

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

**Board of Trustees
Crandall Public Library**

**AGENDA
February 29, 2012**

1. Call to order S. Searleman
2. Public Comment S. Searleman
3. Correspondence and Press (see board pass around file for actual correspondence)
4. Approval of Board of Trustees Minutes: February 1, 2012 S. Searleman
5. Treasurers Report, January, 2012 P. Irion
 A. Budget Amendments
6. Approval of Warrant, February 15th & 28th, 2012 bills & payroll C. Davis
7. Committee Reports
 Personnel - Approval of appointment of the following staff member from Probationary to Permanent status: Justin Spraragen, Library Computer Assistant, effective 2/11/12

 Retirement: Ellen Mangine effective February 29, 2012
8. Friends of Crandall Public Library W.McKnight
9. SALS D. Nemer
10. Director's Report & *Action Items:* C. McDonald

A. Action items:

1. Approval of NYS Annual Report
2. Contract approval for Evanced Solutions, LLC for 1 year renewal of Events Software (\$1,732.50) and Room Reserve Software (\$1,732.50) for a total cost of \$3,465.00.
3. Permission for Erica Wolfe Burke to attend the New England Archives Conference on March 23-24, 2012 at Wesleyan University, CT. She is scheduled to speak as a part of the panel called "Strategies for Engaging Your Constituents." Estimated costs: Conference registration: gratis. Travel,

roundtrip @ 350 miles = \$175, Hotel (Middletown Inn), \$130 conference rate x 2 nights = \$260
Meals, 3 days x \$50 per day (will save receipts) = \$150, Subtotal = \$585.

4. Approval for Christine McDonald to attend an afternoon March 1, 2012 SALS sponsored program on Community Marketing Planning with Libby Post at the Town of Chester Library. Mileage & no other costs- covered by SALS grant.

5. Love Your Library Raffle - Approval of dates for the 2012 Love Your Library Raffle: Ticket Sales begin April 1, drawing held Thursday, May 31 at the Library.

6. Henry Crandall Award - Approval of date and venue for the 2012 Henry Crandall Award gala event: Friday, September 14 at The Queensbury Hotel. Approval of nomination timeline: Award nominations accepted starting March 1 with an April 30 deadline. Recipient will be decided at May 30 board meeting and announced in June.

7. Approval to apply for a grant from the Build-a-Bear Workshop Foundation. Requesting \$2,500 for children's reading programs.

11. Department Reports

- K. Naftaly, Assistant Library Director, III
- A. Herman, Adult Services
- L. Shanks, Development Director
- P. Frazier, Children's Department
- T. DeGarmo, Folklife

12. Old Business

- | | |
|---|-----------------------------|
| A. Filling open position in Queensbury | Board Development Committee |
| B. Warren County Aid 2012 | Finance Committee |
| C. Revision of Investment Policies | Finance Committee |
| D. Code of Ethics and Conflict of Interest Policies | Executive Committee |
| E. Decision on investing \$15,000 from Watson bequest,
in GFNB Temp. Fund (possibly for bike rack project) | Finance Committee |
| F. Revision of Suspension Policy | Executive Committee |
| G. Vote on changes of the By-Laws, 3 rd notice | Board 2-29-12 |

13. New Business

- | | |
|--|---------------------|
| A. Meetings with Glens Falls National Bank, TD Bank,
Key Bank about invested accounts | Finance Committee |
| B. 2012 Budget process and deadlines | Finance Committee |
| C. Meeting Room Policy | Executive Committee |
| D. Questions regarding Film projecting | Finance Committee |
| E. NYCON, Trustee education | Executive Committee |
| F. Conflict of Interest forms | Executive Committee |

14. Executive Session (if needed)

15. Adjournment

**The next Board Meeting is
Wednesday, March 21, 2012
4:00 pm
Holden Meeting Room**

Adult Services Department
Monthly Report
January 2012
Submitted by Andrea Herman

	January 2012	January 2011
Reference Questions:	7919	6034 (31% increase)

Programs:

- **Memory Sharing Group** met on January 2; organized and moderated by Karen Tinney (10)
- **Wednesday Evening Book Discussion** of *Christmas Carol* by Charles Dickens met on January 4; organized and moderated by Jennifer Boyer (5)
- **eBook Help** held on January 13 and January 19 taught by Guinevere Forshey and Jennifer Boyer (70)
- **Life Aboard a Nuclear Submarine;** talk on January 18 by Ray Misiewicz, a retired nuclear engineer (30)
- **Monday Evening Book Discussion** of *The Lost City of Z: a Tale of Deadly Obsession in the Amazon* by David Grann on January 23; organized and moderated by Frank Pelkey (10)

**Health Information Services
January 2012**

Meetings

TEAM: 1/5

Programs & Activities

- AskUs 24/7
 - 4 hours chat ref
 - Chat statistics
 - 44 SALS patrons used chat reference
 - 42 chats answered by SALS librarians
- eReader Help Sessions: 1/13 & 1/19
- Begin planning for Library SnapShot week
- Created new Kindle help sheets
- Worked with SALS to add links to our downloadable media on the PAC eContent page
- Worked on NYS Dept of Labor Unemployed Workers Grant

BTOP

- Classes
 - 33 classes offered
 - 101 participants
 - 254 hours of training
- 1,109 Internet Room questions
- Prepared and submitted the following reports: Outcome Based Evaluation Interim report, Annual Federal Report Narrative, Annual Federal Report worksheet, Q4 Federal Reporting worksheet.

Reference

- Answered 5 Medical reference questions, topics included:
 - Memory exercises
 - Irregular heartbeat
 - Pacemakers
 - 1 DOCLINE article

Memorandum

To: Kathy Naftaly

CC:

From: Steven Ray

Date: January 31, 2012

Re: January 2012 Monthly IT Department Report

This is a summary of things performed during the month of January 2012 by the Crandall Public Library IT department.

1. Updating accounting software on CPLS4a with Harris
2. Updating all computers with Malwarebytes & necessary software
3. Working on server room equipment updates & configuration verification
4. Review of video for missing pocketbook (no luck)
5. Updating View Scan software
6. Updating Folklife Mac software
7. Setting up new computers for staff (25)

Children's Department Report January 2012

Programs

79 programs were offered for children and families during January. The total attendance was 1,339. Programs offered on a regular basis included: Baby Lap Times (2 sessions per week), Walking Wonders (1 session each week), Toddler Story Times (3 times per week), Parent/Child Workshops (4 sessions), Preschool Story Times (3 sessions per week), Preschool Art Times (2 sessions per week), and Library Club (1 session per week). The therapy dogs were scheduled 6 different times during the month for children to come and read with them. Ten different preschool and school classes came to the Library for stories and tours. A Cub Scout group came for a library orientation. Sensory Story and Art Times for children on the spectrum and their families were offered on the second Thursday of the month. A Search and Rescue Dog presentation and demo was attended by an enthusiastic crowd on Saturday the 21st.

Reference Questions

The children's reference desk continued to be a hub of activity. Staff handled 3,072 requests for information.

Computer Use

The six computers in the Department were used 619 times during the month for games and Internet.

Statistics	2011	2012	change
Number of Programs	68	79	+16.1%
Program attendance	1328	1339	+0.8%
Computer Use	499	619	+24.0%
Reference Questions	2759	3072	+11.3%
Circulation			
Easy Readers	1904	1922	+0.9%
Juvenile Fiction	1704	1628	-4.4%
Juv. Nonfiction	2689	2973	+10.5%
Juv. Paperbacks	1424	1436	+0.8%
Juv. Audio books	244	327	+34.0%
Picture Books	4581	5705	+24.5%
Juv. Videos	5178	5375	+3.8%
Tumblebooks (eBooks)	N/A	573	

Submitted by Pam Frazier, Head of Children's Services

Viewed an IMLS Sparks grant webinar with Shanks. Keep in mind for FY 2013; result: another potential funding option for innovative services.

Met with McDonald and Davis to discuss program/department budgets; result: movement towards new methodology of internally handling funds in 2012.

Various telephone conversations with Jennifer Ferriss of SALS about "Staffing for Results" in our Technical Service area; updated Hilfiger on Jennifer's suggestions. Met with Hilfiger, Laing, and Camp about efficiencies; result: progress on creating a more efficient collection development, acquisition, processing, and withdrawal cycle.

Interviewed with Frazier and Toth three candidates for the open Library Assistant position in Teens; result: staffing recommendation passed to McDonald for second interview.

At request of McDonald spoke with management consultant; result: an open line of communication was established.

Attended various meetings of committees I serve on including JA Council and PLS Board; result: Crandall Public Library has continued representation on local and state levels.

Sustained weekly participation in AskUs 24/7 Chat With A Librarian electronic reference service; result: allows patrons to access expert knowledge remotely and shared services increase our patron's opportunities to access help at all hours of the day.

As part of the administrative team I attended Team meetings, general staff meetings, budget meetings, personnel meetings, executive committee meetings, Departmental meetings (scheduled and impromptu), finance meetings, Civil Service meetings, and Library Board meetings; result: as directed enacted upon assignments from said meetings. I continued to review incident reports with appropriate staff and make recommendations for suspension when applicable; result: a safer Library environment for all. Reviewed all staff purchase requests; result: control of fiscal accountability. I also continued to prepare monthly statistics for Board Report and developed further comparisons of in-house Express Check statistics and usage success rates; result: data demonstrating that our renovation/expansion project continues to exceed our expectations for patron use and satisfaction. Continuously updated new CPL webpage as needed; result: public is informed of Library policies, meetings and activities in a timely manner.

Monthly Report – January 2012
 Adult Services Department Crandall Public Library
 Circulation, Automation, and Technical Services (Compiled by K. Naftaly)

Interlibrary Loan 2012/11 Month-to-Date Comparison:

MONTH: January	2012	2011
Requests from other libraries	2655	2674
Total items sent	2499	2481
Fill rate	94%	93%
Items received from other libraries	3582	3460
Holds from send list	914	1025
Holds filled from send list	866	962
Holds (placed)	5810	5993
Holds (satisfied)	5342	5307
Holds (cancelled)	282	316

Technical Services (adult and children's combined):

ADDITIONS	GLE 01/2012	GLE 01/2011
Books	508	618
New & Popular Bks	434	388
AV	32	41
New & Popular AV	144	92
Software	0	0
Picture/Photo/Realia	2	0
Magazines	241	228
Music	71	1
Other (map, etc.)	6	1
eAudio or eBook	32	0
Total	1470	1369

Outreach Services: January 2012

	Individuals Books/Periodicals	Individuals AV	Facilities Books/AV	GRAND TOTAL:
TOTALS:	874	171	73	1118
			Previous Month YTD:	n/a
			2012 YTD	1118

Volunteer Hours: January 2012

	TOTAL	Previous Month YTD	YTD 2012 Total
TOTALS:	250.25	n/a	250.25

Development – Lynn Shanks
January/February 2012 Board Report
Completed 2/21/12 for February 29 Board Meeting:

Business Partners Program

- Christine and I have met with
 - Kathie Duncan, Adirondack Trust
 - Tom Hoy & Tom Murphy, Glens Falls National Bank & Trust
 - Dan Burke, NBT Bank
 - Rob Albano, Barton International
- I had a secondary phone conversation with Tim Badger from Glens Falls National Bank to hear his comments/suggestions.
- I incorporated these individuals' feedback into the program benefits and brochure copy.
- Once finalized, I will return to the leaders above to request a financial commitment and will reach out to a broad group of area businesses to solicit support.
- The Friends have agreed to fund the digital recognition equipment at \$867 (with a 40" monitor). We are purchasing from Ray Supply, who has given the Library a \$372 discount. Donors to the Friends of CPL will be included in the scrolling list.

Love Your Library Raffle

- I met with Liz at Scoville Jewelers to discuss our proposed timing change for the drawing and their continued support. They have agreed to provide the same support for 2012: \$1000 in cash and \$25 in store credit for ticket buyers.
- I am recommending tickets be sold in April and May and the drawing held the last week of May. The goal is to sell 350 tickets at \$25 each. More volunteer sellers will be enlisted for this year's raffle.
- Called ARCC about involving the Young Professionals Organization in the raffle. I will be meeting with members of the group after the Library board meeting on the 29th.

Henry Crandall Award Gala Event

- Christine and I selected **Friday, September 14** was selected for the event date. After much research on other events in the area, this seemed to be a good choice.
- I am proposing a seated dinner with entertainment and live and silent auctions this year.
- Venues are under consideration.
- A planning committee is being established and will meet for the first time on March 8 at 6PM. (Choosing the award recipient will remain the board's decision.)
- I developed a projected budget and planning timeline as guides for the committee.

Building Bridges with Books Annual Appeal

- Final results = \$20,717 raised

Other

- I set up the online reservations for Selected Shorts (April 27 and 28 performances). Met with Linda Webb to discuss details of event reservations. This will go live once we have details from Symphony Space.
- Christine and I met with Rick Davidson of Davidson Brothers to discuss his support for Selected Shorts 2012. He will provide \$500 in underwriting and a reception after the program.
- Spoke with Roman Jarosh and Mark Schachner about Film Series sponsorships (initiated by Christine). Roman has renewed at \$200 and Miller, Mannix, Schachner, and Hafner has agreed to a \$500 sponsorship for 2012.
- Met with 4 prospective volunteers.
- Brainstormed with a young volunteer about reaching out to the 20-something audience to encourage them to use the Library. He will be working with Kevin Rogan to develop some ideas. They may establish a "task force" to expand the effort.
- Completed and submitted an ad for the Queensbury Senior Center newsletter for 2012/2013.
- Began to compile donor lists and generate other fundraising-related copy for the 2011 Annual Report.
- Worked with Christine to determine appropriate recognition for recent bequest and memorial gifts.
- Assisted Julia in Children's Dept. with sending their first eblast.
- Sent African-American Film Forum eblast.
- Sent February eBulletin, sending March eBulletin next week.
- Produced labels for Folklife Department postcard mailing.