



Gloversville Public Library  
Meeting of the Board of Trustees  
34 WEST Fulton Street  
September 18, 2018  
6:30pm

Pledge to the Flag  
Public Comment

1. Accept minutes of the August 2018
2. Treasurer's Report
3. Budget and Finance  
Warrant
4. Friends
5. Building and Grounds  
Moving company  
2018 DLD Construction grant
6. AD HOC Steering Committee  
Grand Reopening sub-committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report  
Plan of Service – mission statement discussion
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: October 16, 2018 – at temp location, library closed



Barbara Madonna  
Library Director

2017-2018  
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Brian Mazza

Christine Pesses

Charles Reed

## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting August 21, 2018

The Gloversville Public Library Board of Trustees held a meeting on August 21, 2018 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Frank Carangelo, Elizabeth Batchelor, Lisa Buggeln, Charles Reed, Christian Rohrs, Merry Dunn Brown, Craig Clark and Susan Shrader. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, John Blackmon, Claims Auditor for the Gloversville Public Library, and Jean La Porta, President of the Friends of the Gloversville Public Library, also attended the meeting.

Mrs. Pesses, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mrs. Pesses asked if there was anything anyone from the public wished to present at this time. Hearing nothing, the regular meeting was convened.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting and the Organizational Meeting of the Trustees held on July 17, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mr. Clark made a motion, seconded by Mr. Carangelo, to approve the minutes of the meetings of July 17, 2018 as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of July 2018. Mr. Frank informed the Trustees that our income for the month was down slightly from last July due to lower donations passed through from the Gloversville Library Foundation. Expenses for the month of July 2018 were up approximately \$3,600 from the same period of last year primarily due to the higher salary expense and related payroll taxes related to raises given to the employees effective July 1, 2018. Higher Computer and Automation Expense and higher Insurance also contributed to the higher expenses in the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln made a motion, seconded by Ms. Dunn Brown, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for July 2018 numbered 1424 through 1460 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This motion was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation needed to draw on their Line of Credit with NBT Bank in August 2018, \$460,000 to pass up to the Library to cover Construction Bills that needed to be paid in August 2018. This draw on their Line of Credit brings the outstanding amount up to \$2,465,000.

Mrs. La Porta informed the Trustees that The Friends of the Gloversville Public Library's Annual Meeting will be held on September 6, 2018. Mrs. La Porta also informed the Trustees that the Friend's newsletter would be out soon and that it would have the Grand Reopening information for the Gloversville Public Library announced in it. Mrs. La Porta also informed the Trustees that the ice cream social and the apple crisp parties held by the Friends were well attended. Mrs. La Porta also informed the Trustees that the Friends will be hosting Friends week a week early this year from October 8<sup>th</sup> to October 12<sup>th</sup> in order to hold it during a time that the Library will be open before the move back to the Library Building.

Ms. Madonna informed the Trustees that she had received two bids for moving the Library materials back to the Library Building. The first bid received was in the price range that she felt we should be paying for the move but the length of time for the move was unacceptable. The second bid was much higher than expected and not deemed acceptable. At this point Ms. Madonna felt that both bids should be rejected and that we should rebid it again. Mr. Rohrs made a motion to reject both bids on the advice of Ms. Madonna. Mrs. Shrader seconded this motion and it was approved all voting aye.

Ms. Batchelor informed the Trustees that the building project is coming along well. The contractors are now waiting on National Grid to energize the new service that needs to be completed for the elevator and disconnect the old service.

*Serving Gloversville  
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■

518 773-0292 ■ gpl@sals.edu ■

www.gloversvillelibrary.org

Ms. Buggeln informed the Trustees that the Steering Committee met today and decided on the plaques for donor recognitions and room naming. Plaques will be all the same size for the donor recognitions and will vary by color to indicate the various levels from \$1,000 up to \$1,000,000. The Grand Reopening is scheduled for November 11, 2018 from 1 PM to 4 PM.

Mrs. Buggeln informed the Trustees that no AD HOC Policy Committee meeting has been held since the last Trustee's meeting.

Mrs. Pesses informed the Trustees that she had completed Ms. Madonna's evaluation and that it would be added to her personnel file.

Mr. Reed informed the Trustees that he had talked with Ms. Madonna and Mrs. Fancher about programming plans and would be holding a meeting with them and Ms. Prokopiak soon. Ms. Madonna also passed out a September calendar of events that are currently planned for September. Now that the move has been shifted to October, instead of September, new items will be added to the September calendar.

Ms. Dunn Brown informed the Trustees that twelve Advocacy meetings have been held since March 2018 with over 700 people having been informed about getting Library cards and about other things that the Library has to offer including computer usage and programming. Three more are planned for September 2018.

Ms. Madonna informed the Trustees that she and Mrs. Hauser had interviewed a Part Time Clerk applicant yesterday that both felt was a good candidate and that two other people had been interviewed for the Part Time Public Relations position. Ms. Madonna also informed the Trustees that she and Mrs. Hauser need to sit down to review the overall staffing needs for the Library after we move back into the Library Building.

Mrs. Pesses informed the Trustees that work on the Mission Statement for the Library was done and that the next part of the plan will be the goals for the Library. Mrs. Pesses also discussed the cash flow issues with the Building Project and informed the Trustees that Ms. Madonna had talked with Ellen Bach at Whiteman, Osterman & Hanna regarding the possibilities of the Gloversville Library Foundation advancing funds to the Library and then paying them back when the grant money is received. Ellen Bach said that this would be considered a loan to the Library and since the Library cannot borrow money under New York State Law this would not be legal. Ellen Bach informed Ms. Madonna that if the Gloversville Enlarged School District's Board of Education would consider a Revenue Anticipation Note for the money needed on a short-term basis by the Library that the Library could then pay back the grant money to the School District along with fees and interest costs. The Board agreed that Mrs. Pesses should set up a meeting with the new superintendent as soon as she could to discuss the situation.

Mr. Frank informed the Trustees that the Foundation had not met since the last Trustee's meeting

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Hearing none, Mr. Rohrs made a motion to adjourn the meeting at 7:50 PM. This motion was seconded by Mrs. Shrader and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday September 18, 2018 at 6:30 PM which will be the Annual Meeting followed by the Regular Board of Trustees Meeting.

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE INCOME REPORT AND CASH RECONCILIATION**

**AUGUST 2018**

	<u>Budget July 1, 2018 to June 30, 2019</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$423,695.00	\$0.00	\$0.00	\$0.00	\$423,695.00
Investment Income	200.00	1.11	2.22	27.65	197.78
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	0.00	64,000.00	64,000.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	345.00	470.00	1,250.00	9,530.00
Government Affiliations	7,000.00	5,132.83	5,456.01	5,355.94	1,543.99
Fines & Miscellaneous Income	9,000.00	946.74	1,676.51	2,004.40	7,323.49
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
<b>TOTAL RECEIPTS</b>	<u><b>\$523,895.00</b></u>	<u><b>\$6,425.68</b></u>	<u><b>\$71,604.74</b></u>	<u><b>\$82,637.99</b></u>	<u><b>\$452,290.26</b></u>

	<u>Income Cash Reconcilement</u>
Income Cash Balance on August 1, 2018	\$414,820.80
Plus: Receipts Per Report	6,425.68
Less: Capital Expenditures - Furniture	784.81
Less: Expenses Per Report	<u>33,653.13</u>
Income Cash Balance on August 31, 2018	<u><u>386,808.54</u></u>
Accounts Payable as of 08/31/18	13,826.50
Prepaid Expenses as of 08/31/18	<u>0.00</u>
Actual Cash Balance on August 31, 2018*	<u><u>\$400,635.04</u></u>

\*Note - Amount of Balance Loaned to  
Construction Account at 08/31/18      \$ 350,000.00

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on August 1, 2018	\$14,852.64
Plus: Receipts:	
Interest on Money Market Account	0.41
Transfer from Construction Account	0.00
Less: Paid Outs:	
National Grid - Library Building & Construction Hook Up	323.73
Frontier Communications - Tech Hookup for Contractors	59.99
Fulton County Center for Regional Growth - Rent	5,000.00
Balance on August 31, 2018	<u>\$9,469.33</u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on August 1, 2018	\$383.25
Plus: Receipts:	
Interest Earned	2.03
Grant Money Received	279,855.00
Campaign Funds from Library Foundation	0.00
Principal Cash from Foundation	0.00
Loan From Income Cash Account	0.00
Funds Borrowed By Foundation for Construction	460,000.00
Less: Paid Outs:	
Bunkoff General Contractors, Inc.	312,437.90
DLC Electric, LLC	57,152.10
Rozell East, Inc.	14,766.80
Mazone Plumbing & Heating, Inc.	14,544.00
Professional Service Industries, Inc.	215.00
SRI Fire Sprinkler, LLC	5,700.00
Adirondack Cabling, Inc. & Adirondack Security	17,983.80
U.W. Marx, Inc. - Construction Manager	30,000.00
Butler Rowland Mays Architects, LLP	7,214.05
Balance on August 31, 2018	<u>\$280,226.63</u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on August 1, 2018	\$109.90
Plus: Receipts:	
Donations	10.45
Less: Paid Outs:	
None	0.00
Balance on August 31, 2018	<u>\$120.35</u>

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**AUGUST 2018**

	Budget July 1, 2018 to June 30, 2019	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$197,581.00	\$ 16,404.66	\$ 32,809.32	\$ 32,476.00	\$164,771.68
Salaries - Part Time Employees	134,728.00	4,502.91	8,896.55	6,098.25	125,831.45
Salaries - Custodians	28,055.00	2,337.92	4,675.84	4,463.52	23,379.16
F I C A & Medicare Tax	27,568.00	1,765.08	3,521.77	3,265.87	24,046.23
Unemployment Insurance	725.00	0.00	179.00	177.75	546.00
Disability & Family Leave Insurance	1,200.00	0.00	377.73	197.70	822.27
Medical Insurance & Reimbursements	43,644.00	2,229.41	7,147.08	6,694.54	36,496.92
Worker's Compensation Insurance	3,400.00	0.00	3,129.62	3,538.69	270.38
Pension Expense	34,755.00	0.00	0.00	0.00	34,755.00
Heat	5,941.00	0.00	0.00	24.52	5,941.00
Electricity	5,530.00	0.00	0.00	135.69	5,530.00
Rent	0.00	0.00	0.00	0.00	0.00
Telephone	3,600.00	237.48	475.26	474.11	3,124.74
Insurance	11,600.00	0.00	2,882.40	2,388.09	8,717.60
Books, Periodicals, etc.	46,500.00	2,509.60	5,776.76	15,851.83	40,723.24
Computer & Automation Services	17,500.00	863.47	1,746.94	893.30	15,753.06
Library, Building & Office Supplies	13,000.00	1,019.87	2,047.81	998.55	10,952.19
Maintenance & Repairs	12,000.00	4.09	4.09	43.99	11,995.91
Treasurer & Recording Secretary	8,600.00	700.00	1,400.00	1,400.00	7,200.00
Professional Fees	8,000.00	100.00	100.00	80.00	7,900.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	39.79	39.79	32.63	2,960.21
Events & Programming	5,500.00	621.00	661.28	1,507.63	4,838.72
Promotion Expense	4,500.00	291.00	381.50	303.75	4,118.50
General Expense	2,000.00	26.85	243.52	245.89	1,756.48
<b>TOTAL EXPENSE</b>	<b>\$619,927.00</b>	<b>\$33,653.13</b>	<b>\$76,496.26</b>	<b>\$81,292.30</b>	<b>\$543,430.74</b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**AUGUST 2018**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,588.38)	\$871.69	FICA & Medicare Expense
			1,716.69	Payroll
5789		Gloversville Public Library	8,706.17	Payroll
5790	1424	Barbara J. Madonna	528.53	Petty Cash
5791	1425	Frontier Communications	237.48	Telephone
5792	1426	Michael J. Frank	700.00	Treasurer & Rec. Sec.
5793	1427	Baker & Taylor Books	1,398.26	Books
5794	1428	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5795	1429	M V P Health Care, Inc.	2,179.72	Medical Insurance
5796	1430	United Health Care	17.40	Medical Insurance
5797	1431	The Leader-Herald	48.00	Promotion Expense
5798	1432	Unique Management Services, Inc.	26.85	G/E - Collection Expense
5799	1433	Blackstone Publishing,	301.78	A/V - DVDs
5800	1434	Business Card (164.72)	85.00	Events & Programming
			288.75	A/V - DVDs
			(209.03)	Furn. & Equip. - Ruby & Quiri CR
5801	1435	Whitney Radio Broadcasting, Inc.	85.00	Promotion Expense
5802	1436	Johnstown Public Library	25.80	Fines, etc.
5803	1437	Merry Dunn Brown	107.00	Promotion Expense
5804	1438	Mc Clary Media, Inc.	51.00	Promotion Expense
5805	1439	Beth Jacobs	150.00	Stewart's Grant
5806	1440	Kathryn McCary	100.00	Professional Fees
5807	1441	Nicole Hauser	39.79	Professional Meetings & Travel
5808	1442	Caroga Arts Collective	75.00	Events & Programming
5809	1443	Diane Baltazar - Earthtones Trio	150.00	Events & Programming
5810	1444	Sam Dvorak	150.00	Events & Programming
5811	1445	Tom Gerbino	150.00	Events & Programming
5812	1446	Center Point Large Print	53.81	Books
5813	1447	Mohawk Valley Library System (1,857.31)	863.47	Computer & Automation
			993.84	Furn. & Equip. - Computers
5814	1448	Quill Corporation	1,019.87	Library Supplies
5815		Gloversville Public Library	8,951.02	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	397.28	Pension - Withholdings
DM		E F T NYS Tax Department	900.00	Payroll
DM		E F T United States Treasury (2,631.78)	893.39	FICA & Medicare Expense
			1,738.39	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	49.69	Medical Insurance
		CHECK AND EFT PAID OUTS - AUGUST 2018	34,660.18	
		PETTY CASH PAID OUTS - AUGUST 2018		
		Maintenance & Repairs	4.09	
		Events & Programming	11.00	
		Newspapers (Books)	467.00	
		<b>TOTAL AUGUST 2018 PAID OUTS</b>	<b>\$35,142.27</b>	
		Less: Fines, etc.	(25.80)	
		Less: Stewart's Grant	(150.00)	
		Less: Furniture & Equipment	(784.81)	
		Less: Petty Cash Check	(528.53)	
		<b>NET TO BALANCE TO EXPENSES</b>	<b>\$33,653.13</b>	

**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**STEWART'S GRANT**

Balance as of August 1, 2018				\$745.47
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Beth Jacobs	5805	Programming	150.00	
Total Expenses				<u>150.00</u>
Balance of Grant Money Left at August 31, 2018				<u><u>\$595.47</u></u>

**W G Y CHRISTMAS WISH GRANT**

Balance as of August 1, 2018				\$300.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses				<u>0.00</u>
Balance of Grant Money Left at August 31, 2018				<u><u>\$300.00</u></u>

**ADVOCACY GRANT**

Balance as of August 1, 2018				\$0.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses				<u>0.00</u>
Balance of Grant Money Left at August 31, 2018				<u><u>\$0.00</u></u>

**WORKFORCE LITERACY GRANT**

Balance as of August 1, 2018				\$193.73
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses				<u>0.00</u>
Balance of Grant Money Left at August 31, 2018				<u><u>\$193.73</u></u>

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of August 1, 2018				\$9,125.00
Appropriation Provided For In 2018-2019 Budget				0.00
Expenses Paid From Appropriation Funds	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses				<u>0.00</u>
Balance of Appropriation Funds Left at August 31, 2018				<u><u>\$9,125.00</u></u>

**RESTORATION FUNDS RECONCILEMENT**

Balance as of August 1, 2018				\$4,149.18
Funds Received - Garage Sale				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses				<u>0.00</u>
Balance of Restoration Funds Left at August 31, 2018				<u><u>\$4,149.18</u></u>

**PARK TERRACE PTA - COLORTHON**

Balance as of August 1, 2018				\$559.25
Funds Received - Donation				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses				<u>0.00</u>
Balance of Colorthon Funds Left at August 31, 2018				<u><u>\$559.25</u></u>



**GLOVERSVILLE PUBLIC LIBRARY**  
**BANK RECONCILIATIONS**  
**August 31, 2018**

**NBT BANK - GENERAL FUND CHECKING - Acct. No. 0151115619**

Balance Per Bank Statement				\$	30,248.50
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
08/21/18	5794	The Paul Revere Life Insurance Company	278.54		
08/21/18	5802	Johnstown Public Library	25.80		
Total Outstanding Checks					304.34

Other Items:

None	-
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**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS** \$ 29,944.16

**NBT BANK - PAYROLL FUND CHECKING - Acct. No. 0151115606**

Balance Per Bank Statement				\$	7,460.79
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
08/15/18	4735	Kathy Van Volkenburg	81.94		
08/31/18	4737	Barbara J. Madonna	1,817.62		
08/31/18	4738	Nicole L. Hauser	1,237.97		
08/31/18	4740	Sally A. Fancher	1,055.74		
08/31/18	4741	Linda B. Conroy	975.13		
08/31/18	4743	Jameson M. Duross	591.16		
08/31/18	4746	Sally L. Ostrander	399.78		
08/31/18	4747	Kathy Van Volkenburg	69.53		
08/31/18	4748	Christine T. Prokopiak	231.92		
Total Outstanding Checks					6,460.79

Other Items:

None	-
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**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS** \$ 1,000.00

**NBT BANK - GENERAL FUND MONEY MARKET - Acct. No. 0181003996**

Balance Per Bank Statement				\$	7,497.08
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
		None	-		
Total Outstanding Checks					-

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 7,497.08

**NBT BANK - BUILDING FUND MONEY MARKET - Acct. No.8500210428**

Balance Per Bank Statement				\$	14,469.33
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
08/21/18	1192	Fulton County Center for Regional Growth	5,000.00		
Total Outstanding Checks					5,000.00

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 9,469.33

**NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715**

Balance Per Bank Statement				\$	280,226.63
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
		None	-		
Total Outstanding Checks					-

Other Items:

None	-
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**BALANCE IN LEDGER AND QUICKBOOKS** \$ 280,226.63

**NBT BANK - AMAZON SMILE SAVINGS ACCOUNT - Acct. No. 8003654274**

Balance Per Bank Statement				\$	120.35
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
		None	-		
Total Outstanding Checks					-

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 120.35

Prepared By,  
Michael J. Frank, Treasurer

Reviewed and Approved By,  
Craig Clark  
Vice President of Finance



## **Gloversville Public Library**

Director's Report: August 2018

Barbara Madonna – Director

The summer program wrapped up during August with 12 children's and 20 adult programs. While children's registration was down, teen number held steady and adult numbers jumped to 58 (49 in 2017, 36 in 2016).

The original date of completion for construction was pushed back a month into late September. This is also the phase of the project where smaller contractors start getting worked into the schedule. Adirondack Cabling is providing new network cabling throughout the building. Their work needs to be coordinated with the electrician, phone company, elevator installers (the elevator has an emergency telephone inside), and Joint Automation, our IT staff from Saratoga. An independent company is providing interior signs. Accent Furniture from Albany is installing furnishings from 10 separate vendors. We have a master clockmaker moving the grandfather clock and an art installer moving the portraits and Remington. Any items 'provided by owner,' televisions in meeting rooms, benches outside, external books drop, need to be purchased and provided to the general contractor. We also need to order supplies, such as toilet paper, soap, garbage bags and cans, and new vacuum cleaners. There is still a lot to organize. We received two quotes from moving companies, but the board rejected both and requested they review their proposals and resubmit them in September.

I am working with our insurance broker to update and upgrade our building coverage based on the significant changes of the renovation. The 2018 NYS Public Library Construction program grant was due August 31<sup>st</sup>. This year our request is for \$71,651 to finish replacing the 1970's windows, upgrade furnishings and AV in the Carnegie Room and purchase exterior furnishings such as benches and bike racks. Lisa Buggeln and I have meet to reviewing the room signs, naming opportunities and campaign acknowledgment. Each donor eligible for recognition will need to be contacted to clarify their wishes and the wording for their plaques. There are nearly 300 plaques in total.

The Library will be closed on October 15<sup>th</sup> to move and reopen on November 5<sup>th</sup>. The Grand Opening Celebration will take place on November 11<sup>th</sup>, kicking off a week of special events. All staff are participating in the development of this week of programming. I am also working with volunteers to develop displays of the Library's historic artifacts for the opening. Hopefully, these can be transitioned into a permanent, museum-like exhibit in the Library's main gallery.

Nicole and I held interviews for the Library Assistant and Library Clerk positions. We are also working with Civil Service to obtain additional applicants. Nicole and I are continuously evaluating the Library's needs with the available candidates in an effort to develop a strong staff to meet the needs of our building, our plan of service goals, and the requirements Empire State Development grant. The NY State and Local Retirement System is upgrading its employer reporting software. Training for employees has been arranged in three different phases and Mike and I continue to work through the process to insure the Library is certified by the time the system goes live.

Chris Prokopiak is taking the lead on two new programming grants offered by MVLS. One is adult literacy/workforce literacy and the other is health related. We are still in the organization phase of both and plan to start programs after the move. Sally Fancher is working with area school districts to bring in class visits to the new building. She already has five pre-K classes from Broadalbin-Perth scheduled for January, and is working with Kingsborough and Park Terrace Elementary Schools to bring 2<sup>nd</sup> graders from GESD.

The board continued to work on the new plan of service and held two ad hoc committee meetings to develop a new mission statement. Eric Trahan and Wade Abbott from MVLS continue to guide these efforts. Building the 2018-2019 budget begins in November, but I don't expect the plan will be ready in time to inform in its development.

## Meetings

August 2 <sup>nd</sup>	Friends of the Library meeting
August 3 <sup>rd</sup>	Contractors' meeting
August 6 <sup>th</sup>	1) NY State & Local Retirement System software training 2) Staff meeting
August 7 <sup>th</sup>	1) Michael Frank 2) Lisa Buggeln and Cathy Ellis
August 8 <sup>th</sup>	1) Interview with D. Berry 2) Interview with R. Wilder
August 9 <sup>th</sup>	Kim Andersen, NYS Division of Library Development
August 10 <sup>th</sup>	Contractors' meeting
August 13 <sup>th</sup>	1) Staff meeting 2) Ad Hoc Finance meeting
August 14 <sup>th</sup>	1) Eventkeeper webinar 2) PR Committee meeting 3) Ellen Bach, Whiteman Osterman and Hanna 4) Jobey Zebrowskie, NYS Office of the Comptroller 5) Chris Hopf, UW Marx
August 15 <sup>th</sup>	1) Ellen Bach, Whiteman Osterman and Hanna 2) Jobey Zebrowskie, NYS Office of the Comptroller 3) Lisa Hayes, Butler Rowland Mays Architects 4) Chris Prokopiak 5) Chris Pesses 6) Chris Hopf, UW Marx 7) Lisa Buggeln 8) Elizabeth Batchelor
August 16 <sup>th</sup>	Ellen Bach, Whiteman Osterman and Hanna
August 17 <sup>th</sup>	1) Contractors' meeting 2) Lisa Buggeln 3) Elizabeth Batchelor 4) Devon Hedges, Community Library (Cobleskill) 5) David Briggs, NBT Insurance 6) Dave Blaauboer, Adirondack Cabling
August 20 <sup>th</sup>	1) Staff meeting 2) Interview with K. Collar 3) Nicole Hauser
August 21 <sup>st</sup>	1) Staff program meeting 2) Steering Committee meeting 3) Mission Statement meeting 4) Board of Trustees meeting 5) Chris Hopf, UW Marx
August 22 <sup>nd</sup>	1) Jeff West, UW Marx 2) Chris Hopf, UW Marx 3) Chris Pesses 4) Ellen Bach, Whiteman Osterman and Hanna 5) Elizabeth Batchelor
August 23 <sup>rd</sup>	1) MVLS Board meeting 2) Nicole Hauser
August 24 <sup>th</sup>	1) Contractors' meeting 2) Cathy Ellis
August 27 <sup>th</sup>	1) Staff meeting

August 28 <sup>th</sup>	2) David Briggs, NBT Insurance 1) Paul Mays, Butler Rowland Mays Architects 2) Adult Literacy Grant meeting 3) Water Department meeting
August 29 <sup>th</sup>	John Gebhardt, Schaap Moving Company
August 30 <sup>th</sup>	1) Mission statement meeting
August 30 <sup>st</sup>	Contractors' meeting

## Gloversville Public Library

Children's Room Report: August 2018

Sally Fancher – Head of Children's Services

August had a great start with over 3 dozen people attending the *Traveling Story Time* at the Fulton County Barber shop. The attendees and patrons enjoyed the stories as well as the crafts and singing.

The *Capital District Child Care Council* representative hosted a family craft, "Fun with Pool Noodles," on the third, and the kids had a great time. Not only did they build some great sailboats, but a "Titanic" was seen leaving the program room.

Teachers from the *Tang Museum* hosted a "Libraries Rock" arts and craft program on August 7. We had a full house of kids and adults learning about art and creating musical sculptures. Everyone enjoyed working with different materials to create original instruments.

When we visited Bright Futures Learning Center this month we adjusted our schedule to accommodate 4 classes! The center is increasing enrollment and we are enjoying the opportunity to see many more kids.

*Traveling Story Time* at Trail Station Park was a hit for the second year in a row. 42 participants enjoyed stories about unusual animals, sharing and working together. The kids made beautiful sand sculpture key chains and enjoyed running in the grass.

The last two scheduled events of Summer Reading went very well. We had local musician and children's performer, Beth Jacobs, present a singing, dancing and juggling program for our families. We also had a great turn-out for the last *Traveling Story Time*, held under the bell tower of the Congregational Church. This was a regular program which also included a dinosaur egg hunt! Our teen volunteers, Stella and Bridgett, had as much fun hiding the eggs as the kids had finding them. We are grateful to all of the community partners that shared in this program:

- Fulton County Museum
- HealthLink
- Romano Acro Dance Academy
- Mohawk Harvest Co-operative Market
- Beau Monde Progressive Hair Studio and Day Spa
- Fulton County Barber Shop
- City of Gloversville/ Trail Station Park
- The Congregational Church

Many people have asked if we will continue this program in the future, and the answer is "yes".

We are also very grateful to MVLS and their yearly "bundle of books raffle". This is made even more fun because they do not select the books for the bundle until a winner is drawn. Then, the age, reading level and interest of the winner are taken into consideration when the books are selected. The books are then sent to the winner tied up with a bow (literally). This extra effort makes a great impression on the winner and their family.

**2018 Summer Programing stats for Children's Room** (as reported to MVLS)

30 programs – total of 658 participants

382: age 0-20

276: age 21 or over

**Breakdown**

Traveling Story Time – 8 sessions

<b>Total participants- 307</b>	179: ages 0-15	128: age 21 or over
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Other Library sponsored programs- 4

<b>Total participants- 88</b>	50: ages 0-15	38: ages 21 and over
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Family food events- 2

Ice cream social	<b>total 47 participants</b>	27: age 0-20	20: age 21 or over
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Apple crisp party	<b>total 55 participants</b>	33: age 0-20	22: age 21 or over
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Enthusiastic Kids' Book Club- new program facilitated by community volunteer- 7 meetings

<b>30 total participants</b>	21 age 8-12	9 adult (facilitator)
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Programs facilitated by outside vendors-6

<b>Total participants 131</b>	72 age 0-20	59 age 21 and over
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Statistics for August 2018 are as follows (figures in parentheses are comparable figures for 2017)

	2018	2017
<b>VISITORS</b>	7,169	(7,564)

#### **CIRCULATION**

Adult Circulation	2,035	(2,170)
Teen Circulation	166	(184)
Juvenile Circulation	1,003	(1,161)
Audiobooks	307	(264)
eBooks	449	(306)
Music	46	(51)
Periodicals	109	(90)
Videos	1,416	(1,532)
Museum Passes	3	(13)
Subtotal	5,534	(5,771)
In-House Use		
Adult	20	(25)
Juvenile	66	(114)
Other Materials	1,190	(1,308)
Subtotal	1,276	(1,447)
<b>Total Circulation</b>	<b>6,810</b>	<b>(7,218)</b>

<b>REFERENCE QUESTIONS</b>	202	(175)
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#### **MEETINGS/PROGRAMS/OUTREACH**

46 Adult programs and meetings with 590 people	(37 Adult programs and meetings with 280 people)
16 Juvenile programs and meetings with 237 people	(11 Juvenile programs and meetings with 229 people)
0 Teen programs and meetings with 0 people	(1 Teen programs and meetings with 9 people)

#### **INTERLIBRARY LOAN**

Material Borrowed	748	(744)
Material Loaned	786	(860)
Total	1,534	(1,604)

<b>COMPUTER USAGE</b>	1,822	(1,751)
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#### **HISTORICAL ROOM**

Temporarily Closed

Visitors  
Books Used  
Reference Questions

Statistics for June, July and August 2018 are as follows:

	June	July	August
<b>VISITORS</b>	6,356	6,647	7,169
<b>CIRCULATION</b>			
Adult Circulation	1,718	1,838	2,035
Teen Circulation	192	167	166
Juvenile Circulation	1,030	1,084	1,003
Audiobooks	286	296	307
eBooks	416	464	449
Music	37	53	46
Periodicals	105	65	109
Videos	1,468	1,429	1,416
Museum Passes	4	4	3
Subtotal	5,256	5,400	5,534
In-House Use			
Adult	29	12	20
Juvenile	128	99	66
Other Materials	1,059	1,075	1,190
Subtotal	1,216	1,186	1,276
<b>Total Circulation</b>	<b>6,472</b>	<b>6,586</b>	<b>6,810</b>
<b>REFERENCE QUESTIONS</b>	184	178	202

#### MEETINGS/PROGRAMS/OUTREACH

<b>June</b>	39 Adult programs and meetings with 260 people 15 Juvenile programs and meetings with 603 people 0 Teen programs and meetings with 0 people
<b>July</b>	46 Adult programs and meetings with 475 people 13 Juvenile programs and meetings with 262 people 0 Teen programs and meetings with 0 people
<b>August</b>	46 Adult programs and meetings with 590 people 16 Juvenile programs and meetings with 237 people 0 Teen programs and meetings with 0 people

#### INTERLIBRARY LOAN

Material Borrowed	741	707	748
Material Loaned	702	792	786
Total	1,443	1,499	1,534

<b>COMPUTER USAGE</b>	1,546*	1,774*	1,822*
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#### HISTORICAL ROOM (in storage while in temporary location)

Visitors	-	0	-
Books Used			
Reference Questions			

\* Wifi is no longer 24/7, but from 8:30am-10pm