

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

**Board of Trustees
Crandall Public Library**

**AGENDA
March 21, 2012**

1. Call to order B. Pratt
2. Public Comment B. Pratt
3. Correspondence and Press (see board pass around file for actual correspondence)
4. Approval of Board of Trustees Minutes: February 29, 2012 B. Pratt
5. Treasurers Report, February, 2012 C. Davis/C. McDonald
6. Approval of Claims Adjuster Report for March 15, 2012 bills & payroll C. Davis
7. Committee Reports
 Personnel - Approval of appointment of the following staff member from Probationary to Permanent status: Linda Webb, Administrative Assistant effective March, 13, 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 the NYS DOL contract.
 2. Approval of the "Benefits" section for the various funding levels for the Business Partners program brochure
 3. Approval for staff members Gail Malvuccio and Julia Stuckman to attend an ALA Editions Workshop (webinar) (Hire, Train and Supervise Shelves). Cost: \$90.00.
 4. Approval to pay invoices from, Wal-Mart, Bank of America Credit Card, Amazon and other misc. invoices that need to be paid between the March 21, and May 2, Board Meetings so as not to incur interest charges.

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, 1st notice | |
| H. Meetings with Glens Falls National Bank, TD Bank,
Key Bank about invested accounts | Finance Committee |
| I. 2012 Budget process and deadlines | Finance Committee |
| J. Conflict of Interest form | Executive Committee |

13. New Business

- | | |
|------------------------|---------------------|
| A. Possible suspension | Executive Committee |
|------------------------|---------------------|

14. Executive Session (if needed)

15. Adjournment

**The next Board Meeting is
Wednesday, May 2, 2012
4:00 PM,
Holden Meeting Room**

Crandall Public Library

To: Board of Trustees
From: Christine McDonald, Director
For: March 21, 2012
Re: Director's Report for February 2012

Appreciation Notes:

- Thanks to Trustee Kyle Gannon for arranging for all students in the Queensbury Intermediate School, Grades 4-5 to come to the Library for a tour and to get Library cards!
- Thanks to the Customer Service staff who processed hundreds of new card applications as the Queensbury students applied for new cards.
- Thanks to the SALS Board who agreed to pay for my registration and hotel at PLA [Public Library Association] conference for which SALS director Sara Dallas was the program planner.
- Thanks to the Friends of Crandall Public Library for another successful February book sale, netting over \$14,000! And they approved the LCD screen/device for donors.
- Thanks to Dorrie Stevenson, Children's Library Assistant wrote and received a grant from Stewarts for \$975 for Children's Programs this summer and other activities. Pam Frazier has details.

Key February Statistics: Positive trends

- The public use of our WiFi is an average of 38,390 hits per month since we started keeping this statistic in May 2011. February use of our WiFi was 44,390 in addition to in-house use of the Internet.
- Year-to-date circulation has increased by 12.02% from February 2011
- Year-to-date door count has increased by 15.35% from February 2011
- Year-to-date self check percentage is 82.23%
- The 2011 Annual Report will be published in April 2012. Kathy Naftaly is coordinating.

Key February Activities:

- The NY Council of Nonprofits will offer free consulting services to Crandall Public Library Trustees with suggested topics: trustee duties and responsibilities including research on specific library governance regulations, by-laws review and related ethics/ conflicts policies. I have a phone meeting on March 21 with Jennifer Killian of NYCON and will report the results.
- During February, I worked with the NYS DOL and Northeast Career Planning on the contract requirements for the \$50,000 grant awarded to the Library. We were required to get letters of commitment from employers guaranteeing that they would hire our graduates. Over 48 employers wrote letters of support that they would agree to interview. Further information was requested last week and I'm required to have it in the DOL's hands by 3/20/12. Then the contract can be issued for approval by our board.
- Lee Braggs, Glens Falls NAACP Vice President and I introduced and discussed the films we agreed on for the Black History month Film Series. About 275 people attended the series. There were four programs in all for this our 13th Annual program.
- Toured Voorheesville Public Library Director Gail Sacco and her assistant and provided information relative to their upcoming referendum and selection of a construction manager.
- Held two Management Team meetings.
- Attended a webinar at my desk on the new 3M "Cloud" eBook integration with the Polaris catalog. EBooks on the 3M cloud would appear on the catalog as eBooks making it easier than Overdrive to use. But, it's not up and running yet.
- As Treasurer of NYLA, attended the quarterly meeting via phone.
- Met with Terry Morris of Biblioteca/ITG, our RFID provider to review some issues with a Children's Dept. self check and coin op. Morris also discussed upcoming advances we could see at PLA which we did.
- Attended the Executive Committee meeting 2/29/12

- Met with Sandy, Patty and Cyndi to review progress on the 2012 program budget format. Suggestions were made and there will be a follow up meeting in April.
- Had two meeting with G. Steffan, Grove Associates to review Strategic Goals report to the Board.
- Interviewed by Claire Griffin, WCKM, Arts on the Air for a March 11th program about upcoming events, library activities and philosophical discussion.
- Brought in Jonathan Bodge to fix the 35mm projector, now about 17 years old and the sound board which had been changed from his original setting so that no sound was coming out of the left side speakers during films- that's why I called him to take a look at the whole system.
- Meetings with Lynn Shanks, Linda Webb, Rick Davidson about the April 27-28 Selected Shorts programs. Get your tickets now as they are going very fast!

Pending Building Issues:

- Bicycle racks and benches project: informed Executive Committee 2/29/12 and Board about the upcoming [now completed] meeting 3/19/12 with the Glens Falls Hospital staff Melissa Chinigo and Erin Krivitski; Aaron Frankenfeld and Kate Mance of the Adirondack/Glens Falls Transportation Council about possible funding for this project. Jack Lebowitz who was the catalyst for the revisions to our plan attended as well. I'll be pursuing funding sources identified at the meeting in addition to Library funding.
- The lighting project agreement with ARCON is proceeding. Work dates TBA
- Counter project is pending.
- The Glen Street front doors required numerous repairs in the past few months. Pat Durkin, Maintenance Mechanic is recommending we consider replacing the frames and possibly the doors too. I discussed this with Peter Dykshoorn, JMZ Architects. Peter will get back to us about our options. This item might be eligible for funding through the NYS Public Library Construction Grant.

Strategic Plan Update: Sending Revised 2012 Goals as they relate to the Strategic Plan in a separate document and updated 3/17/12.

Updated March 17, 2012

February 29, 2012

Director/Board 2012 Suggested Goals

These goals are Strategic Plan based and reflect the 2012 priorities

- 1. The Community will have access to on-line materials through the Library Webpage and conveniently and attractively displayed in areas throughout the Library**

Background	Why a Priority in 2012?
<p>Ematerials are in high demand in the U.S. Crandall has long waiting lists for eBooks [not music]. Crandall will spend more operating and Central Book Aid [CBA] dollars on eBooks and member libraries are increasing amounts too. Renovating the web page slightly to highlight e-materials will result in growth of circulation for ematerials.</p> <p>Crandall lacks merchandising space and must convert areas in the Library to increase circulation of traditional materials as per the Strategic Plan</p>	<p>This goal relates to Strategic Goals 1 through 5 and Strategic Initiative 10. The goal for materials circulation has to be met by the end of 2013. Maximizing merchandising space and converting areas in the Library will be a priority to meet this need. Careful selection, weeding and adding new eformats will make attaining these strategic goals more possible.</p>

<p>2012 Outcome: Due 12/31/12</p>	<p>Update on progress:</p> <ul style="list-style-type: none"> + Crandall has agreed to increase spending of CBA and Crandall funds via SALS to make more eBooks available to the community. + The Executive Committee will meet 2/29/12 or a date in March to discuss renovations for the New Book area. + If approved to proceed, the Director will write the NYS Construction Grant for 2012-13 to cover 75% of renovation costs. + Staff will work with our web host to renovate the web page to highlight e-materials by June 2012. + McDonald and Naftaly will attend workshops, exhibits and speak with vendors at the Public Library Association conference March 12-17 to get new ideas for eBook circulation. + At PLA 3/15/12 signed up for Freading which is an additional access to Ebooks with simultaneous-user access. + Attended demonstrations of Freading, Overdrive new products and Baker & Taylor Access 360, all eBook vendors at the PLA exhibits. + Executive Committee asked for a needs assessment and further information to explain the need for modifications to market new materials. In process. + With other Central Library directors, was a catalyst for stopping an effort by the Division of Library Development [DLD] & NYLA to propose legislation to eliminate Central Book Aid and Central Library Aid. The legislation is being re-written and the funding for Central Libraries won't be eliminated. There is a follow up meeting 3/30/12 in Albany with Central Library directors, NYLA and DLD to discuss. + Attended a webinar at my desk on the new 3M "Cloud" ebook integration with the Polaris catalog. Ebooks on the 3M cloud would appear on the catalog as ebooks making it easier than Overdrive to use. Spoke with 3M reps. at PLA in March. But, it's not up and running yet.
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2. 2012 Strategic Plan Communication with the Community: The Library will report to the community on survey results and progress on the Strategic Plan Goals

<p>Background Over 20 people in the community donated time to the Strategic Planning process and were</p>	<p>Why a Priority in 2012? This is the 2nd year of the Strategic Plan of three years. Reporting to the community on our</p>
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<p>assured the Library would keep them and the community updated. The Plan is a roadmap for how the Library spends resources, keeps the public informed [as we did during the building process], insures that the community will know how their tax dollars are spent and provides transparency for our operations. Much of the information the public needs about the Library is on the web site. Updates on the Strategic Plan will also be posted to the web page.</p>	<p>progress is required by Strategic initiative 5.3. Strategic Governance Initiative 3.2 states that the Board Committee structure will enable the Board to be responsive to the priorities in the Strategic Plan. The “Next Steps” section also refers to keeping the public informed on progress with the Strategic Plan.</p>
<p>2012 Outcome: Due 12/31/12</p>	<p>Update: + Committees were set up by the board President effective 2/23/12. + The Director presented the 2011 accomplished Strategic Goals and Initiatives at the 2/1/12 Board meeting which will be posted on the web page 2/27/12 + The above report was posted on the Library web site.</p>

3.

3. Customer Use of Self-Check will increase 5-10% over three years

Background	Why a Priority in 2012?
<p>Staffing has decreased in the Customer Service Dept. by over 26 hours which includes circulation and technical services for which the Library is understaffed. However, the use of self check is stalled at 80% due to the need to renovate for maximum use of self check, for enhanced customer satisfaction and for decreased staff intervention. With the new NYS Library Construction guideline providing for a 75% NYS match, the Library has a unique opportunity to make maximum changes to the physical environment to promote circulation of materials with the minimum funding impact. Funds approved in September by SALS aren't released in general until late 2013.</p>	<p>To meet Strategic Goals 1 through 5 for the circulation of materials, it will be critical to increase the use of self check stations and decrease use of staff time. Staff needs to be freed up to perform tasks needed due to decreased staff hour and to teach customers how to use online functions such as renewing and reserving materials. The 75% match for renovation funds from NYS may not continue indefinitely. It's in the Library's best interest to secure these funds for needed improvements while they are available and the library has the need. Advanced preparation to improve efficiencies with self check will enable the Board to respond to taxpayer concerns.</p>

<p>2012 Outcome: Due 12/31/12</p>	<p>Update:</p> <ul style="list-style-type: none"> + Staff will be studying the customer service functions to streamline and maximize efficiencies and to explain to the architect who may be hired for the project, how operations function. Complete by April 15, 2012 + The Executive Committee will meet 2/29/12 or a date in March to discuss renovations for the Customer Service area. + If approved to proceed, the Director will write the NYS Construction Grant for 2012-13 to cover 75% of renovation costs. + The Executive Committee met and asked for a needs assessment for making changes in the Customer Service area. At PLA, McDonald and Naftaly saw some equipment that might address some of the needs in this area. Further discussion with vendors is needed.
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4. Identify Alternate Funding Sources to Reduce Taxpayer Burden, While Increasing Service Offerings

Background	Why a Priority in 2012?
<p>2012 is the second year of the NYS Tax Cap which applies to the Library. With NYS funding, investments, trusts and interest and other Library income declining, the search for new sources of revenue is vital if the Library is to continue to provide the programs and services on which customers most rely. Even as we adapt to new demands for e-materials, with no increase in funding, the public expects the Library to use its tax dollars wisely and not cut hours or services.</p>	<p>While finding other sources of income has been a priority for me for 33 years, with declining tax support, the Library has to identify new sources plus use those alternate sources we already have, in the most cost effective manner possible. The challenge is daunting since grant funding is not as available as in past years.</p> <p>With the Library being used more than it ever has in the past three years as compared with all prior years, and due to the poor economy, our commitment to services and programs must include finding non-tax sources to meet growing demand. We must also study operations to increase efficiencies which will assist staff in meeting demand.</p>
<p>2012 Outcome: Due 12/31/12</p>	<p>Update:</p> <ul style="list-style-type: none"> + Finance Committee will meet 3/8/12 and in March through June to prepare the 2013 Budget. Program budgets will be analyzed to assess effectiveness of current programs, services and staffing. + The Budget Committee was unable to meet in March. April dates are being considered.

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

Met with circulation and technical services staff; result: progress on creating a more efficient collection development, acquisition, processing, and withdrawal cycle.

Met with patron who needed to express his frustration with changing public library values: better communication with the public.

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.

Naftaly
03/19/12

FEBRUARY 2012 ADULT/CIRCULATION SERVICES REPORT

***Internet Usage (number of times computers were used):**

2011 Feb= 9,826 2012 Feb= 7,818

*(decrease attributed to 6 stationary laptops becoming mobile in-house "check-out")

	Current Month	Previous Month 2012 YTD	2012 YTD	2011
CIRCULATION				
Total days open*:	28	29	57	54
Total hours open:	276	288	564	515
Total door count:	39,018	36,253	75,271	68,410
Total SALS item circulation:	65,890	66,133	132,023	124,865
Overdrive + Freegal + Video + Tumble:	6,029	3,140	9,169	1,214
Book Box Circulation:	25	75	100	50
Total Circulation:	71,944	69,348	141,292	126,129

TOTAL CIRCULATION TO PATRONS AS OF FEB 29, 2012

141,292

TOTAL CIRCULATION TO PATRONS AS OF FEB 28, 2011

126,129

% increase/decrease in total circulation from Feb 11 to Feb 12= **12.02% increase**

*% of checkouts non staff intervention (rounded): **90.59%**

% of checkouts self-check (rounded): **80.76%**

YTD self-check rate: **82.23%**

Circulation per hour open: 238.7 Circulation per minute open: 3.98

Door count % 2011/2012 YTD: **10.03%**

Door count % Feb 11 v. Feb 12: **15.35%**

REGISTRATIONS:

2012 New Borrowers 2011 New Borrowers

Total Users

Juvenile (Pre-school to 6 gr.)	93	62	11,507
Regular (Adult)	204	171	36,913
Temporary	0	47	501
Outreach	2	1	387
Board/Employee	0	0	107
Subtotal	299	281	49,415
Other***	1	0	251
Total	300	281	49,666

***CPH Resident, Delinquent Borrower, Retired, Saratoga Resident

% (decrease) in New Borrowers Feb 2011 to Feb 2012: **6.76%**

REG. BY MUNICIPALITY AS OF FEB 29, 2012

	2012 New Borrowers	2011 New Borrowers	2012 All Borrowers	% subtotal
Glens Falls	59	58	11,807	34.87%
Queensbury	84	81	15,196	44.88%
Moreau	26	23	6,858	20.25%
subtotal	169	162	33,861	100%
Other borrowers	138	119	15,957	
TOTAL BORROWERS	307	281	49,818	

Access/Overdrive/Freegal Circ/Feb 2012	YTD 2012	
TumbleBooks	698	1,271
Access Videos	50	164
Audio book files	405	810
eBooks	717	1,449
Project Gutenberg	243	662
Freegal	776	1,673
Total:	2,889	6,029

eContent as % of total circulation

4.02%

Crandall Public Library Database Usage February 2012

Submitted by Kathy Naftaly/Figures provided by the Southern Adirondack Library System, ProQuest, and IMC (Web)

Gale Databases:

REPORTS	Total Sessions	Total Connect Time (minutes)	Total Full Text	Total "retrievals"	Total Searches
nysl_ca_gle (remote access)	36	476	49	61	158

ProQuest Databases:

Searches	Sessions	February 2012	Pre month YTD	2012 YTD
Historical New York Times w/Index	5	17,627	19,387	37,014
Ancestry Library Edition	1,758	713		

Web Statistics:

Total Visits:	17,627
Total Unique URLs:	713
Average Hits per Hour:	2262
Average Hits Per Day:	54311

**Website Hit: Every time a file is requested from your web server by a web browser like Firefox or Internet Explorer, it is recorded as a website hit. The file requested can be anything from an image to a banner advertisement to the page of a text or a part of JavaScript.
 Website Visit: On the flip side of website hit, is the term 'visit'. This is basically the number of times your website has actually been clicked by users and browsed by them, irrespective of the number of files that have been downloaded during that browsing session. So, when you visit a page, it counts to only one visit in the web logs of the site owner. This is the reason why the number of hits amount to be more than visits.
 FROM: <http://www.seogonies.com/seo-articles/Website-Hit-vs-Website-Visit.html>*

February 2012	Searches	Sessions
Novelist Database	487	369
Heritage Quest Online	1,659	174

Wireless Firewall Hits:

February 2012	YTD	2012 YTD:
44,847	33,852	78,699

PrinterON Wireless Printing:

February 2012	22 jobs
34 pages printed by 13 users	

Facebook Statistics as of February 29, 2012	
New Likes	17
New Check-ins	12
Talking About This	Weekly Total Reach
35 +6.1%	1,274 +21.3%

Crandall Public Library Job Now—February 2012	
Total Usage (resume lab, interview coaching, and database resources)	0
Database Usage	0

Children's Department Report February 2012

Programs

The week of school vacation was extremely busy: 744 people attended library programs in the Children's Department that week of 2/19-2/26. Overall program attendance for the whole month was very high, totaling 2,164 people. Weekly programs included baby lap times, *Walking Wonders*, toddler and preschool story times, preschool art times, and *Library Club*. Many special programs were offered for school-aged kids and families during the vacation week including an *American Girl and Boy* program, two puppet shows produced by the Children's Department staff members, a Legos program, a drop-in game night for families, opportunities to read to the therapy dogs, an art time for school-aged kids, a Tae Kwon Do workshop, and an outreach program at the Aviation Mall. The winter reading program continued throughout the month as kids worked toward collectively reading a ton of books. The read to me program for younger children, birth through three years old, also continued throughout the month. The most popular program was the *Andrew Simmons Wildlife* presentation; where kids saw many live animals including an alligator.

Reference Questions

The children's information desk was a very busy place. Staff answered 3,649 reference questions during the month.

Statistics

	2011	2012	change
Number of programs	65	90	+38.4%
Program attendance	1363	2164	+58.7%
Computer use	510	735	+44.1%
Reference questions	2930	3649	+24.5%

Circulation

J Audio books	287	362	+26.1%
Easy readers	2001	2653	+32.5%
Picture books	4545	6040	+32.8%
J fiction	1665	1870	+12.3%
J nonfiction	3005	2898	-3.5%
J paperbacks	1487	1791	+20.4%
DVDs and videos	4936	5806	+17.6%
Tumblebooks	N/A	698	N/A

Submitted by

Pam Frazier

Head of Children's Services

Adult Services Department
Monthly Report
February 2012
Submitted by Andrea Herman

	February 2012	February 2011
Reference Questions:	7695	5876 (31% increase)

Programs:

- **Wednesday Evening Book Discussion** of *The Color Purple* by Alice Walker met on February 1; organized and moderated by Jennifer Boyer (5)
- **Memory Sharing Group** met on February 6; organized and moderated by Karen Tinney (10)
- **Library eBooks for Kindle Users** held on February 6 taught by Guinevere Forshey and Jennifer Boyer (30)
- **Library eBooks for Nook Users** held on February 7 taught by Guinevere Forshey and Jennifer Boyer (27)
- **Monday Evening Book Discussion** of *Persepolis: the story of a Childhood* by Marjane Satrapi on February 27; organized and moderated by Frank Pelkey (10)

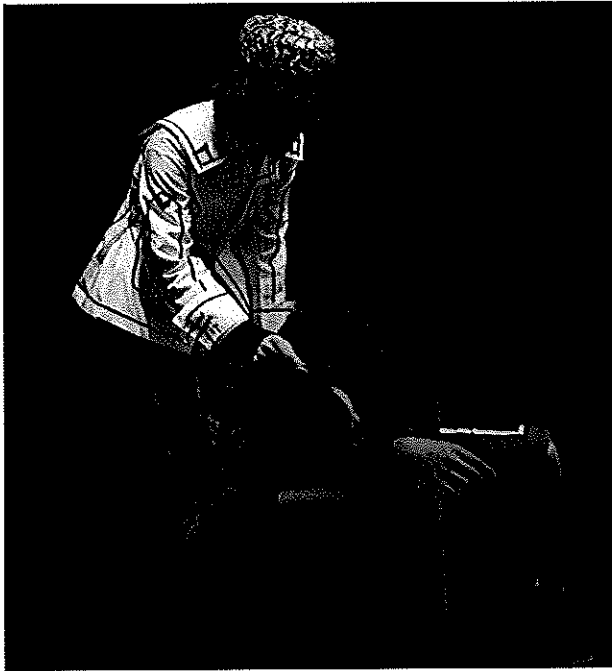
Personnel

- Frank Pelkey and Kevin Rogan attended the workshop *Serving Older Adults with Panache* at SALS on February 6 presented by library consultant Allan Kleiman.
- Andrea Herman attended the Committee on Resource Sharing (CORS) meeting at CDLC on February 8.

Teen Center report, Feb., 2012

The Teen Center was used 1259 times in February, 2012. There were 333 requests for specific materials and 264 in attendance at programs. The remainder of uses were divided among browsing, reading, homework, computer use and meeting friends.

The Reduced Teen Group performed *A Midsummer Night's Dream* to a full house on February 16, collecting almost two hundred dollars in free-will offerings for Emily Ziegler, a Queensbury teen battling leukemia.



Submitted by Frieda Toth, Teen Services Librarian

Development – Lynn Shanks
February/March 2012 Board Report
Completed 3/15/12 for March 21 Board Meeting:

Business Partners Program

- Partner benefits require Board approval before brochure can be printed and program formally launched.
- Digital donor recognition equipment has arrived and I am preparing the lists of donors for display. Once location is determined we should be ready to get the screen up and running.

Love Your Library Raffle: Drawing Thursday, May 31

- We have a committee of 6 volunteers in addition to Library Trustees willing to help sell raffle tickets. We need as much assistance as possible to sell all 350 tickets and meet our goal.
- Tickets will be ready for distribution at the 3/21 board meeting.
- Staff and the events planning committee decided not to hold a reception as part of the raffle drawing this year. We will look at this possibility for 2013.
- Staff and the events planning committee decided to offer a prize to the top ticket seller – 2 complimentary reservations to the gala event on September 14.
- Promotion of the raffle will begin April 1. The drawing will be Thursday, May 31, 2012 at 6PM in the Community Room.
- Updated all necessary documentation and promotional materials for 2012 raffle.
- Confirmed that Scoville Jewelers store credits may be redeemed the full month of June 2012.

Henry Crandall Award Gala Event: Friday, Sept. 14 at The Queensbury Hotel – 6 to 10 PM

- Completed timeline and projected budget for event.
- Events planning committee met and decided on a 1920s French/American theme. They agreed on the title *New York to Paris: A Twenties Soirée*. The theme will be introduced through all elements of the event.
- Price per person will be \$90 including appetizers, dinner, dessert, and entertainment. A cash bar will be available. Joining the honorary committee will cost \$100, which includes program/signage listing and preferred seating.
- Planning committee meets again Tuesday, April 3 at 6 PM. Interested trustees are welcome to attend.
- Sent press release to local media calling for Henry Crandall Award nominations.
- Sent eBlast calling for Henry Crandall Award nominations.

Other

- Established a group of volunteers to serve on an Events Planning Committee. This committee will assist with the planning and implementation of the raffle and gala fundraisers. Six volunteers have agreed to serve, including Trustee Dale Nemer. Additional members are welcome.
- Along with Pam Frazier, met with reps from Ronald McDonald House Charities for a site visit on March 14 regarding our recent grant application.
- Assisted departments in sending out eblasts to promote programs.
- Met with Christine McDonald and Linda Webb on Selected Shorts.
- Sent two Selected Shorts eblasts.
- Sent March eBulletin eblast.
- Handled several volunteer inquiries.
- Submitted copy and donor lists for the 2011 annual report.
- 2,142 people now like our Facebook page.

February 2012 Monthly Report

Folklife Center: Gallery • Archives • Cultural Programs

Crandall Public Library, Glens Falls, NY 12801

Todd DeGarmo, Founding Director of Folklife Center & Erica Wolfe Burke, Archivist/Librarian

Archives & Special Collections

1. Reading Room Use: 316 patrons • 496 items used • 117 hours
Monday-Friday 10 am-noon & 1-4 pm, Tuesday evening 5-8 pm
2. Collection Management
 - a. Volunteers processing collections: 50.5 hours.
 - b. DeGarmo working on Folklife Collection papers.
3. New Collections
 - a. 85 publications to *Holden Reference Book Collection*.
 - b. Burke research projects: Glens Falls canal boatmen & Glens Falls in the Civil War.
 - c. William Bronk's "Dawnings," framed broadside poem, donated by Richard A. Carella.

Programs & Projects

1. Folklife Gallery: *Odetta: The Queen of Folk* - an exhibition of original paintings, prints, and drawings by Stephen Alcorn celebrating the life and times of Odetta Holmes. This exhibit is occasioned by the publication of the critically acclaimed picture book by the same name, conceived and illustrated by Stephen Alcorn, poem by Samantha Thornhill, published by Scholastic Press. Exhibition runs from January 6 to June 15, 2012.
2. Displays: *Guess What I Collect*, where kids showcase their collections, changing every 3 weeks in the Children's Department.
3. Displays: 4 exhibit cases dispersed around library with *Woolens*, *Dollmaker Doll*, Windfield Design miniature buildings/banks.
4. Collaboration: DeGarmo planning a professional meeting with NYS Folk Arts Roundtable, Folklorists in New England, and Mid-Atlantic Arts Association in Saratoga Springs, coordinating a local sustainability session with local organizations at the Quebec Bread Oven, Cambridge, NY (Feb. 6, 13, 15).
5. Collaboration: DeGarmo planning with Camp Chingachgook to develop a professional archives at the camp and a Folklife Gallery exhibition celebrating 100th anniversary in 2013 (February 16).

Professional Workshops

1. DeGarmo attended a Vrooman presentation at the Schenectady County Historical Society, February 9.
2. Burke researched the 22nd NYVI at the National Archives, Washington, DC, February 9-10 (own time).
3. DeGarmo attended an Advisory Committee meeting of the Capital District Library Council - Documentary Heritage Program, Clifton Park, NY, February 15.

**Health Information Services
February 2012**

Meetings

TEAM: 2/2, 2/9

Programs & Activities

- AskUs 24/7
 - 3 hours chat ref
 - Chat statistics
 - 43 SALS patrons used chat reference
 - 32 chats answered by SALS librarians
- eReader Help Sessions: 2/6 & 2/7
- Designed & collected surveys for Library SnapShot week. Stats for **Feb. 21, 2012**:
 - How many patron visits? **2,369**
 - How many people used your public computers? **456**
 - How many reference questions did your staff answer? **764**
 - How many children participated in programs? **432**
 - How many adults participated in programs? **95**
 - What was the total circulation for the day? **4,405**
 - How many hits did your website receive? **69,373**
- Worked on NYS Department of Labor Unemployed Workers Grant
- 2/14: Adobe Contribute training for staff

BTOP

- Classes
 - 34 classes offered
 - 110 participants
 - 325 hours of training
- 1,175 Internet Room questions
- 3 Job Placements

Reference

- Answered 6 Medical reference questions, topics included:
 - Methadone treatment literature search
 - Tardive dyskinesia
 - Risperdal
 - 0 DOCLINE article

Memorandum

To: Kathy Naftaly

CC:

From: Steven Ray

Date: February 29, 2012

Re: February 2012 Monthly IT Department Report

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

1. Working on New staff computers
2. Working on 2013 Budget
3. Laptop 8 (3694) hard drive failed, replaced & back on line for patrons
4. Working on Folklife Mac computers & repair main backup for Todd
5. Compiling electronic recyclable's for disposal
6. Normal monthly computer updates & repairs for staff & public