



Gloversville Public Library
Meeting of the Board of Trustees
34 WEST Fulton Street
August 15, 2017
6:30pm

Pledge to the Flag
Public Comment
Oath of Office

1. Accept minutes of the Organizational and regular July 2017 meetings
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
Report by UW Marx, Construction Manager
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
Account Clerk/Typist
Library Clerk
Library Assistant
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: Annual meeting September 19, 2017 6:30 pm followed by monthly board meeting



Draft Minutes of the Organizational Meeting of the Gloversville Public Library July 18, 2017

The Organizational Meeting of the Gloversville Public Library was held on July 18, 2017 at 6:30 P.M. in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York.

The following, having been elected by the voters of the Gloversville Enlarged School District, were in attendance: Lisa Buggeln, Christine Pesses, Craig Clark, Merry Dunn Brown, Frank Carangelo, Robin Lair and Jay Ephraim. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, Jean LaPorta, President of the Friends of the Gloversville Public Library and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Elizabeth Batchelor and Brian Mazza were excused from the meeting.

Barbara Madonna
Library Director

Mr. Frank, acting as temporary chairman of the meeting, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Frank, a notary public, administered the Oath of Office to the newly-elected trustees, Christine Pesses, who was elected to a five-year term, Frank Carangelo, who was elected to a five year term and Craig Clark, who was elected to a three year term.

2017-2018
Board of Trustees

Mr. Frank asked for nominations for the position of President of the Board of Trustees. Mr. Ephraim nominated Mrs. Pesses for the position of President of the Board of Trustees. Ms. Dunn Brown seconded the nomination for the position of President. Hearing no other nominations, Mr. Frank called for a vote for the office of President. This was approved all voting aye. At this point in the meeting Mrs. Pesses began presiding. The following Trustees were nominated to the other respective officer positions and were approved as follows: Mrs. Lair nominated Ms. Dunn Brown for the position of Vice President. Mrs. Buggeln seconded this nomination and it was approved all voting aye. Mrs. Pesses nominated Mr. Clark for the position of Vice President of Finance. Mrs. Lair seconded this nomination and it was approved all voting aye. Mrs. Lair nominated Mrs. Buggeln for the position of Secretary. Ms. Dunn Brown seconded this nomination and it was approved all voting aye.

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Mrs. Pesses presented the following items to the Trustees for review:

Frank Carangelo

1. Contract with Library Director

Motion to renew the contract with Ms. Barbara Madonna for the position as Library Director for the 2017-2018 fiscal year.

Motion to set compensation for Ms. Barbara Madonna at \$64,000 for the 2017-2018 fiscal year.

Craig Clark

2. Contract with Treasurer and Recording Secretary

Motion to renew the contract with Michael J. Frank as Treasurer and Recording Secretary for the 2017-2018 fiscal year.

Jay Ephraim

Motion to set compensation for Michael J. Frank at \$8,400 for the 2017-2018 fiscal year.

Robin Lair

3. Set Regular Meeting Time and Date

Motion to set the third Tuesday of the month at 6:30 PM as the regular meeting time and date.

Brian Mazza

4. Set Bank of Record

Motion to declare National Bank and Trust Company (NBT) as the Gloversville Public Library's bank of record for the fiscal year 2017-2018.

Christine Pesses

Motion to authorize the President, Vice President, Vice President of Finance, Treasurer and Secretary to be signatories on the bank accounts at NBT for the Gloversville Public Library.

Motion to authorize Michael J. Frank, Treasurer to be the primary signer on all checks and withdrawals on the Library's bank accounts with the provision that all checks and withdrawals be cosigned by an officer.

Motion to allow business with other banking institutions with board approval.

5. Set Newspaper of Record

Motion to declare the Leader-Herald as the newspaper of record for the Gloversville Public Library. All legal notices and notices of meetings will be in the Leader-Herald.

6. Set Insurance Agency

Motion to declare NBT Insurance Agency to be the insurance agent for the Gloversville Public Library for the following types of coverage: Director and Officer's Liability policy, Fine Arts policy, Commercial policy, General Liability policy, Disability policy, Umbrella policy and Builder's Risk policy. To declare New York State Public Entities Safety Group 497 the insurance agent for the Library Workman's Compensation policy. To declare the First Nonprofit Companies the administrator for the Library's Unemployment insurance. To declare Jaeger & Flynn the administrator for the Library's Health Insurance policy.

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58 East Fulton Street, Gloversville, New York 12078

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

7. Indemnification of Library Trustees

Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.

8. Set Date of Gloversville Public Library Vote

Motion to declare the 1st Tuesday in May 2018, May 1st, as the date for the Gloversville Public Library vote.

Mrs. Lair made a motion, seconded by Mr. Clark, to approve items 1 through 8 above. This was approved all voting aye.

Ms. Dunn Brown made a motion, seconded by Mrs. Lair, to have Mr. Clark and Ms. Batchelor represent the Library as our liaisons to the Gloversville Library Foundation Board for the fiscal year ending June 30, 2018. This was approved all voting aye.

Mrs. Pesses appointed the following Trustees to fill the Committee Chair positions:

Executive Committee – The Officers (President, VP, VP of Finance and Secretary)

Budget, Finance and Audit – Mr. Clark

Building and Grounds – To be determined

Personnel – Mrs. Lair

Public Relations – To be determined

Programming – Ms. Dunn Brown

ADHOC Policy Committee – Mrs. Buggeln

Ms. Dunn Brown made a motion, seconded by Mr. Carangelo, to close the Library on all Federal Holidays and to close the Library on Saturday December 23rd and Saturday December 30th and to close the Library on the Wednesday before Thanksgiving at 1:00 PM. This was approved all voting aye.

Mrs. Buggeln made a motion, seconded by Mrs. Lair, to designate the Library Director to be the appointing authority for Civil Service employment actions. This was approved all voting aye.

Mr. Clark made a motion to appoint John Blackmon of Gloversville as the Library's Claims Auditor for the Budget Year 2017-2018. This motion was seconded by Mrs. Lair and approved all voting aye.

Mr. Clark made a motion, seconded by Ms. Dunn Brown to adjourn the meeting at 6:45 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary



Barbara Madonna
Library Director

2017-2018
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

July 18, 2017

The Gloversville Public Library Board of Trustees held a meeting on July 18, 2017 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:45 P.M. immediately following the Organizational Meeting.

The following trustees were present: Lisa Buggeln, Craig Clark, Frank Carangelo, Robin Lair, Merry Dunn Brown, Jay Ephraim, and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, Jean LaPorta, President of the Friends of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Brian Mazza and Elizabeth Batchelor were excused from 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 at this point.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on June 20, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Lair, 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 June 2017 and the twelve month period ending June 30, 2017. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$32,500 from last year due primarily to the increase in the Tax Levy. This was partially offset by lower income from the Gloversville Library Foundation as planned as the Foundation is holding back funds to pay for borrowing costs related to the Master Renovation Plan. Expenses this year are up approximately \$32,900 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016 to help to keep up with cost of living increases due to the State continuing to raise the minimum wage and higher pension costs in the current year. The Computer and Automation line is also up from last year due to new computers purchased for the Children's Room. These increases were partially offset by lower utilities due to a change in our provider. Mr. Frank informed the Trustees that our Income Cash balance was up approximately \$30,000 from the end of the prior fiscal year due mainly to expenses coming in below budget. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Lair, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for July 2017 numbered 968 through 1000 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mr. Clark made a motion, seconded by Mrs. Lair, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mrs. LaPorta informed the Trustees that the Friends had helped the Library Staff with the Library's Ice Cream Social last Friday. Mrs. LaPorta reported that the Friends made approximately \$1,000 on their barbecue that was held on May 19, 2017. Mrs. LaPorta also reported that The Friends will also be having their ice cream fundraiser at the Perfect Scoop in Mecum from August 14th to 16th. Mrs. LaPorta also informed the Trustees that the Friends will be serving apple crisp at the Library on Friday August 18, 2017. Mrs. LaPorta also reminded the Trustees that the next Friend's Newsletter would be out in August. Mrs. LaPorta also informed the Trustees that the Friends really appreciate the publicity that the Library Staff does for their organization.

Ms. Madonna informed the Trustees that the fencing around the Library construction site is being put up this week and that the asbestos abatement is posted and they are working on the removal. Ms. Madonna also informed the Trustees that the new sanitation line was installed in the basement and tested and that the drilling for the elevator pit is scheduled for next week. Ms. Madonna also informed the Trustees that the grant for the elevator has been extended to September.

Mrs. Pesses informed the Trustees that the Steering Committee would be continuing to meet but on a lower key than in the time leading up to the start of construction.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee had not met since the last Trustee's meeting.

Mrs. Pesses informed the Trustees that she wrote a letter to the County Supervisors about the lack of response from Civil Service when we have applied for a list of possible candidates to fill Library positions. A part time library clerk list has been received and Ms. Madonna was informed that the account clerk position that we wish to fill is a noncompetitive position because of how few hours per week we need. Ms. Madonna also informed the Trustees that she received a draft copy of the Library Assistant position from Civil Service today.

Ms. Madonna distributed a list of the programming scheduled for the Library for July and August and Ms. Dunn Brown informed the Trustees that programs at the Library are going well and are being well attended.

Mr. Ephraim informed the Trustees that the Public Relations Committee had been promoting the Library's move and that as soon as some construction pictures are available they will be used in promoting the renovation project. Mr. Ephraim also informed the Trustees that at the next meeting of the PR Committee on August 4th the focus of the meeting will be on the Grant money received for Advocacy for the Library.

Ms. Madonna distributed Advocacy Flashcards to the Trustees to be used when talking about the Library.

Mrs. Pesses reminded the Trustees that a Trustee training session would be held tomorrow evening July 19th at 6:30 PM at the Library's temporary location. Mrs. Pesses also asked the Trustees to be thinking about what various groups might like to see the Library doing to be more involved with the Community. Mrs. Pesses also reminded the Trustees that we need to be thinking of other sources of funding for the Library as our budget will be increasing when we move back into the Library building with the additional staffing that will be needed.

Mrs. Pesses informed the Trustees that Rick Ruby had approached her about a Charity Concert to benefit the Library to be done by the Caroga Lake Music Festival at 6:30 PM on August 17th at the Concordia Club Pavilion. Mrs. Pesses suggested that if any of the Board members know Rick that she would appreciate them thanking him for thinking of the Library.

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

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Mrs. Lair informed the Trustees that she and Ms. Batchelor had attended a City Focus Group meeting and that one of the main topics was to develop a more residential downtown for the City of Gloversville. Mr. Ephraim reviewed his joys of working with the Board of Trustees over his time on the Board and also his love of libraries and his feelings of their importance in today's world. Mr. Ephraim informed the Trustees that he will be moving to Saratoga Springs soon and will need to resign from the Board at that time.

Mrs. Buggeln made a motion to adjourn the meeting at 7:55 PM. This motion was seconded by Mr. Clark and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on August 15, 2017 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JULY 2017

	<u>Budget July 1, 2017 to June 30, 2018</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	\$393,695.00	\$0.00	\$0.00	\$0.00	\$393,695.00
Investment Income	200.00	13.37	13.37	5.39	186.63
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	64,000.00	64,000.00	11,430.13	0.00
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	745.00	745.00	175.00	4,255.00
Government Affiliations	7,000.00	0.00	0.00	0.00	7,000.00
Fines & Miscellaneous Income	10,800.00	658.50	658.50	1,507.79	10,141.50
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL RECEIPTS	<u>\$490,695.00</u>	<u>\$65,416.87</u>	<u>\$65,416.87</u>	<u>\$13,118.31</u>	<u>\$425,278.13</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on July 1, 2017	<u>\$350,517.67</u>				
Plus: Receipts Per Report	65,416.87				
Less: Expenses Per Report	<u>39,286.30</u>				
Income Cash Balance on July 31, 2017	<u><u>376,648.24</u></u>				
Accounts Payable as of 07/31/17	12,055.50				
Prepaid Expenses as of 07/31/17	<u>0.00</u>				
Actual Cash Balance on July 31, 2017	<u><u>\$388,703.74</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 July 1, 2017	\$10,259.27
Plus: Receipts:	
Interest on Money Market Account	0.25
Less: Paid Outs:	
None	<u>0.00</u>
Balance on July 31, 2017	<u><u>\$10,259.52</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on July 1, 2017	\$1,044,037.42
Plus: Receipts:	
Interest Earned	17.63
Transfer from Capital Campaign	0.00
Less: Paid Outs:	
Fulton County Center for Regional Growth == August 2017 Rent	5,000.00
National Grid - Temporary Service 66 E. Fulton Street	801.00
Liberty Mutual Insurance - Builder's Risk Ins	<u>20,008.00</u>
Balance on July 31, 2017	<u><u>\$1,018,246.05</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on July 1, 2017	\$62.04
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on July 31, 2017	<u><u>\$62.04</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JULY 2017

	Budget July 1, 2017 to June 30, 2018	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$194,856.00	\$ 16,238.00	\$ 16,238.00	\$ 15,585.98	\$178,618.00
Salaries - Part Time Employees	78,148.00	3,043.75	3,043.75	2,572.64	75,104.25
Salaries - Custodians	26,781.00	2,231.76	2,231.76	2,125.60	24,549.24
F I C A & Medicare Tax	22,933.00	1,632.55	1,632.55	1,551.76	21,300.45
Unemployment Insurance	725.00	177.75	177.75	171.25	547.25
Disability Insurance	500.00	197.70	197.70	197.70	302.30
Medical Insurance & Reimbursements	44,017.00	4,379.55	4,379.55	1,788.45	39,637.45
Pension Expense	30,222.00	0.00	0.00	0.00	30,222.00
Heat	0.00	0.00	0.00	0.00	0.00
Electricity	0.00	0.00	0.00	0.00	0.00
Rent	25,000.00	0.00	0.00	0.00	25,000.00
Telephone	3,000.00	237.18	237.18	233.92	2,762.82
Insurance	13,500.00	5,745.58	5,745.58	5,871.96	7,754.42
Books, Periodicals, etc.	46,500.00	3,093.98	3,093.98	2,750.60	43,406.02
Computer & Automation Services	16,000.00	20.00	20.00	20.00	15,980.00
Library, Building & Office Supplies	10,000.00	469.51	469.51	852.28	9,530.49
Maintenance & Repairs	4,000.00	8.99	8.99	0.00	3,991.01
Treasurer & Recording Secretary	8,400.00	700.00	700.00	700.00	7,700.00
Professional Fees	5,500.00	0.00	0.00	0.00	5,500.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	0.00	0.00	0.00	3,000.00
Events & Programming	3,000.00	900.00	900.00	623.00	2,100.00
Promotion Expense	4,000.00	0.00	0.00	0.00	4,000.00
General Expense	2,000.00	210.00	210.00	204.17	1,790.00
TOTAL EXPENSE	<u><u>\$543,082.00</u></u>	<u><u>\$39,286.30</u></u>	<u><u>\$39,286.30</u></u>	<u><u>\$35,249.31</u></u>	<u><u>\$503,795.70</u></u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

JULY 2017

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,377.98)	\$750.99	FICA & Medicare Expense
			1,626.99	Payroll
5421		Gloversville Public Library	7,257.43	Payroll
5422	968	Barbara J. Madonna	541.55	Petty Cash
5423	969	Frontier Communications	237.18	Telephone
5424	970	National Grid (188.64)	46.52	Heat
			142.12	Electric
5425	971	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5426	972	Baker & Taylor Books	142.89	Books
5427	973	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5428	974	United Healthcare	29.75	Medical Insurance
5429	975	M V P Health Care, Inc.	1,937.80	Medical Insurance
5430	976	Business Card (912.47)	61.88	Computer & Automation
			500.29	Office Expense
			(9.70)	Maintenance & Repairs
			360.00	Promotion Expense
5431	977	Johnstown Public Library	29.20	Fines, etc.
5432	978	Schenectady County Public Library	45.52	Fines, etc.
5433	979	Derby Office Equipment, Inc.	67.98	Library Supplies
5434	980	Kathryn McCary	420.00	Professional Fees
5435	981	The Leader-Herald (423.93)	381.45	Promotion Expense
			42.48	Election Expense
5436	982	Unique Management Services, Inc.	53.70	G/E - Collection Expense
5437	983	Palmateer Trucking & Container Service	832.00	Maintenance & Repairs
5438	984	Audio Editions	229.15	A/V - DVDs
5439	985	Bash Parties	450.00	Events & Programming
5440	986	First Nonprofit Unemployment Program (427.75)	250.00	Cash Reserve
			177.75	Unemployment Insurance
5441	987	Glatfelter Brokerage Services	337.50	Insurance - Worker's Comp.
5442	988	Hydro-Test Sales & Service	108.00	Maintenance & Repairs
5443	989	Ira Marcks	450.00	Events & Programming
5444	990	Mohawk Valley Library System	825.91	Computer & Automation
5445	991	David Engel	450.00	Events & Programming
5446	992	Rooney Sign & Graphics Co.	450.00	Maintenance & Repairs
5447	993	Scott Murawski	250.00	Events & Programming
5448	994	Quill Corporation	121.98	Library Supplies
5449	995	Destroyer Escort Historical Museum	75.00	Events & Programming
5450	996	Waldo	269.22	Data Base
5451	997	Demco	18.24	Library Supplies
5452		Gloversville Public Library	8,520.38	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	432.06	Pension - Withholdings
DM		E F T NYS Tax Department	873.80	Payroll
DM		E F T United States Treasury (2,836.12)	881.56	FICA & Medicare Expense
			1,954.56	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	503.95	Medical Insurance
		CHECK AND EFT PAID OUTS - JULY 2017	<u>34,645.62</u>	
		PETTY CASH PAID OUTS - JULY 2017		
		Newspapers (Books)	435.75	
		Maintenance & Repairs	<u>8.99</u>	
		TOTAL JULY 2017 PAID OUTS	<u>\$35,090.36</u>	
		Plus: Prepaid Expenses	10,593.86	
		Less: Accounts Payable	(5,606.37)	
		Less: Cash Reserve	(250.00)	
		Less: Petty Cash Check	<u>(541.55)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$39,286.30</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of July 1, 2017		\$1,005.75
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 July 31, 2017		\$1,005.75

STEWART'S GRANT

Balance as of July 1, 2017		\$567.75
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 July 31, 2017		\$567.75

ADVOCACY GRANT

Balance as of July 1, 2017		\$1,350.00
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 July 31, 2017		\$1,350.00

WORKFORCE LITERACY GRANT

Balance as of July 1, 2017		\$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 July 31, 2017		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of July 1, 2017		\$4,425.00
Appropriation Provided For In 2017-2018 Budget		4,500.00
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 July 31, 2017		\$8,925.00

RESTORATION FUNDS RECONCILEMENT

Balance as of July 1, 2017		\$4,149.18
Funds Received - Garage Sale		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Restoration Funds Left at July 31, 2017		\$4,149.18



Gloversville Public Library
Children's Room Report: July 2017
Sally Fancher – Head of Children's Services

The premier of Travelling Story Hour at the Fulton County Museum was on July 6th. We had 41 kids and their grown-ups. This was a great first venue. Marion Viglione opened the museum a little early so that we could get settled and she had staff available so the Story Hour patrons could visit the exhibits after the event. This is a great partnership for the Library, and was a great opening event.

Our visit to Brighter Futures Learning Center had no specific topic for July, we just had fun with whales in bathtubs, cows that say "meow" and bears in a band. The enrollment for this program has increased and we have over a dozen kids in each group. The teachers for this program also a making good use of the story time kits and easy reader non-fiction books.

July 12th programming consisted of two "Cake Bashes", one for kids and one for adults. During this is program patrons were guided by a professional cake decorator in the creation of gingerbread houses. We originally had planned for two 12-person programs, but as the waiting list grew, this changed. Nicole contacted the provider and we added more slots for both sessions. We called all who signed up and reminded them the day before the event and had a full house of kids making gingerbread cottages. I have found that sign-up for children's events is best done in person, rather than using the online Eventkeeper registration software. This allows staff to get the best contact number for reminders, and also to answer questions that relate to age appropriateness, which may alter the decision to register.

Travelling Story Hour at the Mohawk Harvest Co-op on July 13th went very well. We had 29 kids and parents along with some curious onlookers. Many patrons returned, passport in hand, to get another sticker to mark their attendance at Story Hour. Several families stayed at the Co-op after the event and purchased items to take home. Co-op staff members were very accommodating and even brought a beautiful piece of cloth to use as a floor cover.

The July Ice Cream Social was a fine success. We had to move the venue from the Trail Station Park to the Library due to threat of thunder storms. E-mails, face book posts and a messenger to the park were all dispatched to alert people of the change. The Friends of the Library volunteered as "scoopers" and we had an information table set up to promote Summer Reading.

On July 19th the Museum of Innovation and Science (MiSci) gave a presentation on "Dry Ice". The kids were able to participate in the experiments and asked some very good questions. There were 31 in attendance. We had decided to not have a pre-registration, as this has caused problems in the past. Specifically, people register and then do not show up, then there is not enough time to call people on the waiting list. We anticipate following the same procedure for the August MiSci events.

Travelling Story Hour went to the Post Office on the 20th. The attendees were able to make their own postcards and mail them to that someone special. The Post Office staff also provided postal service theme activity books for the children. We all enjoyed the cool air and marble walls on this hot day.

July 26 was the "Hands-on Nature" program with local naturalist and author, Anita Sanchez. We had another great attendance day with 30 parents and kids learning about animal builders. Participants were able to see and hold all manner of shells, skulls, nests, teeth etc. The event included having the children use pinecones and wool to create a box of nest supplies for birds.

Our Travelling Story Hour needed to be re-located on the 27th due to the weather. With the coordination of notices on Facebook, the Library website and WENT, the message got out. We had over 3 dozen in attendance and enjoyed some great stories and made sea worthy boats!

After each of the Travelling Story Hour events families returned to the Library to check out books, use the computers and play together. During this time we promoted upcoming events and encouraged summer reading.

Our local Salvation Army Day Camp has graced us with their presence twice this month. Counselors and kids enjoyed the Children's Room and its activities on some very rainy days. We are very pleased to know that local agencies think of us when they are looking for an educational place for an outing, and that the kids are happy and comfortable in the Library.

Overall, the Summer Reading program is doing well and we are getting the word out about all of our Library services while we engage with the families. Many are very excited about our return to the Carnegie building.



I was on vacation for a week of July and we were closed in observance of July 4th so the month was shorter than normal.

The Summer Program in the Adult Department is going well. To date, over **45** of teens and adults have signed up to participate in the reading portion. Registration earns the participant a raffle ticket. Reading books earns you one raffle ticket per title. Submitting a review of the books you read earns you a raffle ticket. Reading a book related to the summer theme of "Build a Better World" earns you *another* raffle ticket. Raffle prizes will be drawn on August 18 during the Apple Crisp event and include: \$50 ACE Hardware gift card, \$20 Chamber Check, \$20 NY Lunch gift certificate, \$10 Cravings Bakery gift certificate, \$10 Pizza Joint gift certificate, and themed tote bags.

Adult programs for July included the monthly book discussion, Sally's monthly visit to Fulton Center for Rehabilitation, a presentation by a representative of the USS Slater floating museum in Albany, an adult version of the gingerbread cottage program, a Comic Jam - a 3 hour hands-on workshop of drawing comics for teens and adult, and Cd scratch art for the monthly craft program.

With all of the paperwork submitted to the New York State office of Parks, Recreation and Historic Preservation, Bunkoff General Contractors and Mazone Plumbing and Heating were able to mobilize. Site fencing was erected, radiators were removed from the first floor, abatement of the asbestos and removal boiler began. Rozell East continued working on the installation of the new sanitation line in the basement.

Nicole and I also worked with the architect to select carpet. We are working through all of the IT drawings to verify data drops and understand how the IT work coordinates with the phone system. We have met with a representative at Frontier to talk about options for the new phone system. We also need to work out all of the computer equipment; what we own, how old it is, what needs to be replaced, how many new staff stations we will have that need computers. This doesn't even touch on electronics such as projectors, smartboard type technology, gaming, or video creation equipment for the meeting rooms and Youth Center.

The staff has already starting thinking about programming for the new space. And Nicole and I are working on staffing. We have drafted an ad for the Account Clerk/Typist position. We have submitted the paperwork to provisionally appoint Sally to Library Assistant and await the test announcement. We are working with Civil Service to create a Senior Library Clerk position and have a new list for the part-time Library Clerk opening.

Work continues with Wade Abbott from MVLS and the PR Committee to expand our current PR practices and create new ones.

Meetings

July 5 th	Tom Mittler, HuSoft Solutions
July 6 th	Michael Frank
July 17 th	Wade Abbott, MVLS
July 18 th	1) PR Committee meeting 2) Chris Pesses 3) Chris Hopf 4) Board of Trustees meeting
July 20 th	Visit to Butler Rowland Mays Architects with Nicole Hauser
July 18 th	Contractor's meeting

Statistics for July 2017 are as follows (figures in parentheses are comparable figures for 2016)

	2017	2016
VISITORS	6,114	(7,431)

CIRCULATION

Adult Circulation	1,867	(2,105)
Teen Circulation	162	(284)
Juvenile Circulation	1,134	(1,266)
Audiobooks	281	(273)
eBooks	331	(256)
Music	29	(11)
Periodicals	52	(117)
Videos	1,377	(1,226)
Museum Passes	5	(4)
Subtotal	<u>5,238</u>	<u>(5,542)</u>
In-House Use		
Adult	45	(101)
Juvenile	142	(140)
Other Materials	1,195	(1,164)
Subtotal	<u>1,382</u>	<u>(1,405)</u>
Total Circulation	6,620	(6,947)

REFERENCE QUESTIONS	149	(225)
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MEETINGS/PROGRAMS/OUTREACH

15 Adult programs and meetings with 94 people	(24 Adult programs/meetings with 170 people)
10 Juvenile programs and meetings with 294 people	(21 Juvenile programs with 548 children)
0 Teen programs and meetings with 0 people	(6 Teen programs with 35 people)

INTERLIBRARY LOAN

Material Borrowed	683	(604)
Material Loaned	857	(637)
Total	<u>1,540</u>	<u>(1,241)</u>

COMPUTER USAGE	1,579	(2,564)
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HISTORICAL ROOM

Temporarily Closed

Visitors	-	(3)
Books Used	-	(12)
Reference Questions	-	(3)

Statistics for May, June and July 2017 are as follows:

	May	June	July
VISITORS	6,593	6,072	6,114
CIRCULATION			
Adult Circulation	1,745	2,103	1,867
Teen Circulation	109	93	162
Juvenile Circulation	1,099	1,051	1,134
Audiobooks	303	118	281
eBooks	289	312	331
Music	20	36	29
Periodicals	121	25	52
Videos	1,450	1,294	1,377
Museum Passes	2	5	5
Subtotal	5,138	5,037	5,238
In-House Use			
Adult	45	39	45
Juvenile	138	116	142
Other Materials	1,345	1,195	1,195
Subtotal	1,528	1,350	1,382
Total Circulation	6,666	6,387	6,620

REFERENCE QUESTIONS	161	207	149
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MEETINGS/PROGRAMS/OUTREACH

May 32 Adult programs and meetings with 276 people
 12 Juvenile programs and meetings with 900 people
 2 Teen programs and meetings with 6 people

June 28 Adult programs and meetings with 237 people
 10 Juvenile programs and meetings with 564 people
 0 Teen programs and meetings with 0 people

July 15 Adult programs and meetings with 94 people
 10 Juvenile programs and meetings with 294 people
 0 Teen programs and meetings with 0 people

INTERLIBRARY LOAN

Material Borrowed	576	600	683
Material Loaned	848	825	857
Total	1,424	1,425	1,540

COMPUTER USAGE	1422**	1584**	1579**
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HISTORICAL ROOM (in storage while in temporary location)

Visitors		0	0
Books Used			
Reference Questions			

* Closed for 2 weeks

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