

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

**Board of Trustees
Crandall Public Library**

**AGENDA
Annual Meeting
May 2, 2012**

1. **Call to order** S. Searleman

2. **Staff Recognition Awards**
 - Ann Marie Bilodeau 5 years
 - Michelle Lettus 5 years
 - Donna Leonard 10 Years
 - Kathy Naftaly 10 Years

3. **Public Comment** S. Searleman

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

5. **Approval of Board of Trustees Minutes: March 28, 2012** S. Searleman

6. **Treasurers Report, March, 2012** P. Irion
 - A. Budget Amendments

7. **Approval of Claims Auditor Report for
March 31, April 15 and April 30, 2012 bills & payroll** C. Davis

8. **Committee Reports**
 - Personnel**
 1. Approval of appointment of the following staff member from Probationary to Permanent status:
Cyndi Davis, Business Manager.
 2. Approval of new hire Abbey Berkheimer, Library Assistant Warren County Civil Service
exam # 66728

9. **Friends of Crandall Public Library** W.McKnight

10. **SALS** D. Nemer

11. Director's Report & Action Items:

C. McDonald

A. Action items:

1. Approval of April 2012 Disposal List of obsolete computers and computer equipment per Steve Ray, Computer Specialist.
2. Retroactive approval for 3 Reference Librarian's to attend a conference on e-books on April 23, 2012 at BOCES, Saratoga Springs for Interlibrary Loan Field Day VI. Cost \$60.00 plus travel.
3. Letter to the Surrogate Court regarding Watson Bequest.
4. Approval of Code of Ethics and Conflict of Interest Policies.
5. Glens Falls Farmers' Market proposal for Wednesday afternoon's on Maple Street in front of the Library.
6. Approval of Folklife Center Consultant from March 15, 2012 to June 30, 2013 at a rate of \$20.00 per hour for a total of no more than \$2,500.
7. Approval of renewal of Service Contract for our Micro Readers from Image Integrator, LLC.
8. Freading eBooks Agreement.

12. Department Reports

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

13. 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. Decision on investing \$15,000 from Watson bequest, in GFNB Temp. Fund (possibly for bike rack project) | Finance Committee |
| E. Revision of Suspension Policy | Executive Committee |
| F. Changes to the By-Laws, 2 nd notice, to be voted on 5-30-12 | |

14. New Business

- | | |
|---|------------------------------|
| A. Budget/Personnel meeting for 2013 Budget | Finance/Personnel Committees |
|---|------------------------------|

15. Executive Session (if needed)

16. Adjournment

**The next Board Meeting is
 Wednesday, May 30, 2012
 4:00 PM,
 Holden Meeting Room**

Children's Department Report

March 2012

Programs

Children's department staff presented a total of 99 programs with an attendance of **2,225**. Additionally, 315 kids between the ages of birth through 12 years old participated in the Winter Reading and "Bumblebear Read to Me" programs that concluded in March. The kids were given the challenge to read a ton of books: they exceeded that goal reading 2,733 lbs. of books. Other programs included eight Baby Lap Times, four Walking Wonders sessions, and 12 Toddler Story Times. 12 Parent/Child Workshops, 12 Preschool Story Times, eight Preschool Art Times, and two Sensory Story Times were also held during the month. The Friday afternoon Library Club met four times. 24 different school groups visited the library for stories and tours. 11 special programs were held including a Dr. Seuss birthday celebration co-sponsored by the Iroquois Reading Council; *Little Red's Most Unusual Day*, a children's opera presented by Opera Saratoga; Guiding Eyes for the Blind puppy program; several scheduled times for kids to read to therapy dogs; and four *Treasure Seekers* nights, families formed teams and searched through the library to find answers to library related trivia questions.

Computer Use

752 kids used the computers in the children's department while visiting the library.

Reference Questions

Staff answered 3,426 requests for information during March.

Volunteers

Volunteers provided **123** 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	80	100	+25%
Program attendance	1787	2540	+42.1%
Computer use	647	752	+16.2%
Reference questions	3689	3424	-7.1%
Circulation			
J Audio books	319	350	+9.7%
Easy readers	2392	2662	+11.2%
Picture books	6547	5973	-8.7%
J fiction	1929	1970	+2.1%
J nonfiction	3423	3196	-6.6%
J paperbacks	1732	1623	-6.2%
DVDs and videos	5943	5397	-9.1%
Tumblebooks (eBooks)	N/A	898	N/A

Submitted by Pam Frazier, Head of Children's Services

Adult Services Department
Monthly Report
March 2012
Submitted by Andrea Herman

	March 2012	March 2011
Reference Questions:	7356	7032 (5% increase)

Programs:

- **Memory Sharing Group** met on March 5; organized and moderated by Karen Tinney. (10)
- **Travel on a Budget Workshop** presented by librarian and avid traveler, Rhona Koretzky on March 6; a demonstration of how to use the internet to plan your own trips. (10)
- **Wednesday Evening Book Discussion** of *One Thousand White Women* by Jim Fergus met on March 7; organized and moderated by Jennifer Boyer. (5)
- **Malachy McCourt: An Evening of Storytelling**; actor and writer spoke on March 14. Program funded by the Friends of Crandall Public Library. (150)
- **Monday Evening Book Discussion**; eminent Thoreau scholar, Richard J. Schneider facilitated the discussion of Henry David Thoreau's *On the Duty of Civil Disobedience and Walking* on March 19; organized by Frank Pelkey. (10)

Personnel

- Kevin Rogan attended the Reference Services Interest Group meeting at CDLC on March 15.
- Andrea Herman attended the OverDrive Collection Development Committee meeting on March 27 at SALS.

Teen Center Report, March, 2012

The Teen Center was used 1344 times in March 2012. There were 320 requests for specific materials and 274 in attendance at programs. The remainder of use was divided among browsing, reading, homework, computer use, and meeting friends.

Following a wonderful trip to the Archives, teens began their own collecting program in the Teen Center. Every two weeks a teen displays his or her specialized items, and the program is so popular it is expected to run until June.

On March 23, Teen Services Librarian Frieda Toth was the guest at Glens Falls High School in teaching Shakespearean life to 9th graders.

The Teen Center also had its First Annual Pot Luck dinner.

We also welcomed Abby Berkheimer as the new Teen Services Library assistant.



Ashlee Allen with her dragon collection



Library Assistant Abby Berkheimer

Submitted by Frieda Toth, Teen Services Librarian

Worked with Herman and DeGarmo to meet NYSCA deadlines; result: continuation of funding.

Continued to work with circulation and technical services staff on Departmental changes upon retirement of Mangine; result: continued progress on creating a more efficient collection development, acquisition, processing, and withdrawal cycle.

Kept in communication with patron who needed to express his frustration with changing public library values—i.e. noise in the library; result: better understanding of public needs.

Attended PLA national meeting in Philadelphia with McDonald; result: new ideas to disseminate to staff ranging from eReaders to new works to purchase from lesser-known mystery writers.

Second interview with Burkheimer for Library Assistant position in the Teen Center; result: hiring of PT to fill out departmental needs, a lacunae of over 6 months.

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, BTOP meetings, PLS-NYLA Board 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
04/19/12

MARCH 2012 ADULT/CIRCULATION SERVICES REPORT

***Internet Usage (number of times computers were used): -35.28%**
 2011 March= 12,225 2012 March= 7,912
 *(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 (3/1/12 snowday; above avg temps. too):	30	57	87	85
Total hours open:	293	564	857	824
Total door count:	39,343	75,271	114,614	109,870
Total SALS item circulation:	67,396	132,023	199,419	197,698
Overdrive + Freegal + Video + Tumble:	2,980	9,169	12,149	1,899*
Book Box Circulation:	75	100	175	100
Total Circulation:	70,451	141,292	211,743	199,697
TOTAL CIRCULATION TO PATRONS AS OF MARCH 31, 2012		211,743		*Overdrive only
TOTAL CIRCULATION TO PATRONS AS OF MARCH 31, 2011		199,697		
% increase/decrease in total circulation from Mar 11 to Mar 12=	6.03%		% change from March '11 -6.70%	
*% of checkouts non staff intervention (rounded):	89.59%			
% of checkouts self-check (rounded):	78.80%			
YTD self-check rate:	80.52%			

Circulation per hour open: 240.45 Circulation per minute open: 4.00
 Door count % 2011/2012 YTD: 4.32
 Door count % Mar 11 v. Mar 12: -5.11%

	2012 New Borrowers	2011 New Borrowers	Total Users
Juvenile (Pre-school to 6 gr.)	128	69	11,623
Regular (Adult)	188	199	37,146
Temporary	1	23	485
Outreach	2	3	386
Board/Employee	0	0	107
Subtotal	319	294	49,747
Other***	0	0	249
Total	319	294	49,996

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

% change in New Borrowers Mar 2011 to Mar 2012: 8.50%

REG. BY MUNICIPALITY AS OF MAR 31, 2012	2012 New Borrowers	2011 New Borrowers	2012 All Borrowers	% subtotal
Glens Falls	54	65	11,839	34.77%
Queensbury	131	63	15,334	45.04%
Moreau	22	21	6,876	20.19%
subtotal	207	149	34,049	100%
Other borrowers	125	144	16,054	
TOTAL BORROWERS	332	293	50,103	

Access/Overdrive/Freegal Circ/Mar 2012	YTD 2012
TumbleBooks	869 2,140
Access Videos	81 245
Audio book files	405 1,215
eBooks	625 2,074
Project Gutenberg	163 825
Freegal	837 2,510
Total:	2,980 9,009

eContent as % of total circulation= 4.23%

Monthly Report – March 2012
 Adult Services Department Crandall Public Library
 Circulation, Automation, and Technical Services (Compiled by K. Naftaly)

Interlibrary Loan 2012/11 Month-to-Date Comparison: YTD

MONTH: March	2012	2011	% change monthly 2011/2012	Previous month Totals YTD	March 2012 Totals YTD
Requests from other libraries	2,370	2,601	(8.9%)	4,995	7,365
Total items sent	2,254	2,436	(7.5%)	4,713	6,967
Fill rate	95%	94%			
Items received from other libraries	3,796	4,113	(7.7%)	6,755	10,551
Items loaned to other libraries	3,573	3,658	(2.3%)	7,070	10,643
Holds from send list	994	986	.81	1,836	2,830
Holds filled from send list	948	910	4.2	1,728	2,676
Holds (placed)	6,125	6,778	(9.6%)	11,189	17,314
Holds (satisfied)	5,349	6,052	(11.6%)	7,690	13,039
Holds (cancelled)	385	351	9.7	543	928

Technical Services (adult and children's combined):

ADDITIONS	GLE 03/2012	GLE 03/2011
Books	650	657
New & Popular Bks	294	575
AV	62	108
New & Popular AV	168	251
Software	0	0
Picture/Photo/Realia	0	0
Magazines	242	256
Music	11	63
Other (map, etc.)	0	0
eAudio or eBook	128	0
Total	1555	1,910

Outreach Services: March 2012

	Individuals Books/Periodicals	Individuals AV	Individuals T/B	Facilities Books/AV	GRAND TOTAL:
TOTALS:	1,112	154	18	73	1,357
				Previous Month YTD:	2,369
				2012 YTD	3,726

Volunteer Hours: March 2012

	TOTAL	Previous Month YTD	YTD 2012 Total
TOTALS:	264	470.5	734.5

March 2012 Monthly Report

The Folklife Center: Gallery • Archives • Cultural Programs

Crandall Public Library, Glens Falls, NY 12801

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

Grants & Income

1. Capital District Library Council (CDLC) of \$2,500 for cataloging audio visual materials.

Archives & Special Collections

1. Reading Room Use: 292 patrons • 566 items used • 124 hours
Monday-Friday 10 am-noon & 1-4 pm, Tuesday evening 5-8 pm
2. Collection Management
 - a. Volunteers (7) processing collections: 60 hours.
 - b. DeGarmo working on Folklife Collection papers and CPL Institutional Archives.
3. New Collections
 - a. 40 publications to *Holden Reference Book Collection*.
 - b. DAR Collection additions.
 - c. Photographs by Rich Cavagnolo donation.
 - d. Live! Folklife Concerts (2) digital videotaped by Todd DeGarmo.

Programs & Projects

1. Folklife Gallery: *Odetta: The Queen of Folk* - continuing January 15 to June 15, 2012.
2. Displays Around the Library:
 - *Guess What I Collect*, where kids showcase their collections, in the Children's Department.
 - *Teens Collect*, showcasing their collections in the Teen Center.
 - 4 Cases with *Woolens*, *Dollmaker Doll*, *Windfield Design* miniature buildings/banks.
3. Teens in Archives: co-hosted program with Teen Center to introduce the Folklife Center and kickoff, *Teens Collect*, where they showcase their collections in the Teen Center, March 8, 16 participants.
4. Irish Genealogy: with Lisa Dougherty, first of a 3-part series, Saturdays, March 10, 57 participants.
5. Collaborations:
 - a. DeGarmo planning a professional meeting with NYS Folk Arts Roundtable, Folklorists in New England, and Mid-Atlantic Arts Association in Saratoga Springs in May.
 - b. DeGarmo planning with Adirondack Folk School to curate a Folklife Gallery exhibition showcasing their handmade crafts & crafters, scheduled for January-June 2013.
6. Live! Folklife Concert Series: Thursdays 7 to 9 pm, Community Room, free.
 - March 15, Tim Jennings & Leanne Ponder, audience 62.
 - March 29, Kim & Reggie Harris, audience 120.

Professional Workshops & Meetings

1. Burke & DeGarmo viewed the historical displays at the First Presbyterian Church March 19.
2. Burke presented our *Kids in Archives* program in the session, "Strategies for Engaging Your Constituents" at the New England Archives conference, Wesleyan, CT, March 24, 50 participants.
3. DeGarmo attended a workshop on Adobe Contribute (webpage updates) March 28.

**Health Information Services
March 2012**

Meetings

- 3/7: Team Meeting
- 3/8: Staff Meeting
- 3/13, 3/19, 3/26: Meetings with Northeast Career Planning to work on Department of Labor Unemployed Worker grant

Programs & Activities

- AskUs 24/7
 - 4 hours chat ref
 - Chat statistics
 - 35 SALS patrons used chat reference
 - 22 chats answered by SALS librarians
 - 3/14: Webinar for Advisory Board members
- 3/21-3/23: Attended "Computers in Libraries" conference
- 3/28: Adobe Contribute training for staff
- 3/19-3/23: Main Streets Go Blue: Library was the location for cancer screening test information
- Begin work on "Create +8" activities (online tech learning class)

BTOP

- Classes
 - 37 classes offered
 - 77 participants
 - 161 hours of training
- 4 Job Placements

Reference

- Answered 7 Medical reference questions, topics included:
 - Zoloft
 - Bladder infection & dementia
 - Transcranial magnetic stimulation

Memorandum

To: Kathy Naftaly

CC:

From: Steven Ray

Date: March 31, 2012

Re: March 2012 Monthly IT Department Report

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

1. Continuing to distribute staff new computers & instruction for Win 7
2. Replaced 2 hard drives on CPLPUB2 server (public) & updated firmware on remaining drives. This was accomplished with no down time to the public.
3. Working with accounting & Harris to update computer & software for win 7
4. Rebuilt computer for Friends (3677)
5. Working on NYSDOL grant with Northeast Career (research equip. & software)
6. Researching Software for BTOP lab computers
7. Complete Setup for new employee, Children Dept.
8. Replaced Gallery camera outside of Folklife for full area view
9. Setup Donors Media Display on Glen St.
10. Setting up wireless for third floor access