



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
April 16, 2019 6:30pm

Public Hearing on the Library's proposed 2019-2020 budget
Pledge to the Flag
Public Comment

1. Fine Free discussion
2. Accept minutes of the March 2019 meeting
3. Treasurer's Report
4. Budget and Finance
Warrant
5. Friends
6. Foundation
7. Building and Grounds
8. AD HOC Policy
9. Outreach Committee
10. Personnel Committee
Resolution to create new PT Library Clerk Position
11. Program Committee
12. Public Relations Committee
13. Director's Report
Local history room report
14. President's Report
Plan of Service – next step: goals
15. Old Business
Library history – photos of gentlemen & boxes – plan
16. New Business
17. Adjourn

Next Meeting: May 21, 2019



Barbara Madonna
Library Director

2018-2019
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting March 19, 2019

The Gloversville Public Library Board of Trustees held a meeting on March 19, 2019 in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Lisa Buggeln, Elizabeth Batchelor Merry Dunn Brown, Susan Shrader, Frank Carangelo, Charles Reed, Christian Rohrs and Craig Clark. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Nicole Hauser, Librarian I, 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 of the Trustees held on February 19, 2019. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Clark made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of February 2019 and the year-to-date period ending February 28, 2019. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$28,000 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru February 28, 2019 are up approximately \$43,300 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies, higher Insurance Expense and higher General Expense which have been offset by lower book and DVD purchases and lower Rent Expense in the current year due primarily to the time involved with moving back into the Library building and the expenses involved with the temporary location in the prior year. Mr. Frank also informed the Trustees that our Heat Bills have been running considerably lower than when we were in the Building prior to the renovation work but that our Electricity Expense has been considerably higher. It appears that on a combined basis we are approximately on track to meet our budget expectations. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Reed made a motion, seconded by Ms. Buggeln, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for March 2019 numbered 1680 through 1713. In John Blackmon's absence the Trustees reviewed the Warrants. Ms. Buggeln made a motion, seconded by Mrs. Shrader, 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 with the receipt of the \$2,000,000 DASNY Grant he was able to pay back the Library's General Fund the remainder of the loan, \$485,000, for the renovation project. The General Fund has now been fully repaid for the funds loaned during construction.

In Mrs. La Porta's absence, Mrs. Pesses reminded the Trustees that the Friends were doing a pie sale again this year and that orders will be due by tomorrow March 20, 2019 and will be ready for pickup on April 5, 2019. Mrs. Pesses also informed the Trustees that the Friends will be hosting a spaghetti dinner on April 10, 2019 at the Italian Bistro. Mrs. Pesses also informed the Trustees that the Friends newsletter would be out in April 2019. Mrs. Pesses also informed the Trustees that the Friends are planning a fundraiser at the Colonial Little Theater in the fall of 2020. Mrs. Pesses also informed the Trustees that the Friends will be holding a Basket Raffle this fall.

Mr. Frank informed the Trustees that the Foundation had not met but that they had been able to pay down another \$205,000 on their line of credit with NBT Bank bringing the balance to \$1,795,000.

Mr. Carangelo informed the Trustees that the Building and Grounds Committee had met last week and had discussed various things that will need to be done outside the building now that Spring is on the way.

Mrs. Buggeln informed the Trustees that it appeared that some work needed to be done on the Claims Audit Policy and that changes to the Bylaws may also need to be updated. A Sexual Harassment Policy also needs to be updated.

*Serving Gloversville
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■ 518 773-0292 ■ gpl@sals.edu ■ www.gloversvillelibrary.org

Mr. Reed informed the Trustees that the Program Committee had not met but that the staff have been working on Summer Programming with Ms. Madonna. Mr. Reed also reported that Story Time had been having very good attendance lately.

Ms. Dunn Brown informed the Trustees that the Public Relations Committee would be meeting next week and that they were working on several Advocacy locations including the Broadalbin Home Show, Kingsboro and Forest Hill Towers and the Estee Apartments. Ms. Dunn Brown also reported that the Public Relations Committee would be working on getting out the vote for May 7, 2019.

Ms. Madonna informed the Trustees that she would like to submit a Grant Application for Document Heritage of New York in conjunction with getting the History Room settled. Mrs. Shrader made a motion, seconded by Ms. Dunn brown, to approve applying for the Grant. This was approved all voting aye. Ms. Madonna also asked the Trustees to approve the purchase of a new Micro Film Machine. Mr. Rohrs made a motion, seconded by Mrs. Buggeln, to approve the purchase. This motion was approved all voting aye.

Mrs. Pesses informed the Trustees that the Plan of Service is being worked on with submitted goals being reviewed. Mrs. Pesses also asked that the Fines Topic be postponed until the April 2019 meeting. The Trustees agreed with this recommendation. Mrs. Pesses informed the Trustees that postcards will be mailed to potential voters discussing items of value to the public that the Library provides.

Mrs. Pesses informed the Trustees that Mr. Reed had been researching the history of the boxes of portraits depicting library leaders at the time of the original construction. Mr. Reed suggested that he put together a proposal for a future meeting as to what he feels should be done with them.

Mrs. Pesses asked if there was any new business to come before the meeting. Ms. Batchelor informed the Trustees that a map of Gloversville from 1888 had been donated to the Library and that we should find a place to hang it. All agreed. Ms. Madonna reviewed the \$500,000 Grant that we had applied for which required adding the equivalent of four full time members to our staff by December 31, 2018. Since we moved back in later than planned, she is not sure at this point if it is still available. She will be looking to add the additional people soon and then see if we can still get these funds. Mrs. Hauser informed the Trustees that a girl scout troop would like to sell girl scout cookies on the front steps. After some discussion Mr. Rohrs made a motion, seconded by Ms. Batchelor, to approve this request. This was approved all voting aye.

Mrs. Shrader made a motion to adjourn the meeting at 8 :20 PM. This motion was seconded by Mr. Rohrs and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday April 16, 2019 at 6:30 PM. at the Library Building at 58 East Fulton Street, Gloversville, New York.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

MARCH 2019

| | <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 | \$423,695.00 | \$393,695.00 | \$0.00 |
| Investment Income | 200.00 | 105.06 | 630.14 | 638.63 | (430.14) |
| 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 | 0.00 | 6,070.00 | 9,453.00 | 3,930.00 |
| Government Affiliations | 7,000.00 | 0.00 | 7,960.01 | 7,714.44 | (960.01) |
| Fines & Miscellaneous Income | 9,000.00 | 1,146.19 | 8,442.20 | 7,082.72 | 557.80 |
| Friends of the Gloversville Public Library, Inc. | <u>10,000.00</u> | <u>0.00</u> | <u>10,000.00</u> | <u>10,000.00</u> | <u>0.00</u> |
| TOTAL RECEIPTS | <u>\$523,895.00</u> | <u>\$1,251.25</u> | <u>\$520,797.35</u> | <u>\$492,583.79</u> | <u>\$3,097.65</u> |
| | <u>Income Cash Reconcilement</u> | | | | |
| Income Cash Balance on March 1, 2019 | <u>\$516,228.36</u> | | | | |
| Plus: Receipts Per Report | 1,251.25 | | | | |
| Less: Capital Expenditures - Furniture | 21,619.96 | | | | |
| Less: Capital Expenditures - Work In Progress | 0.00 | | | | |
| Less: Expenses Per Report | <u>49,379.75</u> | | | | |
| Income Cash Balance on March 31, 2019 | <u><u>446,479.90</u></u> | | | | |
| Accounts Payable as of 03/31/19 | 0.00 | | | | |
| Prepaid Expenses as of 03/31/19 | <u>(8,649.09)</u> | | | | |
| Actual Cash Balance on March 31, 2019 | <u><u>\$437,830.81</u></u> | | | | |

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY
OTHER LIBRARY BANK ACCOUNTS

BUILDING FUND MONEY MARKET ACCOUNT

| | |
|-------------------------------------|------------------------|
| Balance on March 1, 2019 | \$809.47 |
| Plus: Receipts: | |
| Interest on Money Market Account | 0.17 |
| Refund Builder's Risk Insurance | 0.00 |
| Less: Paid Outs: | |
| Transfer to Construction Account | 0.00 |
| National Grid - Parking Lot Service | 23.57 |
| | <hr/> |
| Balance on March 31, 2019 | <u><u>\$786.07</u></u> |

CONSTRUCTION CHECKING ACCOUNT

| | |
|--|----------------------------|
| Balance on March 1, 2019 | \$1,548,875.29 |
| Plus: Receipts: | |
| Interest Earned | 22.18 |
| Grant Money Received | 0.00 |
| Less: Paid Outs: | |
| Gloversville Public Library - Repay Loan | 485,000.00 |
| Mazone Plumbing & Heating, Inc. | 18,438.55 |
| Professional Service Industries, Inc. | 1,635.50 |
| U. W. Marx, Inc. | 32,047.00 |
| DASNY - Refund Overpayment | 60.00 |
| Bunkoff General Contractors, Inc. | 100,067.80 |
| | <hr/> |
| Balance on March 31, 2019 | <u><u>\$911,648.62</u></u> |

AMAZON SMILE SAVINGS ACCOUNT

| | |
|---------------------------|------------------------|
| Balance on March 1, 2019 | \$162.96 |
| Plus: Receipts: | |
| Donations | 0.00 |
| Less: Paid Outs: | |
| None | 0.00 |
| | <hr/> |
| Balance on March 31, 2019 | <u><u>\$162.96</u></u> |

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

MARCH 2019

| | 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 | \$ 20,581.68 | \$ 173,277.32 | \$ 146,142.00 | \$24,303.68 |
| Salaries - Part Time Employees | 134,728.00 | 3,897.85 | 33,727.36 | 30,386.51 | 101,000.64 |
| Salaries - Custodians | 28,055.00 | 2,337.92 | 21,041.28 | 19,533.35 | 7,013.72 |
| F I C A & Medicare Tax | 27,568.00 | 2,038.31 | 17,326.48 | 14,879.99 | 10,241.52 |
| Unemployment Insurance | 725.00 | 0.00 | 551.00 | 534.50 | 174.00 |
| Disability & Family Leave Insurance | 1,200.00 | 0.00 | 850.97 | 575.43 | 349.03 |
| Medical Insurance & Reimbursements | 43,644.00 | 2,755.58 | 28,178.39 | 24,557.58 | 15,465.61 |
| Worker's Compensation Insurance | 3,400.00 | 0.00 | 3,254.21 | 3,558.79 | 145.79 |
| Pension Expense | 34,755.00 | 0.00 | 21,278.50 | 20,636.50 | 13,476.50 |
| Heat | 5,941.00 | 421.21 | 1,891.80 | 0.00 | 4,049.20 |
| Electricity | 5,530.00 | 1,750.56 | 6,904.30 | 0.00 | (1,374.30) |
| Rent | 0.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| Telephone | 3,600.00 | 525.05 | 3,772.95 | 2,142.60 | (172.95) |
| Insurance | 11,600.00 | 0.00 | 16,073.94 | 8,871.67 | (4,473.94) |
| Books, Periodicals, etc. | 46,500.00 | 3,856.43 | 35,898.90 | 36,563.64 | 10,601.10 |
| Computer & Automation Services | 17,500.00 | 2,610.76 | 23,426.09 | 7,442.32 | (5,926.09) |
| Library, Office Supplies & Postage | 13,000.00 | 2,009.53 | 10,391.71 | 4,759.31 | 2,608.29 |
| Maintenance, Repairs & Bldg. Supplies | 12,000.00 | 4,694.61 | 8,551.06 | 1,281.21 | 3,448.94 |
| Treasurer & Recording Secretary | 8,600.00 | 750.00 | 6,450.00 | 6,300.00 | 2,150.00 |
| Professional Fees | 8,000.00 | 0.00 | 80.00 | 1,640.00 | 7,920.00 |
| Election Expense | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Professional Meetings & Travel | 3,000.00 | 0.00 | 364.58 | 1,708.93 | 2,635.42 |
| Events & Programming | 5,500.00 | 208.36 | 3,288.80 | 2,651.54 | 2,211.20 |
| Promotion Expense | 4,500.00 | 924.00 | 4,106.49 | 3,221.54 | 393.51 |
| General Expense | 2,000.00 | 17.90 | 4,008.32 | 697.43 | (2,008.32) |
| TOTAL EXPENSE | \$619,927.00 | \$49,379.75 | \$424,694.45 | \$363,084.84 | \$195,232.55 |

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

MARCH 2019

| <u>Check No.</u> | <u>Warrant Number</u> | <u>Payee</u> | | <u>Fund</u> |
|------------------|-----------------------|--|---------------------------|--------------------------|
| DM | | E F T United States Treasury (3,077.60) | \$1,020.80 | FICA & Medicare Expense |
| | | | 2,056.80 | Payroll |
| 5992 | | Gloversville Public Library | 10,307.60 | Payroll |
| 5993 | 1682 | Nicole Hauser | 460.40 | Petty Cash |
| 5994 | 1683 | Michael J. Frank | 750.00 | Treasurer & Rec, Sec. |
| 5995 | 1684 | The Paul Revere Life Insurance Company | 278.54 | Medical Insurance |
| 5996 | 1685 | M V P Health Care, Inc. | 2,724.65 | Medical Insurance |
| 5997 | 1686 | United Health Care | 17.40 | Medical Insurance |
| 5998 | 1687 | Baker & Taylor Books | 648.96 | Books |
| 5999 | 1688 | Blackstone Publishing | 359.96 | A/V - DVDs |
| 6000 | 1689 | Business Card (1,480.78) | 517.45 | A/V - DVDs |
| | | | 73.36 | Events & Programming |
| | | | 726.40 | Library Supplies |
| | | | 20.00 | Computer & Automation |
| | | | 143.57 | Newspapers |
| 6001 | 1690 | Thnk Tank Media | 85.00 | Promotion Expense |
| 6002 | 1691 | National Grid (2,171.77) | 421.21 | Heat - Natural Gas |
| | | | 1,750.56 | Electricity |
| 6003 | 1692 | Mohawk Valley Library System (22,413.72) | 2,590.76 | Computer & Automation |
| | | | 19,786.96 | Furniture & Equipment |
| | | | 36.00 | Library Supplies |
| 6004 | 1693 | James Esper Landscaping | 4,300.00 | Maintenance & Repairs |
| 6005 | 1694 | HZ Electric Supply Co. | 224.97 | Maintenance & Repairs |
| 6006 | 1695 | Children's Plus, Inc. | 684.61 | Books |
| 6007 | 1696 | Center Point Large Print | 51.04 | Books |
| 6008 | 1697 | Quill Corporation (1,294.44) | 1,191.37 | Library Supplies |
| | | | 103.07 | Maintenance & Repairs |
| 6009 | 1698 | The Leader-Herald | 714.00 | Promotion Expense |
| 6010 | 1699 | Unique Management Services, Inc. | 17.90 | G/E - Collection Expense |
| 6011 | 1700 | Frontier Communications | 525.05 | Telephone |
| 6012 | 1701 | Gumdrop Books | 999.34 | Books |
| 6013 | 1702 | Derby Office Equipment, Inc. | 55.76 | Library Supplies |
| 6014 | 1703 | Adirondack Experience | 75.00 | Events & Programming |
| 6015 | 1704 | Destroyer Escort Historical Museum | 60.00 | Events & Programming |
| 6016 | 1705 | Noble ACE Hardware of Johnstown | 53.55 | Maintenance & Repairs |
| 6017 | 1706 | Gloversville Little League | 125.00 | Promotion Expense |
| 6018 | 1707 | East Greenbush Window Coverings | 1,833.00 | Furniture & Equipment |
| 6019 | | Gloversville Public Library | 10,247.83 | Payroll |
| DM | | Oppenheimer Funds - 403b Plan | 540.00 | 403b Plan |
| DM | | E F T NYS & Local Retirement System | 333.36 | Pension - Withholdings |
| DM | | E F T NYS Tax Department | 993.40 | Payroll |
| DM | | E F T United States Treasury (3,060.03) | 1,017.51 | FICA & Medicare Expense |
| | | | 2,042.52 | Payroll |
| Dms | | Jaeger & Flynn Associates, Inc. - Reimbursements | 30.93 | Medical Insurance |
| | | CHECK AND EFT PAID OUTS - MARCH 2019 | <u>70,995.59</u> | |
| | | PETTY CASH PAID OUTS - MARCH 2019 | | |
| | | Maintenance & Repairs | 13.02 | |
| | | Newspapers (Books) | <u>451.50</u> | |
| | | TOTAL MARCH 2019 PAID OUTS | <u><u>\$71,460.11</u></u> | |
| | | Less: Furniture & Equipment | (21,619.96) | |
| | | Less: Petty Cash Check | <u>(460.40)</u> | |
| | | NET TO BALANCE TO EXPENSES | <u><u>\$49,379.75</u></u> | |

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

| | | |
|---|------------------|----------------|
| Balance as of March 1, 2019 | | \$45.47 |
| Grant Money Received | | 600.00 |
| Expenses Paid From Grant Money: | <u>Check No.</u> | <u>Purpose</u> |
| None | | 0.00 |
| Total Expenses | | 0.00 |
| Balance of Grant Money Left at March 31, 2019 | | \$645.47 |

W G Y CHRISTMAS WISH GRANT

| | | |
|---|------------------|----------------|
| Balance as of March 1, 2019 | | \$336.62 |
| Grant Money Received | | 0.00 |
| Expenses Paid From Grant Money: | <u>Check No.</u> | <u>Purpose</u> |
| None | | 0.00 |
| Total Expenses | | 0.00 |
| Balance of Grant Money Left at March 31, 2019 | | \$336.62 |

ADVOCACY GRANT

| | | |
|---|------------------|----------------|
| Balance as of March 1, 2019 | | \$1,388.31 |
| Grant Money Received | | 0.00 |
| Expenses Paid From Grant Money: | <u>Check No.</u> | <u>Purpose</u> |
| None | | 0.00 |
| Total Expenses | | 0.00 |
| Balance of Grant Money Left at March 31, 2019 | | \$1,388.31 |

WORKFORCE LITERACY GRANT

| | | |
|---|------------------|----------------|
| Balance as of March 1, 2019 | | \$193.73 |
| Grant Money Received | | 0.00 |
| Expenses Paid From Grant Money: | <u>Check No.</u> | <u>Purpose</u> |
| None | | 0.00 |
| Total Expenses | | 0.00 |
| Balance of Grant Money Left at March 31, 2019 | | \$193.73 |

APPROPRIATION FOR FUTURE AUDIT

| | | |
|---|------------------|----------------|
| Balance as of March 1, 2019 | | \$3,325.00 |
| 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 | | 0.00 |
| Balance of Appropriation Funds Left at March 31, 2019 | | \$3,325.00 |

RESTORATION FUNDS RECONCILEMENT

| | | |
|---|------------------|----------------|
| Balance as of March 1, 2019 | | \$2,684.18 |
| Funds Received - Garage Sale | | 0.00 |
| Expenses Paid From Restoration Funds: | <u>Check No.</u> | <u>Purpose</u> |
| None | | 0.00 |
| Total Expenses | | 0.00 |
| Balance of Restoration Funds Left at March 31, 2019 | | \$2,684.18 |

PARK TERRACE PTA - COLORTON

| | | |
|--|------------------|----------------|
| Balance as of March 1, 2019 | | \$559.25 |
| Funds Received - Donation | | 0.00 |
| Expenses Paid From Restoration Funds: | <u>Check No.</u> | <u>Purpose</u> |
| None | | 0.00 |
| Total Expenses | | 0.00 |
| Balance of Colorton Funds Left at March 31, 2019 | | \$559.25 |

**GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
March 31, 2019**

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

Balance Per Bank Statement \$ 31,377.51

Outstanding Checks:

| <u>Date</u> | <u>Ck. No.</u> | <u>Payee</u> | <u>Amount</u> | |
|-------------|----------------|--|---------------|-----------------|
| 02/19/19 | 5987 | James Esper Landscaping | 1,900.00 | |
| 03/19/19 | 5995 | The Paul Revere Life Insurance Company | 278.54 | |
| 03/19/19 | 5997 | United Health Care | 17.40 | |
| 03/19/19 | 6004 | James Esper Landscaping | 4,300.00 | |
| 03/19/19 | 6015 | Destroyer Escort Historical Museum | 60.00 | |
| 03/29/19 | DM | NYS & Local Employees' Retirement System | 333.36 | |
| | | Total Outstanding Checks | | <u>6,889.30</u> |

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS

\$ 24,488.21

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

Balance Per Bank Statement \$ 8,726.69

Outstanding Checks:

| <u>Date</u> | <u>Ck. No.</u> | <u>Payee</u> | <u>Amount</u> | |
|-------------|----------------|--------------------------|---------------|-----------------|
| 03/15/19 | 4919 | Kathy Van Volkenburg | 57.10 | |
| 03/29/19 | 4923 | Barbara J. Madonna | 1,818.62 | |
| 03/29/19 | 4924 | Nicole L. Hauser | 1,240.87 | |
| 03/29/19 | 4926 | Sally A. Fancher | 1,096.36 | |
| 03/29/19 | 4927 | Linda B. Conroy | 1,157.22 | |
| 03/29/19 | 4928 | Jameson M. Duross | 734.27 | |
| 03/29/19 | 4931 | Linda J. Callahan | 78.87 | |
| 03/29/19 | 4932 | Sally L. Ostrander | 340.28 | |
| 03/29/19 | 4933 | Kathy Van Volkenburg | 72.63 | |
| 03/29/19 | 4934 | Christine T. Prokopiak | 310.43 | |
| 03/29/19 | 4935 | Kimberly A. Collar | 361.43 | |
| 03/29/19 | 4936 | Patricia A. Devereaux | 458.61 | |
| | | Total Outstanding Checks | | <u>7,726.69</u> |

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS

\$ 1,000.00

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

Balance Per Bank Statement \$ 400,601.61

Outstanding Checks:

| <u>Date</u> | <u>Ck. No.</u> | <u>Payee</u> | <u>Amount</u> | |
|-------------|----------------|--------------------------|---------------|----------|
| | | None | - | |
| | | Total Outstanding Checks | | <u>-</u> |

BALANCE IN LEDGER AND QUICKBOOKS

\$ 400,601.61

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

| | | | | | |
|----------------------------|----------------|--------------------------|---------------|----|----------|
| Balance Per Bank Statement | | | | \$ | 786.07 |
| Outstanding Checks: | | | | | |
| <u>Date</u> | <u>Ck. No.</u> | <u>Payee</u> | <u>Amount</u> | | |
| | | None | - | | |
| | | Total Outstanding Checks | <u>-</u> | | <u>-</u> |

BALANCE IN LEDGER AND QUICKBOOKS \$ 786.07

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

| | | | | | |
|----------------------------|----------------|--------------------------|---------------|----|------------|
| Balance Per Bank Statement | | | | \$ | 911,648.62 |
| Outstanding Checks: | | | | | |
| <u>Date</u> | <u>Ck. No.</u> | <u>Payee</u> | <u>Amount</u> | | |
| | | None | - | | |
| | | Total Outstanding Checks | <u>-</u> | | <u>-</u> |

Other Items: None -

BALANCE IN LEDGER AND QUICKBOOKS \$ 911,648.62

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

| | | | | | |
|----------------------------|----------------|--------------------------|---------------|----|----------|
| Balance Per Bank Statement | | | | \$ | 162.96 |
| Outstanding Checks: | | | | | |
| <u>Date</u> | <u>Ck. No.</u> | <u>Payee</u> | <u>Amount</u> | | |
| | | None | - | | |
| | | Total Outstanding Checks | <u>-</u> | | <u>-</u> |

BALANCE IN LEDGER AND QUICKBOOKS \$ 162.96

Prepared By,
Michael J. Frank, Treasurer

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Gloversville Public Library
Director's Report: March 2019
Barbara Madonna – Director

Issues with the teens continue. Highlights include kicked out a group of 12 kids at the beginning of the month and at the end of March there was a fight between a few girls with about 14 onlookers. We also had a teen scaling the building next to the front doors and a couple getting cozy under the staff desk in the Fiction Room.

Things finally came together for access control, aka 'swipe cards', which, it turns out, are actually key fobs. So, some of the Library doors have electronic locks and access control is the software that controls access. The rear public doors, the gate by the dumpster enclosure and the staff access to Nicole's office have electronic locks. The Book Drop Room, Nicole's interior door, the Local History Room, the Staff Breakroom, my office, Sally's Office, the storage room with safe, George's office and the IT/Electrical Room have electronic locks. The purpose was to eliminate staff needing keys and be able to track building and room access for security. That process, however, has not gone smoothly. The last flaw in the system is that if you exit the building through Nicole's exterior door, you cannot get out the gate. There is no scanner on the inside to release the mag lock and open the gate. Hopefully, that will be resolved when the gate is repaired later in April.

There is still a bit of snow on the north side of the east addition. Though as I reread this, that 'pile' is only about 18" in diameter. There is, however, still a snow pile on the auxiliary lot, but it too is melting well. Contractors are returning to finish punch list items, including getting the chiller for the AC system tested and started for the season. In the fall, we will need to have a service return to drain it and put it to bed for the winter.

The final report for another of our Division of Library Development grants has submitted. The balance on this grant is \$31,095. We have one last DLD grant outstanding. It is a grant I submitted in the fall of 2018 for \$76,006, so we will not have approval of it until August of 2019. At that time, if approved, we will receive 90% of the award. And if we can quickly complete the final report, the remaining 10% should arrive by early fall.

Finally....the computers we ordered in June 2018, for installation during the move in October, were delivered and installed. Though that project is still not completely done either. Always loose ends. The new microfilm reader arrived and one of the loose ends is connecting staff of Joint Automation with the vendor to install the reader's software and set up printing.

Nicole and I had a lot of conversations with staff at MVLS about the 'fine free' movement. This shifting philosophy, that started out at just the largest libraries in county, is now happening closer to home. Specifically, at the Johnstown, Northville and Amsterdam libraries. Levying libraries fines is no longer viewed as an effective way to deter the late return of items or fund operating budgets. There are a varieties of degrees of fine free, but the thrust of the issue is that fines create an economic barrier to accessing library resources for the poorest of community members. At Gloversville, fines and fees exceeding \$1.50 for children under 14 and \$3 for patrons 14 and older prevent patrons from using the library computers or borrowing any materials (books, DVDs, magazines, audios, etc...).

Meetings

- March 1st
 - 1) Chris Hopf, UW Marx
 - 2) Chris Carigan, Bunkoff General Contractors
- March 4th
 - 1) Staff meeting
 - 2) A1 Installers
- March 6th
 - 1) Darren Romeyn, DM Romeyn Engineering
 - 2) Steve Smith, Steven E. Smith, PE

- March 7th 3) Lois Gordon, MVLS
1) Lisa Buggeln
2) Merry Brown
3) Betsy Batchelor
4) Mark Yost, Building and Highways, Fulton County
5) Friends of the Gloversville Public Library
- March 11th 1) Staff meeting
2) Chris Hopf, UW Marx
3) Chris Mundell, Joint Automation
4) Bill Losier, Kelley Bros.
- March 12th 1) Annie Miller, Director, Greenwich Public Library
2) Chris Mundell, Joint Automation
- March 13th 1) Bill Losier, Kelly Bros.
2) Steve Smith, Steven E. Smith, PE
3) Plan of Service meeting
4) Lois Gordon, MVLS
- March 14th 1) Lisa Buggeln
2) Elizabeth Cady Stanton Consortium
- March 15th 1) Chris Pesses and Merry Brown
2) Proctor exam
3) DLC Electric
- March 18th 1) Staff meeting
2) Mary Hanley, Joint Automation
- March 19th 1) John Bunk, Thermal Environmental Sales, Inc.
2) Matt Boyd, PASCO
3) Mary Hanley, Joint Automation
4) Jennifer Jennings, Fulton County Center for Regional Growth
5) Bunkoff General Contractors
6) Lt. Schaffer, Gloversville Police Department
7) Katie Seaburg, DASNY
8) Board training with Eric Trahan, MVLS
9) Board of Trustees meeting
- March 20th Betsy Batchelor
- March 21st MVLS Board meeting
- March 22nd 1) Betsy Batchelor
2) Staff PR Committee meeting with Jen Jennings
- March 26th 1) Dan Willis, Department of Labor
2) Kim Andersen, Division of Library Development
3) Bill Losier, Kelley Bros.
4) Petrina Frederick
5) Kelly Lawlor
6) Cassandra Harris
- March 27th 1) Outreach Committee meeting
2) Chris Mundell, Joint Automation
3) Fulton County Museum
4) Thomas Ruller, NYS Archivist
- March 28th 1) Nicole Hauser
2) Bill Losier, Kelley Bros.
- March 29th 1) Chris Hopf, UW Marx
2) Petrina Frederick
3) Kelly Lawlor
4) Cassandra Harris



Gloversville Public Library

Children's Room Report: March, 2019

Sally Fancher – Head of Children's Services

March was definitely "in like a Lion" and this was weather and busy times! The staff here in the Youth Center really stepped up on several occasions. For the Friends' Craft and Story hour on the 9th, a helper was needed and clerk, Kim Collar, volunteered to help the reader. They had a successful program for nearly 2 dozen kids and their families. Later in the month, during Story Time, the circulation system of the computers went down. Again, we had 19 kids and their families wanting to check-in and check-out materials, with no computer. Kim Collar and Sonny Duross manually transcribed card numbers and item barcodes in anticipation of the system coming back on-line, with the plan to manually input the data. The patrons were able to complete their transactions and Thursday morning was saved.

March First was read across America Day and we represented the Library at 2 classes in Park Terrace Elementary School. We also visited the afterschool programs of Park Terrace and Kingsborough for "Career Week". The children learned about the job of a Librarian, and the many functions of a public library.

Bright Futures continues to be a regular visit, and we are increasing our time for programs there due to their increasing enrollment. We now visit 4 classrooms for stories, songs and crafts.

The Fulton Center visit for March was very exciting. The residents were entertained by several short stories and non-fiction essays.

The struggle to maintain order in the Teen Room continues. While we have many patrons who are enjoying the space, we have few that are trying to use this as a rendezvous for fights and other negative behavior. The staff in the Youth Center spends a great deal of time "snoopervising" and this is helpful, albeit tiring.

All of the slots for Traveling Story Time have been filled for Summer Reading. Two slots are normally reserved for days in local parks, but we had requests come to us, and adjustments were made. We may even have a "princess" visit the story time in August. This is on the QT until that day, so as not to spoil the surprise.

Overall, we are adding to the collection, registering many new patrons, meeting the program requests by our community partners, providing great workshops for our visitors, and doing our best to maintain the climate and environment of a successful public library.

Statistics for March 2019 are as follows (figures in parentheses are comparable figures for 2018)

| | 2019 | 2018 | |
|---|--------------|---|---------|
| VISITORS | 5,587 | (6,314) | |
| CIRCULATION | | | |
| Adult Circulation | 1,836 | (1,755) | |
| Teen Circulation | 140 | (118) | |
| Juvenile Circulation | 1,248 | (1,146) | |
| Audiobooks | 354 | (278) | |
| eBooks | 574 | (405) | |
| Music | 17 | (9) | |
| Periodicals | 96 | (119) | |
| Videos | 1,543 | (1,566) | |
| Museum Passes | - | (0) | |
| Subtotal | 5,808 | (5,396) | |
| In-House Use | | | |
| Adult | 15 | (33) | |
| Juvenile | 118 | (152) | |
| Other Materials | 1,328 | (1,303) | |
| Subtotal | 1,461 | (1,488) | |
| Total Circulation | 7,269 | (6,884) | |
| REFERENCE QUESTIONS | 220 | (210) | |
| MEETINGS/PROGRAMS/OUTREACH | | | |
| 41 Adult programs and meetings with 374 people | | (30 Adult programs and meetings with 243 pe | |
| 18 Juvenile programs and meetings with 337 people | | (16 Juvenile programs and meetings with 169 | |
| 3 Teen programs and meetings with 18 people | | (3 Teen programs and meetings with 14 peop | |
| INTERLIBRARY LOAN | | | |
| Material Borrowed | 697 | (699) | |
| Material Loaned | 710 | (779) | |
| Total | 1,407 | (1,478) | |
| COMPUTER USAGE | 1,608 | (1,440) | *** |

*** New Cassie computers (for public use) were installed on 3/18/2019. Computer usage from 3/1 to 3 on the old Cassie computers was lost. Cassie computer usage is normally between 500 to 600 a month. March usage for the period 3/18 to 3/31 was only 244.

HISTORICAL ROOM

Visitors
Books Used
Reference Questions

Statistics for January, February and March 2019 are as follows:

| | January | February | March |
|-----------------------------|--------------|--------------|--------------|
| VISITORS | 3,923 | 4,169 | 5,587 |
| CIRCULATION | | | |
| Adult Circulation | 1,971 | 1,723 | 1,836 |
| Teen Circulation | 149 | 132 | 140 |
| Juvenile Circulation | 1,215 | 1,483 | 1,248 |
| Audiobooks | 138 | 277 | 354 |
| eBooks | 545 | 489 | 574 |
| Music | 54 | 17 | 17 |
| Periodicals | 69 | 69 | 96 |
| Videos | 1,849 | 1,476 | 1,543 |
| Museum Passes | 0 | 2 | - |
| Subtotal | 5,990 | 5,668 | 5,808 |
| In-House Use | | | |
| Adult | 39 | 42 | 15 |
| Juvenile | 60 | 162 | 118 |
| Other Materials | 1,258 | 1,274 | 1,328 |
| Subtotal | 1,357 | 1,478 | 1,461 |
| Total Circulation | 7,347 | 7,146 | 7,269 |

| | | | |
|----------------------------|-----|-----|-----|
| REFERENCE QUESTIONS | 237 | 376 | 220 |
|----------------------------|-----|-----|-----|

MEETINGS/PROGRAMS/OUTREACH

January 31 Adult programs and meetings with 238 people
 20 Juvenile programs and meetings with 296 people
 4 Teen programs and meetings with 40 people

February 39 Adult programs and meetings with 217 people
 14 Juvenile programs and meetings with 175 people
 3 Teen programs and meetings with 16 people

March 41 Adult programs and meetings with 374 people
 18 Juvenile programs and meetings with 337 people
 3 Teen programs and meetings with 18 people

INTERLIBRARY LOAN

| | | | |
|--------------------------|-------|-------|-------|
| Material Borrowed | 877 | 670 | 697 |
| Material Loaned | 718 | 677 | 710 |
| Total | 1,595 | 1,347 | 1,407 |

| | | | |
|-----------------------|-------|-------|---------|
| COMPUTER USAGE | 1,942 | 1,856 | ***1608 |
|-----------------------|-------|-------|---------|

*HISTORICAL ROOM (in storage while in temporary location)

| | | | |
|----------------------------|---|---|---|
| Visitors | 0 | 0 | 0 |
| Books Used | 0 | 0 | 0 |
| Reference Questions | 0 | 0 | 0 |

*The local history room is still boxed up, though staff have limited access.

*** New Cassie computers (for public use) were installed on 3/18/2019. Computer usage from 3/1 to 3/17 on the old Cassie computers was lost. Cassie computer usage is normally between 500 to 600 a month. March usage for the period 3/18 to 3/31 was only 244.

In no particular order:

1. Parking lot at 66 E. Fulton Street. Steve Smith agreed to do the work for free. The scope is: redesign the project, present the redesign to the Planning Board, put it out the bid and see us through construction. I have a call into Ferguson and Foss, the surveyors, to reset the pins at the back of the property line. And working with National Grid to remove the temporary electrical service.
2. No movement with the county on the Probation Building, but the staff is parking behind it.
3. Friday morning at 8am a contractor is coming out to replace a part in the chiller (part of the air conditioning system) and perform the spring start up.
4. Rozell East, the plumber, stopped out this week to perform some final punch list items and turn over the binders of product information and warranties. Other the disconnecting any hoses from the outside hose bibs, there is no maintenance or inspections to be done on the plumbing.
5. Curtis Lumber stopped out this week to install some missing window cranks. There are a few in Nicole's office that need the hardware swapped out. They will be following up with that.
6. The key fobs work now for access control. This is electronic access to some of the doors inside the building as well and the rear exterior doors and back gate. The back gate broke in a wind storm at the beginning of March. A new gate was ordered, but arrived to the installer broken. A replacement is on order. They will also see about fixing a hole in one of the panels of the dumpster enclosure.
7. In that same windstorm one of the globes from the front lights was lost. It has not yet turned up in a snow bank. I've reached out to the electrician to get ordering details so we can get a replacement and a spare or two. (There are two different sizes out front).
8. Quick grant update: I'm working on a report for the board meeting per the Plan of Service Committee's request, but this is what we have outstanding. \$100,000 from SHPO, ~\$100,000 from Division of Library Development, \$500,000 from Empire State Development.
9. Chair was picked up yesterday to be fixed.
10. Getting a quote to fix the bench that was torn.
11. Tempered glass half wall for the tree fort in the Youth Center is on order.
12. Department of Labor is investigating one of the subs of the general contractor, Bunkoff. I need more information, but we are directed to withhold about \$15,000 in payments to Bunkoff until the claim against the sub is resolved to the state's satisfaction. This could hold up closing out the SHPO grant.
13. Lisa Buggeln with assistance from Betsy and I is working on the recognition plaques, naming opportunities signs and permanent room signs.
14. The roof as not leaked recently.
15. We still owe the contractors:
 - a. Bunkoff GC - \$40,000 (includes the \$15,000 in 12.)
 - b. Mazone Plumbing and Heating - \$18,438
 - c. Rozell East (Plumbing) - \$18,310
 - d. SRI (sprinkler) - \$6,712.80
 - e. DLC electric - \$31,292
 - f. Furniture – just small things and add ons: ~\$1,000Total: \$115,752.80