

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

**Board of Trustees
Crandall Public Library
AGENDA (DRAFT)
Annual Meeting
April 22, 2015**

1. Call to order M. Toomey

2. Staff Recognition M. Toomey

<u>Name</u>	<u>Years</u>
Jennifer Boyer	5
Pat Durkin	5
Matt Nelson	5
Phyllis Akins	10
Terry Bell	10
Karen Hilfiger	10
Kay Hafner	10
Henri Ottenhoff	10
Martha Scripture	10
Andrea Herman	25
Kathy Lehmann	30

3. Public Comment

4. Correspondence and Press (see board pass around file for actual correspondence)

5. Approval of Board of Trustees Minutes: March 25, 2015 M. Toomey

6. Treasurers Report, March 2015 R Leonelli
A. Budget Amendments

7. Approval of Claims Auditor Report for February 25, March 13, 30, and April 13, 2015 bills. R. Leonelli

8. Committee Reports

Personnel

1. Provisional appointment of Stephanie Winters, part-time Accounting/Business Manager, effective 04/01/2015, at a salary of \$25,504 per year.
2. Re-appointment of Justin Sprragen, full-time Computer Assistant, effective 4/16/15 at a salary of \$33,767 per year.

9. Friends of Crandall Public Library

K. Kathe

10. SALS

D. Nemer

11. Director's Report & Action Items:

K. Naftaly

A. Action items:

1. Use of duplicated images (from B&W photos, color slides, magazine stories) from the "Look Magazine, Glens Falls - Hometown USA Collection" in a News 10 - ABC feature by anchor Mark Baker concerning the anniversary of the end of World War II, to be aired May 11, 2015. We asked for credit, and were interviewed for the segment.
2. Use of 3 duplicated images (from color slides) from the "Look Magazine, Glens Falls - Hometown USA Collection" as illustrations in a print book and ebook on World War II era local oral histories, edited by Matthew A. Rozell. We've asked for credit, and a copy of the book.

12. Department Reports

- ~~A. Herman, Adult Services~~
- L. Shanks, Development Director
- P. Frazier, Children's Department
- T. DeGarmo, Folklife
- G. Forshey, Innovation and Patron Experience

13. Old Business

14. New Business

Investment Guidelines.

15. Executive Session (if necessary)

16. Adjournment

**The Next Board Meeting is
May 27, 2015
4:30 PM,
Holden Meeting Room**

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

**Board of Trustees
Meeting Minutes
March 25, 2015**

Attendance:

Trustees: Mr. Leonelli, Mr. Rottenstreich, Ms. LaPann, Mr. Harman, Ms. Vanderminden, Ms. Johnson, Ms. Nemer, Mr. Barnard, Mr. Harman, Mr. Toomey, Ms. Newcomb entered at 4:41 pm

Absent: Ms. Caimano via Skype, Mr. Lebowitz, Mr. Gannon, Ms. Troelstra

Staff: Ms. Naftaly, Ms. Webb, Ms. Shanks, Ms. Frazier, Mr. DeGarmo, Ms. Bell, Ms. Herman

Guests: Kathy Kathe

President Michael Toomey called the meeting to order at 4:35 p.m.

Public Comment: None

Correspondence and Press (see Board Pass Around file for actual correspondence and press)

Board of Trustees Meeting Minutes

Motion to approve the Board of Trustees Meeting Minutes of February 25, 2015 that was sent via email was made by Mr. Rottenstreich, seconded by Mr. Leonelli. Motion carried.

Treasurer's Report – February 2015

A. Budget Amendments

Mr. Leonelli went over the Treasurer's Report and Budget Amendments for the month of February. Our revenues are at 57.7% and expenses at 10.1% of the 2015 budget. **Motion** to approve the February 2015 Treasurers Report and Budget Amendments was made by, Mr. Harman seconded by Ms. LaPann Motion carried.

Approval of Claims Auditor Report

Approval of the February 25 & March 13, 2015 Claims Auditor Report for bills & payroll will be made at the April 22 board meeting.

Committee Reports - None

Friends of Crandall Public Library

Book sale raised \$12,000. They approved funding for staff awards and book bags for the children's department.

Ms. Kathe

SALS

Reminder, Annual Meeting is in May 18 so get your tickets soon.

D. Nemer

Director's Report

Ms. Naftaly gave kudos to Steve Ray and Guin Forshey for all their work on getting the 3-D printer. They brought the printer to today's meeting so the Trustees could see it work. Ms. Forshey had the insight to partner with the artists at LARAC. Ms. Forshey explained a little about the printer's software. Mr. Ray indicated that they are still tweaking things with the printer. They are still in a learning curve. There was a 1-year warranty that came with the printer but we opted to purchase an extended 3-year warranty for the printer. Ms. Naftaly indicated that they are still in the process of writing a policy for the printer. It will be housed here at the library, not at LARAC. Ms. Forshey, Mr. Ray and Ms. Naftaly took a field trip to the Bethlehem Library to see how their 3-D printer works. It is a different type of printer.

K. Naftaly

Ms. Naftaly stated that she sent all Trustees a copy of the NYS Annual Report.

Action items:

1. Approval of the 2014 NYS Annual Report for Public and Association Libraries as previously submitted to SALS.
2. Permission to keep only the basement and Christine McDonald Community Room open until 9:00 pm Friday, May 8 for a program targeted to our 20somethings group with performer Frank Palangi. Additional costs: extended security hours. Staff assigned to event will shift hours.
3. Permission to close the Library to the public on Friday, May 15 for annual staff development day.
4. Permission to send Erica Wolfe Burke to the Northern New York Libraries Annual Archives Conference in Lake Placid, NY as a guest speaker. Cost: travel and meals.
5. Approval for costs associated with the already approved trip by Todd DeGarmo to the NYS Folk Arts Roundtable meetings, May 27 and 28. Costs: lodging \$52/night for 2 nights; meals at \$50 for 3 days and travel (100 miles roundtrip).
6. Permission to submit a \$50,000 grant to the Charles R. Wood Foundation for "The Extra Mile" initiative, a library-by-mail service.
7. Permission to submit an application to the NYS Gaming Commission for permission to hold our Love Your Library Raffle. Drawing date May 19, 2015.
8. Permission to submit a grant to the American Library Association for a STARNet-Discover grant to host a traveling interactive STEM exhibit *Discover Earth: Our Changing Planet*.
9. Permission to renew contract (5/2015 through 4/2016) with Northeast Information Systems for telephone system equipment and software support and maintenance at a cost not to exceed \$4,500.
10. Permission to purchase replacement staff copier from Electronic Business Products for \$7,311 (including installation and training). Product is under NYS contract.

A motion to approve Action items number 1-10 was made by Ms. Newcomb, seconded by Ms. Nemer. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman thanked the Board for allowing the Library's basement area to remain open late on May 8th. Frank Palangi will be the performer for the 20somethings event. In April, there will be a month of Community Reads events on the *Dust Bowl Era*. There are book discussions, movies, guest speakers. *Country Line Dancing* was a huge success.

L. Shanks, Development Director

The Raffle is starting soon. Scoville Jewelers and Milk and Honey (Davidson Brothers pending) are partnering with the Library on the raffle. They will offer \$25.00 off a \$50.00 purchase when you show your raffle ticket during the designated time. The tickets are almost ready.

P. Frazier, Children's Department

Ms. Frazier stated that the family musical concert held at the Queensbury Elementary School to promote our *1000 Books before Kindergarten* program had a very good turnout (145 people) and resulted in some new enrollments in 1000 Books. The Teens had a cartoonist for Mad Max. They had their play, which was a success. There are foreign language learning sessions held on Saturdays. She passed out flyers for April events and for April school vacation.

T. DeGarmo, Folklife

Mr. DeGarmo informed the Board that the *Battenkill Inspired* exhibit opening was a huge success. Over 200 hundred people attended. There was a great write up in the *Post Star* about it. There will be a lecture series on Monday evenings. The spring concert series has started. There is now a YouTube Crandall Public Library channel where you can see videos of our live Folklife concerts. On April 1, T.V. news anchor Mark Baker is coming over to look at slides to use in a feature concerning the anniversary of the end of World War II. He will be interviewing people around noon. Anyone who was in the Hometown USA shoot he would like to interview them.

G. Forshey, Innovation and Patron Experience

Ms. Forshey indicated that the results from the *Snapshot* survey we did received some great comments from the public

Old Business

Vision: Crandall Public Library will cultivate a forward-thinking community that pursues knowledge, embraces inclusion, inspires creativity and values civic responsibility.

Mission: Crandall Public Library creates programs and services to educate, enrich and encourage our thriving community.

The committee met on March 10th and had a very productive meeting. A new tagline is still being worked on and will follow shortly.

A *Motion* to accept the new Vision & Mission statement was made by Mr. Rottenstreich, seconded by Ms. Vanderminden. Motion carried.

New Business

None

Adjournment:

Motion to adjourn was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried.
Meeting adjourned at 5:22 pm.

Respectfully Submitted,

Christina Vanderminden
Secretary of the Board of Trustees of Crandall Public Library

Recorded by Linda Webb
Administrative/Human Resource Assistant

**The Next Board Meeting
Annual Meeting
Wednesday, April 22, 2015
4:30 pm
Holden Meeting Room**

Director's Report—Significant Actions/Events

March 2015 (for 4/22/15 mtg.)

In case you missed it March-May is National Kite Month (Mar 29-May 3)

Convened significant meetings:

- Friday, March 27, met with graphic designer to discuss CPL logo project. BEGINNING COMPLETION OF DESIGN PROCESS
 - Tuesday, March 31 met with Sara Dallas of SALS to discuss CPL and Central Library obligations. SUSTAINING AND GROWING SERVICES
 - Tuesday, April 7 met with Shanks and Ziegler discuss potential CPL logo. ONE FACET OF DESIGN PROCESS
 - Thursday, April 9, discussion with Webb about potential staff retirements in the next 3 to 5 years. SUCCESSION PLANNING
 - Tuesday, April 14, discussed with Spraragen and Ray options for his returning to work at CPL. RE-STAFFING POSITION
 - Thursday, April 16, Webb, Bell and Laing and I worked on suggested updates for the Personnel Handbook. KEEPING POLICIES UP-TO-DATE
 - Management team meetings at least once every two weeks and all-staff meetings are held monthly. *Staff meeting presenter, Krista Conrick of BOCES presented talk on poverty culture to the staff.* TRAINING, COMMUNICATION AND PLANNING
-

Significant Actions:

- Wednesday, April 8, attended JA meeting at MVLS. CPL REPRESENTATION AT SYSTEM LEVEL
- Monday, April 13, Winters and Bell presented information about investments and trusts and how we fiscally manage their books. Finance Committee meeting will stem from this discussion. KEEPING INFORMED ABOUT GENERAL FINANCIAL PRACTICES
- Tuesday, April 14, had scheduled telephone conversation with Freegal representative to enhance our relationship with the company and to understand product/marketing relationship. EFFORT TO MAXIMIZE USE OF PURCHASED RESOURCES
- Wednesday, April 15, met with a Allstate broker to discuss alternatives to AFLAC offerings. FISCAL RESPONSIBILITY TO STAKEHOLDERS
- Tuesday, April 21, attended SALS Board meeting. CENTRAL LIBRARY REPRESENTATION
- Monday afternoon reference desk shifts. "PARTICIPANT OBESERVER"

Community Involvement:

- Regular attendance at Kiwanis meetings. COMMUNITY OUTREACH/INVOLVEMENT
- Regular attendance at Soroptimist meetings. COMMUNITY OUTREACH/INVOLVEMENT

Monthly Report – March 2015
 Adult Services Department Crandall Public Library
 Circulation, Automation, and Technical Services (Compiled by K. Naftaly)

Interlibrary Loan 2015/14 Month-to-Date Comparison:

MONTH: March	2015	2014
Requests from other libraries / DVDs	2458 / 122	2,379 / 178
Total items sent / DVDs	2367 / 119	2,303 / 174
Fill rate / DVD fill Rate	96% / 98%	97% / 98%
Items received from other libraries	3,201	3,443
Items loaned to other libraries	3,381	4,464
Holds from send list / DVDs	799 / 11	784 / 14
Holds filled from send list / DVDs	773 / 9	742 / 14
Holds (placed)	5,715	5,572
Holds (satisfied)	5,036	4,740
Holds (cancelled)	297	307

Technical Services (adult and children's combined):

ADDITIONS	GLE 3/2015	GLE 3/2014
Books	626	746
New & Popular Bks	310	400
AV	108	54
New & Popular AV	205	139
Software	0	1
Picture/Photo/Realia	0	0
Magazines	216	257
Music	38	18
Other (map, etc.)	0	1
eAudio or eBook	0	0
Total	1,503	1,616

Outreach Services: March 2015

	Individuals Books/Periodicals	Individuals AV	Individuals Talk/eBooks	Facilities Books/AV	GRAND TOTAL:
TOTALS:	859	76	88	92	1,115
				Previous Month YTD:	1,955
				2015 YTD	3,070

Volunteer Hours: March 2015

	TOTAL	Previous Month YTD	YTD 2015 Total
TOTALS:	284.5	504.25	788.75

March 2015 ADULT/CIRCULATION SERVICES REPORT

Internet Usage (number of times computers were used): -10.03%
 2015 March= 6,622 2014 March= 7,361

CIRCULATION	Current Month	Previous Month	2015 YTD	2014 YTD
Total days open*:	31	55	86	85
Total hours open:	304	533	837	813
Total door count:	37,752	63,102	100,854	99,847
Total SALS item circulation:	56,947	100,036	156,983	166,645
Overdrive + Freegal + Freading + Tumble:	3,928	7,571	11,499	9,730
Book Box Circulation:	50	50	100	50
In House Circulation	1,400	2,520	3,920	3,835
Total Circulation:	62,325	110,177	172,502	180,260

TOTAL CIRC TO PATRONS AS OF March 28, 2015 172,502

TOTAL CIRC TO PATRONS AS OF March 28, 2014 180,260

% increase/decrease in total circ from March 13 to March 14= -4.30%

*% of checkouts (internal/external) handled by staff (rounded): 10.84%
 % of checkouts self-check (rounded): 89.09%
 YTD self-check rate: 88.71%

Circulation per hour open: 205.00 Circulation per minute open: 3.41

Door count % 2014/2015 YTD: 1.00%

Door count % March 14 v. March 15: 2.72%

REGISTRATIONS:

	2015 New Borrowers	2014 New Borrowers
Juvenile (Pre-school to 6 gr.)	63	80
Regular (Adult)	139	151
Temporary	0	10
Outreach	2	7
Board/Employee	0	0
Subtotal	204	248
Other ***CPH, SAR, Delinquent, Retired etc.	0	0
Total	204	248

% (decrease) in New Borrowers March 2014 to March 2015: -17.74%

REG. BY MUNICIPALITY AS OF March 28, 2015	2015 New Borrowers	2014 New Borrowers	2015 All Borrowers	% subtotal
Glens Falls	42	48	12,443	35.51%
Queensbury	59	56	15,478	44.16%
Moreau	16	36	7,126	20.33%
subtotal	117	140	35,047	100%
Other borrowers	87	108	16,193	
TOTAL BORROWERS	204	248	51,240	

Access/OverDrive/Freegal Circ/March 2015	last month YTD	YTD 2015	YTD 2014	eContent as % of total March circ	eContent as % of total 2015 circ
TumbleBooks	347	338	685	1,420	
Audio book files	679	1,306	1,985	1,757	6.30%
eBooks/Freading	1,721	3,484	5,205	4,241	6.66%
Project Gutenberg	67	370	437	584	
Zinio Magazines	182	372	554	n/a	
Freegal	932	1,701	2,633	1,728	
Total:	3,928	7,571	11,499	9,730	

Crandall Public Library Database Usage March 2015

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)	26	355	54	100	135

ProQuest Databases:

Searches	Sessions	2015	February YTD	2015 YTD
Heritage Quest Online	78	17,724	34,892	52,616
Ancestry Library Edition	1,471	1,447		
<p>*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.</p> <p>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.</p> <p>FROM: http://www.seogenics.com/seo-articles/Website-Hit-vs-Website-Visit.html</p>				
Total Visits:		17,724		
Total Unique URLs:		1,447		
Average Hits per Hour:		2,337		
Average Hits Per Day:		56,094		

Web Statistics:

March 2015	Searches	Sessions
Novelist Plus Database	828	622

Wireless Firewall Hits:

March 2015	February YTD	2015 YTD:
82,431	156,514	238,945
Percentage Change from 2014 YTD: 64.2% increase		

PrinterON Wireless Printing	March 2015
32 pages printed by 9 users	14 jobs

Adult Services Department
Monthly Report
March 2015
Submitted by Andrea Herman

	March 2015	March 2014
Reference Questions:	5664	6645 (14% decrease)

Programs:

- **Memory Sharing Group** met on March 2nd; organized by Karen Tinney
- **Wednesday Evening Book Discussion** of *I am Malala* by Malala Yousafzai met on March 4th; organized by Jennifer Boyer
- **Film: Enemy of the Reich: the Noor Inayat Khan Story** was held on March 10th with support from the National Endowment for the Humanities and Unity Productions Foundation; a discussion with local scholar Dr. Jacqueline Touba followed the film
- ~~**Crandall Crafters** held a class on card making on March 14th; organized and taught by Henriette Ottenhoff~~
- **Self Defense for Women** program in conjunction with Women's History Month; Sensei Murphy of the Glens Falls Karate Academy demonstrated the basics of self-defense on March 14
- **Country Line Dancing with Tony Marcantonio** was held at the Moreau Community Center on March 14
- **Monday Evening Book Discussion: Secret Daughter Project**, an experiment using two books with the same title, one non-fiction the other fiction, *Secret Daughter* (non-fiction) by June Cross and *Secret Daughter* (fiction) by Shilpi Somaya Gowda to spark discussion; moderated by Annette Newcomb held on March 16.
- **Film: One Woman, One Vote**; Tisha Dolton performed suffrage songs of the era between selections from the PBS documentary on March 17
- **Crandall Community Reads** kick-off with the Ken Burns film *The Dust Bowl* Part 1 on March 24; Part 2 was shown on March 31
- **Lit Knits** met on March 25th; organized by Karen Tinney
- **Dr. Robert S. Ferance**, Curator of Mammals & Pleistocene Vertebrate spoke on climate change on March 30

Personnel:

- Andrea Herman viewed an eVanced webinar on new upgrades
- Jennifer Boyer and Karen Tinney viewed webinars on: Beyond Book Displays and ebook readers

**Health Information Services
March 2015**

Meetings

- 3/10: Wellness committee
- 3/5: Staff
- 3/12, 3/18, 3/24: Team

Programs & Activities

- Library Assistant
 - 1-on-1's
 - 28 sessions
 - 28 attendees
- SALS Technology grant

 - 3/11: Bethlehem Public Library visit to their makerspace
 - 3/20 : LARAC meeting with staff to discuss grant activities
 - Continue working with IT to improve print quality
 - Preliminary policies, Cubify help guide, Sketch training
- 3/9: Library Assistant interview
- 3/18 & 3/25: eVanced webinars to see new product upgrades
- Wellness Committee: administered staff satisfaction and future planning survey, collated data & created report

Health Reference

- Worked 56 hours on the Reference Desk
- Answered 4 Medical reference questions, topics included:
 - Kidney dialysis articles
 - Gout
 - Losartan potassium
 - 3 DOCLINE articles

Memorandum

To: Kathy Naftaly

CC:

From: Steven Ray

Date: March 31, 2015

Re: March 2015 Monthly IT Department Report

This is a summary of things performed during the month of March 2015 by the Crandall Public Library IT department.

1. Received our 3D printer CubePro Duo
2. Replaced two hard drives in the public server CPLPUB2
3. Routine maintenance on public & staff computers
4. Went to Bethlehem Library for 3D printer informational meeting
5. Continuing to maintain all systems with staff
6. Working with SALS on PCI compliant solutions Chip & Pin

Development Department – March/April 2015 Board Report

Submitted by Lynn Shanks

Completed April 15 for April 21 Board Meeting:

Love Your Library Raffle – May 19 Drawing

- Tickets are available and are selling.
- Trustee help is needed to sell all 350. Will have tickets at April board meeting.
- Davidson Brothers, Milk & Honey, and Scoville Jewelers are all offering \$25 off a \$50+ purchase for the month after the drawing.
- Davidson Brothers has table tent signs up and is selling tickets at the restaurant.
- Posters/flyers on display in the Library and at a few local merchants. Community Screen and web site updated with raffle information.
- Completed an eblast and Facebook and Twitter posts promoting the raffle.
- Sent email/letter to ticket buyers the past 3 years who haven't bought yet.
- Completed and filed raffle permit.
- Data entry for ticket sales and mailing stubs to online buyers.

Grants/Awards

- Completed Charles R. Wood Foundation grant application
- Assisted with StarNet Grant application effort – secured financial commitment from National Grid and after school program partnership with Glens Falls YMCA. Completed a communications plan (and associated narrative) for project.

Marketing Support

- Sent eblast on Spring Film & Video Festival
- Sent eblast on Guess What I Collect children's program
- Sent eblast on Battenkill Inspired programs
- Updated web site with next Folklife concerts & Battenkill programming
- Facebook and Twitter highlights for National Library Week (April 12-19)
- Other Facebook posts and Tweets to promote upcoming programs & National Library Week
- Completed and sent April eBulletin
- Kerry completed Annual Report
- Kerry updated Community Screen at Glen Street weekly

Other

- Working with ANBC to plan fundraising workshops for nonprofit professionals over the coming months. (First is schedule for May 12.)
- April 1 – attended ANBC meeting
- April 6 – met with Amy at Davidson Brothers re: raffle.
- Completed data entry and thank you letters for donations received
- April 14 – met with donor

Children's Department Report

March 2015

Programs

Children's staff coordinated 105 programs with a total attendance of **3,047** people. Regular weekly programs included *Baby Lap Times*, *Walking Wonders*, *Toddler Story Times*, *Preschool Story Times*, *Preschool Art Times*, *Toddler Play Groups*, and reading to therapy dogs. *Art Blast* and *Tweens Knit* programs continued. 17 school and preschool classes made field trips to the library for stories and/or tours. The annual *Dr. Seuss' Birthday Celebration* in partnership with the Iroquois Reading Council was a great success. Saratoga Opera to Go did an outstanding performance of the children's opera *The Three Little Pigs* for a big crowd. The *NYS Trooper's K9 Unit* program filled the Community Room to capacity. The family musical concert held at the Queensbury Elementary School to promote our *1000 Books before Kindergarten* program had a very good turn-out (145 people) and resulted in some new enrollments in *1000 Books*. Dorie Stevenson presented a teacher in-service training session at It's a Kids World daycare and preschool. She shared her expertise on selecting age-appropriate books, doing story times, and developing creative art activities for young children with these early childhood educators.

Volunteers

Children's Department volunteers helped with putting DVDs into security cases, assisted at programs, and searched for materials to loan to other libraries or for our patrons. These volunteers contributed **102.5** hours working in the Children's Department during the month.

Statistics

Circulation

J audio books	277
J board books	489
Easy readers	2882
J fiction	1652
J nonfiction	2563
J paperbacks	1154
Picture books	5691
J videos	4322
J graphic novels	454
J music	255
Tumblebooks (eBooks)	347
Computer use was	688
Reference questions	3153

Submitted by Pam Frazier Head of Children's Services