

Gloversville Public Library  
Meeting of the Board of Trustees  
July 16, 2019  
6:30 pm

Organization Meeting Agenda

Meeting presided by: Treasurer and Recording Secretary Michael Frank  
Pledge of Allegiance

1. Oath of Office to New Trustees

Christian Rohrs – 5 years  
Charles Reed – 5 years  
Greg Novaros – 1 year  
Mike Frank – Treasurer  
Barbara Madonna – Library Election Clerk

2. Election of Officers

- President  
(President takes over presiding meeting.)
- Vice President
- VP of Finance
- Secretary

Do we have a motion to move items 3-10 as set in the agenda?

3. Contract with Library Director

- Motion to approve Barbara Madonna to the position as library director for the 2019-2020 fiscal year.
- Motion to set compensation for Ms. Barbara Madonna at \$68,000 for the 2019-2020 fiscal year.

4. Contract with Treasurer and Recording Secretary

- Motion to renew the contract with Michael Frank as Treasurer and Recording Secretary.
- Motion to set compensation for Michael Frank at \$8,600 for the 2019-2020 fiscal year.

5. Set regular meeting time and date.

- Motion to set the 3<sup>rd</sup> Tuesday of the month at 6:30 pm as the regular meeting time and date.

6. Set Bank of Record

- Motion to declare NBT as the Gloversville Public Library's bank of record.
- Motion to authorize the President, Vice President, Vice President of Finance, Secretary and Treasurer to be signatories on the bank accounts at NBT for the Gloversville Public Library.
- Motion to allow business with other commercial 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 Agencies

- Motion to declare NBT Insurance Agency to be the agent for the Gloversville Public Library for the following types of coverage:
  - Director and Officers Insurance policy,
  - Business & Personal Property, General Liability, and Umbrella policies, and Fine Arts Floater.
  - Disability insurance policy
- Motion to declare New York State Public Entities Public Safety Group 497 the insurance carrier for the Library Workman's Compensation policy.
- Motion to declare the First Non-profit Companies the administrator for the Library's unemployment

insurance.

- Motion to declare Jaeger and Flynn Associates, Inc. the administrator for the Library's health insurance.

#### 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, 2020 as the date for the Gloversville Public Library Vote.

#### 11. Elect 2 Representatives to the Gloversville Library Foundation Board.

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#### 12. Establish Standing Committees

- Executive Committee

Pres. \_\_\_\_\_

Vice-Pres. \_\_\_\_\_

VP of Finance \_\_\_\_\_

Sec. \_\_\_\_\_

- Budget and Finance

Chair:

- Buildings and Grounds

- Chair:

- Personnel

Chair:

- Public Relations

Chair:

- Program

Chair:

Ad Hoc

- Policy

Chair:

#### 13. Miscellaneous

- Calendar: Holiday Observances (Federal plus 1pm closing for Thanksgiving, Christmas Eve and New Year's Eve)
- Motion to designate the Library Director to be the appointing authority for Civil Service employment actions.

#### 14. Motion to appoint claims auditor: John Blackmon

Adjourn



## 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

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Since 1880*

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www.gloversvillelibrary.org

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 1<sup>st</sup> Tuesday in May 2019, May 7<sup>th</sup>, 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

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Lisa Buggeln  
Secretary



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

Pledge to the Flag  
Public Comment

1. Accept minutes of the June 2019 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant
4. Friends
5. Foundation
6. Building and Grounds
7. AD HOC Policy  
Patron Borrowing Policy
8. Outreach Committee
9. Personnel Committee
10. Program Committee
11. Public Relations Committee
12. Director's Report  
NBT insurance for building
13. President's Report
14. Old Business
15. New Business  
Trustee vacancy update
16. Adjourn

Next Meeting: August 20, 2019



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting June 18, 2019

The Gloversville Public Library Board of Trustees held a meeting on June 18, 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: Susan Shrader, Lisa Buggeln, Christian Rohrs, Frank Carangelo, Charles Reed and Merry Dunn Brown. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean La Porta, President of the Friends of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library also attended the meeting. Christine Pesses and Craig Clark were excused from the meeting.

Ms. Dunn Brown, Vice-President of the Board of Trustees, opened the regular meeting by leading the Trustees in the Pledge of Allegiance. Ms. Dunn Brown also read a statement of the accomplishments and various involvements of Elizabeth Batchelor during her tenure as a Trustee of the Gloversville Public Library from 2005 to 2019. A copy of this is attached to these minutes by reference.

Ms. Dunn Brown asked if there was anything anyone from the public wished to present at this time. Hearing nothing the Regular Meeting was convened.

Ms. Dunn Brown introduced Wade Abbott from Mohawk Valley Library System who distributed a draft copy of the three-year Plan of Service for review with the Trustees. Mr. Abbott reviewed the various sections of the Plan including the Goals, Objectives and Tasks to be performed if approved. The Trustees agreed that this was well put together and felt that it should be approved. Mr. Reed made a motion, seconded by Mrs. Shrader, to approve the Plan of Service as presented. This was approved all voting aye.

Ms. Dunn Brown asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on May 21, 2019. Ms. Dunn Brown asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Reed made a motion, seconded by Mrs. Buggeln, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Ms. Dunn Brown asked Mr. Frank to review the Financial Report for the month of May 2019 and the year-to-date period ending May 31, 2019. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$29,100 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru May 31, 2019 are up approximately \$89,800 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies, higher Insurance Expense, higher Utilities, higher Maintenance and Repairs and higher General Expense which have been offset by 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 asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln made a motion, seconded by Mr. Rohrs, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for June 2019 numbered 1781 through 1810 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. Mrs. Buggeln made a motion, seconded by Mr. Carangelo, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mr. Frank informed the Trustees that we currently have approximately \$941,000 in our construction checking account and with most contractor bills paid suggested that we transfer \$800,000 to our Building Fund Money Market Account to earn a better rate of interest on these funds. Mrs. Buggeln made a motion, seconded by Mr. Rohrs, to approve the transfer of \$800,000 from our Construction Checking Account to our Building Fund Money Market Account. This was approved all voting aye.

Mrs. La Porta informed the Trustees that the Friends had chosen a scholarship recipient from this year's senior class at Gloversville High School. Mrs. La Porta also informed the Trustees that the Friends would be holding an ice cream social at the Library on July 19<sup>th</sup>, a chicken barbeque at Whitey's on September 20<sup>th</sup> and a basket raffle in September with the drawing at the end of Friends week in October. Mrs. La Porta also informed the Trustees that the Friends would provide money for Special Events at the Library over the summer.

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

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Mr. Frank informed the Trustees that the Foundation would be holding a Finance Committee meeting tomorrow at 3 PM at Jeremiah Wood's office with Samuel Zimmerman, our Financial Advisor, from Morgan Stanley and next Wednesday on June 26<sup>th</sup> would be holding a full Board meeting here at the Library at 3 PM.

Mr. Carangelo informed the Trustees that the Building and Grounds Committee had received a plan for the new parking lot from Steven Smith which would give us approximately 26 additional parking spaces for patrons and employees. Mr. Carangelo also informed the Trustees that the fourth telephone line that we have been paying for is finally working. Mr. Carangelo also informed the Trustees that our general contractor Bunkoff and the HVAC contractor Mazono are getting access to various heat pumps so that problems can be resolved.

Mrs. Buggeln informed the Trustees that the first reading of the Patron Borrowing Policy was ready and had been distributed to the Trustees. No other changes or corrections were noted and it will be presented at the July 2019 meeting for the second reading and approval.

Ms. Dunn Brown informed the Trustees that the Outreach Committee had held 6 Events so far this year with 5 more scheduled. Ms. Dunn Brown informed the Trustees that the next one will be held at the Railfest on August 3<sup>rd</sup> and that surveys are being prepared to hand out.

Ms. Madonna informed the Trustees that there was nothing new to report from the Personnel Committee.

Mr. Reed informed the Trustees that the Program Committee had not met since the last Trustee's meeting but that the staff had met and was reviewing existing programs and getting ready for fall programming. Ms. Madonna informed the Trustees that the Library will be having a local author here in November.

Mrs. Pesses reported that the Public Relations Committee had not met since the last Trustee's meeting.

Ms. Madonna informed the Trustees that in connection with the History Room Grant that she had applied for an onsite visit would take place on July 11, 2019 with someone from the Grant Agency to visit the Library.

Ms. Dunn Brown informed the Trustees that Mrs. Pesses' President Report had been sent out to all the Trustees and that a schedule of what needs to take place at the Organizational Meeting in July was part of her report.

Ms. Dunn Brown asked if there was any old business to come before the meeting. Mr. Reed informed the Trustees that he had gotten a quote of between \$1,000 and \$1,200 to get the old photos of the men that have been discussed at previous meetings into a folio. A motion was made by Mrs. Buggeln, seconded by Mrs. Shrader, to approve spending up to \$1,200 of the Restoration Funds to get the folio of the photos done. This was approved all voting aye. Ms. Dunn Brown also read a statement of the various accomplishments and involvements of Lisa Buggeln during her time on the Board of Trustees. A copy of this is attached to these minutes by reference.

Ms. Dunn Brown asked if there was any new business to come before the meeting. Mr. Rohrs informed the Trustees that 3 people had expressed interest in joining the Board of Trustees and that they had all been interviewed and that the Committee was recommending Gregory Niforis to take Elizabeth Bachelors' place until the next election in May 2020. A motion was made by Mr. Reed, seconded by Mrs. Buggeln, to approve Gregory Niforis as a new Board of Trustees member. This was approved all voting aye.

Ms. Dunn Brown asked if there was any other new business to come before the meeting. Ms. Dunn Brown informed the Trustees that with Elizabeth Bachelor's resignation the Board needed to appoint a new liaison to the Foundation Board of Trustees and that Christine Pesses had volunteered to fill this vacancy. A motion was made by Mr. Reed, seconded by Mr. Rohrs and approved all voting aye to approve Christine Pesses as the new liaison to the Foundation Board.

Mr. Reed made a motion to adjourn the meeting at 8:30 PM. This motion was seconded by Mrs. Buggeln and approved all voting aye.

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

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**JUNE 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	120.94	1,049.52	641.05	(849.52)
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	0.00	64,000.00	114,000.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	3,624.01	9,694.01	9,583.00	305.99
Government Affiliations	7,000.00	0.00	8,650.01	8,274.44	(1,650.01)
Fines & Miscellaneous Income	9,000.00	699.83	11,049.32	9,734.60	(2,049.32)
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>
<b>TOTAL RECEIPTS</b>	<u><b>\$523,895.00</b></u>	<u><b>\$4,444.78</b></u>	<u><b>\$528,137.86</b></u>	<u><b>\$545,928.09</b></u>	<u><b>(\$4,242.86)</b></u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on June 1, 2019	\$346,927.05				
Plus: Receipts Per Report	4,444.78				
Less: Capital Expenditures - Furniture	260.00				
Less: Capital Expenditures - Work In Progress	0.00				
Less: Expenses Per Report	<u>55,653.36</u>				
Income Cash Balance on June 30, 2019	<u><u>295,458.47</u></u>				
Accounts Payable as of 06/30/19	16,796.68				
Prepaid Expenses as of 06/30/19	<u>(14,774.08)</u>				
Actual Cash Balance on June 30, 2019	<u><u>\$297,481.07</u></u>				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance



**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**JUNE 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	\$ 20,405.07	\$ 234,845.75	\$ 194,856.00	(\$37,264.75)
Salaries - Part Time Employees	134,728.00	5,608.59	48,493.14	45,023.29	86,234.86
Salaries - Custodians	28,055.00	2,337.92	28,055.04	24,595.61	(0.04)
F I C A & Medicare Tax	27,568.00	2,155.71	23,662.95	20,073.97	3,905.05
Unemployment Insurance	725.00	0.00	744.00	713.50	(19.00)
Disability & Family Leave Insurance	1,200.00	0.00	850.97	575.43	349.03
Medical Insurance & Reimbursements	43,644.00	651.92	36,062.69	29,458.30	7,581.31
Worker's Compensation Insurance	3,400.00	0.00	2,193.89	2,578.27	1,206.11
Pension Expense	34,755.00	7,849.00	29,127.50	28,463.00	5,627.50
Heat	5,941.00	97.43	2,505.80	0.00	3,435.20
Electricity	5,530.00	2,634.53	12,593.10	0.00	(7,063.10)
Rent	0.00	0.00	0.00	25,000.00	0.00
Telephone	3,600.00	522.39	5,342.78	2,856.80	(1,742.78)
Insurance	11,600.00	0.00	16,073.94	8,871.67	(4,473.94)
Books, Periodicals, etc.	46,500.00	2,033.45	45,648.44	44,861.11	851.56
Computer & Automation Services	17,500.00	1,102.45	26,407.03	10,239.61	(8,907.03)
Library, Office Supplies & Postage	13,000.00	603.58	14,763.92	7,830.96	(1,763.92)
Maintenance, Repairs & Bldg. Supplies	12,000.00	402.77	14,841.03	1,735.05	(2,841.03)
Treasurer & Recording Secretary	8,600.00	750.00	8,600.00	8,400.00	0.00
Professional Fees	8,000.00	6,500.00	6,580.00	7,860.00	1,420.00
Election Expense	1,000.00	0.00	788.08	1,018.36	211.92
Professional Meetings & Travel	3,000.00	125.46	613.86	2,719.63	2,386.14
Events & Programming	5,500.00	966.64	5,455.70	3,896.49	44.30
Promotion Expense	4,500.00	808.00	5,961.64	4,415.03	(1,461.64)
General Expense	2,000.00	98.45	4,364.24	875.01	(2,364.24)
<b>TOTAL EXPENSE</b>	<b>\$619,927.00</b>	<b>\$55,653.36</b>	<b>\$574,575.49</b>	<b>\$476,917.09</b>	<b>\$45,351.51</b>

**GLOVERSVILLE PUBLIC LIBRARY**  
**CHECK AND CASH DISBURSEMENTS**

**JUNE 2019**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (3,136.58)	\$1,045.79	FICA & Medicare Expense
			2,090.79	Payroll
6087		Gloversville Public Library	10,588.14	Payroll
6088	1781	Barbara J. Madonna	639.45	Petty Cash
6089	1782	Michael J. Frank	750.00	Treasurer & Rec, Sec.
6090	1783	Business Card (857.59)	436.75	A/V - DVDs
			119.00	Computer & Automation
			14.81	Library Supplies
			94.07	Maintenance & Repairs
			187.56	Events & Programming
			5.40	Professional Meetings & Travel
6091	1784	Baker & Taylor Books	868.12	Books
6092	1785	National Grid (1,371.30)	72.72	Heat - Natural Gas
			1,298.58	Electricity
6093	1786	Frontier Communications	522.39	Telephone
6094	1787	Unique Management Services, Inc.	62.65	G/E - Collection Expense
6095	1788	Center Point Large Print	104.88	Books
6096	1789	Mohawk Valley Library System (1,153.69)	893.69	Computer & Automation
			260.00	Furniture & Equipment
5097	1790	The Leader-Herald	501.00	Promotion Expense
5098	1791	Sebco Books	67.65	Books
5099	1792	Brodart Co.	368.00	Library Supplies
5100	1793	Barbara J. Madonna	48.72	Professional Meetings & Travel
5101	1794	Go For It Fitness & Personal Training Studio	30.00	Grant Work Force
5102	1795	Tamarack - Susan Casler	300.00	Events & Programming
5103	1796	ACCENT	270.00	Maintenance & Repairs
5104	1797	Crandall Public Library	35.99	Fines, etc.
5105	1798	Johnstown Public Library	110.01	Fines, etc.
5106	1799	Destroyer Escort Historical Museum	75.00	Events & Programming
5107	1800	Amsterdam Public Library	37.29	Fines, etc.
5108	1801	Fleury Risk Management	292.60	Prepaid Expense
5109	1802	NYSIF Workers' Compensation	2,709.61	Prepaid Expense
5110	1803	Miller Printing	208.54	Advocacy Grant
5111	1804	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5112	1805	M V P Health Care, Inc.	2,899.45	Prepaid Expense
5113	1806	United Health Care	17.40	Medical Insurance
5114	1807	Derby Office Equipment, Inc.	45.36	Library Supplies
5115	1808	Quill Corporation (1,293.67)	175.41	Library Supplies
			1,118.26	Advocacy Grant
5116		Gloversville Public Library	11,277.21	Payroll
5117		Kids Reference Company, Inc. - Replace Lost Ck #6033	-	
DM		Invesco Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	335.23	Pension - Withholdings
DM		E F T NYS Tax Department	1,017.40	Payroll
DM		E F T United States Treasury (3,316.79)	1,109.92	FICA & Medicare Expense
			2,206.87	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	651.92	Medical Insurance
		CHECK AND EFT PAID OUTS - JUNE 2019	<u>46,782.17</u>	
		PETTY CASH PAID OUTS - JUNE 2019		
		Building Supplies	13.33	
		Events & Programming	4.08	
		Newspapers (Books)	436.00	
			<u>454.41</u>	
		<b>TOTAL JUNE 2019 PAID OUTS</b>	<u><b>\$47,235.58</b></u>	
		Plus: Accounts Payable	\$16,796.68	
		Less: Prepaid Expenses	(5,901.66)	
		Less: Furniture & Equipment	(260.00)	
		Less: Advocacy Grant	(1,326.80)	
		Less: Work Force Grant	(30.00)	
		Less: Fines, etc.	(220.99)	
		Less: Petty Cash Check	(639.45)	
			<u>(12,175.48)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$55,653.36</b></u>	

**GLOVERSVILLE PUBLIC LIBRARY**  
**OTHER LIBRARY BANK ACCOUNTS**

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on June 1, 2019	\$747.90
Plus: Receipts:	
Interest on Money Market Account	197.54
Transfer from Construction Account	800,000.00
Less: Paid Outs:	
Transfer to Construction Account	<u>0.00</u>
Balance on June 30, 2019	<u><u>\$800,945.44</u></u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on June 1, 2019	\$941,517.40
Plus: Receipts:	
Interest Earned	10.21
Grant Money Received	0.00
Less: Paid Outs:	
Bunkoff General Contractors, Inc.	800.00
ACCENT	750.00
Gloversville Public Library, Inc. - Bldg Fund MM Acct	<u>800,000.00</u>
Balance on June 30, 2019	<u><u>\$139,977.61</u></u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on June 1, 2019	\$178.45
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on June 30, 2019	<u><u>\$178.45</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**STEWART'S GRANT**

Balance as of June 1, 2019			\$645.47
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			<u>0.00</u>
Balance of Grant Money Left at June 30, 2019			<u><u>\$645.47</u></u>

**W G Y CHRISTMAS WISH GRANT**

Balance as of June 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			<u>0.00</u>
Balance of Grant Money Left at June 30, 2019			<u><u>\$336.62</u></u>

**ADVOCACY GRANT**

Balance as of June 1, 2019			\$3,188.31
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Miller Printing	6110	Promo. Expense	208.54
Quill Corporation	6115	Library Supplies	<u>1,118.26</u>
Total Expenses			<u>1,326.80</u>
Balance of Grant Money Left at June 30, 2019			<u><u>\$1,861.51</u></u>

**WORKFORCE LITERACY GRANT**

Balance as of June 1, 2019			\$193.73
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Go For It Fitness & Personal Trainer Studio	6101	Events & Prog.	<u>30.00</u>
Total Expenses			<u>30.00</u>
Balance of Grant Money Left at June 30, 2019			<u><u>\$163.73</u></u>

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of June 1, 2019			\$3,325.00
Appropriation Provided For In 2018-2019 Budget			6,500.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			<u>0.00</u>
Balance of Appropriation Funds Left at June 30, 2019			<u><u>\$9,825.00</u></u>

**RESTORATION FUNDS RECONCILEMENT**

Balance as of June 1, 2019			\$2,507.18
Funds Received - Garage Sale			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			<u>0.00</u>
Balance of Restoration Funds Left at June 30, 2019			<u><u>\$2,507.18</u></u>

**PARK TERRACE PTA - COLORTON**

Balance as of June 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			<u>0.00</u>
Balance of Colorthon Funds Left at June 30, 2019			<u><u>\$559.25</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**  
**BANK RECONCILIATIONS**  
**June 30, 2019**

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

Balance Per Bank Statement \$ 20,293.98

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	6004	James Esper Landscaping	4,300.00	
05/21/19	6073	James Esper Landscaping	4,800.00	
06/18/19	6089	Michael J. Frank	750.00	
06/18/19	6104	Crandall Public Library	35.99	
06/18/19	6105	Johnstown Public Library	110.01	
06/18/19	6107	Amsterdam Public Library	37.29	
06/18/19	6111	The Paul Revere Life Insurance Company	278.54	
06/18/19	6112	MVP Health Care, Inc.	2,899.45	
06/18/19	6113	United Health Care	17.40	
06/28/19	DM	NYS & Local Employees' Retirement System	335.23	
06/28/19	DM	Invesco - 403b	540.00	
06/28/19	6117	Kids Reference Company, Inc.	352.51	
Total Outstanding Checks				<u>16,356.42</u>

Other Items:

None -

**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS** \$ 3,937.56

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

Balance Per Bank Statement \$ 9,115.60

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
06/28/19	5009	Barbara J. Madonna	1,818.62	
06/28/19	5010	Nicole L. Hauser	1,240.87	
06/28/19	5012	Sally A. Fancher	1,096.36	
06/28/19	5013	Linda B. Conroy	1,157.22	
06/28/19	5014	Jameson M. Duross	734.27	
06/28/19	5017	Linda J. Callahan	171.81	
06/28/19	5018	Sally L. Ostrander	490.42	
06/28/19	5019	Kathy Van Volkenburg	125.42	
06/28/19	5020	Christine T. Prokopiak	376.51	
06/28/19	5021	Kimberly A. Collar	516.95	
06/28/19	5023	Kelly S. Lawlor	387.15	
Total Outstanding Checks				<u>8,115.60</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				\$ 281,019.12
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
	None		-	
	Total Outstanding Checks			-

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 281,019.12

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

Balance Per Bank Statement				\$ 800,945.44
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
	None		-	
	Total Outstanding Checks			-

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 800,945.44

**NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715**

Balance Per Bank Statement				\$ 139,977.61
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
	None		-	
	Total Outstanding Checks			-

Other Items:

None				-
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**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 139,977.61

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

Balance Per Bank Statement				\$ 178.45
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
	None		-	
	Total Outstanding Checks			-

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 178.45

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Prepared By,  
Michael J. Frank, Treasurer

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Reviewed and Approved By,  
Craig Clark  
Vice President of Finance



The new Plan of Service was completed and accepted by the Board of Trustees at the June meeting. Previous plans of service were crucial in the renovation of the building and I fully expect that this new plan of service will be as important a guideline and tool as we move forward serving the community in the renovated facility. It is an ambition plan, but a comprehensive one. And while I do not wish to down play all of the service goals that directly impact the public, working hard on the sustainability tasks will insure that our organizational foundation is as solid as our physical foundation.

I would like to thank the Board for their support of closing the Library on June 7<sup>th</sup> to host a staff development. It was an important event and the staff appreciated the amount of time provided to a formal training on the circulation system as well as time to discuss practices and procedures brought about by the renovation. I hope that it becomes an annual workshop.

One of the subcontractors from Bunkoff General Contractors came in to reinstall the interior "Welcome to the GPL" sign in the main lobby. It was slanted by 1/2". Mazone Plumbing and Heating, one of their subcontractors and Bunkoff were on site to work on the heat pump in the South Reading Room that has a bad compressor. The elevator stopped working one weekend and needed to be reset. There were issues with the fire alarm system and the city's monitoring. We are still tweaking the air conditioning temperatures. A photographer working for Anderson Windows visited along with our architects to take professional photos of the building.

Foundation for MVLS Libraries has its annual meeting in June. Guest speakers were Ellen Bach and Bob Schofield from the law firm of Whiteman Osterman and Hanna.

Bridget Will, a teen patron who assisted Sally Fancher with Traveling Storytime last year, will be volunteering again this summer. Not only will she help with youth programming, but Chris Prokopiak and Nicole are reviewing the adult program schedule. Task include setting up and cleaning up after programs, crowd control, passing out supplies, and taking pictures.

## Meetings

June 3 <sup>rd</sup>	Staff meeting
June 4 <sup>th</sup>	1) Plan of service meeting 2) Lisa Buggeln
June 5 <sup>th</sup>	Michelle Nolan, Aflac
June 7 <sup>th</sup>	Staff development day
June 19 <sup>th</sup>	1) DS Specialties 2) Staff meeting 3) Staff program committee meeting
June 11 <sup>th</sup>	1) Steve Smith and Will Miles, Steven E. Smith, PE 2) Mike Frank 3) Chris Pesses and Merry Brown 4) Proctor exam
June 12 <sup>th</sup>	1) Buildings Committee meeting 2) Outreach Committee meeting 3) Finance Committee meeting
June 13 <sup>th</sup>	Chris Sagaas, Utica Public Library
June 17 <sup>th</sup>	Staff meeting
June 18 <sup>th</sup>	1) Proctor exam 2) Will Miles, Steven E. Smith, PE 3) Board of Trustees meeting
June 19 <sup>th</sup>	1) Callanan Industries 2) Johnson Controls 3) Foundation for MVLS Libraries annual meeting
June 20 <sup>th</sup>	1) MVLS board meeting 2) MVLS Building Committee meeting 3) MVLS Communications Committee meeting



June 24<sup>th</sup>

- 1) Staff meeting
- 2) Lisa Buggeln

June 27<sup>th</sup>

Bridget Will



## **Gloversville Public Library**

Children's Room Report: June 2019

Sally Fancher – Head of Children's Services

Summer hours began on June 1st, and the staff in the Youth Center began the final stage of preparation for Summer Reading. While it seems like all of the hard work is behind us, there is still much to do each June. As a group, we establish a "drop-dead" deadline for the calendars and programs, and exceptions were made shortly after the deadline passed.

We were asked to do an outreach for the Fulmont Action League Headstart Carnival and over 200 people were given Library information. This event also connected us with the "Cancer Peer Education" group from St. Mary's, and they will be using some of our public meeting space for workshops.

The CDCCC also gave us a call and they will be presenting a Family STEM oriented workshop in the library on two occasions, one time in Spanish and the other in English. The same group gave us a call on June 13<sup>th</sup>, and we were able to accommodate space and time for a program on the 18<sup>th</sup>. PR was done extensively at our Story Time program, on Facebook, and through Eventkeeper due to short notice. This was a very successful event with 10 adults bringing 15 children. Families expressed gratitude that we had an early afternoon program and that we were able to advertise on Facebook with the short notice.

The GESD pre-K to K transition workshop was held on the 13<sup>th</sup>. Twenty families attended this event. When the presenters sent out the invites to this, they included information about getting a library card and several new cards were issued as a result.

At our monthly visit to Bright Futures we read to 39 students. We will be taking a break from this event until September. June 21st was the annual summer reading Kick-off at Park Terrace. At this event we were able to promote our library and set some dates for outreach in the fall.

Friends' Story Times continued to be well-attended. I have suggested to the Friends that this attendance trend may not be short-lived and volunteers should plan ahead for at least twenty kids, and perhaps have a secret "stash" of extra craft supplies on hand.

We transitioned to Traveling Story Time on June 27<sup>th</sup>. While some have expressed dismay at our taking story time out of our beautiful building, I still feel that it is very important to continue our partnerships with local businesses and promote literacy throughout the community. Our first outing was Mohawk Harvest Co-op, and we had 29 children and 14 adults. We interpreted the summer theme of "A Universe of Stories" to include universes of: nature, oceans, space, community, imagination, etc. We began this by making "binoculars" at the Co-op, so that we can observe all of the different universes that we encounter each day. Subsequent Traveling Story Times will focus on the other universes and have crafts and stories to match.

June was rounded out with "Scotty Nut-Nut" entertainment on the 28<sup>th</sup>, with 27 guests. 90 children registered for Summer reading the first week, sign-ups will continue through August 22.

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

	<b>2019</b>	<b>2018</b>
<b>VISITORS</b>	5,429	(6,356)
<b>CIRCULATION</b>		
Adult Circulation	1,737	(1,718)
Teen Circulation	124	(192)
Juvenile Circulation	1,141	(1,030)
Audiobooks	300	(286)
eBooks	654	(416)
Music	25	(37)
Periodicals	61	(105)
Videos	1,270	(1,468)
Museum Passes	3	(4)
Subtotal	<b>5,315</b>	<b>(5,256)</b>
In-House Use		
Adult	21	(29)
Juvenile	55	(128)
Other Materials	977	(1,059)
Subtotal	1,053	(1,216)
<b>Total Circulation</b>	<b>6,368</b>	<b>(6,472)</b>
<b>REFERENCE QUESTIONS</b>	<b>271</b>	<b>(184)</b>
<b>MEETINGS/PROGRAMS/OUTREACH</b>		
62 Adult programs and meetings with 375 people		(39 Adult programs and meetings with 260 people)
13 Juvenile programs and meetings with 602 people		(15 Juvenile programs and meetings with 603 people)
7 Teen programs and meetings with 14 people		(0 Teen programs and meetings with 0 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	571	(741)
Material Loaned	631	(702)
Total	<b>1,202</b>	<b>(1,443)</b>
<b>COMPUTER USAGE</b>	<b>1,566</b>	<b>(1,546)</b>
<b>HISTORICAL ROOM</b>		
Visitors		
Books Used		
Reference Questions		

Statistics for April, May and June 2019 are as follows:

	<b>April</b>	<b>May</b>	<b>June</b>
<b>VISITORS</b>	5,688	7,205	5,429
<b>CIRCULATION</b>			
Adult Circulation	1,851	1,762	1,737
Teen Circulation	161	171	124
Juvenile Circulation	1,455	1,364	1,141
Audiobooks	308	325	300
eBooks	542	538	654
Music	14	45	25
Periodicals	54	69	61
Videos	1,649	1,521	1,270
Museum Passes	3	4	3
Subtotal	6,037	5,799	5,315
In-House Use			
Adult	42	23	21
Juvenile	75	84	55
Other Materials	1,385	1,336	977
Subtotal	1,502	1,443	1,053
<b>Total Circulation</b>	<b>7,539</b>	<b>7,242</b>	<b>6,368</b>
<b>REFERENCE QUESTIONS</b>	282	264	271

#### MEETINGS/PROGRAMS/OUTREACH

<b>April</b>	57 Adult programs and meetings with 437 people 14 Juvenile programs and 189 meetings with people 4 Teen programs and meetings with 16 people
<b>May</b>	77 Adult programs and meetings with 563 people 14 Juvenile programs and meetings with 225 people 16 Teen programs and meetings with 43 people
<b>June</b>	62 Adult programs and meetings with 375 people 13 Juvenile programs and meetings with 602 people 7 Teen programs and meetings with 14 people

#### INTERLIBRARY LOAN

Material Borrowed	810	730	571
Material Loaned	692	771	631
Total	1,502	1,501	1,202

<b>COMPUTER USAGE</b>	2,023	1,787	1,566
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#### \*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.