



Gloversville Public Library
Annual Meeting of the Board of Trustees
58 East Fulton Street
September 10, 2020 6:30pm

Pledge of Allegiance

- Financial Report
- Director's Report
- Board President's Report
- Public Comment
- Adjourn

GLOVERSVILLE PUBLIC LIBRARY
FINANCIAL REPORT FOR THE
FISCAL YEARS ENDING JUNE 30, 2020 and JUNE 30, 2019

Prepared By,
Michael J. Frank, Treasurer



Submitted By,
Greg Niforos, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY
RECEIPTS
FISCAL YEARS ENDING JUNE 30, 2020 and JUNE 30, 2019**

| | Budget July 1, 2019 to June 30, 2020 | Amount Rec'd Current Year to Date | Amount Rec'd Prior Year to Date | Over/(Under) Budget |
|---|--|---|---------------------------------------|---------------------------|
| Tax Levy | \$453,695.00 | \$453,695.00 | \$423,695.00 | \$0.00 |
| Investment Income | 200.00 | 2,161.84 | 1,049.52 | 1,961.84 |
| Gloversville Library Foundation, Inc. - Int. & Div. | 0.00 | 0.00 | 64,000.00 | 0.00 |
| Gloversville Library Foundation, Inc. - Donations | 10,000.00 | 5,066.00 | 9,694.01 | (4,934.00) |
| Government Affiliations | 7,000.00 | 22,152.93 | 8,650.01 | 15,152.93 |
| IRS Payroll Credit Covid 19 | 0.00 | 46,125.72 | 0.00 | 46,125.72 |
| Fines & Miscellaneous Income | 9,000.00 | 8,606.69 | 11,049.32 | (393.31) |
| Friends of the Gloversville Public Library, Inc. | 10,000.00 | 10,000.00 | 10,000.00 | 0.00 |
| TOTAL RECEIPTS | <u>\$489,895.00</u> | <u>\$547,808.18</u> | <u>\$528,137.86</u> | <u>\$57,913.18</u> |
| | Public Library General Fund | | | |
| Cash Balance on July 1, 2019 | <u>\$295,458.47</u> | | | |
| Plus: Receipts Per Report | 547,808.18 | | | |
| Less: Capital Expenditures - Furniture | 299.00 | | | |
| Less: IRS Covid 19 Funds (Not Received Yet) | 46,125.72 | | | |
| Less: Expenses Per Report | <u>595,770.43</u> | | | |
| Cash Balance on June 30, 2020 | <u><u>\$201,071.50</u></u> | | | |
| Cobra Reserve Balance | (6.63) | | | |
| Accounts Payable as of 6/30/20 | 17,945.83 | | | |
| Accts Rec-IRS Covid 19 Payroll Taxes Paid | 2,903.55 | | | |
| Deferred Liability - Prepaid Med. Ins. | 3,655.80 | | | |
| Prepaid Expenses as of 6/30/20 | <u>(18,050.53)</u> | | | |
| Adjusted Cash Balance on June 30, 2020 | <u><u>\$207,519.52</u></u> | | | |

**GLOVERSVILLE PUBLIC LIBRARY
DISBURSEMENTS
FISCAL YEARS ENDING JUNE 30, 2020 AND JUNE 30, 2019**

| | Budget July 1, 2019 to June 30, 2020 | Amount Disb. Current Year to Date | Amount Disb. Prior Year to Date | Over/(Under) Budget |
|---------------------------------------|--|---|---------------------------------------|---------------------------|
| Salaries - Full Time Employees | \$283,378.00 | \$231,328.34 | \$234,845.75 | (\$52,049.66) |
| Salaries - Part Time Employees | 77,177.00 | 71,628.19 | 48,493.14 | (5,548.81) |
| Salaries - Custodians | 29,329.00 | 29,329.20 | 28,055.04 | 0.20 |
| F I C A & Medicare Tax | 29,826.00 | 25,321.13 | 23,662.95 | (4,504.87) |
| Unemployment Insurance | 800.00 | 858.00 | 744.00 | 58.00 |
| Disability & Family Leave Insurance | 1,000.00 | 1,326.89 | 850.97 | 326.89 |
| Medical Insurance & Reimbursements | 48,600.00 | 35,817.20 | 36,062.69 | (12,782.80) |
| Worker's Compensation Insurance | 3,000.00 | 2,633.67 | 2,193.89 | (366.33) |
| Pension Expense | 32,500.00 | 199,811.50 | 29,127.50 | 167,311.50 |
| Heat | 4,000.00 | 2,513.30 | 2,505.80 | (1,486.70) |
| Electricity | 20,000.00 | 18,683.21 | 12,593.10 | (1,316.79) |
| Telephone | 6,720.00 | 6,392.23 | 5,342.78 | (327.77) |
| Insurance | 16,300.00 | 21,663.01 | 16,073.94 | 5,363.01 |
| Books, Periodicals, etc. | 46,500.00 | 40,133.07 | 45,648.44 | (6,366.93) |
| Computer & Automation Services | 11,400.00 | 11,885.60 | 26,407.03 | 485.60 |
| Library, Office Supplies & Postage | 9,500.00 | 6,561.33 | 14,763.92 | (2,938.67) |
| Maintenance, Repairs & Bldg. Supplies | 3,000.00 | 9,293.20 | 3,841.03 | 6,293.20 |
| Maintenance Contracts | 10,000.00 | 20,353.11 | 11,000.00 | 10,353.11 |
| Treasurer and Recording Secretary | 8,600.00 | 8,600.00 | 8,600.00 | 0.00 |
| Professional Fees | 8,000.00 | 6,300.00 | 6,580.00 | (1,700.00) |
| Election Expense | 1,150.00 | 303.42 | 788.08 | (846.58) |
| Professional Meetings & Travel | 3,200.00 | 820.51 | 613.86 | (2,379.49) |
| Events & Programming | 5,500.00 | 2,937.45 | 5,455.70 | (2,562.55) |
| Promotion Expense | 4,500.00 | 5,362.75 | 5,961.64 | 862.75 |
| General Expense | 1,300.00 | 1,124.12 | 4,364.24 | (175.88) |
| TOTAL EXPENSE | <u>\$665,280.00</u> | <u>\$760,980.43</u> | <u>\$574,575.49</u> | <u>\$95,700.43</u> |

**GLOVERSVILLE PUBLIC LIBRARY
STATEMENT OF CONDITION
FISCAL YEARS ENDING JUNE 30**

| | <u>2020</u> | <u>2019</u> |
|--|--------------------------------|--------------------------------|
| ASSETS: | | |
| Cash - General Fund | \$ 192,146.77 | \$ 283,624.39 |
| Cash - Unemployment Reserve | 15,390.13 | 13,856.68 |
| Cash - Building Fund | 799,851.59 | 800,945.44 |
| Cash - Construction Account | 119,494.04 | 139,977.61 |
| Cash - Workforce Literacy Grant | 0.00 | 163.73 |
| Cash - Stewart's Foundation Grant | 560.47 | 645.47 |
| Cash - WGY Christmas Wish Grant | 371.62 | 336.62 |
| Cash - Advocacy Grant | 110.91 | 1,861.51 |
| Land | 133,483.99 | 133,483.99 |
| Building & Improvements | 8,738,813.04 | 8,731,243.10 |
| Reserve for Depreciation - Building & Improvements | (560,921.85) | (288,662.85) |
| Furniture & Equipment | 735,877.21 | 733,672.14 |
| Reserve for Depreciation - Furniture & Equipment | (161,594.00) | (53,789.00) |
| Accounts Receivable - US Treasury | 43,222.17 | 0.00 |
| Prepaid Expenses | 14,383.98 | 14,774.08 |
| SHPO Grants Receivable | 100,000.00 | 100,000.00 |
| Other Assets | 2.00 | 2.00 |
| TOTAL ASSETS | <u><u>\$ 10,171,192.07</u></u> | <u><u>\$ 10,612,134.91</u></u> |
| LIABILITIES & CAPITAL: | | |
| Accounts Payable | \$ 38,142.83 | \$ 116,435.39 |
| Accrued Pension Liability | 218,280.00 | 53,070.00 |
| Net Worth | <u>9,914,769.24</u> | <u>10,442,629.52</u> |
| TOTAL LIABILITIES & CAPITAL | <u><u>\$ 10,171,192.07</u></u> | <u><u>\$ 10,612,134.91</u></u> |

**GLOVERSVILLE PUBLIC LIBRARY
BUILDING FUND
RECEIPTS & DISBURSEMENTS
FISCAL YEARS ENDING JUNE 30, 2020 and JUNE 30, 2019**

| | <u>2020</u> | <u>2019</u> |
|--|----------------------------|----------------------------|
| Balance on July 1 | \$800,945.44 | \$20,199.47 |
| Plus: Receipts: | | |
| Interest on Money Market Account | 4,706.15 | 200.02 |
| Refund of Builder's Risk Insurance | 0.00 | 2,641.00 |
| Transfer from Construction Account | 0.00 | 800,000.00 |
| Funds Borrowed by Foundation for Building Fund | 0.00 | 10,000.00 |
| Total Receipts | <u>4,706.15</u> | <u>812,841.02</u> |
| Less: Paid Outs: | | |
| Fulton County Center for Regional Growth - Rent Payments | 0.00 | 20,000.00 |
| Transfer to Construction Account | 0.00 | 3,500.00 |
| National Grid - Utilities - Contractors | 0.00 | 3,167.00 |
| Frontier Communications - Internet - Contractors | 0.00 | 304.95 |
| Board of Water Commissioners - Utilities - Contractors | 0.00 | 217.60 |
| Liberty Mutual Insurance Company - Builder's Risk Ins | 0.00 | 4,905.50 |
| Meerkat Pest Control | 5,800.00 | 0.00 |
| Total Paid Outs | <u>5,800.00</u> | <u>32,095.05</u> |
| Balance on June 30 | <u><u>\$799,851.59</u></u> | <u><u>\$800,945.44</u></u> |

**AMAZON SMILE SAVINGS ACCOUNT
RECEIPTS & DISBURSEMENTS
FISCAL YEARS ENDING JUNE 30, 2020 and JUNE 30, 2019**

| | <u>2020</u> | <u>2019</u> |
|-----------------------------|------------------------|------------------------|
| Balance on July 1 | \$178.45 | \$109.90 |
| Plus: Receipts: | | |
| Interest on Savings Account | 0.03 | 0.00 |
| Donations Received | 95.17 | 68.55 |
| Total Receipts | <u>95.20</u> | <u>68.55</u> |
| Less: Paid Outs: | | |
| None | 0.00 | 0.00 |
| Balance on June 30 | <u><u>\$273.65</u></u> | <u><u>\$178.45</u></u> |

**CONSTRUCTION CHECKING ACCOUNT
RECEIPTS & DISBURSEMENTS
FISCAL YEARS ENDING JUNE 30, 2020 and JUNE 30, 2019**

| | <u>2020</u> | <u>2019</u> |
|---|---------------------|---------------------|
| Balance on July 1 | \$139,977.61 | \$2,814.49 |
| Plus: Receipts: | | |
| Interest on Checking Account | 29.15 | 76.75 |
| Transfer from Building Fund | 0.00 | 3,500.00 |
| Grant Money Received | 68,405.00 | 2,615,304.00 |
| Loan from Income Cash Account | 0.00 | 180,000.00 |
| Bullet Aid - MVLS | 0.00 | 4,000.00 |
| Transfer from Library Foundation - Borrowings Line of Credit | 0.00 | 1,235,000.00 |
| Transfer from Library Foundation - Principal Cash Account | 0.00 | 560,000.00 |
| Transfer from Foundation Capital Campaign | 0.00 | 179,000.00 |
| Total Receipts | <u>68,434.15</u> | <u>4,776,880.75</u> |
| Less: Paid Outs: | | |
| Palmieri - Furniture | 0.00 | 304,475.26 |
| Trevett Millworks - Display Cases | 0.00 | 15,450.00 |
| Herman Miller, Inc. - Furniture | 0.00 | 92,957.44 |
| ACCENT - Furniture | 1,906.07 | 118,826.22 |
| Cabot Wrenn - Furniture | 0.00 | 21,983.85 |
| Egan Visual International - Furniture | 0.00 | 781.89 |
| Moduform - Furniture | 0.00 | 29,409.68 |
| Virco, Inc. - Furniture | 0.00 | 726.40 |
| Versteel - Furniture | 0.00 | 582.72 |
| Exemplis, LLC - Furniture | 0.00 | 833.76 |
| Datum Filing Systems - Furniture | 0.00 | 520.56 |
| Leland International - Furniture | 0.00 | 21,164.68 |
| DASNY Grant Refund - Overpayment | 0.00 | 60.00 |
| Butler Rowland Mays Architects, LLP - Construction Administration | 298.86 | 52,770.62 |
| Gloversville Public Library - Repay General Fund Loan | 0.00 | 500,000.00 |
| Gloversville Public Library - To Building Fund | 0.00 | 800,000.00 |
| Mazone Plumbing & Heating, Inc. - HVAC Contractor | 20,989.56 | 134,090.76 |
| Bunkoff General Contractors, Inc. - General Contractor | 0.00 | 2,023,213.10 |
| DLC Electric, LLC - Electrical Contractor | 31,292.20 | 204,242.12 |
| Rozell East, Inc. - Plumbing Contractor | 21,845.23 | 60,022.90 |
| Ryan Biggs/Clark Davis - Inspections | 0.00 | 6,593.40 |
| Professional Service Industries, Inc. - Inspections | 0.00 | 1,850.50 |
| SRI Fire Sprinkler, LLC - Fire Protection Contractor | 9,300.80 | 43,088.20 |
| Business Card - Book Drop, Door Hardware, etc. | 0.00 | 3,017.21 |
| Metro Sound Pros, Inc. - Hearing Equipment for Carnegie Room | 0.00 | 20,000.00 |
| Cardinal Direction Landscape & Architecture - Landscaping | 0.00 | 1,450.00 |
| U. W. Marx, Inc. - Construction Management | 3,285.00 | 107,519.00 |
| Adirondack Cabling, Inc. | 0.00 | 59,307.36 |
| Naglee Moving & Storage, Inc. - Move Library Contents - Back In | 0.00 | 14,750.00 |
| Bank Charges - Wire Fees | 0.00 | 30.00 |
| Total Paid Outs | <u>88,917.72</u> | <u>4,639,717.63</u> |
| Balance on June 30 | <u>\$119,494.04</u> | <u>\$139,977.61</u> |

**GLOVERSVILLE PUBLIC LIBRARY
STATUS OF GRANTS
FISCAL YEAR ENDING JUNE 30, 2020**

ADVOCACY GRANT

| | |
|--|------------------|
| Balance Left in Grant at 7/01/19 | \$ 1,861.51 |
| RECEIPTS | 0.00 |
| DISBURSEMENTS: | |
| Promotion Expense | 1,750.60 |
| Total Disbursements | <u>1,750.60</u> |
| Net Cash Remaining in Grant at 6/30/20 | <u>\$ 110.91</u> |

STEWART'S FOUNDATION GRANT

| | |
|--|------------------|
| Balance Left in Grant at 7/01/19 | \$ 645.47 |
| RECEIPTS | 500.00 |
| DISBURSEMENTS: | |
| Events & Programming | 585.00 |
| Total Disbursements | <u>585.00</u> |
| Net Cash Remaining in Grant at 6/30/20 | <u>\$ 560.47</u> |

WGY CHRISTMAS WISH GRANT

| | |
|--|------------------|
| Balance Left in Grant at 7/01/19 | \$ 336.62 |
| RECEIPTS | 250.00 |
| DISBURSEMENTS: | |
| Events & Programming | 215.00 |
| Total Disbursements | <u>215.00</u> |
| Net Cash Remaining in Grant at 6/30/20 | <u>\$ 371.62</u> |

WORKFORCE LITERACY GRANT

| | |
|--|---------------|
| Balance Left in Grant at 7/01/19 | \$ 163.73 |
| RECEIPTS | 0.00 |
| DISBURSEMENTS: | |
| Events & Programming | 163.73 |
| Total Disbursements | <u>163.73</u> |
| Net Cash Remaining in Grant at 6/30/20 | <u>\$ -</u> |

**GLOVERSVILLE PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
FISCAL YEAR ENDING JUNE 30, 2020**

1. Investment Income was up approximately \$2,000 from the budgeted amount for the year ended June 30, 2020. The higher investment income was primarily due to the return on our Unemployment Reserve Savings Account and the return on the General Fund money market account which had a higher balance than had been anticipated. The continued low interest rates on Money Market Accounts and other investment alternatives available for Municipal deposits have made earnings on available funds a very small part of the Library's income budget. The Library can only invest in Bank Deposit accounts and securities issued by the Federal Government. Nothing was received from the Gloversville Library Foundation, Inc. in the current fiscal year from the Foundation's earnings as these funds are being used to pay down the Foundation's debt that was incurred during the renovation project at the Library.
2. Donations for the year ended June 30, 2020 were approximately \$4,900 below the budgeted amount for the year and approximately \$4,600 below what was received last year. Donations to the Library are generally often made in memory of a deceased friend or family member or in honor of a birthday or anniversary. This line item is estimated based on prior year's experience and can vary significantly from year to year. Donations in the past couple of years have also been focused more on the Capital Campaign than the Library Budget line item.
3. Government Affiliation income was above the budgeted amount by approximately \$15,200 due primarily to an increase in Bullet Aid received from New York State and the Library receiving some City of Gloversville Pilot Program income.
4. The Library was entitled to a payroll credit from the Internal Revenue Service of approximately \$46,000 since we continued to pay our employees during the Covid 19 shutdown and subsequently our income was less than 50% as compared to the second quarter of 2019. Some additional funds may be available for the third quarter of 2020 since we are still operating on a reduced scale compared to our normal operations.
5. Fines and Miscellaneous Income decreased by approximately \$400 from the budgeted amount for the year ended June 30, 2019. The sale of unused items and the receipt of our cash back bonus on our credit card helped to offset the loss in fine income during the time the Library was closed due to the Covid 19 virus.
6. Total Salary Expense was below budget by approximately \$57,600 primarily due to the retirement of the Director of the Library in December 2019. This position was covered by an existing employee who assumed the role of Interim Director while the Board of Trustees did a search for a new Director. After an extensive search a new Director was hired and started in July 2020. Total Salary Expense was up approximately \$20,900 from the year ending June 30, 2019 due to adding additional part time staff needed in the renovated Library Building and a cost of living adjustment given to the employees in the fiscal year ending June 30, 2020.
7. FICA and Medicare Tax Expense was under budget by approximately \$4,500 due to the lower salary expense. FICA and Medicare Tax Expense was approximately \$1,700 higher than last year due to the increase in salaries for the reasons described above.
8. Medical Insurance Expense was under budget by approximately \$12,800 primarily as a result of the full time staff not using all of their reimbursement account balances and not all eligible full time staff electing to be covered under the Library's Medical Insurance. Also we did not pay a Director's premium for six months of the year. When preparing the 2019-2020 Budget the assumption was made that we would have 6 employees choosing to be covered under the Library's medical insurance. With the retirement of the Director in December 2019 and not getting a new Director hired until July 2020 left us with just four employees covered for the last six months of our fiscal year. Medical Insurance Expense was virtually even with last year.
9. Pension Expense was under budget by approximately \$2,100 due primarily to the difference in market values from year to year in the New York State Pension Plan in which the Library participates. Pension Expense was higher than the previous year by approximately \$5,500 based on additional credited time in the Plan of participating employees. For the year ending June 30, 2020 the Library booked an additional GASB 68 accrual of \$165,210 as compared to an additional expense of \$27,894 for the year ending June 30, 2019. These figures represent the Library's share of the pension liability of the New York State Pension Plan.
10. Utility Expense (Heat and Electricity) was under budget by approximately \$2,800. During Budget preparation for the year 2019-2020 the Finance Committee made their best estimate based on the short time we had been back in the Building after the renovation. Utility Expense was over last year by approximately \$6,100 due to the fact that we were in the Building all of the 2019-2020 fiscal year.
11. Insurance Expense was above the June 30, 2020 budgeted amount by approximately \$5,400. Insurance Expense increased by approximately \$5,600 from the prior year due to rate increases and additional coverage needed on the renovated building.

12. Books & Periodicals Expense was under budget by approximately \$6,400 due primarily to not spending all of the various department allotments due to the closing with the Covid 19 virus. Books and Periodicals Expense decreased by approximately \$5,500 from the prior year due primarily to the Covid 19 virus closing.
13. Computer and Automation Expense was over budget by approximately \$500 due primarily to the cost of our contract with MVLS which continued during the Virus closing. Computer and Automation Expense for the year ending June 30, 2020 was under last year by approximately \$14,500 due primarily to the cost of new software and licensing fees for the new computers purchased as part of the update of the Library.
14. Library, Building & Office Supply Expense was under budget by approximately \$2,900 primarily due to being closed due to the Covid 19 virus. Many supplies were not needed during the closing. This year's expense was under last year by approximately \$8,200 due to the restocking after moving back into the Library Building last year and the Virus closing this year.
15. Maintenance and Repairs Expense was over budget by approximately \$6,300 due primarily to the costs of repairs to new systems in the renovated building not covered by maintenance contracts. Maintenance and Repairs was also over last year by approximately \$5,500 due to the same reasons noted above.
16. Maintenance Contracts was over budget by approximately \$10,400 due primarily to the fact that the Finance Committee made their best estimate of what the costs would be for the various systems and the elevator with very little to go on at budget time. Maintenance Contracts was also over last year by approximately \$9,400 as the only maintenance contract we had last year was for snow removal.
17. Professional Fee Expense was under budget by approximately \$1,700 due to lower than expected legal fees and lower than expected audit fees. This expense category was also lower than last year's amount by approximately \$300 due to the same reasons noted above.
18. Events and Programming Expense was under budget by approximately \$2,600 as programs were not held during the closing of the Library due to the Covid 19 virus. Events and Programming was also under last year by approximately \$2,500 for the same reason noted above.
19. Promotion Expense was over budget by approximately \$900 due to spending more than anticipated on advertising the Library's closing and then the curb side services when it became available. Promotion Expense was also under last year by approximately \$600 as during last year we advertised being back in the Library Building.
20. General Expense was under budget by approximately \$200 this year due primarily to spending less on collection service fees with the Library being closed. General Expense was also under last year by approximately \$3,200 as last year's expense included spending some of the Restoration money to move and install the Library's fine arts collection.

PHILIP BECKETT CPA, P.C.

| | | |
|--|---|------------------------------------|
| 132 East State Street Members AICPA AND NYSSCPA | Gloversville, New York 12078 Email phil@philipbeckettcpa.com | (518)773-7226 Fax (518)725-4921 |
|--|---|------------------------------------|

MANAGEMENT LETTER

September 14, 2020

To the Board of Trustees
Gloversville Public Library
58 East Fulton Street
Gloversville, New York 12078

Dear Officers and Board Members,

In planning and performing our audit of the financial statements of Gloversville Public Library for the years ended June 30, 2020 and 2019, we considered the Library's internal controls in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal controls. Our examination would not necessarily disclose all weaknesses in the system of internal accounting controls because it was based on selective tests of accounting records and related data. Our consideration of internal controls was for the limited purpose described herein and would not necessarily disclose all matters that might be reportable conditions. In addition, because of inherent limitations in the internal controls, errors or fraud may occur and not be detected by such controls.

We noted certain matters involving internal control and its operations that we do not consider being reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of internal control that, in our judgment, could adversely affect Gloversville Public Library's ability to record, process, summarize, and report financial data consistent with the assertions of management in financial statements. This letter is to convey to you the results of our observations in addition to the basic financial statements.

In general, the records during the period examined have been properly prepared. The books and records display the Library's fiscal picture and demonstrate management's attention to detail.

1) Property and Equipment

Property and equipment is currently being physically inventoried. Estimated original costs and current values should be added to these lists, and coordinated with insurance coverage and depreciation schedules. This was in process during fiscal year 2020.

2) Bank reconciliations

It is recommended that all bank reconciliations be performed in QuickBooks instead of the current practice of preparing separate external excel worksheets. This would be more efficient and enable better management review.

3) Payroll recording

It is recommended that payroll be recorded directly through the payroll bank account in quickbooks instead of the current practice of entering payroll expense through the general checking account. This would more accurately display the actual payroll bank transactions.

Board of Trustees
Gloversville Public Library

September 14, 2020
Page 2

4) Conflict of interest policy

Your conflict of interest policy calls for annual disclosure forms, we did not find them in the current year's records.

5) Segregation of Duties

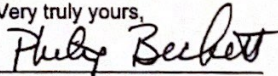
The cornerstones of effective internal accounting control are the segregation of duties and effective monitoring by the Board of Trustees. While the size of the Library limits the ability to fully segregate duties, continual attention by the Board of Trustees must be paid to this area. We have noted regular Board of Trustees review of interim financial data has been done consistently and is essential to oversight of the Library's affairs.

This report is limited solely to the use of the Board of Trustees and senior management of Gloversville Public Library.

We wish to thank your director and treasurer for their assistance in the year end process. The comments and recommendations contained herein are submitted as constructive suggestions to assist you in improving internal controls and accounting procedures; they are not intended to reflect on the honesty or integrity of any officer or employee.

Should you have any questions or wish to discuss these in more detail, please feel free to call us.

Very truly yours,


Philip Beckett CPA

COMMUNITY REPORT

2019-2020

PATRONS

In-Person Visitors: 53,282



Website Hits: 9538



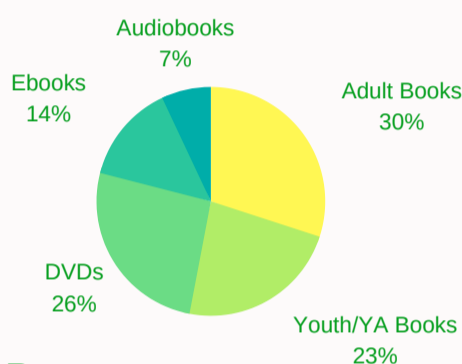
New Library Cards Issued: 7707



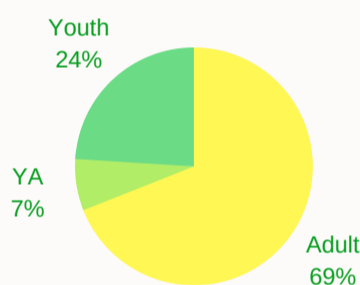
Program & Meeting Attendance: 11,781



Circulation



Programs



SERVICES

Materials Used: 64,924 Items

Computer/Wifi Use: 22,053 Sessions

Programs & Meetings: 762 Events

Reference Questions: 1782 Questions

COLLECTIONS

Print Materials: 28,444 Items

Physical Media : 6043 Items

Electronic Media: 15,887 Items

New Print Materials & Media: 2680 Items



BUDGET

Income

Tax Levy: \$453,695

Foundation: \$5066

Miscellaneous: \$42,921

Total: \$501,682



Expenses

Personnel: \$432,844

Materials: \$55,987

Operations: \$106,939

Total: \$595,770

Visit us www.gloversvillelibrary.org

Email us at gpl@mvl.info

58 E. Fulton St. Gloversville, NY 12078
(518) 725-2819



COMMUNITY REPORT

2019–2020

HIGHLIGHTS

Debuted Curbside Pickup Services

Hosted First Annual Local Authors Festival

**Winner of the Mohawk Valley Library System's
2019 Library Recognition Award**

**Partnered with Local Businesses to Bring
Story Time Stroll to Downtown**

**Welcomed New Trustees:
Gregory Niforos and Richard Carslon**

**Welcomed New Staff Members:
Darla Barry, Bailey Darling, and Valerie Acklin**

Offered Virtual Programming for All Ages

Continued Local History Room Renovations

Made Children's Picture Books Easier to Find

Eliminated Overdue Fines During NYS PAUSE

**Re-imagined Summer Reading Clubs to Increase
Participation and Promote Inclusivity**

Shortened the Wait Time for New Books

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