



Gloversville Public Library
Annual Meeting of the Board of Trustees
Sept. 17, 2013
6:30 pm
Gloversville Public Library

Annual Meeting

Pledge of Allegiance

- Acceptance of the minutes of the last annual meeting, Sept, 2012.
- Financial Report
- Director's Report
- Board President's Report
- Public Comment
 - Adjourn



Groversville Public Library

2012-2013 Annual Report to the Community

SERVICES AND PROGRAMMING

Visitors, programs and services overall saw a dip in statistics across the board during 2012-2013, but there are a number of highlights to note.

- Circulation among our teen patrons rose by 11%.
- eBook borrowing through Overdrive jumped up 22%. We battled each monthly with The Community Library in Cobleskill to see who would come in 3rd place system-wide for the circulation of eBooks. Schenectady holds 1st place averaging over 3,000 a month and Johnstown sits in 2nd with approximately 100 circulations more than Cobleskill and Groversville.
- Reference questions are up 9%.
- The Interlibrary Loan service transported over 1,500 additional items.
- Computer and Wi-Fi use increased by 1,585 sessions with 900 of those sessions a result of the new educational computers in the Children's Room. Since December when they were installed, usage in the Children's Room increased, on average, 125% each month as compared to 2012.
- We held 27 more children's program this year as compared to 2011-2012.
- GLOVERSVILLE READS! 2013, our second year, was a HUGE success!

The addition of public participation in the selection process for the 2013 title through nomination and voting periods insured we had a winning title. Following Atticus by Tom Ryan lent itself to many programs and opportunities including a visit by Tom, Atticus and Will at SkyHeart Place. The community raised money for the Dana Farber Cancer Institute and collected donations for the local animal shelters. The children in the elementary schools read Nubs and middle school students used iPads to read *The Adventures of Tom and Atticus* while learning how to blog. Thank you to all of our community partners and participants. We can't wait for 2014.

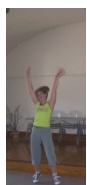
The 2012 Summer Program, "Dream Big, Read," included robotics, astronomy, balloon animals, miniature horses, The Puppet People, bluebird houses, Zumba, GE Science, and owl ecology. Reading Club sign-ups remained the same with 350 children and 50 teens signing up. They read 6,019 children's books and 761 teen titles. Over 944 children, teens and caregivers participated in 28 programs during July and August.

During this year the member libraries of MVLS added eAudiobooks to the Overdrive to expand all of our electronic offerings. The Board decreased the number of DVDs any one patron could check out at a time from 25 to 5 to reduce the loss rate we are experiencing. One result was a reduction in the number of DVDs that circulated in the spring by 4,329 items as compared to the same period last year. eBooks and Books-on-CD, however, kept the *Other Material* circulation statistic in line with 2012.

Program numbers were down for the adult department this year as HFM BOCES GED



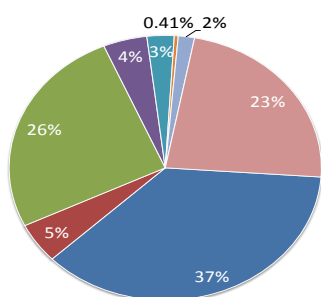
FORTY-EIGHT HIGH PEAKS, ONE LITTLE DOG,
AND AN EXTRAORDINARY FRIENDSHIP



moved all three classes to an off site, accessible location on North Main Street. The approximate impact was 144 fewer programs and 1,728 fewer We hope that a new partnership opportunity will present itself in the future.

Another policy change took place in January whereby adult fines were doubled from 10¢ per day per item to 20¢ per day per item. This is the first increase in over 30 years. Children’s fines of 5¢ per day remain the same.

Statistically, use of the Library has been rising dramatically each year since the recession of 2008. In fact, within in the Mohawk Valley Library System, our Library is second only to the Schenectady County Library in terms of the number of visitors, amount of circulation and square footage. But, such growth is not sustainable long term without periodic reinvention of programs, services and the facility because the community evolves over time.



Adult Print	37%
Teen Print	5%
Juvenile Print	26%
Audiobooks	4%
eBooks	3%
Music	.41%
Periodicals	2%
DVDs & VHS	23%

As you can see from the 2012-13 circulation chart, the adult books made up 37% , children’s books represent 26% and DVDs & VHS make up 23%. By comparison, during our first year as a public library, 2005-2006, adult books were 51% of circulation and all Other Materials combined, audio-visual items and periodicals—there were no eBooks, equaled just 16%.

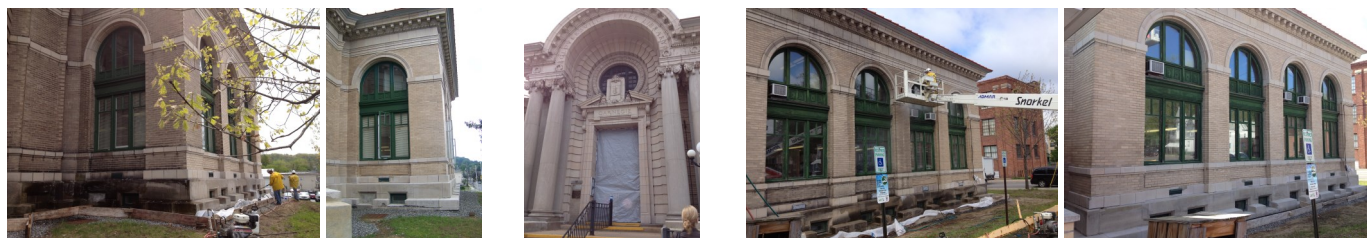
Our book budget that has remained static for 10 years. The programming budget represents less that 1% of

expenditures. New York State imposed tax cap that is less than the average inflation rate for 2012. And state aid is less than 25¢ per capita. We have our work cut out for us to develop and implement programs and services that are meaningful and relevant to our community while staying true to our mission. Fortunately, we have dedicated staff, trustees, Friends and community members who are committed to serving our community through the Library and our Plan of Service will continue to guide our efforts.

BUILDINGS AND GROUNDS

The biggest changes were the result of hiring a full-time Custodial Worker to not only clean, but effect repairs to building in a timely fashion and maintain the grounds. Bathrooms are scrubbed daily, blinds are dusted weekly, radiators are vacuumed, the basement and stairs are mopped weekly, the crushed stone drip edge and sidewalks have been edged, new electronic PR has been implemented thanks to the installation of new outlets, and the Friends’ book sale area is so much more inviting thanks to the addition of 7 a-frame bookcases.

Butler, Rowland and Mays Architects have completed Design Development phase of the master plan. The Library was awarded a NYS’ Public Library Construction program. These funds combined with the Friends’ 2013 Celebration fundraiser and a generous donation from the Lloyd B. and Paulette E. Politch Trust will be spent on new, historic windows. The fundraising firm of Ghioris & Sorenti presented their final feasibility report to the Board in August. That prompted the Board to develop a Steering Committee comprised of trustees, Friends, Foundation members and community representatives to develop a capital



campaign. That process included bring oversight of the committee under the umbrella of the Foundation and a call for RFPs for a fundraising consultant.

In May the Steering Committee hired the Fund Development Agency of Amherst, Massachusetts to develop and implement the capital campaign for the full renovation of this beautiful, historic Carnegie library. That process will include grant writing and tax credits as well as fundraising. It will parallel the work of the architects to produce construction documents for bidding. Every step brings us closer to the reality of a 21st century library that can support the needs of our community while preserving our history and this Beaux Arts gem.

GOVERNANCE AND ADMINISTRATION

Staff

There were a lot of changes in staff this year. After obtaining ownership of the Library building, grounds and parking lot in 2011 the Trustees knew we needed to hire a full time Custodial Worker. They built the 2012-2013 budget with that position in mind and in September we said a sad good-bye to long time employee John Lawrinait and welcomed George Emden to the staff. Those extra hours were key and over the last 12 months the staff and I have received many compliments, even from our Senator, Hugh T. Farley, about how well maintained the building looks.

Long time Library Clerk Deborah Bucholtz retired in December 2012, just a few months shy of her 40th anniversary. She has been a pillar of service and wealth of knowledge on every subject but most especially Gloversville's history. Her absence leaves a void in the staff and in our service.

After the departure of full-time Senior Library Clerk Sherry Teetz, we attempted to fill her position with part-time employees. Unfortunately, the time constrains of part-time employment made it impossible for anyone to step fully into the role. With Deborah's departure this year, the Board agreed to opened up two full time positions and I was pleased to promote part-time Library Clerks Circe Johnson and Nicole Bullock to fill those shoes. A task they are both doing well.

Library Page Myriam Rowden moved to Georgia in May. We wish her the best of luck with her new adventure. We also say thank you and farewell to Roberta Ambrosino who has worked as a part-time and per diem Library Clerk for a number of years. She is working at the Malta Branch of the Round Lake Library and spending more time with family. Her vacancy opened a part-time position for Linda Conroy who was just hired in June. Linda is also filling in hours for Nancy Woodruff and Linda Callahan who are both semi-retired, meaning they each work just one day a week.

As individuals and as a whole the staff continued to do an amazing job. Just look at all we've accomplished in the last 12 months. It would not be possible without these dedicated folks on the front lines and behind the scenes.

Staff for the 2011-2012 Fiscal Year

Roberta Ambrosino	Jameson Duross	John Lawrinait
Deborah Bucholtz	Sherry Gennett	Barbara Madonna
Nicole Bullock	George Emden	Carol Morse
Linda Callahan	Bonnie Howard	Cathy Nyland
Linda Conroy	Circe Johnson	Myriam Rowden
Paula DeSantis	Donna Kuhner	Nancy Woodruff

Board of Trustees

At the end of the year we said thank you and good-bye to Karen S. Smith who decided not to run for re-election. She will, instead, be joining the Foundation Board of Directors. And another thank you and good-bye to Daniel R. Towne, Jr. who is moving outside our charter service area. He will still be a Librarian at FMCC and we are happy to maintain that relationship. We appreciate all of their hard work over the years and know that they will continue to be advocates for the Library.

Vincent DeSantis was elected in May as Karen's replacement and the Board will seek to fill Dan's position until the next election in 2014. The voter's of the district also approved a 2.07% tax levy increase in May for the 2013-2014 fiscal year.

Finally, Christine Pesses ended her time as Board President. She was both the first President of the Gloversville Public Library and the first female president in the Library's 133 year history. Fortunately, she is only changing hats as she becomes the Campaign Chairperson for the Capital Campaign. Thank you, Chris. Your leadership has been instrumental to all the success the Library has achieved since 2005.

Trustees for the 2012-2013 Fiscal Year

President—Christine Pesses

Vice-President—Elizabeth Batchelor

Treasurer—David Fisher

Secretary—Karen S. Smith

Craig Clark

Jay Ephraim

Robin Lair

Hannah McAllister

Daniel R. Towne, Jr.

AUXILIARY ORGANIZATIONS

Friends of the Gloversville Public Library

Not enough can be said about this dedicated group who give so many volunteer hours and offer vital programs; StoryTime, Box o Books, refreshments for concerts, decorations, grounds beautification, book sales, the scholarship fund, concerts, the message board committee. Even the newsletter and membership drive promote the Library.



Highlights include the 2012 Celebration which was the most successful to date, raising nearly \$29,000. The Box-o-Books program that reaches hundreds of kids in the community each year. And the 2013 scholarship through Gloversville Enlarged School District. This year's winner was Lauren Smouse, a dedicated patron for years, who will be attending Hartwick College in the fall. Thank you, thank you, thank you. This Library wouldn't be a cornerstone of our community without the Friends' efforts.

Friends' Board for the 2012-2013 Fiscal Year

President—Jean LaPorta

Treasurer—Jill Thaisz

Vice President—Nancy Krawczeski

Secretary—Eileen Wrightsman

Barbara Reppenhagen—Director

Lisa Buggeln—Director

Lynn Kicinski—Director

The Gloversville Library Foundation

The Foundation had a successful year of investing during 2012-2013. Interest and dividends netting \$11,444 more than budget, up over 6% from last year.

The Foundation Board also experienced some changes during the year. Lou Castiglione resigned his position and Carole Gottung was appointed in his place. And Mark Finkle was replaced by Mike Ponticello.

Chair—Jeremiah Wood IV

Treasurer—Robert Thaisz

Vice-Chair—Robert Maider

Secretary—Dolores Fleischut

Ann Lee Clough

Carole Gottung

Lou Castiglione

George Morgan

Mark Finkle

Michael Ponticello

Representatives from the Gloversville Public Library Board

David Fisher

Karen S. Smith

Non-voting members

Library Director Barbara Madonna

Friends' President Jean LaPorta

2012-2013 - Annual Report for the Gloversville Public Library

Statistics for the year fiscal year July 2012-June 2013 are as follows (figures in parentheses represent comparable figures for 2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011, & 2011-2012):

	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006
<u>VISITORS</u>	109,320	(120,757)	(127,171)	(115,435)	(105,495)	(98,699)	(102,928)	(106,112)
<u>CIRCULATION</u>								
Books								
Adult Fiction	21,364	(26,624)	(27,866)	(27,067)	(27,595)	(26,979)	(25,803)	(23,867)
Adult Nonfiction	9,783	(11,197)	(12,426)	(12,309)	(13,395)	(13,980)	(13,815)	(12,635)
Subtotal	31,147	(37,821)	(40,292)	(39,376)	(40,990)	(40,959)	(39,618)	(36,502)
Teen Fiction	4,157	(3,746)	(3,993)	(3,745)	(3,582)	(3,114)	(2,510)	(1,182)
Juvenile Fiction	17,490	(18,815)	(20,725)	(21,346)	(18,854)	(20,175)	(17,331)	(16,663)
Juvenile Nonfiction	4,353	(4,953)	(4,841)	(4,591)	(4,804)	(5,302)	(5,367)	(5,009)
Subtotal	21,843	(23,768)	(25,566)	(25,937)	(23,658)	(25,477)	(22,698)	(21,672)
Other Materials	27,548	(27,565)	(23,373)	(17,090)	(20,175)	(16,037)	(13,650)	(11,642)
Total Circulation	84,695	(92,900)	(93,224)	(86,148)	(88,405)	(85,587)	(78,476)	(70,998)
<u>IN-HOUSE USE</u>								
Books								
Adult	4,389	(4,744)	(4,387)	(4,424)	(6,840)	(6,488)	(6,165)	(5,164)
Juvenile	7,191	(7,019)	(7,045)	(7,968)	(6,226)	(5,789)	(5,273)	(5,683)
Other Materials	15,090	(15,497)	(13,666)	(12,995)	(13,306)	(13,198)	(13,841)	(16,269)
Subtotal	26,670	(27,260)	(25,098)	(25,387)	(26,372)	(25,475)	(25,279)	(27,116)
Grand Total Collection Use	111,365	(120,160)	(118,322)	(111,535)	(114,777)	(111,062)	(103,755)	(98,114)
<u>REFERENCE QUESTIONS</u>								
Adult	5,740	(5,266)	(3,808)	(3,139)	(5,292)	(5,017)	(4,023)	(3,558)
Juvenile	1,494	(1,369)	(1,436)	(2,332)	(1,615)	(1,367)	(1,362)	(1,564)
	7,234	(6,635)	(5,244)	(5,471)	(6,907)	(6,384)	(5,385)	(5,122)

2012-2013 - Annual Report for the Gloversville Public Library

ADULT MEETINGS AND PROGRAMS

2012-2013 87 Adult Programs with 819 people
2011-2012 190 Adult Programs with 1,843 people
2010-2011 172 Adult Programs with 2,196 people
2009-2010 115 Adult Programs with 1,167 people
2008-2009 151 Adult Programs with 1,714 people
2007-2008 163 Adult programs with 1,029 people
2006-2007 92 Adult programs with 931 people
2005-2006 101 Adult Programs with 1,166 people

JUVENILE PROGRAMS

2012-2013 134 Children's programs with 2,277 people
2011-2012 107 Children's programs with 2,943 people
2010-2011 106 Children's programs with 2,647 people
2009-2010 135 Children's programs with 3,726 people
2008-2009 134 Children's programs with 2,943 people
2007-2008 155 Children's programs with 4,485 people
2006-2007 131 Children's programs with 6,296 people
2005-2006 244 Children's programs with 6,795 people

	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006
<u>INTERLIBRARY LOAN</u>								
<u>Material Borrowed</u>								
Books/Serials	9,777	(9,513)	(9,399)	(9,494)	(8,975)	(8,419)	(6,894)	(5,927)
Audio/Visual	2,424	(1,674)	(1,748)	(1,096)	(658)	(607)	(559)	(763)
Total	12,201	(11,187)	(11,147)	(10,590)	(9,633)	(9,026)	(7,453)	(6,690)
<u>Material Loaned</u>								
Books/Serials	6,569	(5,777)	(6,719)	(5,706)	(3,571)	(2,834)	(2,519)	(1,988)
Audio/Visual	124	(93)	(67)	(130)	(321)	(358)	(251)	(141)
Total	6,693	(5,870)	(6,786)	(5,836)	(3,892)	(3,192)	(2,770)	(2,129)
<u>COMPUTER USAGE</u>	15,130	(13,545)	(14,305)	(11,134)	(9,071)	(9,102)	(8,417)	(5,369)

2012-2013 - Annual Report for the Gloversville Public Library

	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006
<u>HISTORICAL ROOM</u>								
Visitors	177	(167)	(213)	(296)	(260)	(303)	(231)	(271)
Books Used	265	(375)	(369)	(408)	(337)	(375)	(541)	(592)
Reference Questions	49	(14)	(36)	(24)	(51)	(49)	(63)	(127)
Telephone Reference	14	(12)	(4)	(7)	(15)	(28)	(23)	(75)
Letters/Emails	2	(4)	(8)	(19)	(20)	(21)	(23)	(23)
<u>REGISTRATION</u>								
New Patrons								
Adult	472	(610)	(567)	(585)	(635)	(679)	(612)	(478)
Juvenile	208	(247)	(243)	(290)	(277)	(293)	(267)	(188)
Total	680	(857)	(810)	(875)	(912)	(972)	(879)	(666)
Total Patrons								
Resident	7,255	(7,949)	(7,877)	(6,998)	(6,313)	(5,893)	(5,584)	(5,273)
Non-Resident	2,300	(1,348)	(1,487)	(2,361)	(2,205)	(2,125)	(2,130)	(2,168)
Total	9,555	(9,297)	(9,364)	(9,359)	(8,518)	(8,018)	(7,714)	(7,441)
<u>ADDITIONS TO COLLECTION</u>	3,621	(3,592)	(3,918)	(3,794)	(4,703)	(5,793)	(5,261)	(5,911)
<u>LIBRARY HOLDINGS</u>								
Books	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>
Adult Fiction	10,443	(11,338)	(12,083)	(12,351)	(14,085)	(10,297)	(10,777)	(10,250)
Adult Nonfiction	14,914	(16,918)	(18,128)	(18,264)	(18,209)	(20,317)	(19,187)	(20,460)
Teen Fiction	2,024	(1,789)	(1,786)	(1,258)	(1,341)	(1,067)	(928)	(273)
	27,381	(30,045)	(31,997)	(31,873)	(33,635)	(31,681)	(30,892)	(30,983)
Juvenile Fiction	8,271	(8,446)	(8,254)	(8,262)	(8,272)	(7,612)	(7,339)	(7,178)
Juvenile Nonfiction	5,672	(5,379)	(5,630)	(5,525)	(6,615)	(5,530)	(5,875)	(5,279)
Subtotal	13,943	(13,825)	(13,884)	(13,787)	(14,887)	(13,142)	(13,214)	(12,457)
Book Total	41,324	(43,870)	(45,881)	(45,660)	(48,522)	(44,823)	(44,106)	(43,440)
Other Materials	4,145	(4,024)	(3,715)	(3,184)	(2,382)	(3,931)	(5,982)	(10,558)
Holdings Total	45,469	(47,894)	(49,596)	(48,844)	(50,904)	(48,754)	(50,088)	(53,998)

GLOVERSVILLE PUBLIC LIBRARY

FINANCIAL REPORT FOR THE

FISCAL YEAR ENDING JUNE 30, 2013

Prepared By,
Michael J. Frank, Treasurer and Recording Secretary

Submitted By,
Craig Clark, Vice President of Finance

Gloversville Public Library
Fiscal Year Ending June 30, 2013

RECEIPTS	Budget July 1, 2012 to June 30, 2013	Amount Rec'd. Current Year to Date	Amount Rec'd. Prior Year to Date	Over/(Under) Budget
Tax Levy	\$259,106.00	\$259,106.00	\$253,200.00	\$0.00
Investment Income	300.00	243.88	300.01	(56.12)
Gloversville Library Foundation, Inc. - Int. & Div.	140,000.00	136,904.00	146,443.82	(3,096.00)
Gloversville Library Foundation, Inc. - Donations:	5,000.00	8,551.00	8,030.00	3,551.00
Government Affiliations	6,000.00	8,177.99	5,990.00	2,177.99
Fines & Miscellaneous Income	10,000.00	12,136.74	11,322.51	2,136.74
U. S. Treasury - Medical Ins. Credit Refunds	0.00	7,482.00	0.00	7,482.00
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$430,406.00</u>	<u>\$442,601.61</u>	<u>\$435,286.34</u>	<u>\$12,195.61</u>
	Public Library General Fund			
Cash Balance on July 1, 2012	<u>\$316,489.63</u>			
Plus: Receipts Per Report	442,601.61			
Less: Purchase of Property	530.00			
Less: Expenses Per Report	<u>440,687.50</u>			
Cash Balance on June 30, 2013	<u>\$317,873.74</u>			
Accounts Payable as of 6/30/13	16,671.18			
Prepaid Expenses as of 6/30/13	<u>(8,718.80)</u>			
Adjusted Cash Balance on June 30, 2013	<u>\$325,826.12</u>			

Gloversville Public Library
Fiscal Year Ending June 30, 2013

BUILDING FUND

Balance on July 1, 2012	\$156,982.53
Plus: Receipts:	
Interest on Money Market Account	67.44
Friends of the Gloversville Public Library, Inc.	25,011.92
Donations	53,200.00
NYS 2012 Bullet Aid	15,000.00
NYS Construction Funds	2,899.00
Less: Paid Outs:	
Architects - Master Plan	85,958.92
Architects - Grant Work	4,605.00
AJS Masonry, Inc. - Exterior Bldg. Cleaning & Repair	25,898.40
Ferguson & Foss - Survey Lot 66 East Fulton Street	500.00
Ghiorso & Sorrenti, Inc. - Fundraising Study	<u>10,019.66</u>
Balance on June 30, 2013	<u><u>\$126,178.91</u></u>

Gloversville Public Library
Fiscal Year Ending June 30, 2013

DISBURSEMENTS

	Budget July 1, 2012 to June 30, 2013	Amount Disb. Current Year to Date	Amount Disb. Prior Year to Date	Over/(Under) Budget
Salaries - Full Time Employees	\$136,044.00	\$147,445.62	\$125,673.91	\$11,401.62
Salaries - Part Time Employees	89,180.00	60,526.99	82,019.67	(28,653.01)
Salaries - Custodians	21,840.00	20,736.75	12,773.00	(1,103.25)
F I C A & Medicare Tax	18,900.00	17,654.99	16,874.03	(1,245.01)
Unemployment Insurance	600.00	642.50	618.00	42.50
Disability Insurance	765.00	629.52	584.16	(135.48)
Medical Insurance	30,250.00	25,383.53	20,291.51	(4,866.47)
Pension Expense	27,000.00	27,244.25	22,780.25	244.25
Heat	12,000.00	7,665.16	7,461.28	(4,334.84)
Electricity	9,000.00	8,404.20	6,716.59	(595.80)
Telephone	650.00	792.13	1,035.87	142.13
Insurance	10,500.00	8,718.05	5,832.90	(1,781.95)
Books, Periodicals, etc.	45,000.00	41,885.98	44,083.08	(3,114.02)
Computer & Automation Services	17,000.00	20,839.48	14,359.61	3,839.48
Library, Building & Office Supplies	9,300.00	11,942.20	11,688.61	2,642.20
Maintenance & Repairs	13,700.00	18,815.58	11,909.21	5,115.58
Financial Secretary	8,000.00	8,000.00	7,800.00	0.00
Professional Fees	7,000.00	1,050.00	1,950.00	(5,950.00)
Election Expense	1,000.00	698.47	1,090.53	(301.53)
Professional Meetings & Travel	2,000.00	1,964.96	1,978.33	(35.04)
Events & Programming	4,500.00	4,801.87	4,412.21	301.87
Promotion Expense	2,000.00	2,764.94	1,736.90	764.94
General Expense	1,500.00	2,080.33	1,626.43	580.33
TOTAL EXPENSE	<u><u>\$467,729.00</u></u>	<u><u>\$440,687.50</u></u>	<u><u>\$405,296.08</u></u>	<u><u>(\$27,041.50)</u></u>

Gloversville Public Library
Fiscal Year Ending June 30, 2013

STATEMENT OF CONDITION

ASSETS:

Cash - General Fund	\$ 325,826.12
Cash - Building Fund	126,178.91
Cash - Bill & Melinda Gates Foundation Grant	0.00
Cash - Special Legislative Grant - Farley	0.00
Cash - Stewart's Foundation Grant	0.00
Building & Land	424,613.00
Prepaid Expenses	8,718.80
Other Assets	2.00

TOTAL ASSETS \$ 885,338.83

LIABILITIES & CAPITAL:

Accounts Payable	\$ 16,671.18
Net Worth	868,667.65

TOTAL LIABILITIES & CAPITAL \$ 885,338.83

Gloversville Public Library
Fiscal Year Ending June 30, 2013

STATUS OF GRANTS

SPECIAL LEGISLATIVE GRANT (SENATOR FARLEY):

Balance Left in Grant at 7/01/12	\$	768.73
RECEIPTS		0.00

DISBURSEMENTS:

Computer & Automation Expense		768.73
Total Disbursements		<u>768.73</u>

Net Cash Remaining in Grant at 6/30/13	\$	<u><u>-</u></u>
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STEWART'S FOUNDATION GRANT:

Balance Left in Grant at 7/01/12	\$	550.00
RECEIPTS		0.00

DISBURSEMENTS:

Programming & Computers		550.00
Total Disbursements		<u>550.00</u>

Net Cash Remaining in Grant at 6/30/13	\$	<u><u>-</u></u>
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BILL & MELINDA GATES GRANT

Balance Left in Grant at 7/01/12	\$	147.86
RECEIPTS		0.00

DISBURSEMENTS:

Computer & Automation Expense		147.86
Total Disbursements		<u>147.86</u>

Net Cash Remaining in Grant at 6/30/13	\$	<u><u>-</u></u>
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Gloversville Public Library
Fiscal Year Ending June 30, 2013

NOTES TO FINANCIAL STATEMENTS

1. Investment Income was down slightly from the budgeted amount for the year ended June 30, 2013. The lower investment income was primarily due to the continued low interest rates on Money Market Accounts and other investment alternatives available for Municipal deposits. Certificate of Deposit rates continued to be lower than Money Market rates during the fiscal year ended June 30, 2013 making it less advantageous to invest in Certificates of Deposit. The Library can only invest in Bank Deposit accounts and securities issued by the Federal Government. Interest and Dividends received from the Gloversville Library Foundation, Inc. were down approximately \$9,500 from the amount received for the fiscal year ending June 30, 2012 and were down approximately \$3,100 from the budgeted amount for the year ended June 30, 2013. The Foundation Investment Committee has worked diligently in repositioning it's investments to obtain the best possible return on it's portfolio in support of the Library's budget. The Foundation is not limited in it's investment choices and continues to look for better yielding assets while continuing to invest in quality securities. Lower rates on Corporate and Government Securities have also impacted the Foundation's income.
2. Donations for the year ended June 30, 2013 were approximately \$3,600 above the budgeted amount for the year ended June 30, 2013. Donations were also up approximately \$500 from the previous year. Donations to the Library are generally 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.
3. Government Affiliation income was above the budgeted amount by approximately \$2,200 due to a Program Grant called "Comics Connect" and the Library receiving the 2013 Library Award from Mohawk Valley Library System. Our Government Affiliation income was up over the prior year by approximately the same amount due to the reasons above for being over this year's budget.
4. Fines and Miscellaneous Income increased by approximately \$2,100 over the budgeted amount for the year ended June 30, 2013. This was due primarily to an increase in the daily fine rates which were made effective in January 2013. Fines and Miscellaneous Income increased approximately \$800 over the prior year due to the increase in fines of approximately \$1,700 combined with lower income from room usage by HFM Boces.
5. Another item of income that was not budgeted for was the Medical Insurance Credit that was available for refund to the Library for the years ending June 30, 2011 and June 30, 2012 from the Internal Revenue Service. The amounts received were \$3,625 for fiscal year ending June 30, 2011 and \$3,857 for fiscal year ending June 30, 2012.
6. Total Salary Expense was below budget by approximately \$18,400 primarily due to making two part time employees full time employees and reallocating their hours in conjunction with retirements. Also the full time Custodian planned for in the Budget did not start until September 2012. Total Salary Expense was up approximately \$8,200 from the prior year due primarily to a 2% across the board raise given to the employees.
7. F I C A and Medicare Tax Expense was under budget by approximately \$1,200 due to the lower salary expense. F I C A and Medicare Tax Expense was approximately \$800 higher than last year due to the increase in salaries based on raises given to the employees.

Gloversville Public Library
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8. Medical Insurance Expense was under budget by approximately \$4,900 primarily as a result of the full time staff not using all of their reimbursement account balances during the year and one full time employee choosing not to be covered in our insurance plan. Medical Insurance Expense exceeded last year's amount by approximately \$5,100 due primarily to 2 new participants in our plan and a rate increase.
9. Pension Expense was over budget by approximately \$200 as our cost based on the State's estimate of our salaries for the year was slightly higher than anticipated. Our Pension Expense compared to the prior year did increase by approximately \$4,500 based on the overall performance of the State's Pension Plan and funding requirements.
10. Utility Expense (Heat and Electricity) was under budget in total by approximately \$4,900 due to lower than expected rates and a relatively mild winter. The continuing mild winter weather helped to keep our heating bill approximately the same as the prior year, however additional electricity usage caused our bill to be higher than the previous year by approximately \$1,900.
11. Insurance Expense was under budget by approximately \$1,800 due primarily to the Library Property and Parking Lot insurance not being increased until mid-year by our insurance carrier. Insurance Expense increased approximately \$2,900 over the prior year due to the increase in coverage mentioned above that became effective in the middle of the budget year.
12. Books & Periodicals Expense was under budget by approximately \$3,100 due primarily to a change in the Library's Purchasing Policy. Books and Periodicals Expense was also under the prior year by approximately \$2,200 for the same reason as mentioned above.
13. Computer and Automation Expense was over budget by approximately \$3,800 due mainly to new computers purchased for the Children's Room that were not in the budget. This expense item was also over the prior year by approximately \$6,500 due to more computer replacements and software being purchased during the current fiscal year.
14. Library, Building & Office Supply Expense was over budget by approximately \$2,600 primarily due to stocking up on needed supplies at year end in light of the expected shortfall in next year's budget. This year's expense also exceeded last year's by approximately \$300 due to price increases.
15. Maintenance and Repairs Expense was over budget by approximately \$5,100 due primarily to the purchase at fiscal year end of new carpeting for the handicap entrance and the adult stack area. The current year's expense exceeded last year's expense by approximately \$6,900 due to the new carpeting and additional supplies purchased to care for the Library property by the new custodian.
16. Professional Fee Expense was under budget by approximately \$6,000 as the Library Trustees are allocating \$3,000 in the budget as a reserve for an audit in the near future as part of the Master Renovation Plan funding. The audit is expected to run between \$12,000 and \$15,000 when done. This expense category was below last year's by approximately \$900 as legal fees for the current year were below the prior year.
17. General Expense was over budget by approximately \$600 primarily due to the real estate taxes paid on the new lot purchased at 66 E. Fulton Street which was not exempt from taxes. Paperwork has been submitted to have this changed to a nonprofit owned parcel. This is also the reason for the current year expense exceeding the prior year by approximately \$500.