000.00	236.93	474.11	467.91	2,525.89
Insurance	13,500.00	181.20	5,926.78	5,871.96	7,573.22
Books, Periodicals, etc.	46,500.00	12,757.85	15,851.83	15,412.07	30,648.17
Computer & Automation Services	16,000.00	873.30	893.30	968.23	15,106.70
Library, Building & Office Supplies	10,000.00	529.04	998.55	1,926.77	9,001.45
Maintenance & Repairs	4,000.00	35.00	43.99	75.00	3,956.01
Treasurer & Recording Secretary	8,400.00	700.00	1,400.00	1,400.00	7,000.00
Professional Fees	5,500.00	80.00	80.00	0.00	5,420.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	32.63	32.63	408.76	2,967.37
Events & Programming	3,000.00	607.63	1,507.63	728.99	1,492.37
Promotion Expense	4,000.00	303.75	303.75	259.17	3,696.25
General Expense	<u>2,000.00</u>	<u>35.89</u>	<u>245.89</u>	<u>254.17</u>	<u>1,754.11</u>
TOTAL EXPENSE	<u><u>\$543,082.00</u></u>	<u><u>\$42,006.00</u></u>	<u><u>\$81,292.30</u></u>	<u><u>\$81,351.76</u></u>	<u><u>\$461,789.70</u></u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

AUGUST 2017

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,606.28)	\$816.14	FICA & Medicare Expense
			1,790.14	Payroll
5453		Gloversville Public Library	7,905.21	Payroll
5454	1001	Barbara J. Madonna	444.74	Petty Cash
5455	1002	Frontier Communications	236.93	Telephone
5456	1003	National Grid (160.21)	24.52	Heat
			135.69	Electric
5457	1004	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5458	1005	Baker & Taylor Books (12,818.00)	11,951.19	Books
			866.81	Prepaid Expense
5459	1006	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5460	1007	United Healthcare	29.75	Medical Insurance
5461	1008	M V P Health Care, Inc.	1,937.80	Medical Insurance
5462	1009	Business Card (916.46)	20.00	Computer & Automation
			179.71	Events & Programming
			2.00	G/E - Transcript
			288.75	A/V - DVDs
			426.00	Postage
5463	1010	Johnstown Public Library	32.40	Fines, etc.
5464	1011	Schenectady County Public Library	17.00	Fines, etc.
5465	1012	Brant Lake - Horicon Free Library	4.99	Fines, etc.
5466	1013	Kathryn McCary	80.00	Professional Fees
5467	1014	Unique Management Services, Inc.	44.75	G/E - Collection Expense
5468	1015	Derby Office Equipment, Inc.	150.00	Promotion Expense
5469	1016	The Leader-Herald	153.75	Promotion Expense
5470	1017	Audio Editions	503.34	Grant - Lions Club
5471	1018	NYSIF Workers' Compensation	181.20	Insurance - Workers' Comp.
5472	1019	Commissioner of Finance	35.00	Maintenance & Repairs
5473	1020	Barbara J. Madonna	32.63	Prof. Meetings & Travel
5474	1021	Turtle Dance Music, LLC	250.00	Events & Programming
5475	1022	Mohawk Valley Library System	853.30	Computer & Automation
5476	1023	Quill Corporation	103.04	Library Supplies
5477	1024	Center Point Large Print	76.91	Books
5478	1025	Anita Sanchez	150.00	Events & Programming
5479		Gloversville Public Library	7,887.92	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	434.12	Pension - Withholdings
DM		E F T NYS Tax Department	867.40	Payroll
DM		E F T United States Treasury (2,608.36)	817.18	FICA & Medicare Expense
			1,791.18	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	377.19	Medical Insurance
		CHECK AND EFT PAID OUTS - AUGUST 2017	<u>43,417.22</u>	
		PETTY CASH PAID OUTS - AUGUST 2017		
		Newspapers (Books)	441.00	
		Events & Programming	<u>27.92</u>	
		TOTAL AUGUST 2017 PAID OUTS	<u>\$43,886.14</u>	
		Less: Prepaid Expenses	(866.81)	
		Less: Lions - Grant	(503.34)	
		Less: IRS Refund	(10.86)	
		Less: Fines, etc.	(54.39)	
		Less: Petty Cash Check	<u>(444.74)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$42,006.00</u>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of August 1, 2017				\$1,005.75
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Audio Editions	5470	DVDs	503.34	
Total Expenses			<u>503.34</u>	<u>503.34</u>
Balance of Grant Money Left at August 31, 2017				<u><u>\$502.41</u></u>

STEWART'S GRANT

Balance as of August 1, 2017				\$567.75
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>	<u>0.00</u>
Balance of Grant Money Left at August 31, 2017				<u><u>\$567.75</u></u>

W G Y CHRISTMAS WISH GRANT

Balance as of August 1, 2017				\$0.00
Grant Money Received				300.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at August 31, 2017				<u><u>\$300.00</u></u>

ADVOCACY GRANT

Balance as of August 1, 2017				\$1,350.00
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>	<u>0.00</u>
Balance of Grant Money Left at August 31, 2017				<u><u>\$1,350.00</u></u>

WORKFORCE LITERACY GRANT

Balance as of August 1, 2017				\$193.73
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>	<u>0.00</u>
Balance of Grant Money Left at August 31, 2017				<u><u>\$193.73</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of August 1, 2017				\$8,925.00
Appropriation Provided For In 2017-2018 Budget				0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Appropriation Funds Left at August 31, 2017				<u><u>\$8,925.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of August 1, 2017				\$4,149.18
Funds Received - Garage Sale				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Restoration Funds Left at August 31, 2017				<u><u>\$4,149.18</u></u>



With construction underway I thought I would be able to turn my attention to other matters. That doesn't seem to be the case. There are a number of pieces, the phone system and network cabling for example, that do not fall under the jurisdiction of the architects. There also contractor submittals to review; which yellow brick for the exterior, light, medium, or dark bronze for the roof. And then there is the grants administration. We are very fortunate to have received so many for so much money, but it also means coordinating 10 state grants. Applications, contractor payment requests, which contractor bill can fulfill which grant requirements, which payment is a match for another grant, and how do we submit requests reimbursements from the state.

And I am very aware of our future. In about 12 months we will move back to a shiny and expanded facility. Will that teen space be up and running with the staff and programming this community deserves? Are we a warehouse for books or should be shift our budget priorities away from the collection to programs and services? How do we coordinate that with the community's tradition view of a library as well and the limitations our budget places on the staff needed to develop and implement 21st century offerings?

The summer was fantastic. Sally's report from the Children's Room provides a clear picture of the success "Build a Better World" was for parents and children. The Adult Department was equally busy. Forty-nine adults signed up for the summer program compared to 36 last summer. Total number of books submitted increased by 18%. Reviews of those titles jump 160%. And the number of raffle tickets more than doubled. The community project for this year was a hat project. Over 66 hats knitted or crocheted by 15 patrons for cancer patients at Nathan Littauer Hospital. And folks who are not crafty, donated yarn to the cause. The photo op was conducted by Nathan Littauer Hospital's PR department. Programs included the USS Slater and Sacandaga Valley presentations, which had terrific attendance. We will be offering additional programs in the fall.

Statistics for visitors, circulation, reference questions, computer use and some programs are lower than last August, but they are up from July of this year. With the outreach efforts of the PR committee and the staff, I'm sure those numbers will continue to increase.

One thing to note when comparing last year's program statistics to this year is that some of the reoccurring programs we offered last year, trips to the community garden and children's Spanish, did not happen this summer. The only weekly programs were the Knitting Club and Story Time.

We make our way through the 3rd Civil Service eligible list for Library Clerk. The first candidate is a librarian who is working full time downstate. Another already has one full time and one part time job and is not looking for another. The third candidate was interested, but can't make ends meet on what we offered. A new test will be given in September and a new list will be available later in the fall. Work continues to advertise for the Account Clerk/Typist position. Civil Service announced the exam for the Library Assistant test and we have a couple staff members who expressed interest. And I think we are all looking forward to starting staff meetings again with fall hours. It is hard to keep everyone informed of everything without that weekly get together.

Meetings

August 3 rd	Accent Furniture, Albany
August 4 th	PR committee meeting
August 8 th	1) Darlene D'Onofrio 2) Finance Committee meeting
August 10 th	1) MVLS Board meeting

2) NYLA Council meeting
3) Ferguson and Foss surveyors
August 11th 1) Contractors' meeting
2) Nicole Hauser
August 13th Parkhurst Field Fundraising kick-off
August 15th 1) Plan of Service committee meeting
2) Ferguson and Foss surveyors
3) Elizabeth Batchelor
4) Board of Trustees meeting
August 21st IT meeting with Joint Automation and Bruce Winters, Adirondack Cabling
August 22nd 1) PR Committee meeting
2) Nicole Hauser and Sally Fancher
August 23rd Phone system meeting with Elizabeth Batchelor and Sheri Shepard, Frontier
Communications
August 24th 1) Wade Abbott, MVLS
2) Ferguson and Foss surveyors
August 25th Contractors' meeting



Gloversville Public Library

Children's Room Report: August 2017

Sally Fancher – Head of Children's Services

We began the month with local naturalist George Steele and a sing-a-long for kids. Several families came to sing, hear stories and participate in the "Respiration Ballet." You have to witness it, it goes beyond explanation.

The Fulton –Montgomery Chamber of Commerce was the site for the August 3rd Traveling Story Hour. We parked our wagon out front and welcomed the families on the steps. Inside, the Chamber staff had arranged tables for crafting and set up a great story space. A gift bag of locally themed items was also provided to the attendees. While there, we learned about the history of the building, made our own piggy banks, and of course, heard stories about vacations.

The Friends of the Library generously donated \$250.00 to the Children's Room for the purchase of items to create more themed Story Time kits. These kits are popular bags of books, realia and consumable activities that can be borrowed by patrons.

The Capital District Child Care Council visited us for a "Let's Pretend" program on August 8th. This group facilitates early literacy workshops throughout the region, utilizing grant monies. While I was concerned that we would have low turn-out, due to proximity to naptime, it was well attended. 15 kids and parents made their own "ice cream stands" complete with "ice cream cones and popsicles" and proceeded to "sell" it to anyone who would buy. There was no problem with drips or messes with this treat!

August 9 saw two sessions of "Optical Illusions" hosted by MiSci. Our attendance was 18 and 12 respectively. The kids and adults were wowed by the tricks our minds and eyes play on us. Each session concluded with the dissection of a cow's eye and discussion of eye parts. There were a few groans of "ugh gross", but most kids clamored to get a chance to touch the eyeball.

August 10th was Traveling Story Hour at Trail Station Park. We had 27 attendees and enjoyed trains and other transportation stories. We made balsa wood planes and had a most wonderful time flying, running and jumping in the sunshine.

Back by popular demand, Mr. Matt Turtle Dance Music Company performed on August 15. The kids and parents sang, danced and pranced all around the Children's Room. Mr. Matt shared many early learning resources and connections with the parents.

Our last "Travelling Story Hour" was held at the Library and hosted by "MiSci". Our presenter read about the sun, discussed the upcoming eclipse, and safety regarding it. She also guided the kids in making special bracelets using beads that glow in the dark, and beads that change color in ultraviolet light (sunshine). All of the children were given a new book as a gift from the Library for their participation in our "Traveling Story Hour." We were asked if this would be continued next summer, and I say "absolutely."

The Apple crisp and ice cream social was well attended and we had many happy kids take home prizes of blocks, books and art supplies.

The Story Time on August 24 was conducted by Lori Meyers, our new neighbor from the Fulmont Community Church. She read "Abiyoyo" and the kids made their own monsters, sang and danced.

The month's programs ended with a Story Time with a theme of manners and rules. While it might seem like a drag, we reinforced some of the behaviors that will be expected in school. Everyone enjoyed burping together and practicing "excuse me." We also had a "glitter fest" decorating our projects and read a story about messes while the glue dried. I am very appreciative of all of the patrons – kids and adults – that helped clean up while I read the glue-drying story.

While collection development is not discussed to a great extent in the monthly reports, it is an important part of the job. We utilize Baker and Taylor as booksellers, and we have a few travelling salesmen that cater to our needs. One such company is Penworthy. They have a great supply of early readers and leveled books that fit the bill for many parents. These books have engaging stories at different reading levels from the pre-reader to upper elementary, as well as leveled non-fiction. We were able to acquire some very good titles at our August appointment.

We are also working closely with Mr. Chris Rohrs, head of the English Dept. at GHS. Our goal is to launch a program targeted at teens who want to express themselves creatively in art and writing. There will be more on this in September.

If you haven't checked out the photos from Summer Reading programs on the Facebook page - you should. Our summer assistant Natalia has taken many great shots and you can see the results of the partnerships that we have formed throughout our area. We had great attendance and participation and made lots of happy noise!

Statistics for August 2017 are as follows (figures in parentheses are comparable figures for 2016)

	2017	2016
VISITORS	7,564	(7,905)
CIRCULATION		
Adult Circulation	2,170	(2,485)
Teen Circulation	184	(305)
Juvenile Circulation	1,161	(1,601)
Audiobooks	264	(324)
eBooks	306	(277)
Music	51	(19)
Periodicals	90	(134)
Videos	1,532	(1,430)
Museum Passes	13	(4)
Subtotal	5,771	(6,579)
In-House Use		
Adult	25	(87)
Juvenile	114	(97)
Other Materials	1,308	(1,309)
Subtotal	1,447	(1,493)
Total Circulation	7,218	(8,072)
REFERENCE QUESTIONS	175	(214)
MEETINGS/PROGRAMS/OUTREACH		
37 Adult programs and meetings with 280 people		(20 Adult programs/meetings with 344 people)
11 Juvenile programs and meetings with 229 people		(19 Juvenile programs with 511 children)
1 Teen programs and meetings with 9 people		(4 Teen programs with 21 people)
INTERLIBRARY LOAN		
Material Borrowed	744	(741)
Material Loaned	860	(806)
Total	1,604	(1,547)
COMPUTER USAGE	1,751	(2,747)
HISTORICAL ROOM		
	Temporarily Closed	
Visitors		(10)
Books Used		(27)
Reference Questions		(2)

Statistics for June, July and August 2017 are as follows:

	June	July	August
VISITORS	6,072	6,114	7,564
CIRCULATION			
Adult Circulation	2,103	1,867	2,170
Teen Circulation	93	162	184
Juvenile Circulation	1,051	1,134	1,161
Audiobooks	118	281	264
eBooks	312	331	306
Music	36	29	51
Periodicals	25	52	90
Videos	1,294	1,377	1,532
Museum Passes	5	5	13
Subtotal	5,037	5,238	5,771
In-House Use			
Adult	39	45	25
Juvenile	116	142	114
Other Materials	1,195	1,195	1,308
Subtotal	1,350	1,382	1,447
Total Circulation	6,387	6,620	7,218

REFERENCE QUESTIONS	207	149	175
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MEETINGS/PROGRAMS/OUTREACH

June 28 Adult programs and meetings with 237 people
 10 Juvenile programs and meetings with 564 people
 0 Teen programs and meetings with 0 people

July 15 Adult programs and meetings with 94 people
 10 Juvenile programs and meetings with 294 people
 0 Teen programs and meetings with 0 people

August 37 Adult programs and meetings with 280 people
 11 Juvenile programs and meetings with 229 people
 1 Teen programs and meetings with 9 people

INTERLIBRARY LOAN

Material Borrowed	600	683	744
Material Loaned	825	857	860
Total	1,425	1,540	1,604

COMPUTER USAGE	1584*	1579*	1751*
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HISTORICAL ROOM (in storage while in temporary location)

Visitors		0	0
Books Used			
Reference Questions			

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

To: Barbara Madonna, Director of GPL

Chris Pesses, Chairperson of Board of Trustees

From: Brian Mazza, Public Relations Committee

Re: FMCC Collaboration

Date: 9/19/17

Last week, the week of the 21st, I requested a meeting with the Director of Independent Studies, ^{Tracy} Gene Marie Reinke, at FMCC. Today, August 29, 2017, I met with MS Reinke. This report is based upon that meeting. The meeting was an offshoot of our PR meeting held on Tuesday, August 29, 2017 and an attempt to seek out a possible collaboration with FMCC to assist the GPL on various parameters of our webpage as well as to create a better time management schedule for our staff.

I initiated the conversation by presenting some background information on our capital project. I stressed the taxpayer's interest in keeping our library downtown. I mentioned how important this new building could be to the economic impact of Gloversville such as attracting businesses to the area and how real estate opinion stresses how important this is to buyers. Mentioning how we are trying to move our library into the 21st Century, I gave some examples such as improving our multimedia resources with e-books, audiobooks, electronic magazines, new computer systems that will connect our patrons to the internet so that they can access databases rich in resources that will help children with homework, income tax help for adults, health resources, genealogical information, and the list goes on. Two important objectives that were stressed to Ms. Reinke were improving communication with the public and strategic planning that will encompass a well thought out communication plan. I also mentioned that the MVL\$ will be working with us in this endeavor.

I could see that Ms. Reinke was interested in what our library was attempting to accomplish. I then informed her about our interest in having a communication intern work with us on our website. I asked her if FMCC would be interested in collaborating with us on our communication plan being that the webpage was a concomitant part of this plan and that FMCC and the GPL would be viewed by the public as partners in a worthy venture. She agreed and enthusiastically accepted our request. That's the good news, but, as they say, the devil is in the details. She asked me if I could give her some specifics about our needs or basically a job description. I informed her that would not be a problem and that I would get right on it. Needless to say, our forward looking Director had already started along this line of thinking. When I mentioned this to Barbara, after my meeting at the college, she informed me that she was working on just that. Not a surprise, I might add.

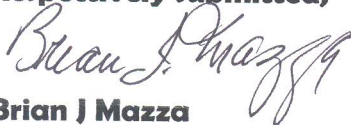
must provide a clear and specific needs assessment as well as a clearly written list of expectations that outline the duties of the Intern. This will be presented to the college for their review and subsequent approval. With the approval from the Director and Board of Trustees, I will be more than happy to act as intermediary throughout this process.

Some other details from the meeting with Ms. Reinke dealt with compensation for the Interns. Use of Interns is handled two different ways: paid or unpaid. It is up to the Host entity to determine that with the college and the Intern. The suggested hourly rate is minimum wage or whatever the Host feels is appropriate. Most of these students are financially strapped which means it would be more appealing to them if they were compensated for their time. This does not mean we must pay them. It only means, in my opinion, a carrot would be an incentive. They still must accumulate credit hours to get their degree, so hours are hours, which brings me to our next caveat. We need to determine how many days per week and how many hours per day fit our needs assessment. Keep in mind the more time we give them, the faster they proceed along their degree track and this in turn provides them with an internal incentive.

If we pay them then we must cover them under our workman's compensation insurance. They are still protected under the College's insurance. Most of the Interns have their own laptops which may be helpful. A work space would be convenient but not mandatory. The title of the Intern who would provide us with what we require would be a Social Media Marketing Intern.

mentioned here. I talked briefly about our endeavor into Strategic Planning and asked if the College would be interested in collaborating with us and again, Ms. Reinke was most enthusiastic about support. However, she naturally, could not give me a name of a professor until she knew more about the details of our Strategic Plan such as goals, objectives, timing and frequency of meetings, etc. I told her that as soon as we know I will get that information to her. Again, if the Director and or the Board of Trustees agree, I will be glad to assist as intermediary. Saving time for the staff to do creative and strategic planning of their own is critical and I am happy to facilitate that end.

Respectively submitted,



Brian J Mazza