



Gloversville Public Library
Meeting of the Board of Trustees
34 WEST Fulton Street
August 21, 2018
6:30pm

Pledge to the Flag
Public Comment

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

Next Meeting: September 18, 2018, Annual and regular meetings



Draft Minutes of the Organizational Meeting of the Gloversville Public Library

July 17, 2018

The Organizational Meeting of the Gloversville Public Library was held on July 17, 2018 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, Susan Shrader, Charles Reed, Elizabeth Batchelor and Christian Rohrs. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, and Virginia Mazur, representing the Friends of the Gloversville Public Library, also attended the meeting.

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, Susan Shrader, who was elected to a five-year term, Christian Rohrs, who was elected to a one-year term and Charles Reed, who was elected to a one-year term. Barbara Madonna, Library Election Clerk, and Michael Frank, Library Treasurer, were also sworn into office.

Mr. Frank asked for nominations for the position of President of the Board of Trustees. Ms. Dunn Brown nominated Mrs. Pesses for the position of President of the Board of Trustees. Ms. Batchelor 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 with Mrs. Pesses abstaining. 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: Ms. Batchelor nominated Ms. Dunn Brown for the position of Vice President. Mrs. Buggeln seconded this nomination and it was approved all voting aye. Mr. Reed nominated Mr. Clark for the position of Vice President of Finance. Mrs. Buggeln seconded this nomination and it was approved all voting aye. Ms. Dunn Brown nominated Mrs. Buggeln for the position of Secretary. Ms. Batchelor seconded this nomination and it was approved all voting aye.

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

3. Contract with Library Director

Motion to renew the contract with Ms. Barbara Madonna for the position as Library Director for the 2018-2019 fiscal year.

Motion to set compensation for Ms. Barbara Madonna at \$66,000 for the 2018-2019 fiscal year.

4. Contract with Treasurer and Recording Secretary

Motion to renew the contract with Michael J. Frank as Treasurer and Recording Secretary for the 2018-2019 fiscal year.

Motion to set compensation for Michael J. Frank at \$8,600 for the 2018-2019 fiscal year.

5. 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.

6. 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 2018-2019.

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.

7. 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.

8. 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.

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 Schrader

9. 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.

10. Set Date of Gloversville Public Library Vote

Motion to declare the 1st Tuesday in May 2019, May 7th, as the date for the Gloversville Public Library vote.

Mrs. Buggeln made a motion, seconded by Mr. Reed, to approve items 3 through 10 above. This was approved all voting aye.

Mrs. Pesses made a motion, seconded by Mr. Rohrs, 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, 2019. 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 – Mr. Carangelo

Personnel – Mrs. Buggeln

Public Relations – Ms. Dunn Brown

Programming – Mr. Reed

ADHOC Policy Committee – Mrs. Buggeln

Mrs. Buggeln made a motion, seconded by Ms. Dunn Brown, to close the Library on all Federal Holidays and to close the Library on the day before Thanksgiving, Christmas and New Year's Day at 1:00 PM. This was approved all voting aye.

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

Mr. Rohrs made a motion to appoint John Blackmon of Gloversville as the Library's Claims Auditor for the Budget Year 2018-2019. This motion was seconded by Mr. Carangelo and approved all voting aye.

Mrs. Buggeln made a motion, seconded by Ms. Dunn Brown to adjourn the meeting at 6:53 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary



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 Schrader

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

July 17, 2018

The Gloversville Public Library Board of Trustees held a meeting on July 17, 2018 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:55 P.M. immediately following the Organizational Meeting.

The following trustees were present: Christine Pesses, Frank Carangelo, Elizabeth Batchelor, Lisa Buggeln, Charles Reed, Christian Rohrs, Merry Dunn Brown, Craig Clark and Susan Shrader. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, and Virginia Mazur, representing the Friends of the Gloversville Public Library, also attended the meeting.

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

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

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on June 19, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Shrader made a motion, seconded by Mr. Rohrs, to approve the minutes of the meeting of June 19, 2018 as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of June 2018 and the twelve-month period ending June 30, 2018. Mr. Frank informed the Trustees that our income for the twelve-month period is up approximately \$44,900 from the same period of last year due primarily to the additional \$50,000 paid to the Library by the Gloversville Library Foundation in June to help cover operating expenses. Lower Fines and Miscellaneous Income offset some of the additional funds received from the Gloversville Library Foundation. Fine Income is down approximately \$1,000 and Miscellaneous Income is down approximately \$4,200 due to the extra income from the garage sale last year. Expenses for this year-to-date are up approximately \$5,300 from the same period of last year primarily due to the higher salary expense and related payroll taxes related to raises given to the employees effective July 1, 2017 and the rent expense for the temporary location being offset by lower Library Supplies, lower Utilities Expense, lower Maintenance and Repairs, lower Computer and Automation Expense, and lower General Expense. The lower Computer and Automation Expense is due to the new Children's Room computers that were purchased in the fiscal year ending June 30, 2017. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Reed made a motion, seconded by Mrs. Buggeln, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for June 2018 numbered 1388 through 1423 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. Rohrs made a motion, seconded by Ms. Dunn Brown, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This motion was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation needed to draw on their Line of Credit with NBT Bank in July 2018, \$305,000 to pass up to the Library to cover Construction Bills that needed to be paid in July 2018. This draw on their Line of Credit brings the outstanding amount up to \$2,005,000. The Foundation also approved giving the Library \$300,000 of Principal Cash from their Money Market Account for Construction Costs and \$50,000 was passed up by the Foundation from the Capital Campaign Account.

Mrs. Mazur informed the Trustees that The Friends of the Gloversville Public Library's ice cream social last Friday was fairly well attended despite the heat. Mrs. Mazur informed the Trustees that any articles for the Friend's newsletter need to be in by July 23, 2018. Mrs. Mazur also informed the Trustees that the Friend's Annual Meeting will be held on September 6, 2018 and that the week of October 21st thru the 27th is National Friends Week.

Ms. Batchelor informed the Trustees that the building project is coming along well and that the sheetrock is done. The last meeting with the construction group was on July 6th and another will be held this Friday.

Ms. Buggeln informed the Trustees that the AD HOC Steering Committee would be meeting tomorrow for an update on the project and funding concerns related to the timing of the receipt of the funds from the various grants awarded to the Library for the renovation work. Mrs. Buggeln also informed the Trustees that a brochure is being prepared for the Grand Opening which will include a map of the various areas in the renovated Library Building.

Mrs. Buggeln presented the following policies for the second reading: The Donor Recognition Policy, The Computer and Internet Policy and The Tutoring Policy. Mr. Rohrs made a motion, seconded by Mr. Clark, to approve the Donor Recognition Policy with the minor changes as noted. This was approved all voting aye. Ms. Dunn Brown made a motion, seconded by Mr. Carangelo, to approve the Computer and Internet Policy with the minor changes as noted. This was approved all voting aye. Mr. Reed made a motion, seconded by Mrs. Shrader, to approve the Tutoring Policy as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that the Civil Service list had been received and that she and Mrs. Hauser need to get interviews scheduled and get people hired to fill the four positions approved by the Board.

Mrs. Hauser informed the Trustees that 47 people had attended the Ice Cream Social as previously reported by Mrs. Mazur and that on Thursday a trio from the Caroga Lake Music Fest will be performing at the Library.

Ms. Dunn Brown informed the Trustees that everyone is looking forward to the Grand Reopening of the Library Building and that several Advocacy Events are being planned. A schedule of the events was passed out for volunteer sign ups by the Trustees.

Ms. Madonna informed the Trustees that she had nothing else for the Director's report.

Mrs. Pesses informed the Trustees that work was being done on the Mission Statement for the Library and that at this point we were waiting for Wade Abbott's input from Mohawk Valley Library System.

Mr. Frank informed the Trustees that the Foundation had not met since the last Trustee's meeting but that he had met with Jeremiah Wood and Jill Thaisz from the Library Foundation and with Benjamin Ziskin from NBT Bank to review the possibilities that might exist for the balance of the funding for the Library renovation project.

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Hearing none, Mr. Carangelo made a motion to adjourn the meeting at 8:13 PM. This motion was seconded by Mrs. Shrader and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday August 21, 2018 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 2018

	<u>Budget July 1, 2018 to June 30, 2019</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$423,695.00	\$0.00	\$0.00	\$0.00	\$423,695.00
Investment Income	200.00	1.12	1.12	13.37	198.88
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	64,000.00	64,000.00	64,000.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	125.00	125.00	745.00	9,875.00
Government Affiliations	7,000.00	323.18	323.18	0.00	6,676.82
Fines & Miscellaneous Income	9,000.00	729.77	729.77	658.50	8,270.23
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>\$523,895.00</u>	<u>\$65,179.07</u>	<u>\$65,179.07</u>	<u>\$65,416.87</u>	<u>\$458,715.93</u>

	<u>Income Cash Reconcilement</u>
Income Cash Balance on July 1, 2018	<u>\$395,294.77</u>
Plus: Receipts Per Report	65,179.07
Less: Capital Expenditures - Furniture	2,809.90
Less: Expenses Per Report	<u>42,843.13</u>
Income Cash Balance on July 31, 2018	<u><u>414,820.81</u></u>
Accounts Payable as of 07/31/18	13,826.50
Prepaid Expenses as of 07/31/18	<u>0.00</u>
Actual Cash Balance on July 31, 2018*	<u><u>\$428,647.31</u></u>

*Note - Amount of Balance Loaned to Construction Account at 07/31/18 \$ 350,000.00

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, 2018	\$20,199.47
Plus: Receipts:	
Interest on Money Market Account	0.55
Transfer from Construction Account	0.00
Less: Paid Outs:	
National Grid - Library Building & Construction Hook Up	287.39
Frontier Communications - Tech Hookup for Contractors	59.99
Fulton County Center for Regional Growth - Rent	5,000.00
	<hr/>
Balance on July 31, 2018	<u><u>\$14,852.64</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on July 1, 2018	\$2,814.49
Plus: Receipts:	
Interest Earned	2.19
Grant Money Received	0.00
Campaign Funds from Library Foundation	50,000.00
Principal Cash from Foundation	300,000.00
Loan From Income Cash Account	0.00
Funds Borrowed By Foundation for Construction	305,000.00
Less: Paid Outs:	
Bunkoff General Contractors, Inc.	553,754.05
DLC Electric, LLC	34,985.65
Ryan Biggs Clark Davis	3,412.90
Mazone Plumbing & Heating, Inc.	12,269.73
Cardinal Landscape & Architecture	1,200.00
SRI Fire Sprinkler, LLC	14,677.50
U.W. Marx, Inc. - Construction Manager	30,000.00
Butler Rowland Mays Architects, LLP	7,133.60
	<hr/>
Balance on July 31, 2018	<u><u>\$383.25</u></u>

AMAZON SMILE SAVINGS ACCOUNT

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

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JULY 2018

	<u>Budget July 1, 2018 to June 30, 2019</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Unexpended Balance</u>
Salaries - Full Time Employees	\$197,581.00	\$ 16,404.66	\$ 16,404.66	\$ 16,238.00	\$181,176.34
Salaries - Part Time Employees	134,728.00	4,393.64	4,393.64	3,043.75	130,334.36
Salaries - Custodians	28,055.00	2,337.92	2,337.92	2,231.76	25,717.08
F I C A & Medicare Tax	27,568.00	1,756.69	1,756.69	1,632.55	25,811.31
Unemployment Insurance	725.00	179.00	179.00	177.75	546.00
Disability & Family Leave Insurance	1,200.00	377.73	377.73	197.70	822.27
Medical Insurance & Reimbursements	43,644.00	4,917.67	4,917.67	4,379.55	38,726.33
Worker's Compensation Insurance	3,400.00	3,129.62	3,129.62	3,357.49	270.38
Pension Expense	34,755.00	0.00	0.00	0.00	34,755.00
Heat	5,941.00	0.00	0.00	0.00	5,941.00
Electricity	5,530.00	0.00	0.00	0.00	5,530.00
Rent	0.00	0.00	0.00	0.00	0.00
Telephone	3,600.00	237.78	237.78	237.18	3,362.22
Insurance	11,600.00	2,882.40	2,882.40	2,388.09	8,717.60
Books, Periodicals, etc.	46,500.00	3,267.16	3,267.16	3,093.98	43,232.84
Computer & Automation Services	17,500.00	883.47	883.47	20.00	16,616.53
Library, Building & Office Supplies	13,000.00	1,027.94	1,027.94	469.51	11,972.06
Maintenance & Repairs	12,000.00	0.00	0.00	8.99	12,000.00
Treasurer & Recording Secretary	8,600.00	700.00	700.00	700.00	7,900.00
Professional Fees	8,000.00	0.00	0.00	0.00	8,000.00
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	5,500.00	40.28	40.28	900.00	5,459.72
Promotion Expense	4,500.00	90.50	90.50	0.00	4,409.50
General Expense	<u>2,000.00</u>	<u>216.67</u>	<u>216.67</u>	<u>210.00</u>	<u>1,783.33</u>
TOTAL EXPENSE	<u><u>\$619,927.00</u></u>	<u><u>\$42,843.13</u></u>	<u><u>\$42,843.13</u></u>	<u><u>\$39,286.30</u></u>	<u><u>\$577,083.87</u></u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

JULY 2018

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,312.70)	\$780.85	FICA & Medicare Expense
			1,531.85	Payroll
5759		Gloversville Public Library	7,737.39	Payroll
5760	1388	Barbara J. Madonna	436.12	Petty Cash
5761	1389	Frontier Communications	237.78	Telephone
5762	1390	Michael J. Frank (720.39)	700.00	Treasurer & Rec, Sec.
			20.39	A/P Office Supplies
5763	1391	Baker & Taylor Books	79.64	A/P Books
5764	1392	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5765	1393	M V P Health Care, Inc.	2,179.72	Medical Insurance
5766	1394	United Health Care	17.40	Medical Insurance
5767	1395	The Leader-Herald	20.00	A/P Promotion Expense
5768	1396	Unique Management Services, Inc.	35.80	A/P G/E - Collection Expense
5769	1397	Palmateer Trucking & Container Service	191.00	A/P Maintenance & Repairs
5770	1398	Blackstone Publishing,	297.67	A/P A/V - DVDs
5771	1399	Kathryn McCary	120.00	A/P Professional Fees
5772	1400	Quill Corporation (1,143.96)	547.47	Library Supplies
			532.99	A/P Library Supplies
			63.50	A/P Events & Programming
5773	1401	Linda Conroy	152.06	A/P Prof. Meetings & Travel
5774	1402	Lisa Russo	175.00	A/P Stewart's Grant
5775	1403	Sam Dvorak	100.00	A/P Events & Programming
5776	1404	Mohawk Valley Library System (2,838.37)	863.47	Computer & Automation
			23.00	Library Supplies
			1,951.90	Furn. & Equip. - Computers
5777	1405	Business Card (118.25)	20.00	Computer & Automation
			47.88	A/P Computer & Automation
			50.37	A/P Events & Programming
5778	1406	Derby Office Equipment, Inc.	42.50	Promotion Expense
5779	1407	Glatfelter Brokerage Services	313.60	Worker's Comp Insurance
5780	1408	Johnstown Public Library	32.40	Fines, etc.
5781	1409	First Nonprofit Unemployment Program (429.00)	250.00	Cash Reserve
			179.00	Unemployment Insurance
5782	1410	Center Point Large Print	51.04	Books
5783	1411	Empire Exhibits & Displays, Inc.	858.00	Furn. & Equip. - Display Cabinets
5784	1412	Whitney Radio Broadcasting, Inc.	85.00	Promotion Expense
5785		void		
5786		void		
5787		void		
5788		Gloversville Public Library	9,811.62	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	397.28	Pension - Withholdings
DM		E F T NYS Tax Department	914.30	Payroll
DM		E F T United States Treasury (2,883.68)	975.84	FICA & Medicare Expense
			1,907.84	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	558.23	Medical Insurance
		CHECK AND EFT PAID OUTS - JUNE 2018	36,108.44	
		PETTY CASH PAID OUTS - JUNE 2018		
		Library Supplies	10.00	
		Events & Programming	40.28	
		Newspapers (Books)	478.25	
		TOTAL JUNE 2018 PAID OUTS	\$36,636.97	
		Plus: Prepaid Expenses	\$11,657.88	
		Less: Accounts Payable	(1,711.30)	
		Less: Fines, etc.	(32.40)	
		Less: Stewart's Grant	(175.00)	
		Less: Promotion Rebate	(37.00)	
		Less: Furniture & Equipment	(2,809.90)	
		Less: Cash Reserve	(250.00)	
		Less: Petty Cash Check	(436.12)	
		NET TO BALANCE TO EXPENSES	\$42,843.13	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of July 1, 2018			\$920.47
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Lisa Russo	5774	Programming	175.00
Total Expenses			<u>175.00</u>
Balance of Grant Money Left at July 31, 2018			<u><u>\$745.47</u></u>

W G Y CHRISTMAS WISH GRANT

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

ADVOCACY GRANT

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

WORKFORCE LITERACY GRANT

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

APPROPRIATION FOR FUTURE AUDIT

Balance as of July 1, 2018			\$3,125.00
Appropriation Provided For In 2018-2019 Budget			6,000.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			<u>0.00</u>
Total Expenses			<u>0.00</u>
Balance of Appropriation Funds Left at July 31, 2018			<u><u>\$9,125.00</u></u>

RESTORATION FUNDS RECONCILEMENT

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

PARK TERRACE PTA - COLORTON

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

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
July 31, 2018

NBT BANK - GENERAL FUND CHECKING - Acct. No. 0151115619				
Balance Per Bank Statement				\$ 61,259.84
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
07/17/18	5764	The Paul Revere Life Insurance Company	278.54	
07/17/18	5765	MVP Health Care, Inc.	2,179.72	
07/17/18	5766	United Health Care	17.40	
07/17/18	5769	Palmateer Trucking & Container Service	191.00	
07/17/18	5780	Johnstown Public Library	32.40	
07/31/18	DM	NYS & Local Employees' Ret. System	397.28	
Total Outstanding Checks			<u>3,096.34</u>	
Other Items:				
None				<u>-</u>
BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS				<u>\$ 58,163.50</u>

NBT BANK - PAYROLL FUND CHECKING - Acct. No. 0151115606				
Balance Per Bank Statement				\$ 9,096.94
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
07/31/18	4713	Barbara J. Madonna	1,817.62	
07/31/18	4714	Nicole L. Hauser	1,237.97	
07/31/18	4715	Circe I. Johnson	949.85	
07/31/18	4716	Sally A. Fancher	1,055.74	
07/31/18	4717	Linda B. Conroy	975.13	
07/31/18	4719	Jameson M. Duross	863.65	
07/31/18	4721	Linda J. Callahan	135.20	
07/31/18	4722	Sally L. Ostrander	632.08	
07/31/18	4723	Kathy Van Volkenburg	119.21	
07/31/18	4724	Christine T. Prokopiak	310.43	
Total Outstanding Checks			<u>8,096.88</u>	
Other Items:				
Encoding Error Ck #4709 (Bank Fix 8/3/18)				<u>(0.06)</u>
BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS				<u>\$ 1,000.00</u>

NBT BANK - GENERAL FUND MONEY MARKET - Acct. No. 0181003996				
Balance Per Bank Statement				\$ 7,496.89
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				<u>\$ 7,496.89</u>

NBT BANK - BUILDING FUND MONEY MARKET - Acct. No.8500210428				
Balance Per Bank Statement				\$ 19,852.64
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
07/17/18	1189	Fulton County Center for Regional Growth	5,000.00	
Total Outstanding Checks			<u>5,000.00</u>	
BALANCE IN LEDGER AND QUICKBOOKS				<u>\$ 14,852.64</u>

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715				
Balance Per Bank Statement				\$ 383.25
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
		None	-	
Total Outstanding Checks			<u>-</u>	
Other Items:				
None				<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS				<u>\$ 383.25</u>

NBT BANK - AMAZON SMILE SAVINGS ACCOUNT - Acct. No. 8003654274				
Balance Per Bank Statement				\$ 109.90
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				<u>\$ 109.90</u>

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Craig Clark
Vice President of Finance



Gloversville Public Library
Director's Report: July 2018
Barbara Madonna – Director

Our new fiscal year got off to a great start with fantastic summer programming. Sally, Sonny and Linda Co have done a terrific job engaging the children and teens in our community and many parents report they travel here instead of using their local library because the staff make all the difference. The adult program line-up that Nicole assembled for the summer has been equally stunning. Though not able to use our fabulous Carnegie Room, the summer theme of "Libraries Rock" has created a number of concert opportunities and we've taken full advantage. She also incorporated geology with a presentation by an area spelunking group and a craft created pebble trivets. You can see from the program statistics that programming remains a strong draw.

As we get closer to the completion of construction, the coordination with smaller contractors, hired directly by us for short term pieces, like the installation of the data cabling and hearing loop, keying the building, and moving companies, have increased.

Finally, I was able to take a vacation at the beginning of July, pedaling my way from Buffalo to Albany with a group of 750 like-minded crazies. I'd just like to thank the staff for holding down the fort. They do such a stupendous job, I'm not sure I'm needed most days.

Meetings

July 2 nd	Staff meeting
July 3 rd	Adirondack Cabling
July 5 th	1) Chris Pesses 2) Mission Statement workshop
July 6 th	Contractors' meeting
July 6 th -14 th	vacation
July 16 th	Staff meeting
July 17 th	1) Chris Hopf, UW Marx 2) Betsy Batchelor 3) Board of Trustees meeting
July 20 th	Contractors' meeting
July 23 rd	1) Staff meeting 2) Lisa Hayes, Butler Rowland Mays Architects
July 24 th	1) Chris Hopf, UW Marx 2) PR Committee meeting 3) Lisa Buggeln and Cathy Ellis
July 26 th	Nicole Hauser
July 27 th	1) Contractors' meeting 2) Garth Wager, Kelley Brothers
July 30 th	1) Staff meeting 2) Tours with Jeremy Johanssen, New York Library Association and son Alex
July 31 st	Dean Linscott, Naglee Moving Company



Gloversville Public Library

Children's Room Report: July 2018

Sally Fancher – Head of Children's Services

July began with a heatwave and we were very grateful to be traveling for Story Time. Our first venue of this month was the auditorium of Nathan Littauer Hospital, hosted by HealthLink. There were 34 participants from newborn babies to grandparents. We have a loyal following already.

Our story time at Romano Acro Dance academy was a great success! 46 participants along with dance students enjoyed stories, making tutus and dancing. Our hosts entertained us with demonstrations of tumbling moves. We also shared information and will be scheduling an "Every Child Ready to Read" workshop as a part of one of the academy's "Mommy and Me" sessions.

Tuesday, July 17 was scheduled as a special story hour, but our guest readers had a change in work schedule. We were fortunate to have the Gloversville Elementary music teachers take on this event. It was a wonderful time.

Story Time at the Mohawk Harvest Co-op was a huge hit. The 47 attendees loved the stories and made some fun deerie boopers. Many repeat patrons are excited about getting their passports stamped and are making plans to attend all of the events.

Our last Traveling Story Time for July was on a very rainy day. Beau Monde Progressive Hair Studio was a great host. We enjoyed the "Zumba" room and 19 kids and their grown-ups danced, sang, heard stories and made mobile art.

Almost 4 dozen people helped celebrate "National Ice cream Day" at Trail Station park on the 13th. As always, this event was successful due to the hard work and commitment of our volunteers from the Friends.

Miss Lisa came for a sing-a-long, attendance was low, but participation was high. The kids, who ranged in age from 3-11 had fun wiggling and making all sorts of noise.

Fulmont Headstart reached out and requested use of our space for some of their intake interviews, as their building is closed for repairs. We were able to accommodate them and make the process easier for the families looking to become part of the Fulmont Headstart program.

Sam-Sam the Magic Man's workshop was a great success, with 12 children and their families. Registration was full at 20, and we called and reminded families four days before the event. With these reminders we had 4 families cancel and we were able to accommodate people on the waiting list. The only drawback was the number of "no-call no-shows". When this happens we run the risk of turning someone away when actually there is a spot open. We are still working on a solution to this.

The Fulton Center visit went well with 16 participants. We had originally left August and September unscheduled due to moving plans, but as the date for returning to our Library has been moved up, we have made plans to visit for the next two months.

"Drop-in crafts" continues to be a success. The early July "Pet Rocks" and end of the month "Musical Instruments" both had great family attendance. Adults and kids alike created some great "pets" and "instruments" at the two programs. We would like to thank everyone who donated the supplies (rocks, tissue boxes and cardboard tubes) for these programs.

We are looking forward to the next few weeks of programming for our Summer Reading.

Statistics for July 2018 are as follows (figures in parentheses are comparable figures for 2017)

	2018	2017
VISITORS	6,647	(6,114)

CIRCULATION

Adult Circulation	1,838	(1,867)
Teen Circulation	167	(162)
Juvenile Circulation	1,084	(1,134)
Audiobooks	296	(281)
eBooks	464	(331)
Music	53	(29)
Periodicals	65	(52)
Videos	1,429	(1,377)
Museum Passes	4	(5)
Subtotal	<u>5,400</u>	<u>(5,238)</u>
In-House Use		
Adult	12	(45)
Juvenile	99	(142)
Other Materials	1,075	(1,195)
Subtotal	<u>1,186</u>	<u>(1,382)</u>
Total Circulation	6,586	(6,620)

REFERENCE QUESTIONS	178	(149)
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MEETINGS/PROGRAMS/OUTREACH

46 Adult programs and meetings with 475 people	(15 Adult programs and meetings with 94 people)
13 Juvenile programs and meetings with 262 people	(10 Juvenile programs and meetings with 294 people)
0 Teen programs and meetings with 0 people	(0 Teen programs and meetings with 0 people)

INTERLIBRARY LOAN

Material Borrowed	707	(683)
Material Loaned	792	(857)
Total	<u>1,499</u>	<u>(1,540)</u>

COMPUTER USAGE	1,774	(1,579)
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HISTORICAL ROOM

Temporarily Closed

Visitors
Books Used
Reference Questions

Statistics for April, May and June 2018 are as follows:

	May	June	July
VISITORS	6,643	6,356	6,647
CIRCULATION			
Adult Circulation	1,830	1,718	1,838
Teen Circulation	137	192	167
Juvenile Circulation	906	1,030	1,084
Audiobooks	278	286	296
eBooks	398	416	464
Music	22	37	53
Periodicals	77	105	65
Videos	1,512	1,468	1,429
Museum Passes	3	4	4
Subtotal	5,163	5,256	5,400
In-House Use			
Adult	44	29	12
Juvenile	55	128	99
Other Materials	1,273	1,059	1075
Subtotal	1,372	1,216	1,186
Total Circulation	6,535	6,472	6,586
REFERENCE QUESTIONS	280	184	178
MEETINGS/PROGRAMS/OUTREACH			
May	32 Adult programs and meetings with 272 people 14 Juvenile programs and meetings with 572 people 4 Teen programs and meetings with 13 people		
June	39 Adult programs and meetings with 260 people 15 Juvenile programs and meetings with 603 people 0 Teen programs and meetings with 0 people		
July	46 Adult programs and meetings with 475 people 13 Juvenile programs and meetings with 262 people 0 Teen programs and meetings with 0 people		
INTERLIBRARY LOAN			
Material Borrowed	777	741	707
Material Loaned	696	702	792
Total	1,473	1,443	1,499
COMPUTER USAGE	1,540*	1,546*	1,774*
HISTORICAL ROOM (in storage while in temporary location)			
Visitors	0	0	0
Books Used			
Reference Questions			

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