

251 GLEN STREET  
GLENS FALLS, NY 12801  
792-6508

**Board of Trustees  
Crandall Public Library  
AGENDA  
December 4, 2013**

**4:30 P.M.**

- 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: October 23, 2013** S. Searleman
- 5. Treasurers Report, October 2013** B. Caimano
  - a. Budget Amendments
- 6. Approval of Claims Auditor Report for October 31, November 15 & 29, 2013 bills & payroll**
- 7. Committee Reports**

**Personnel:**

  1. Promotional provisional appointment of Guinevere Forshey, Librarian III effective December 1, 2013 at an annual salary of \$56,430 (no 1.5% increase on 1/1/2014).
  2. Permanent appointment of Kathleen Naftaly, FT Library Director III effective November 1, 2013 at an annual salary of \$85,000.
  3. Approval of CDPHP EPO Health Insurance Plans (choice between two) which includes an 8% contribution by individuals, 20% for employee plus spouse or one child, 20% for employee with children (new), and 20% family coverage.  
Retirees continue at 50/50 percent coverage. Empire Vision coverage is continued.
- 8. Friends of Crandall Public Library** MacKnight/Kathe
- 9. SALS** D. Nemer

**10. Director's Report & Action Items:**

K. Naftaly

**A. Action items:**

1. Permission for Brian Blackburn (Blackburn Gallery, Queensbury, NY) to scan and print 3 negatives from the Carl Atiyeh Photograph Collection for permanent installation in a new, apartment building for the elderly (he will also scan and print 5 negatives for personal use). In return, Blackburn will (1) provide a credit line next to the individual prints noting "Courtesy of the Folklife Center at Crandall Public Library, Glens Falls, NY" and (2) donate to the Library copies of the scans and prints of the 8 original negatives.
2. Approval of 2014 Board of Trustee meeting dates.
3. Approval to update Crandall Public Library' Materials Reserve Policy to include non-fiction DVDs effective January 1, 2014.

**11. Department Reports**

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

**12. Old Business**

**13. New Business**

**14. Executive Session**

**15. Adjournment**

**The Next Board Meeting**  
**Wednesday, January 8, 2014**  
**4:30 pm**  
**Holden Meeting Room**

251 GLEN STREET  
GLENS FALLS, NY 12801  
792-6508

**Board of Trustees  
Meeting Minutes  
October 23, 2013**

***Attendance:***

**Trustees:** Mr. Searleman, Mr. Leonelli, Ms. Caimano, Ms. Newcomb, Ms. Johnson, Ms. Troelstra, Mr. Toomey, Ms. Vanderminden, Mr. Pratt, Mr. Rottenstreich, Mr. Lebowitz,

**Absent:** Mr. Gannon, Mr. Sheahan, Ms. Nemer

**Staff:** Ms. Naftaly, Ms. Shanks, Ms. Herman, Ms. Bell, Ms. Frazier, Ms. Boyer

**Guest:** Ms. Wilda MacKnight

President Sanford Searleman called the meeting to order at 4:30 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 October 2, 2013 that was sent via email was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion carried.

***Treasurer's Report – September 2013*** Ms. Caimano reviewed the September 2013 Treasurer's Report and Budget Amendments. A ***Motion*** was made to approve the September 2013 Treasurer's Report and Budget Amendments by Ms. Caimano, seconded by Mr. Rottenstreich. Motion Carried.

***Approval of Claims Auditor Report***

Approval of the October 14, 2013 Claims Auditor Report for bills & payroll. A ***Motion*** to approve the Claims Auditor reports was made by Mr. Rottenstreich, seconded by Ms. Caimano. Motion carried.

***Committee Reports***

***Executive***

Mr. Searleman indicated that there was a discussion held at the Executive Meeting that was held prior to the Board meeting in regards to the Library's Meeting Room Policy. There is a distinction

between the Library's co-sponsors and non-profit agencies and for-profit agencies. We are currently having issues scheduling events for the Library. A *Motion* to accept the Meeting Room Policy was made by Ms. Newcomb and seconded by Ms. Vanderminden. Motion carried. After some minor changes to the wording, a *Motion* was made to accept the Diversity Policy was made by Ms. Caimano, seconded by Ms. Troelstra. Motion carried.

**Friends of Crandall Public Library**

There will be a book sale this weekend. They are shorthanded. Ms. Newcomb indicated she would send a note from the Board to Margot Hyde who is not feeling well.

**SALS**

The 2014 SALS' Annual Trustee Business Meeting will be May 19, 2014 at 5:00 pm at Excelsior Springs, Saratoga. Mark your calendars!

**Director's Report**

Ms. Naftaly indicated that she is still in the process of reviewing RFP's for cleaning so please ignore Action item # 1. Also, ignore items 3 & 4. Ms. Naftaly stated that they have not billed the internet access we receive through Time Warner for the public computers for many years. They have been giving it to us as a favor to the Library. We will now have to start paying for the service. With the help of JA and SALS, we can get a better deal at \$174.00 per month with a 24-month contract.

**Action items:**

1. Service contract approval for winning RFQ for cleaning service
2. Permission for Crandall Public Library to become a paying member of the Glens Falls Collaborative. Cost: \$20.00/month (2014)
3. Approval of Revised Meeting Room Policy
4. Approval of Diversity Policy
5. Permission to allow-part-time staff to obtain policies from AFLAC. No cost to the Library.
6. Retroactive approval for Erica Burke to attend Heritage Hunters Annual Meeting on October 29, 2013 in Schuylerville. Cost: travel and \$35.00 registration fee.
7. Permission to share payroll information with NYS Deferred Compensation Plan's Administrative Service Agency in response to their internal audit.
8. Approval to extend Library hours until 9:00 pm on Friday, December 6, 2013 for participation in Glens Fall's Hometown Holiday Celebration.

**\*Add in items**

9. Permission to dispose of outdated computer equipment per Steve Ray.
10. Approval to submit a grant for \$6,500 to the Solomon Trust per Todd Degarmo.

\* Item #'s 1, 3 & 4 to be removed.

A *Motion* to accept action items # 2, 5-10 was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried

**Department Reports**

Herman, Adult Services

Ms. Herman went over events held or to be held for Adults. There will be a tech person and a librarian on Thursdays' to teach computer tech classes. They will test people to see what level they are at prior to the class. The *Literary Knits* group is doing well.

L. Shanks, Development Director

Ms. Shanks indicated that the Annual Appeal would be going out after Election Day.

P. Frazier, Children's Department

Ms. Frazier indicated she spent two days at Queensbury High School and spoke with the all the 9<sup>th</sup> grade classes. Many schools come to visit the Library in September. Many great programs are coming up in November and December. Check the web site for dates and times.

**Old Business: None**

**New Business: None**

**Executive Session - None**

**Adjournment**

A *Motion* to adjourn was made by Ms. Newcomb, seconded by Mr. Lebowitz. Motion carried. Meeting adjourned at 5:15 p.m.

Respectfully submitted,

Christina Vanderminden  
Secretary of the Board of Trustees

Recorded by Terry Bell  
Senior Account Clerk

Typed by Linda Webb  
Administrative Assistant/HR Rep.

**The next Board Meeting**  
**December 4, 2013**  
**4:30 pm**  
**Holden Meeting Room**

**2014 Crandall Public Library Board Meeting Dates**

| <b>Month</b>             | <b>Day</b> | <b>Date</b> | <b>Time</b> | <b>Location</b> | <b>Purpose</b>         |
|--------------------------|------------|-------------|-------------|-----------------|------------------------|
| January (Dec. 2013)      | Wednesday  | 8           | 4:30 p.m.   | Holden Room     | Organizational Meeting |
| February                 | Wednesday  | 26          | 4:30 p.m.   | Holden Room     |                        |
| March                    | Wednesday  | 26          | 4:30 p.m.   | Holden Room     |                        |
| April                    | Wednesday  | 23          | 4:30 p.m.   | Holden Room     | Annual Meeting         |
| May                      | Wednesday  | 28          | 4:30 p.m.   | Holden Room     |                        |
| June                     | Wednesday  | 25          | 4:30 p.m.   | Holden Room     |                        |
| July                     | Wednesday  | 30          | 4:30 p.m.   | Holden Room     |                        |
| August                   | Wednesday  | 27          | 4:30 p.m.   | Holden Room     |                        |
| September                | Wednesday  | 24          | 4:30 p.m.   | Holden Room     |                        |
| October                  | Wednesday  | 22          | 4:30 p.m.   | Holden Room     |                        |
| November                 | Wednesday  | 19          | 4:30 p.m.   | Holden Room     |                        |
| January 2015 (Dec. 2014) | Wednesday  | 7           | 4:30 p.m.   | Holden Room     |                        |

(Activities between Board meetings ≡ do not coincide with the calendar—Short interval this month.)

***November is Banana Pudding Lovers Month***

Convened meetings:

- Thursday, October 24; Thursday, November 7; Tuesday, November 19; Tuesday, December 3: met with management team. COMMUNICATION, BRAINSTORMING AND "STEERING" THE ORGANIZATION
- Thursday, October 31 convened Executive Committee meeting to discuss cleaning bids. COMPANY SELECTED UNDER LOW-BID PURCHASING POLICY
- Tuesday, November 5, arranged for architects Paul Mays and Meghan Brennan to present modification plans to the Friends of Crandall Public Library in order for them to financially support project. FRIENDS VOTED TO SPEND THE MONEY TO ASSIST IN RECONFIGURATION PROJECT
- Wednesday, November 13 met with Laing to go over and submit Polaris Enhancement requests to JA. IMPROVED ILS FUNCTIONALITY
- Thursday, November 21, convened staff meeting to discuss healthcare, flex spending, wellness, and possible policy changes. INTERNAL COMMUNICATIONS ENHANCED

Significant Actions:

- Month of October and November, multiple meetings with Denise Paylo of Capital Financial Group regarding the Affordable Care Act and the Library's benefit package(s). CONTINUING ASSESSMENT OF BEST PRACTICES, COST-EFFECTIVE HEALTH CARE STRATEGIES
- Thursday, November 7, Attended Reference Department meeting to discuss status of security etc. and to request that they work on a long-term research project for the strategic planning process INTERNAL COMMUNICATIONS
- Tuesday, November 12, went to Hometown Holiday meeting. MAKING SURE CPL IS A "PLAYER" IN THE PUBLIC'S DOWNTOWN EXPERIENCE
- Wednesday, November 13 went to JA meeting at MVLS. CENTRAL LIBRARY INPUT
- Thursday, November 14, met with staff member to discuss their desire for full-time employment. PERSONNEL DEVELOPMENT
- Thursday, November 14 formal meeting with G4S security staff about behavior, expectations and appearance. "ON-THE-FLY" COMMUNICATION IS NOT AS EFFECTIVE AS OFFICIAL CONFERENCE
- Cleaning service contract approved for 3 year term with ABM. BEGINS SERVICES JANUARY 1, 2014.
- Thursday, November 21, spoke with representatives from the ARCC to discuss ideas about City Park. Pointed them to the Crandall Trust, BID etc. CPL REMAINS IN DOWNTOWN "LOOP"
- Friday, November 22, met with Mark Fleisher and Durkin about Hometown Holiday set-up. STAGING OF EVENT

Community Involvement:

- Saturday, October 26, attended Warren County Bicentennial Banquet at Fort William Henry Hotel. COMMUNITY INVOLVEMENT
- Sunday, October 27, attended the World Awareness Children's Museum 23rd Annual International Cuisine Dinner and Auction at Great Escape Lodge. COMMUNITY INVOLVEMENT
- Regular attendance at Kiwanis meetings. COMMUNITY OUTREACH/INVOLVEMENT
- Regular attendance at Soroptimist meetings. COMMUNITY OUTREACH/INVOLVEMENT
- Wednesday, October 16, attended mixer for the Downtown Collaborative at the Wood Theater. COMMUNITY OUTREACH/INVOLVEMENT
- Thursday, November 14, attended Big Brother, Big Sister awards ceremony at the Highland. Regular attendance at Kiwanis meetings. COMMUNITY OUTREACH/INVOLVEMENT
- Friday, November 22, helped Kiwanis with holiday food bank organization. INTERFACE WITH COMMUNITY.

# Crandall Public Library Database Usage October 2013

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_glc (remote access) | 27             | 230                          | 18              | 31                 | 82             |

## ProQuest Databases:

| Searches  | Sessions | Oct. 2013 | Sept. YTD | 2013 YTD |
|---|----------|-----------|-----------|----------|
| Heritage Quest Online   | 69       | 18,975    | 174,951   | 193,926  |
| Ancestry Library Edition  | 1,692    | 884       |           |          |
| <p><b>Web Statistics:</b></p> <p><b>Total Visits:</b> 18,975</p> <p><b>Total Unique URLs:</b> 884</p> <p><b>Average Hits per Hour:</b> 1,019</p> <p><b>Average Hits Per Day:</b> 22,460</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.

**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.

FROM: <http://www.seogentics.com/sec-articles/Website-Hit-vs-Website-Visit.html>

| October 2013           | Searches | Sessions |
|------------------------|----------|----------|
| Novelist Plus Database | 433      | 381      |

## Wireless Firewall Hits:

| October 2013 | Previous Month YTD | 20 13 YTD: |
|--------------|--------------------|------------|
| 41,392       | 331,935            | 373,327    |

## Printer-ON Wireless Printing:

|                               |         |
|-------------------------------|---------|
| October 2013                  | 55 jobs |
| 122 pages printed by 18 users |         |

## Facebook Statistics October 2013

Total number of people sharing stories about your page: 297

**Daily Page Stories**

Total number of stories created about your Page: 480

Total number of impressions seen of any content associated with your Page: 56,398



**October 2013 ADULT/CIRCULATION SERVICES REPORT**

Naftaly  
11/26/13

**\*Internet Usage (number of times computers were used): -3.28%**  
2013 Oct.= 7,626                      2012 Oct.= 7,885

| CIRCULATION  | Current Month | Previous Month<br>2013 YTD   | 2013 YTD       | 2012           |
|--|---------------|------------------------------|----------------|----------------|
| Total days open*: Closed 10/14 for Columbus Day.                         | 30            | 250                          | 280            | 287            |
| Total hours open:  | 300           | 2,480                        | 2,780          | 2,859          |
| Total door count:  | 35,425        | 321,890                      | 357,315        | 380,995        |
| Total SALS item circulation:   | 60,505        | 561,654                      | 622,159        | 662,131        |
| Overdrive + Freegal + Freading + Tumble:                                 | 2,881         | 30,161                       | 33,042         | 28,825         |
| Book Box Circulation:  | 25            | 300                          | 325            | 250            |
| In House Circulation   | 1,657         | 12,984                       | 14,641         | n/a            |
| <b>Total Circulation:</b>  | <b>65,068</b> | <b>605,099</b>               | <b>670,167</b> | <b>691,206</b> |
| <b>TOTAL CIRCULATION TO PATRONS AS OF Oct. 31, 2013</b>                  |               | <b>670,167</b>               |                |                |
| <b>TOTAL CIRCULATION TO PATRONS AS OF Oct. 31, 2012</b>                  |               | <b>691,206</b>               |                |                |
| <b>% increase/decrease in total circulation from Oct. 12 to Oct. 13=</b> |               | <b>-3.04%</b>                |                |                |
| *% of checkouts non staff intervention (rounded):                        | 89.64%        |                              |                |                |
| % of checkouts self-check (rounded):                                     | 78.05%        |                              |                |                |
| YTD self-check rate:   | 78.38%        |                              |                |                |
| Circulation per hour open:   | 216.89        | Circulation per minute open: | 3.61           |                |
| Door count % 2012/2013 YTD:  | -6.21%        |                              |                |                |
| Door count % Oct. 12 v. Oct. 13:   | -7.98%        |                              |                |                |

| REGISTRATIONS:  | 2013 New Borrowers | 2012 New Borrowers | Total Users   |
|-----------------|--------------------|--------------------|---------------|
| Juvenile        | 63                 | 52                 | 11,897        |
| Regular (Adult) | 143                | 122                | 37,090        |
| Temporary       | 3                  | 32                 | 416           |
| Outreach        | 0                  | 1                  | 397           |
| Board/Employee  | 1                  | 0                  | 105           |
| <b>Subtotal</b> | <b>210</b>         | <b>207</b>         | <b>49,905</b> |
| Other***        | 0                  | 0                  | 242           |
| <b>Total</b>    | <b>210</b>         | <b>207</b>         | <b>50,147</b> |

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

**% (decrease) in New Borrowers Oct. 2012 to Oct. 2013: 1.44%**

| REG. BY MUNICIPALITY AS OF Oct. 31, 2013 | 2013 New Borrowers | 2012 New Borrowers | 2013 All Borrowers | % subtotal  |
|--|--------------------|--------------------|--------------------|-------------|
| Glens Falls                              | 49                 | 52                 | 12,637             | 34.76%      |
| Queensbury                               | 49                 | 58                 | 16,353             | 44.98%      |
| Moreau                                   | 17                 | 17                 | 7,366              | 20.26%      |
| <b>subtotal</b>                          | <b>115</b>         | <b>127</b>         | <b>36,356</b>      | <b>100%</b> |
| Other borrowers                          | 95                 | 82                 | 16,929             |             |
| <b>TOTAL BORROWERS</b>                   | <b>210</b>         | <b>209</b>         | <b>53,285</b>      |             |

| eContent Circ Oct. 2013 | Pre-Month    | YTD 2013      |
|-------------------------|--------------|---------------|
| TumbleBooks             | 308          | 1,945         |
| Audiobook files         | 533          | 4,113         |
| eBooks/Freading         | 1,150        | 9,726         |
| Project Gutenberg       | 280          | 1,773         |
| Freegal                 | 610          | 6,703         |
| <b>Total:</b>           | <b>2,881</b> | <b>24,260</b> |

**eContent as % of total circulation=4.42%**

**Monthly Report – October 2013**  
 Adult Services Department Crandall Public Library  
 Circulation, Automation, and Technical Services (Compiled by K. Naftaly)

**Interlibrary Loan 2013/12 Month-to-Date Comparison:**

| <b>MONTH: October</b>                      | <b>2013</b> | <b>2012</b> |
|--|-------------|-------------|
| <b>Requests from other libraries</b>       | 2,456       | 2,409       |
| <b>Total items sent</b>                    | 2,372       | 2,309       |
| <b>Fill rate</b>                           | 97%         | 96%         |
| <b>Items received from other libraries</b> | 4,464       | 3,550       |
| <b>Items loaned to other libraries</b>     | 3,383       | 3,461       |
| <b>Holds from send list</b>                | 754         | 974         |
| <b>Holds filled from send list</b>         | 709         | 902         |
| <b>Holds (placed)</b>                      | 5,232       | 5,777       |
| <b>Holds (satisfied)</b>                   | 5,091       | 5,609       |
| <b>Holds (cancelled)</b>                   | 288         | 342         |

**Technical Services (adult and children's combined):**

| <b>ADDITIONS</b>     | <b>GLE 10/2013</b> | <b>GLE 10/2012</b> |
|----------------------|--------------------|--------------------|
| Books                | 575                | 1,006              |
| New & Popular Bks    | 347                | 366                |
| AV                   | 114                | 44                 |
| New & Popular AV     | 175                | 146                |
| Software             | 0                  | 5                  |
| Picture/Photo/Realia | 0                  | 11                 |
| Magazines            | 276                | 227                |
| Music                | 75                 | 83                 |
| Other (map, etc.)    | 0                  | 5                  |
| eAudio or eBook      | 0                  | 141                |
| <b>Total</b>         | <b>1,562</b>       | <b>2,034</b>       |

**Outreach Services: October 2013**

|                | <b>Individuals<br/>Books/Periodicals</b> | <b>Individuals<br/>AV/T Book</b> | <b>Individuals<br/>eBooks</b> | <b>Facilities<br/>Books/AV</b> | <b>GRAND<br/>TOTAL:</b> |
|----------------|--|----------------------------------|-------------------------------|--------------------------------|-------------------------|
| <b>TOTALS:</b> | 940                                      | 180                              | 30                            | 70                             | <b>1,220</b>            |
|                |  |                                  |                               | <b>Previous<br/>Month YTD:</b> | <b>11,401</b>           |
|                |  |                                  |                               | <b>2013 YTD</b>                | <b>12,621</b>           |

**Volunteer Hours: October 2013**

|                | <b>TOTAL</b> | <b>Previous<br/>Month<br/>YTD</b> | <b>YTD<br/>2013<br/>Total</b> |
|----------------|--------------|-----------------------------------|-------------------------------|
| <b>TOTALS:</b> | 277.5        | 2,284.75                          | 2,562.25                      |

**Teen Center report, October, 2013**

The Teen Center was used 1010 times in October, 2013. There were 227 requests for specific materials and 137 in attendance at programs. The remainder of uses were divided among browsing, reading, homework, computer use and meeting friends.

The teens participated in the last Art in the Public Eye Art Walk of the season, with almost 20 attendees.

Library Assistant Casey Chwiecko continued the Japanese Culture Club and encouraged teens to gear up for NaNo (National Novel writing month, November).

The Reduced Teen Group had a dance and a feast at our Spooky Party, where all came in costume, October 31.



Doing the Macarena at our Spooky Party



Last Art Walk of the season.

Submitted by Frieda Toth, Teen Services Librarian

# The Folklife Center • October 2013 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. Alfred Z. Solomon Charitable Trust: submitted a \$4,978.96 grant application to fund the workshop series, *Do Tell: Learning to Tell Personal, Family & Community Stories*, led by storytellers/educators Margaret French & Betty Cassidy for 3 libraries in the Southern Adirondack Library System, culminating in final performances recorded and edited for distribution using the 2013-funded *Alfred Z. Solomon Documentary Fieldwork Kit*.

### Archives & Special Collections

1. Reading Room Use 288 patrons • 490 items used • 140 hours  
Monday-Friday 10 am-noon & 1-4 pm, Tuesday evening 5-8 pm  
Saturday, October 12 (workshop) & 26 (book sale)
2. Collection Management
  - a. Volunteers processing collections (inventories and indexing of manuscript collections; digitizing music; processing serials; preservation rehousing and copying; filing) • 44.75 hours.
  - b. Intern Jeremy McFarren (Empire State College/Public History) -exhibition & programs • 27 hours.
  - c. Intern David Addeo (SUNY Albany/Information Science) -audio/video digital collections • 22 hours.
  - d. CDLC grant-funded consultant Cindy Maguire cataloguing Folklife Collections • 14.5 hours.
3. New Collections
  - a. 35 publications to *Holden Reference Book Collection*.
  - b. *Folk Art & Artist Collection*: additions made possible with funds from the Beach Philanthropic Foundation (Paul Cardone electric cigar box guitar & amp).
  - c. Children's Committee of Warren County archives.
  - d. Misc: blueprints from Maury Thompson; Purse family ephemera.

### Programs & Projects

1. Folklife Gallery: *Heaven Runs Down to the Lake: 100 Years of YMCA Camp Chingachgook*, a new, original exhibition, based on a partnership between the Folklife Center and the Alumni Association of Camp Chingachgook, July 19 to December 31, 2013.
2. Live! Folklife Concerts on Thursdays evenings at 7 pm in the Community Room, funded by the Friends of Crandall Public Library and the New York State Council on the Arts-Folk Arts Program, and videotaped for the Folklife Collections:
  - a. Tom Akstens & Neil Rossi, October 3, 91 attendees.
  - b. Bob Warren Trio, October 10, 84 attendees.
3. Warren County @ 200: a free, 6-part series of presentations this Fall co-hosted with the Chapman Historical Museum on Wednesday evenings at 7 pm in the Community Room:
  - a. *Lake George in the Adirondack Attic* with Andy Flynn, October 2, 17 attendees.
  - b. *Boats & Boating on Lake George* with Hallie Bond, October 9, 41 attendees.
  - c. *Photographer J.S. Wooley at Lake George* with Timberlake & Terrie, 38 attendees.
4. Finding Your Ancestors on Ancestry.com, (2nd of 3 second Saturday Family History programs) presented by Erica Burke in Folklife Center on Saturday, October 12 for 16 attendees.
5. Heritage Hunters Fall Genealogy Conference: Burke attended in Schuylerville, October 19.
6. Voices: Journal of New York Folklore: DeGarmo currently editing Fall/Winter 2013 issues of this publication of the New York Folklore Society.

**Health Information Services  
October 2013**

**Meetings**

10/1: Tech Thursday planning meeting

10/10, 10/24: TEAM

10/22: Wellness committee

10/30: Staff

**Programs & Activities**

- AskUs 24/7
  - 5 hours chat reference
  - Chat statistics
    - 20 SALS patrons used chat reference
    - 14 chats answered by SALS librarians
- Explore ideas for mobile device training project for staff
- 10/9: Affordable Care Act program for SALS member library staff
- Create handouts with ACA info for public
- Coordinate with SALS& BOCES on the National Work Readiness Credential grant.
  - Classes will be Tuesdays 5:30-8:30 from January 21, 2014-April 1, 2014
  - BOCES to provide job skills training
- Organized flu clinic for staff on 10/28
- Update room registration form to reflect policy changes

**Health Reference**

- Worked 63 hours on the Reference Desk
- Answered 7 Medical reference questions, topics included:
  - Ovarian cysts
  - CAM treatments for high blood pressure
  - Vertigo
  - 2 DOCLINE articles

## Development Department –Oct/Nov 2013 Board Report

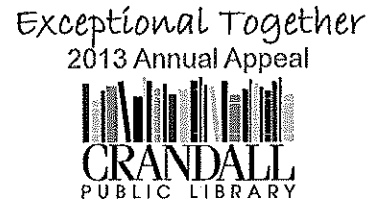
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Submitted by Lynn Shanks

Completed November 26 for December 4 Board Meeting:

### Annual Appeal

- Letters were sent to approximately 4,000 households. About 3,700 generic letters mailed November 7, 300 personalized letters to past donors mailed the following week.
- Posted appeal information to Library web site.
- Prepared and activated the online cart to accept donations through our web site.
- The first appeal eBlast was sent November 22.
- Donations to date total \$3,546 as compared to \$1,675 last year during the same period. (50 donors this year vs. 20 last year.)
- Many donors to date have not given at all or have not given to the annual appeal in the past.
- Gift data entry and thank you letters completed regularly.



### Buy a Book

- The program was launched on November 22.
- Books are available *on-site only* at the customer service desk.
- Promotional signage has been placed throughout the Library.
- Pricing is \$5 per book. No special levels are offered for higher donation amounts.
- Again this year, the proceeds of this program will fund books and materials.
- A few have sold.
- The holiday tree will be placed near customer service again in the interest of promoting the "Buy a Book" program.



### Business Partners

- An appeal to 320 area businesses was mailed around November 22. No results yet.

### Other

- Completed November and December eBulletins.
- Occasional Facebook and Twitter posts.
- Completed data entry & thank you letters as needed.
- Weekly updates to the community screen at the Glen Street entrance completed by Kerry Ziegler.

# Memorandum

**To:** Kathy Naftaly

**CC:**

**From:** Steven Ray

**Date:** October 31, 2013

**Re:** October 2013 Monthly IT Department Report

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This is a summary of things performed during the month of October 2013 by the Crandall Public Library IT department.

1. Setup new image for children special needs computer
2. Setting up 6 replacement computers for children
3. Researching new tablet for children department
4. Working with Bibliotheca configuring RFID to work with Schenectady
5. Helped Folklife with computer software
6. Bibliotheca sent contractor to repair screen on kiosk 400
7. Installed new public bandwidth 35x5 from Time Warner
8. Maintained normal monthly computer maintenance

# Children's Department Report

## October 2013

### Programs

Children's staff coordinated 95 programs with a total attendance of 2,630 people. Twenty different school and preschool groups visited the Library for stories and library orientations. Outreach programs were done at the Prospect Child and Family Center in Queensbury. All regular weekly programs for babies, toddlers and preschoolers continued including *Baby Lap Times*, *Walking Wonders*, *Toddler Story Times*, *Preschool Story Times*, *Preschool Art Times*, *Toddler Play Groups*, and reading to the therapy dogs.

### Computer Use

Computer use was **608**. Many kids enjoy using the library computers to play games, read eBooks, and access the Internet. The children's eBooks (Tumblebooks) were used 308 times in October.

### Reference Questions

Staff answered **3,062** requests for information. Kids were looking for books for school, and teachers requested books to use in their classrooms.

### Volunteers

Volunteers contributed **93.25** hours to the functioning of the Children's Department.

| <b>Statistics</b>    | <b>2013</b> |
|----------------------|-------------|
| <b>Circulation</b>   |             |
| J audio books        | 306         |
| Easy readers         | 2556        |
| J fiction            | 1716        |
| J nonfiction         | 2880        |
| J paperbacks         | 1419        |
| Picture books        | 5545        |
| J videos             | 4959        |
| Tumblebooks (eBooks) | 308         |

Submitted by Pam Frazier  
Head of Children's Services





Congratulations to Adelaide Leibold, library assistant in the Children's Department. She recently received an award from the Iroquois Reading Council for her exemplary work in promoting literacy in our community. She has inspired the love of books and reading in countless young children through her delightful story times at the Library over the last 15 years.

**Adult Services Department**  
Monthly Report  
October 2013  
Submitted by Andrea Herman

|                      | October 2013 | October 2012        |
|----------------------|--------------|---------------------|
| Reference Questions: | 6941         | 6900 (.6% increase) |

**Programs:**

- **Literary Knits Session 2: The Great Gatsby**; held on 10/1, 10/8, 10/15, 10/22, 10/29. Participants discussed the book and worked on a knitting project from the time period of the book; organized and moderated by Karen Tinney and Guinevere Forshey
- **Wednesday Evening Book Discussion of *Immortal Life of Henrietta Lacks*** by Rebecca Skloot on 10/2; organized and moderated by Jennifer Boyer
- **Memory Sharing Group** met on 10/7; organized by Karen Tinney
- **Film & Video Fall Festival**; films shown at 2:30 and 6:30 every Tuesday; organized by Jennifer Boyer
- **Monday Evening Book Discussion of *Roses*** by Leila Meacham met on 10/21; organized and moderated by Frank Pelkey.
- **Muslim Journey Book Discussion**; moderated by Jacqueline Touba; organized by Jennifer Boyer held on 10/10 and 10/24
- **Bernhardt on Broadway**; one woman musical performed by Carol Dunitz on 10/17; funded by the Friends of Crandall Public Library
- **Travel on a Budget Workshop** taught by Rhona Koretzky on 10/21
- **Tech Thursday** open computer lab for help with computers, tablets, ereaders; held on 10/24 and 10/31

**Personnel:**

- Andrea Herman meeting with new Literacy NY director, Deb Seifert and Kathy Naftaly
- Erika Walker provided information to staff on the Affordable Health Care Act
- Staff meeting 10/30