

## ALTAMONT FREE LIBRARY 1989 ANNUAL REPORT

### INTRODUCTION:

The Altamont Library completed its 73rd year in 1989. The year saw many new activities, successful fundraising programs, and the receipt of several gifts and donations. This report details our activities of growth and development for the year.

### TRUSTEES:

The Library Board met 11 times during the year. Beginning in March, our corresponding secretary mailed postcard agendas to all trustees one week prior to the meeting and there was an 81% overall attendance rate. Four Board members had perfect attendance\*. Board members, their offices, and their terms are:

<u>Office</u>	<u>Name</u>	<u>Term Expires</u>
President:	Merritt Glennon	1989*
Vice President	Patricia Spohr	1992
Recording Secretary	David Grapka	1992
Treasurer	Yvette Terplak	1989*
Corres. Secretary	Gayle Addyman	1990
Trustees:	Mary Hughes	1992*
	Maxine Hoover, Linda Bernardi, Meg Hughes	1991
	Esther Goodfellow, James Yohey	1990
	Thelma Elgie* Martha Gallup, Joan Benson, Pat Perfetto	1989

### Standing Committees:

Administration and Finance:	Merritt Glennon, Pat Spohr, Yvette Terplak
Building/Property Maintenance:	Dave Grapka, Mary Hughes, Pat Spohr
Executive:	Merritt Glennon, Pat Spohr, Yvette Terplak, Dave Grapka, Gayle Addyman.
Publicity:	Meg Hughes, Linda Bernardi
Book Committees: Adult:	Martha Gallup, Jean Field, Ruth Painter
	Children's: Pat Perfetto, Linda Bernardi
Activities:	Pat Perfetto, Meg Hughes, Esther Goodfellow
Historian:	Joan Benson
Display Case:	Esther Goodfellow
Fair Committee:	Pat Spohr, Yvette Terplak, Ruth Painter
Village Centennial:	Martha Gallup, Thelma Elgie, Mary Hughes
Memorial Gift:	Esther Goodfellow, Mary Hughes

## **ANNUAL REPORT/page 2.**

The terms of three trustees expired this year: Joan Benson, Thelma Elgie, and Martha Gallup. The Board expresses its sincere appreciation to each of them who gave many years of dedicated service. The Board would like to note a special thank you to Thelma Elgie who has served on the board since 1965.

Jean Field passed away in the fall. Her many years of devoted service to the Library were sincerely appreciated and she will be remembered by all of us.

### **FINANCES:**

The library receives a major portion of its funding from the Town of Guilderland, the Village of Altamont, and the Upper Hudson Library Federation (UHLF). In May, the Altamont Village Board approved our request for \$7000 and in October, the Town of Guilderland approved our budget request at \$16,200. The Board also received a bequeathment from the estate of Retha Young and a memorial gift from Mr. John Humphrey. For these and other contributions and support of our program, we are most grateful.

The Board formed a self-audit committee which brought more order and consistency to our financial reporting and record keeping.

The annual financial report showed receipts of \$36,747.67 and expenditures of \$28,471.99.

### **CIRCULATION:**

Librarian Ruth Painter reported the total circulation and holdings as follows: Book holdings - 13,077; Circulation - 19,211.

The library improved its magazine subscription services by contracting with the Ebsco Subscription Service. The library also received a microfiche reader from the NY State Department of Labor Job Link grant.

The UHLF's Annual Report indicated that based on the last census, the Altamont Library ranked 4th among the 27 member libraries in per capita support, expenditures, book holdings and circulation.

### **AFFILIATIONS:**

The library belongs to the UHLF which made available special book requests, as well as video cassettes, large print books, and talking books. The UHLF, which receives state assistance, aids us in outreach programs such as ESL, grants, collection development, and training. For example, UHLF's Adult Services Consultant, made two presentations to the Board: an overview of their available services, a discussion concerning shared services with other small libraries in the area, and provided assistance in

## **ANNUAL REPORT/page 3.**

culling holdings in preparation for our forthcoming enhancement of the library's reference section.

The Board renewed its lease with the Bank for three years, co-sponsored a Dean Davis presentation with the Guilderland Library, and provided tours of the library and patron cards to all Altamont elementary school students.

The Board also voted to join the New York Library Association (NYLA) to take advantage of their lobbying and other valuable services. Several Trustees attended the annual NYLA conference in October. Trustees attended other training institutes for library directors and trustees, including the UHLF Annual Dinner Meeting and the UHLF System Director's Meetings.

Trustees were also active in legislative activities, sending postcards and letters to our state representatives concerning Public Library legislation to support increased funding for libraries, and legislation enabling UHLF members to remain in the NYS Retirement System - issues vital to the continued success of libraries statewide.

### **GOALS AND ACTIVITIES:**

A Library Survey was compiled by Maxine Hoover and used by the Board to discuss ways that all services could be extended to more patrons. At the February meeting, Trustees brainstormed possible goals and activities for each committee for the year. Key goals were realized and highlights of accomplishments for each committee follows:

**Book Selection Committee:** Increased the number and kind of reference books for the library, ordered additional science books and children's and adult's books.,

**Property Maintenance Committee:** Acquired 25 folding chairs, inventoried all equipment and repair items, purchased dust covers for the computer and printer and upgraded computer memory; purchased a new coat rack and office chair.

**Display Committee:** Much gratitude is expressed to all those who shared their hobbies and collections with the library by exhibiting them in our display case and making our library a more interesting and attractive place in which to be.

**Fair Exhibit Committee:** The Fair Display this year included information regarding the "World of Difference" theme.

**Memorial/Gift Committee:** The committee planned the Retha M. Young Memorial Reference Center with the bequeathment from the estate of Retha Young. A memorial gift from Mr. John Humphrey was used to purchase children's books.

## **ANNUAL REPORT/page 4.**

**Activities Committee:** The 1989 Arts Decentralization Grant activities were very favorably evaluated and the 1990 AD grant was funded at a level of \$1375.

The Summer Reading Program - "Let's Get Scientific" - was held and a total of 75 children participated at some level.

Additional programs for 1989 included: The Alan Thompson Big Band; Chris Shaw, Adirondack Story Teller; Martha Gallagher-Celtic Harpist; Create-a-Movie; a Stenciling Workshop; "Summer in the Park" including the Bennington Puppets, Albany Symphony Brass Ensemble and SuperNova; A Bike Rodeo; Dean Davis; a puppet workshop; and, Sue Trump's Holiday Music program.

Additional fundraising activities included participation in the Village Wide Garage Sale. Profits from the book sale were put toward the General Book Fund Category. Record sale profits were directed to the audio-visual materials budget category. We also sold a canvas bag with a Logo prepared and donated to the library by Joan Johnson, and ice cream at the "Summer in the Park" programs. Also, the Board planned the sale of centennial notecards and envelopes during the Village Centennial celebration.

Ongoing programs included story hours for toddlers, and craft and story hours for elementary age children. Each was conducted with assistance from community volunteers, to whom the board is most appreciative.

**Centennial Committee:** A range of cultural activities are planned for May, 1990, related to Altamont's Victorian Heritage.

**THE FUTURE:** Priority goals still to be realized include:

1. formation of Friends of the Library groups. Plans for forming these groups have been drafted and it is hoped that leadership will emerge to direct these worthwhile activities.

2. drafting additional policies to better govern the library's daily operations.

The Board also wishes to thank Ruth Painter, our librarian and Thelma Elgie, her assistant, as well as all the volunteers who have helped to make our library a special, interesting and pleasant place to learn and visit.

Respectfully submitted,

David L. Grapka,  
Recording Secretary