

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

**Board of Trustees
Crandall Public Library
AGENDA
Annual Meeting
April 23, 2014**

- 1. Call to order** M. Toomey
- 2. Staff Recognition** M. Toomey
- | <u>Name</u> | <u>Years</u> |
|-------------------|--------------|
| Ruth Demarsh | 50 |
| Emily Forbes | 5 |
| Guin Forshey | 10 |
| Tala Henry Halabi | 5 |
| Sue Laing | 30 |
| Adelaide Leibold | 25 |
| Sarah Lombardi | 15 |
| Frank Pelkey | 5 |
| Chris Simmons | 5 |
- 3. Public Comment**
- 4. Correspondence and Press** (see board pass around file for actual correspondence)
- 5. Approval of Board of Trustees Minutes: March 26, 2014** M. Toomey
- 6. Treasurers Report, March 2014** R Leonelli
A. Budget Amendments
- 7. Approval of Claims Auditor Report for March 28 & April 14, 2014 bills.** R. Leonelli
- 8. Committee Reports**
Personnel
Acceptance of resignation of Cynthia Davis, Accounting Business manager as of February 13, 2014.

9. Friends of Crandall Public Library

K. Kathe

10. SALS

D. Nemer

11. Director's Report & Action Items:

K. Naftaly

A. Action items:

1. Retroactive approval for Casey Chwiecko to attend the Saga City Banquet 3/27/14 at Fort William Henry. Cost \$32.00.
2. Permission for librarian Julia Stuckman to attend NYLA Leadership & Management Academy classes June 4 – June 6, 2014 in Guilderland, NY. Cost: \$260 (member cost for 2 classes) and travel.
3. Permission for librarian Julia Stuckman to represent Crandall Public Library at the North Country Association for the Education of Young Children meeting on April 23, 2014 in Queensbury. Cost: \$12.
4. Ratification of agreement between Communication Services (Libby Post) and the Crandall Public Library for marketing and public relations program planning and implementation at a cost of \$15,000.
5. Full board approval for the Henry Crandall award nominee (to be decided at Executive Committee meeting 4:00 pm April 23, 2014.

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

- A. Suspension of Michael Dunn for 1 year for "Threatening staff or library patrons with bodily harm."
- B. Presentation by Libby Post of Communication Services to outline our work plan for the "branding project."

15. Executive Session (if necessary)

16. Adjournment

**The next Board Meeting is
May 28, 2014
4:30 PM,
Holden Meeting Room**

(Activities between Board meetings ≡ do not coincide with the calendar.)

April is International Emotional Overeating Awareness Month

Convened significant meetings:

- Tuesday, April 1 and Tuesday, April 8, Strategic Plan meetings with staff and board. BUILDING FOR THE FUTURE
- Thursday, March 27, Library branding meeting with Libby Post and Shanks to discuss contract and strategies. LIBRARY VISIBILITY
- Thursday, April 3, met with Coon and Frazier about possibility of fine arts partnerships KEEPING CPL IN THE FOREFRONT OF CULTURAL ACTIVITIES
- Tuesday, April 8, Executive and Personnel Committee Meeting. STAFFING ISSUE
- Thursday, April 9, briefly met with Judge regarding personnel separation. HR
- Thursday, April 17, met with Michael Cleary about Juvet Clock for library. COLLECTION DEVELOPMENT/ FUNDRAISING?
- Team meetings held at least once every two weeks and all-staff meetings are held monthly.

Significant Actions:

- Friday, March 28, submitted final reports for NYSCA film and Folklife grants. ADHEREING TO SUSTAINING NYS GENERATED INCOME
- Wednesday, April 2, attended webinar with Ray and Forshey about more efficient ways of gathering patron counts. ACCURACY OF LIBRARY DATA
- Wednesday, April 2, attended on-site demonstration of Baker & Taylor's new ordering software with technical services and reference staff. POSSIBILITY OF INCREASED EFFICIENCES OF ACQUISITIONS PROCESS
- Month of April working with security company G4S to improve their quality of service at CPL with new security personnel. WELCOMING AND SAFE LIBRARY ENVIRONMENT FOR PATRONS AND STAFF
- Friday, April 4, met with Ray and Northeast Telephone rep regarding phone system upgrade and implementation. PRIORITIZATION OF WORKING COMMUNICATION SYSTEMS
- Thursday, April 9, attended NYLA Legislative conference call. NYS LIBRARY SUPPORT
- Monday, April 14, met with Charlie and Clara Rudnick and DeGarmo about her donation of her collection of Holocaust talks and responses. LOCAL HISTORY DEVELOPMENT
- Tuesday, April 15, attended SALS board meeting. CENTRAL LIBRARY AND DIRECTOR'S COUNCIL REPRESENTATIVE
- Wednesday, April 16, attended SALS directors' council meeting. CENTRAL LIBRARY REPRESENTATIVE

Community Involvement:

- Wednesday, April 2 and Wednesday, April 9, service meetings for United Way resource allocation process. COMMUNITY INVOLVEMENT
- Friday, April 11, attended SUNY Adirondack Presidential Inauguration. LIBRARY REPRESENTATION AT SYMBOLIC COMMUNITY EVENT
- Regular attendance at Kiwanis meetings. COMMUNITY OUTREACH/INVOLVEMENT
- Regular attendance at Soroptimist meetings. COMMUNITY OUTREACH/INVOLVEMENT

Monthly Report – March 2014
 Adult Services Department Crandall Public Library
 Circulation, Automation, and Technical Services (Compiled by K. Naftaly)

Interlibrary Loan 2014/13 Month-to-Date Comparison:

MONTH: March	2014	2013
Requests from other libraries / DVDs	2,379 / 178	2,159
Total items sent / DVDs	2,303 / 174	2,054
Fill rate / DVD fill Rate	97% / 98%	95%
Items received from other libraries	3,443	3,885
Items loaned to other libraries	4,464	3,794
Holds from send list / DVDs	784 / 14	650
Holds filled from send list / DVDs	742 / 14	620
Holds (placed)	5,572	5,414
Holds (satisfied)	4,740	5,028
Holds (cancelled)	307	348

Technical Services (adult and children's combined):

ADDITIONS	GLE 03/2014	GLE 03/2013
Books	746	850
New & Popular Bks	400	408
AV	54	93
New & Popular AV	139	261
Software	1	0
Picture/Photo/Realia	0	1
Magazines	257	367
Music	18	13
Other (map, etc.)	1	0
eAudio or eBook	0	126
Total	1,616	2,119

Outreach Services: March 2014

	Individuals Books/Periodicals	Individuals AV	Individuals eBooks	Facilities Books/AV	GRAND TOTAL:
TOTALS:	787	128	114	66	1,095
				Previous Month YTD:	2,192
				2014 YTD	3,287

Volunteer Hours: March 2014

	TOTAL	Previous Month YTD	YTD 2014 Total
TOTALS:	292.25	476	768.25

Crandall Public Library Database Usage March 2014

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

Gale Databases:

REPORTS	Total Sessions	Total Connect Time (minutes)	Total Full Text	Total "retrievals"	Total Searches
nysl_ca_glc (remote access)	41	482	54	70	207

ProQuest Databases:

Searches	Sessions	March 2014	Feb YTD	2014 YTD
Heritage Quest Online	89	15,515	31,030	46,545
Ancestry Library Edition	2541	1,143		
<p><i>*Website Hit:</i> 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 pages of a text or a part of JavaScript.</p> <p><i>Website Visit:</i> 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.seogencies.com/seo-articles/Website-Hit-vs-Website-Visit.html</p>				
Total Visits:				
Total Unique URLs:				
Average Hits per Hour:		2,482		
Average Hits Per Day:		59,570		

Web Statistics:

March 2014	Searches	Sessions
Novelist Plus Database	777	624

Wireless Firewall Hits:

March 2014	Feb YTD	20 14 YTD:
51,064	94,422	145,486

PrinterON Wireless Printing:

March 2014	Jobs
94 pages printed by 17 users	44 jobs

March 2014 ADULT/CIRCULATION SERVICES REPORT

Internet Usage (number of times computers were used):	-1.10%
2014 Mar=	7,361
2013 Mar=	7,444

CIRCULATION	Current Month	Previous Month		2013
		2014 YTD	2014 YTD	
Total days open*: Close @ 3 pm 3/13 snow	31	54	85	85
Total hours open:	294	519	813	841
Total door count:	36,749	63,098	99,847	106,391
Total SALS item circulation:	59,855	106,790	166,645	190,050
Overdrive + Freegal + Freading + Tumble:	3,041	6,689	9,730	8,679
Book Box Circulation:	25	25	50	175
In House Circulation	1,371	2,464	3,835	3,538
Total Circulation:	64,292	115,968	180,260	202,442
TOTAL CIRCULATION TO PATRONS AS OF Mar 31, 2014		180,260		
TOTAL CIRCULATION TO PATRONS AS OF Mar 31, 2013		202,442		
% increase/decrease in total circulation from Mar 13 to Mar 14=		-10.95%		
*% of checkouts non staff intervention (rounded):	88.69%			
% of checkouts self-check (rounded):	78.00%			
YTD self-check rate:	78.45%			

Circulation per hour open: 218.68 Circulation per minute open: 3.64

Door count % 2013/2014 YTD:	-6.15%
Door count % Mar 13 v. Mar 14:	-0.79%

REGISTRATIONS:	2014 New Borrowers	2013 New Borrowers	Total Users
Juvenile (Pre-school to 6 gr.)	80	81	11,833
Regular (Adult)	151	151	37,041
Temporary	10	1	421
Outreach	7	6	423
Board/Employee	0	0	104
Subtotal	248	239	49,822
Other***	0	0	1,383
Total	248	239	51,205

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

% (decrease) in New Borrowers Mar 2013 to Mar 2014: 3.70%

REG. BY MUNICIPALITY AS OF Mar 31, 2014	2014 New Borrowers	2013 New Borrowers	2013 All Borrowers	% subtotal
Glens Falls	48	68	12,374	35.29%
Queensbury	56	54	15,595	44.47%
Moreau	36	20	7,097	20.24%
subtotal	140	142	35,066	100%
Other borrowers	108	96	16,297	
TOTAL BORROWERS	248	238	51,363	

Access/Overdrive/Freegal Circ/Mar 2014	Feb YTD	YTD 2014
TumbleBooks	240	1,180
Audio book files	630	1,127
eBooks/Freading	1,401	2,840
Project Gutenberg	185	399
Freegal	585	1,143
Total:	3,041	6,689

eContent as % of total Mar circulation
4.72%

The Folklife Center • March 2014 Report

Gallery • Archives • Cultural Programs

Crandall Public Library, Glens Falls, NY 12801

submitted by Todd DeGarmo, FC Director & Erica W. Burke, Archivist

Grants & Income

1. New York State Council on the Arts - Folk Arts Program: submitted final report for FY2013.

Archives & Special Collections

1. Reading Room Use 197 patrons • 661 items used • 112.25 hours
Monday-Friday 10 am-noon & 1-4 pm, Tuesday evening 5-8 pm
Additional Saturday hours: March 8, 10 to noon, 1 to 4 pm
2. Collection Management
 - a. Volunteers processing collections (digital database entries; inventories and indexing of manuscript collections; digitizing music; processing serials; preservation rehousing, copying; filing) • 118 hours.
 - b. Intern Jeremy McFarren (Empire State College/Public History) -exhibition & programs • 4 hours.
 - c. CDLC grant-funded consultant Cindy Maguire cataloguing Folklife Collections • 5.5 hours.
3. New Collections
 - a. 56 publications to *Holden Reference Book Collection*.
 - b. *American Wildlife Art (2008)* signed by author David J. Wagner, and passed on to us by Doug Gruse, who used it in his *Post-Star* article on our John James Audubon Collection.
 - c. *Northern Junket* (serial), Vol. 1-14, 1950-1984, donated by Stephen F. Leonard.

Programs & Projects

1. Folklife Gallery: *Celebrating Women's Creative Hands & Spirits*, a newly donated international exhibition by Betty LaDuke, with selections from the Folklife Center celebrating the art of local women, with special thanks to Jeromy McFarren, guest curator and Empire State College intern, and to the Children's and Reference staff for collaborative programing for this exhibition, on display January to April 30, 2014.
2. Live! Folklife Concerts: Thursday evenings at 7 pm in the Community Room, funded by the Leo Cox Beach Philanthropic Foundation, the Friends of Crandall Public Library, and the New York State Council on the Arts-Folk Arts Program, videotaped for the Folklife Collections:
 - a. March 13, Veena Chandra & Devesh Chandra Duo, 70 patrons
 - b. March 20, Tropic Rhythm, 115 patrons
 - c. March 27, Mando Planet, 138 patrons
3. Family History/Irish II: 2nd Saturday series of genealogy workshops in the Folklife Center, March 8, 2 patrons.
4. Strategic Planning: DeGarmo serving on the staff committee, March 4, 17, 18, 20, 25.
5. Voices: Journal of New York Folklore: DeGarmo is currently editing Spring/Summer 2014 issue of this publication of the New York Folklore Society.
6. Salem's Courthouse Community Center: DeGarmo joined the Board of Directors (on his own time).