

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

**Board of Trustees
Crandall Public Library
AGENDA (DRAFT)
July 27, 2016**

1. **Call to order** M. Toomey
2. **Oath of Office – Daniel Hazewski, Jr.**
3. **Public Comment**
4. **Correspondence and Press** (see board pass around file for actual correspondence)
5. **Approval of Board of Trustees Minutes: June 22, 2016** M. Toomey
6. **Treasurers Report: June 2016** B Caimano
 - A. Budget Amendments
7. **Approval of Claims Auditor Report for June 29 & July 13, 2016 bills.** B. Caimano
8. **Committee Reports**
 - Personnel:** C. Vanderminden
 1. Approval For Sarah Conlon to be promoted to Senior Library Clerk provisionally pending Civil Service test effective 7/1/2016 at a salary of \$28,500 per year.
 2. Approval of hiring Jennifer Murphy as a part-time Library Clerk per Civil Service exam # 338 at the hourly rate of \$12.91 per hour.
9. **Friends of Crandall Public Library** K. Kathe
10. **SALS** D. Nemer
11. **Director's Report & Action Items:** K. Naftaly

A. Action items:

- 1) Permission for the person that purchased the Private Movie Viewing auction item at last year's gala to use it on Saturday, September 10, 5:30 to about 8:30 PM. We did offer after-hours as an option with enough notice.
- 2) Permission for selected staff and trustees to attend the New York Library Association's Annual Conference in Saratoga Springs, NY on various dates between November 2 and November 5, 2016. Cost: travel, food, and registration not to exceed a total of \$3,000.
- 3) Permission for Erica Burke to attend the New York State Family History Conference in Syracuse, NY, September 15-17, 2016 sponsored by the New York Biographical and Genealogical Society and Central New York Genealogical Society, held in conjunction with the Association of Public Historians of New York. Cost: Registration, meals, travel, hotel \$769.00.

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

Update on the Bond Refunding.

14. New Business

15. Executive Session (if necessary)

16. Adjournment

**The Next Board Meeting is
August 24, 2016
4:30 PM,
Holden Meeting Room**

251 GLEN STREET
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**Board of Trustees
Meeting Minutes
June 22, 2016**

Attendance:

Trustees: Mr. Toomey, Ms. Vanderminden, Mr. Leonelli, Mr. Barnard, Dr. McDermott, Mr. Gannon, Ms. Johnson, Ms. LaPann

Absent: Excused, Mr. Rottenstreich, Ms. Caimano, Mr. Lebowitz, Ms. Troelstra, Ms. Nemer,

Staff: Ms. Naftaly, Ms. Webb, Ms. Shanks, Ms. Herman, Ms. Frazier, Ms. Winters

Guests: Rodney Congdon

Called to Order: President Toomey called the meeting to order at **4:36p.m.**

Public Comment – None

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

Board of Trustees Meeting Minutes – May 4, 2016 & May 25, 2016

A ***Motion*** to approve the May 4, 2016 & May 25, 2016 Minutes was made by Ms. Vanderminden, seconded by Mr. Leonelli. Motion carried.

Treasurer's Report – April 2016 & May 2016

A. Budget Amendments

Mr. Leonelli went over the highlights of the May Treasurer's report and Budget Amendment. Expenses are at 41.7% and Revenue is at 71.0%. A ***Motion*** to approve the April 2016 and May 2016 Treasurer's reports and Budget Amendments was made by Ms. LaPann, seconded by Mr. Gannon. Motion carried.

Claims Auditor Report – May 12 & 26, June 13, 2016

A ***Motion*** to approve the Claims Auditor Reports for May 12, 26 and June 13, 2016 was made by Mr. Barnard, seconded by Ms. LaPann. Motion carried.

Committee Reports

Personnel:

C. Vanderminden

1. Acceptance of resignation for Brianna Seeley as Page effective 5/21/2016.
2. Approval to hire Amanda Futch as Page beginning 6/3/2016 at \$9.00 per hour.
3. Acceptance of resignation for Amanda Futch as Page effective 6/3/2016.
4. Approval of for Stephanie Winters to go permanent part-time as Accounting/Business Manager per Civil Service exam # 61305 & 1980. Effective date 6/22/2016.
5. Acceptance of the Retirement Resignation for Gail Malvuccio, Senior Library Clerk, effective 6/30/2016.

Ms. Naftaly gave a warm thank you to Gail Malvuccio for her 19 years of exemplary service to Crandall Library.

A *Motion* to approve Personnel Items 1-5 was made by Ms. Vanderminden, seconded by Ms. LaPann. Motion carried.

Friends of Crandall Public Library

Ms. Kathe

No report

SALS

Ms. Nemer

No report

Director's Report

The Friend's earned in excess of \$11,000 from the book sale this month. Ms. Naftaly contacted the Conklin Center about service to the Library for seniors. They will provide service to and from the library. She will speak to the city regarding more handicapped parking. She also asked the staff to keep an eye out for patron's that may need assistance. The \$60,000 Glens Falls Foundation Grant that we received has received a lot of good press. We will be working on a database that will be used like a phone tree. Ms. Naftaly attended a SALS meeting about RFID this morning; we were the first in the SALS system to get RFD equipment. SALS and JA are trying to work as a group with other libraries to buy as a group for better pricing. Our equipment is starting to age out. The volunteer luncheon was held on June 2nd. Update on the bond process. Draft documents have been sent to all parties involved. The CDC will need to approve the documents at their next meeting on June 24. On June 30th Moody's will issue the rating and the insurance will be finalized. The preliminary official statement (POS) will be mailed out on July 5th. Expect to discuss pricing on July 12 or July 13 with a verbal award on July 13 and finalizing the OS on July 14. Closing on July 21, 2016.

Action items:

1. Approval of Legal Notice for Trustee Petitions for publication in The Chronicle and The Post-Star in June 2016. Trustee petitions are due between August 15 and August 22, 2016 (by 3 pm)
2. Permission for Todd DeGarmo to dispose of 24 boxes of obsolete records.
3. Permission for Erica Burke to attend Lock, Hull, Wheel, and Rail: An archeological study of Access to the World Market in Nineteenth-Century New York State, at the NYS Museum. May 25, 2016 at 1:00 PM. Cost: travel.
4. Permission to discard six David Edward No Fly Chairs, one Carolina Loveseat, one snow blower, all items non-repairable.
5. Acceptance of Bond Post-Issuance Policy.

6. Permission to apply to the C. R. Bard Foundation Community Commitment program for a \$5,000 grant to present STEM programming, Beakman Live! in November 2016. Additional cost: In-kind.

A *Motion* to approve items 1-6 was made by Ms. LaPann, Seconded by Mr. Barnard. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman passed out the *Adult Summer Reading* brochure. They will have the kickoff with the children's department next week. They are having a *Fitness Day* on July 8th. On Monday, July 25 the *Iroquois Games and Dancing* in City Park will be held. The program is funded by the Friends.

L. Shanks, Development Director

Ms. Shanks stated that she is focusing on the *Love Your Library Raffle*. She has tickets if anyone needs them. She will be sending an email to the Friends for tickets. She thanked the Friends for putting flyers in books during their sale.

P. Frazier, Children's Department

Ms. Frazier indicated that the Teens will be performing their version of *Midsummer Night's Dream* next week. She handed out Teen Center Brochures. There will be a *Makers Space* program on a Saturday in July. It will be by appointment only. The *Summer Reading* kickoff party in the park will be June 28, rain date June 29. There will be a bounce house. She asked that folks pass the word about the kickoff. She passed out the June and July calendar. They will be going to the Wood Theater for the *PB&J Café* again this year thanks to the Friends.

Mr. Leonelli asked to take a look at the insurance policy and rider for the bounce house. Ms. Frazier will get a copy to him.

Old Business – None

New Business – None

Mr. Gannon and Ms. Troelstra have interviewed an interested person from South Glens Falls to take over the open position in Moreau. Dan Hazewicki, Jr. accepted the position and Mr. Gannon will have him attend the July meeting where he will be given the Oath of Office.

Adjournment:

A Motion to adjourn was made by Ms. LaPann, seconded by Ms. Vanderminden. Motion carried. Meeting adjourned at 5:05 p.m.

Respectfully Submitted,

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

**The next Board Meeting
Wednesday, July 27, 2016
4:30 pm
Holden Meeting Room**

Recorded by Linda Webb
Administrative/Human Resource Assistant

251 GLEN STREET
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Personnel/Finance Committee Meeting
Minutes
July 6, 2016

Present: Kathy Naftaly, Linda Webb, Stephanie Winters, Brian McDermott, Rick Leonelli, Mary LaPann, Mark Lebowitz, Mary LaPann, Megan Johnson, Barbara Caimano

Ms. Naftaly asked the committee to make a decision on how they want to proceed with this issue. The options on the table are, Bond to Bond, Bond to Bank or do nothing.

Bond to Bank: We would have to check with the municipalities as they have different regulations. We also must check the term limits with the banks. It is usually for a term of 10 years or less with 10 years being the maximum. We would have to make sure it is for a fixed rate. We could be at risk when the term was up for a much higher interest rate.

Bond to Bond: Our bond is callable in October of 2017. We can process the refunding of the bond now to lock in to the low interest rate and it would close in June. There will be no savings to us until the call date in October 2017. The new call date for the bond will be in 8 years at which time it will need to be renewed.

Ms. Cahill will check to see if whether or not we have to present this to the municipalities. Ms. Naftaly has reached out to them to let them know we will be refunding the bond.

After some discussion it was decided that the Committee would move forward with the Bond to Bond refunding. They do not want to assume the risk of going Bond to Bank.

A *Motion* was made by Mr. Leonelli , seconded by Ms. LaPann to recommend to the full board that we move forward with the refunding of the current Bond with a new Bond. Motion carried.

Respectfully submitted,

Linda Webb
Administrative Assistant

Monthly Report – June 2016

Adult Services Department Crandall Public Library

Circulation, Automation, and Technical Services (Compiled by K. Naftaly)

Interlibrary Loan 2016/15 Month-to-Date Comparison:

MONTH: June	2016	2015
Requests from other libraries / DVDs	2,354/ 87	2454 / 103
Total items sent / DVDs	2,282 /86	2364 /103
Fill rate / DVD fill Rate	97% / 99%	96% / 100%
Items received from other libraries	2,934	2,889
Items loaned to other libraries	3,140	3,292
Holds from send list / DVDs	833 / 808	849 / 13
Holds filled from send list / DVDs	18 / 18	803 / 9
Holds (placed)	5,000	5,221
Holds (satisfied)	4,790	4,903
Holds (cancelled)	202	222

Technical Services (adult and children's combined):

ADDITIONS	GLE 6/2016	GLE 6/2015
Books	596	576
New & Popular Bks	370	299
AV	76	97
New & Popular AV	103	112
Software	0	0
Picture/Photo/Realia	22	0
Magazines	204	222
Music	50	33
Other (map, etc.)	0	2
eAudio or eBook	0	0
Total	1,421	1,341

Outreach Services: June 2016

	June	Previous Mo. YTD	2016 YTD							
Mileage (miles)	156	748	904							
	Large Type	Audiobooks	Adult Fiction	Adult Nonfiction	Children's Books	Music CD	ILL	DVD		GRAND TOTAL:
TOTALS:	396	62	135	22	61	33	4	4		717
									Previous Month YTD:	2,893
									2016 YTD	3,610

Volunteer Hours: June 2016

	TOTAL	Previous Month YTD	YTD 2016 Total
TOTALS:	265.25	1,123.25	1,388.5

Crandall Public Library Database Usage June 2016

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

Gale Databases:

REPORTS	Total Sessions	Total Full Text	Total "retrievals"	Total Searches
nysl_ca_gle (remote access)	10	24	33	30

ProQuest Databases:

Searches	Sessions	June 2016	2016 Mobile June	May Sum YTD	2016 YTD Fixed & Mobile
Heritage Quest Online	11	16880	3944	119,568	140,392
Ancestry Library Edition	2,792	1609	18		
<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.seogenies.com/seo-articles/Website-Hit-vs-Website-Visit.html</p>					
Total Visits:		2236	20		
Total Unique URLs:		53687	488		
Average Hits per Hour:					
Average Hits Per Day:					

Web Statistics:

June 2016	Searches	Sessions
Novelist Plus Database	562	479

Wireless Firewall Hits:

June 2016	May YTD	2016 YTD:	2015 YTD:
173,296	583,796	757,092	396,753
2016 Percentage Change from 2015 YTD: 90.82 % increase			

PrinterON Wireless Printing:	June 2016
109 pages printed by 17 users	28 jobs

June 2016 ADULT/CIRCULATION SERVICES REPORT

Internet Usage (number of times computers were used):

2016 June= 3,657 2015 June= 4,419 [time increase to 2 hrs from 1.5]

CIRCULATION	Current Month	Previous Month		
		2016 YTD	2016 YTD	2015 YTD
Total days open*: *	29	145	174	170
Total hours open:	296	1,431	1,727	1,698
Total door count:	34,579	164,356	198,935	206,610
Total SALS item circulation:	51,536	246,793	298,329	312,026
eContent	4,293	19,608	23,901	22,041
Book Box Circulation:	0	0	0	150
In House Circulation	1,152	4,983	6,135	7,084
Total Circulation:	56,981	271,384	328,365	341,301
TOTAL CIRC TO PATRONS AS OF June 30, 2016		328,365		
<i>TOTAL CIRC TO PATRONS AS OF June 30, 2015</i>		<i>341,301</i>		
% increase/decrease in total circ from June 15 to June 16=			-3.79%	
*% of checkouts (internal/external) handled by staff (rounded):			11.47%	
% of checkouts self-check (rounded):			88.53%	
YTD self-check rate:			89.03%	

Circulation per hour open: 192.50 Circulation per minute open: 3.208
 Door count % 2015/2016 YTD: -3.70%
 Door count % June 15 v. June 16: -14.87%

REGISTRATIONS:

2016 New Borrowers 2015 New Borrowers

Juvenile (Pre-school to 6 gr.)	157	181
Regular (Adult)	121	147
Temporary	5	6
Outreach	1	0
Board/Employee	0	0
Subtotal	284	334
Other ***CPH, SAR, Delinquent, Retired etc.	0	0
Total	284	334

% (decrease) in New Borrowers June 2015 to June 2016: -14.97%

REG. BY MUNICIPALITY AS OF June 30, 2016	2016 New Borrowers	2015 New Borrowers	2016 All Borrowers	% subtotal
Glens Falls	33	45	12,551	35.29%
Queensbury	139	174	15,766	44.32%
Moreau	27	23	7,253	20.39%
subtotal	199	242	35,570	100%
Other borrowers	85	92	16,490	
TOTAL BORROWERS	284	334	52,060	

eContent June 2016	last month YTD	YTD 2016	YTD 2015	eContent as % of total June circ	eContent as % of total 2016 circ
TumbleBooks	210	933	1,143		
Audio book files	903	4,820	5,723		
eBooks	1,686	8,431	10,117		
Zinio Magazines	223	1,161	1,384		
Hoopla	442	404	846		n/a
Freegal Movies	6	76	82		n/a
Freegal	823	3,783	4,606		
Total:	4,293	19,608	23,901	7.53%	7.47%

Adult Services Department
Monthly Report
June 2016
Submitted by Andrea Herman

	June 2016	June 2015
Reference Questions:	4810	5618 (14% decrease)

Programs:

- **In the Public Interest Film Series:** presentation of the film, **Blue Gold: World Water Wars** on June 1 in collaboration with TriCounty NY Transition Initiative and Crandall Public Library; with a panel discussion following the film; coordinated by Andrea Herman
- **Memory Sharing Group** met on June 2; moderated by Henriette Ottenhoff
- **Film and Video Festival Spring 2016;** showings at 2:30 and 6:30 on June 7 and 14; organized by Jennifer Boyer
- **Harry Potter and the Triwizard Trivia Tournament;** 2nd annual trivia night for grown-up Harry Potter fans with refreshments and prizes; organized by Julia Farrar and Jennifer Boyer
- **Crandall Cares: Group Knitting and Crocheting;** a social needlework networking program to create items for the community as well as working on personal projects met on June 9 and June 23; organized by Karen Tinney
- **Summer Reading Program Kick-off;** adult sign up for "Exercise Your Mind" summer reading program; organized by Karen Tinney and Guinevere Forshey

Personnel:

- Staff meeting: June 8
- Tisha Dolton attended planning meetings for Charles Evans Hughes Day
- Training for Linda Webb to staff the Information Desk at Glen St.
- Training for Intern, Emily Barber

Memorandum

To: Kathy Naftaly

CC:

From: Steven Ray

Date: June 30, 2016

Re: June 2016 Monthly IT Department Report

This is a summary of things performed during the month of June 2016 by the Crandall Public Library IT department.

1. Started windows 10 upgrades on staff computers deadline of July 29th
2. Helped Children's with their activity
3. Setup video for Friends book sale
4. Working with Bibliotheca on open tickets with selfchecks
5. Continuing maintenance on staff & public network & computers

Health Information Services June 2016

Meetings

- 6/8: Staff
- 6/9: Ref

Programs & Activities

- Library Assistant
 - 1-on-1's
 - 12 sessions
 - 14 attendees
- 6/7: Meeting with Bill McEwan of FOL to discuss increasing the gallery presence on library website
- 6/14: Meeting with Bibliotheca rep
- 6/29: Glens Falls Foundation meeting to discuss grant implementation
- Wellness committee: prepare & distribute raffle tickets to challenge participants
- Monthly web & carousel updates; Folklife page updates
- Processed 42 eVanced room reservations

Health Reference

- Answered 7 Medical reference questions, topics included:
 - Bipolar & anxiety disorders
 - Liver function
 - Osteoporosis (large print)

The Folklife Center • June 2016 Report

Gallery • Archives • Cultural Programs

Crandall Public Library, Glens Falls, NY 12801

submitted by Todd DeGarmo, Founding Director; Erica W. Burke, Archivist; Kevin Rogan, Librarian

Grants & Income

1. Leo Cox Beach Philanthropic Foundation: \$7,000 grant to produce an exhibition and series of programs celebrating the Wings Falls Quilters Guild's 40th anniversary the first half of 2017.
2. NY State Folk Arts Digital Initiative (NYFADI): \$1,000 for software, hard drive purchases, video editing, and/or digitization expenses; and in addition web/digital media technical assistance, to help us join NYFADI to create an online "portal" to increase visibility and accessibility to materials documented by folklorists across NYS, funded by New York State Council on the Arts and coordinated by City Lore.

Archives & Special Collections

1. Reading Room Use 192 patrons • 455 items used • 125 hours
Monday-Friday 10 am-noon & 1-4 pm, Tuesday evening 5-8 pm
2. Collection Management
 - a. Volunteers (11) - databases, inventories, indexing of manuscript collections; digitizing music; scanning images; photographing objects; processing serials; preservation rehousing, copying; filing • 68 hours.
 - b. Josh Hauck (CDLC consultant) adding items to nyheritage.org • 14.25 hours.
 - c. Nell Cunningham Indian Basket Collection - new database created.
 - d. Carlos Brainerd Civil War Letters transcription sent to Wisconsin Historical Society, holder of originals.
3. New Collections
 - a. 54 titles added to the FC research collections (designated *Holden* in the catalog)..
 - b. *Leaves Torn Asunder* (novel) by Glenn Pearsall (canal boat in story, *Erika B*, after our Erica Burke).
 - c. Ethel Broomhall Holt scrapbooks, etc. donated by Joseph LaPoint.
 - d. Meg Stuart Sheet Music Collection.

Programs & Projects

1. The Dream of America: Separation & Sacrifice in the Lives of North Country Latino Immigrants: an original Folklife Gallery exhibition on display February to August 31, 2016. Guest curated by photographer and school social worker Lisa Catalfamo, this exhibition of photographs and folk arts takes us from the milking parlors of surrounding counties to the cinder-block homes of Coyula, Guadalajara, Mexico, and back again. This straightforward perspective asks that we consider without bias or stereotype, the work being done, and the lives and sacrifices of the workers. Hard work and separation are underlying themes of these immigrants' lives.

** Featured on cover and in photo essay of *Voices: Journal of New York Folklore*, Summer/Fall 2016.
2. Summer internships (3): Liz Belyea/SUNY New Paltz (History & German); Kaitlyn Vogel/Massachusetts College of Liberal Arts (Arts Management); Rachel Wentworth/SUNY Fredonia (English & Spanish) • 71 hours.
3. YouTube Videos of live concerts, storytelling, documentary shorts produced by The Folklife Center:
 - a. *The Open House: Temple Beth El Celebrates 90 Years*
 - b. *Roadside Architecture of Lake George With Adirondack Architectural Heritage*
4. Family History One to One: Third Wednesday of the month drop-in for personalized help with volunteer genealogist Lisa Dougherty, June 15, 10 to noon • 8 attendees.
5. Charles Evans Hughes: planning meetings for Fall activities, June 13.
6. Exhibition Loan: *Adirondack Women, Woodblock Portraits* by Cheryl Mirer to Lake George Historical Society.
7. New York Heritage Digital Collections: The Folklife Center's collections are featured at www.nyheritage.org.
8. Path Through History: FC is featured (website, calendar, roadside signage) www.paththroughhistory.ny.gov.
9. Voices: Journal of New York Folklore: DeGarmo edits this publication, www.nyfolklore.org/pubs/voices.html.

Children's Department Report

June 2016

Programs

Children's staff coordinated **174** programs with a total attendance of **3,478** people. Regular weekly programs included *Baby Lap Times*, *Wondertimes*, *Toddler Story Times*, *Preschool Story Times*, *Preschool Art Times*, , and reading to therapy dogs. The series of outreach programs that commenced in May were continued at the elementary schools within the library district to promote the summer reading program and other children's library programs. During June these programs were done at Jackson Heights, Kensington Road, and Big Cross in Glens Falls and Harrison Avenue, Moreau, and Ballard Road in South Glens Falls. By the end of the month the summer children's program flyers were delivered for distribution to all the students in grades K-6 attending schools in Glens Falls, South Glens Falls, and Queensbury. An outreach program was also held at the Prospect Center in Queensbury. Many school and preschool classes also made field trips to the Library for stories and tours. Other programs at the Library included *Legos*, *Pokémon Club*, *Mossical*, and *Dress-Up Your Flip Flops*.

Many kids and adults joined the summer reading program at the *Summer Reading Kick-Off* event held in City Park. Kids enjoyed a variety of games including a bounce house and a huge inflatable rock climbing wall and slide funded by Stewarts. Be sure to view the video of this event on the Library website.

Volunteers

Many Children's Department volunteers helped with the *Summer Kick-Off* event. Volunteers also put DVDs into security cases and searched for materials to loan to other libraries or for our patrons. These volunteers contributed **84.75** hours working in the Children's Department during the month.

Statistics

Circulation

J audio books	326
J board books	409
Easy readers	2396
J fiction	2012
J graphic novels	553
J nonfiction	1890
J paperbacks	1412
Picture books	4731
J videos	3179
J music	197
J magazines	116
Tumblebooks (eBooks)	210
Computer use was	636
Reference questions	2857

Submitted by Pam Frazier Head of Children's Services