

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

**Board of Trustees
Crandall Public Library**

**AGENDA
August 29, 2012**

4:00 P.M.

Public Hearing on the Proposed 2013 Budget

- 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: July 25, 2012** S. Searleman
- 5. Treasurers Report, July 2012** P. Irion
 - A. Budget Amendments C. Davis
 - B. Commercial Signature Cards
 - C. Bank Resolutions
- 6. Approval of Claims Auditor Report for August 15 & 23, 2012 bills & payroll** C. Davis
- 7. Committee Reports**
 - 1. Finance Committee** P. Irion
Motion was made to accept the 2013 Proposed Budget
 - 2. Board Development** B. Sheahan
Denise Troelstra has accepted the temporary appointment to the Crandall Public Library Board of Trustees through December 2012 for the open Queensbury position. Bob Sheahan will discuss this on the agenda under Board Development.
- 8. Approval of Resolutions**
 - a. Approval of the 2013 Proposed Budget
 - b. Approval of Legal Notices
 - c. Approval of Trustee Petitions
 - d. Approval of Budget Resolutions for the Board of Elections
 - e. Approval of annual resolution allowing Library to exceed 2% tax cap in the event of errors

9. Friends of Crandall Public Library

W.McKnight

10. SALS

D. Nemer

11. Acting Director's Report & Action Items:

K. Naftaly

A. Action items:

1. NYLA Conference in Saratoga the week of November 7-10 2012. Frank Pelkey, Kevin Rogan, Guin Forshey, Kathy Naftaly, Adelaide Leibold, Tala-Henry Halabi, Julia Stuckman, Plus 4 Circ Staff will go on a day pass Total cost not including Travel is: \$915.00.
2. Crandall Public Library will officially sign on to the campaign of unwasteNY.org, a program sponsored by the NYS public service commission to encourage a statewide 15% reduction in energy usage by 2015. The free partnership includes reading materials for the public and energy efficiency workshops.
3. Permission for Kathy Naftaly (and possible additional staff) to attend 3rd Annual EBook Summit webinar at SALS Wednesday, October 17 for 10 a.m. to 5 p.m. Cost: travel
4. Permission for librarian Kevin Rogan to attend Alternative Reads: Discovering and Sharing Great Indie Fiction Books with Your Patrons on Wednesday, September 19, 2012 at SALS. Cost: travel.
5. Permission for librarian Karen Hilfiger to attend NYLA pre-conference continuing education courses, RDA: What's It all About and RDA: The Cataloging Nitty-Gritty in Saratoga Springs on Wednesday, November 7, 2012. Cost: \$210 registration plus travel.
6. Acceptance of Northeast Career Planning's 6 week addendum to the BTOP contract for \$6,215 so that the program will continue from November 5, 2012 through December 14, 2012.
7. Recommendation to suspend patron Nickalas Vandenburg for 3 months for repeated violation of Internet policy beginning August 29, 2012 and ending November 29, 2012.

12. Department Reports

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

13. Old Business

- A. Warren County Aid 2012
- B. Decision on investing \$178,781 from Watson bequest, in GFNB Temp. Fund (possibly for bike rack project)

Finance Committee
Executive Committee

14. New Business

- A. Meetings with TD Bank, Key Bank about invested accounts
- B. 2013 Budget process and deadlines

Finance Committee
Finance Committee

15. Executive Session (There will be an Executive Session)

16. Adjournment

**The next Board Meeting is
Wednesday, October 3, 2012
4:00 PM,
Holden Meeting Room**

August 14, 2012

Paul B. Dusek
Warren County Administrator
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845-9803

RE: Funding Request

Dear Mr. Dusek:

I am writing to request \$25,000 for the nine public libraries located in Warren County. These funds when received by the Southern Adirondack Library System are immediately distributed to each of the libraries.

I would like to share with you some statistics from 2011 to illustrate libraries are important in Warren County:

80% of the people who live in Warren County have library cards
946,976 library items were borrowed by Warren County residents
588,169 people visited the libraries in one year
165,398 people used computers with internet access
\$1.00 investment in libraries results in \$4.00 worth of services

I will be happy to meet with you to discuss the role of libraries in Warren County.

Sincerely,

Sara Dallas
Director
Southern Adirondack Library System

Attachment

Cc: (list Warren County library directors)

Adult Services Department
Monthly Report
July 2012
Submitted by Andrea Herman

	July 2012	July 2011
Reference Questions:	6918	6447 (7% increase)

Programs:

- **Wednesday Evening Book Discussion** of *Friday Night Knitting Club* by Kate Jacobs met on July 11; organized and moderated by Jennifer Boyer.
- **Monday Evening Book Discussion;** of *Housekeeper and the Professor* by Yoko Ogawa met July 16; organized by Frank Pelkey.
- **Seasons of the Adirondacks with Paul Gibaldi;** book signing and presentation on July 19; organized by Kevin Rogan.

Personnel:

Development – Lynn Shanks

July/August 2012 Board Report

Completed 8/24/12 for August 29 Board Meeting:

New York to Paris: A Twenties Soiree and Henry Crandall Award Presentation

- Invitations were mailed to about 2,500 households on August 3. An eblast invitation was sent to about 6,000 email addresses on August 10.
- Reservations are slow. We are currently at about 85. Trustees, please encourage your friends/colleagues to attend. I will bring extra invitations to the board meeting for you to distribute. RSVP date is August 31, but we have some wiggle room. Final count is not actually due to The Queensbury until September 11.
- Invitations will be distributed at Christine's retirement events. Posters have been placed in the Library and the event (and sponsors) are highlighted on the digital donor wall. The radio station 100.3 The Point is our media sponsor and will be playing ads regularly. I will send another eblast early next week and do a few more Facebook posts. I will contact The Post-Star and Chronicle to see about an article.
- Sponsorships are at \$17,200.
- Honorary Committee contributions are at \$4,000.
- Current value of auction items donated is about \$7,200.
- Event committee met on August 21 and is scheduled to meet again Monday, August 27. We are mainly finalizing décor plans and auction details.
- I am laying out the gala program now, following up with sponsors for their program ads. It will be printed in-house in the week prior to the event.
- Met with Frieda Toth about the Teen Group volunteering to help before and during the event.
- Many final details still have to be completed. This event will consume all my time for the remaining few weeks.

Other

- Assisted with email invitations to Christine's retirement dinner.
- Contacted vendors to provide food/beverages for the retirement reception.
- Completed and sent eblast invitation for retirement reception.
- Worked with Design Function on the production of additional donor plaques.
- Developed a new Library hours magnet for public distribution. Worked with Northeast Promotional Group to have them produced. The Friends funded this purchase.
- Entered all donations & sponsorships in eTapestry, completed thank you letters.
- Managed volunteer inquiries and applications to the extent possible.
- August eBulletin will be sent next week.

Memorandum

To: Kathy Naftaly

CC:

From: Steven Ray

Date: July31, 2012

Re: July 2012 Monthly IT Department Report

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

1. Continuing update support for all staff computers
2. Working on complete cleaning of all keyboards in internet room
3. Renewal of Cornerstone Contract for phone company
4. Setup & configured 5th main switch in server room (SS5) (Staff)
5. BTOP computer updates & repairs
6. Working on Children Group Policy's for new Group

**Health Information Services
July 2012**

Meetings

7/9: DOL CFA grant meeting

Programs & Activities

- AskUs 24/7
 - 3 hours chat ref
 - Chat statistics
 - 115 SALS patrons used chat reference
 - 85 chats answered by SALS librarians
 - Updated policy page
- Compiled statistics & prepared forms to be submitted with DOL CFA grant application
- Set up Pinterest account for “Staff Picks”

BTOP

- Classes
 - 29 classes offered
 - 82 participants
 - 168.5 hours of training
- 2 job placements
- 7/18: Webinar on final reporting requirements
- Finished and submitted 2012 Q2 Reports, OBE interim report #2, and FS-10-A

Reference

- Worked 80 hours on the Reference Desk
- Answered 3 Medical reference questions, topics included:
 - Heat stroke
 - Antihistamines
 - Water in ear
 - 1 DOCLINE article

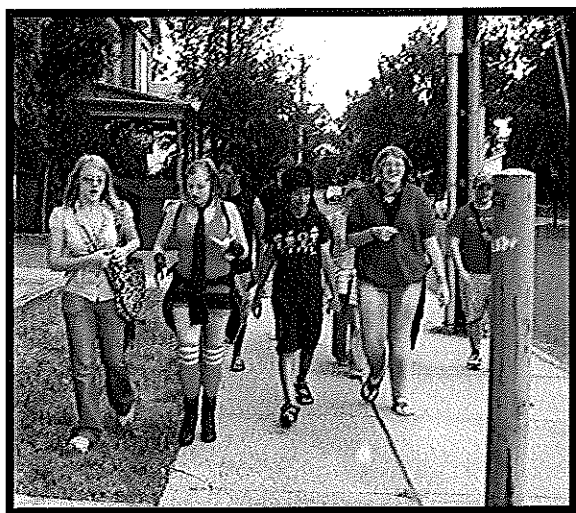
Teen Center report, July, 2012

The Teen Center was used 1601 times in July, 2012. There were 512 requests for specific materials and 165 in attendance at programs. The remainder of uses were divided among browsing, reading, homework, computer use and meeting friends.

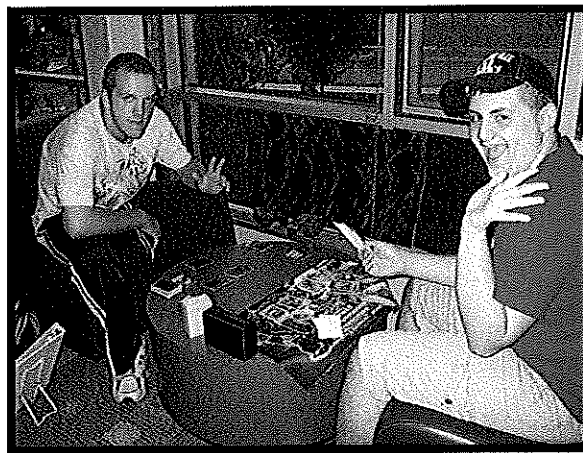
Teens presented continued to participate in the Art Walks.

Volunteer Nikolas Korobovsky has begun a regular teen Yu Gi Oh night.

The summer reading program, Own the Night, has one and a half times the participants of last year's program!



July ArtWalk



Wednesday Yu Gi Oh!

Children's Department Report

July 2012

Programs

Children's Department staff presented a total of 97 programs with an attendance of **2,738**. Regular programs included *Baby Lap Times*, *Walking Wonders* sessions, and *Toddler Story Times*, *Preschool Story Times*, and *Preschool Art Times*. The Friday afternoon *Library Club* met three times. Several kids read to the therapy dogs at the Library during the month. Other programs included *Jazzy Journals* with the Chapman Museum, *Bullying Prevention for Girls* by the Council on Prevention, two Legos programs, *Totally Textile* learning about cloth-making with the Brookside Museum, *Ballerina Dreams*, a music and movement program, the annual field trip to the Ballet at SPAC sponsored by the Friends of the Library, a program on drumming techniques, a juggling program, *Group Games*, and the first in the *School-Age Art* series. *Gramma Tippy-Toes* presented music and stories for babies and toddlers. The ever-popular weekly *Reading Buddies* programs began on July 9th, and older kids helped their little buddies practice reading skills.

Computer Use

1,041 kids used the computers in the Children's Department while visiting the library.

Reference Questions

Staff answered **5,070** requests for information during March.

Volunteers

Volunteers provided 426.25 hours of assistance to the Children's Department. Volunteer tasks included searching for materials to send out through interlibrary loan, putting DVDs into security cases, shelving DVDs, and washing toys.

Statistics

	2011	2012	change
Number of programs	90	97	+7.7%
Program attendance	2651	2738	+3.2%
Computer use	994	1041	+4.7%
Reference questions	4507	5070	+12.4%

Circulation

J Audio books	560	520	-7.1%
Easy readers	3112	3791	+21.8%
Picture books	6531	7262	+11.1%
J fiction	2913	3403	+16.8%
J nonfiction	3122	3160	+1.2%
J paperbacks	2724	2870	+5.3%
DVDs and videos	5719	6467	+13.0%
Tumblebooks (eBooks)	292	257	-11.9%

Submitted by Pam Frazier, Head of Children's Services