

Gloversville Public Library
Meeting of the Board of Trustees
July 17, 2019
6:30 pm
Gloversville Public Library
34 WEST Fulton St

Organization Meeting Agenda

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

1. Oath of Office to New Trustees

Sue Shrader – 5 years

Christian Rohrs – 1 year

Charles Reed – 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 renew the contract with 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 Frank as Treasurer and Recording Secretary.

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

5. Set regular meeting time and date.

- Motion to set the 3rd 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, 2019 as the date for the Gloversville Public Library Vote.

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

-
-

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



Gloversville Public Library
Meeting of the Board of Trustees
34 WEST Fulton Street
July 17, 2018
6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the June 2018 meeting
2. Treasurer's Report (adding reconciliation to report)
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
Grand Reopening sub-committee
7. AD HOC Policy
Donor Recognition – 2nd reading
Computer and Internet – 2nd reading
Tutoring – 2nd reading
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: August 21, 2018



Minutes of the Gloversville Public Library Board of Trustees Meeting

June 19, 2018

The Gloversville Public Library Board of Trustees held a meeting on June 19, 2018 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Frank Carangelo, Elizabeth Batchelor, Lisa Buggeln, Charles Reed and Brian Mazza. 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, John Blackmon, Claims Auditor for the Gloversville Public Library, and Susan Shrader, Trustee Elect, also attended the meeting. Craig Clark and Merry Dunn Brown were excused from the meeting.

Barbara Madonna
Library Director

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.

2017-2018
Board of Trustees

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on May 15, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Mazza made a motion, seconded by Mr. Carangelo, to approve the minutes of the meeting of May 15, 2018 as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of May 2018 and the eleven-month period ending May 31, 2018. Ms. Madonna mentioned to the Trustees that a new section covering the monthly bank reconciliements had been added per the Comptroller's regulations. Mr. Frank informed the Trustees that our income for the eleven-month period is down approximately \$5,600 from the same period of last year due primarily to the lower Fines and Miscellaneous Income. 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 \$7,800 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.

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Brian Mazza

Christine Pesses

Mr. Frank distributed the Warrants list for May 2018 numbered 1348 through 1387 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. Mazza, 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.

Charles Reed

Mr. Frank informed the Trustees that the Gloversville Library Foundation needed to draw on their Line of Credit with NBT Bank in June 2018, \$550,000 to pass up to the Library to cover Construction Bills that needed to be paid in June 2018. This draw on their Line of Credit brings the outstanding amount up to \$1,700,000.

Mrs. LaPorta informed the Trustees that The Friends of the Gloversville Public Library's next meeting will be held in August 2018. Mrs. LaPorta also informed the Trustees that the Friends will be holding an ice cream social at the Rail park on July 13, 2018. Mrs. LaPorta also informed the Trustees that the Friends will be holding an apple crisp social on August 17, 2018 at the Library.

Ms. Madonna informed the Trustees that she plans to apply for a DLD Construction Grant for 2019 and needed the Trustees to pass a resolution for her to do this application. Ms. Batchelor made a motion to approve a resolution for Ms. Madonna to apply for a DLD Construction Grant for 2019. This motion was seconded by Mr. Reed and approved all voting aye.

*Serving Gloversville
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

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

Ms. Batchelor informed the Trustees that the building project is on target to be done the week of August 20, 2018. Various rooms are painted and being completed from the upper floors to the basement. Ms. Batchelor also noted that the Library name is almost done over the front entranceway. Ms. Batchelor also reviewed the outstanding projected costs to finish the project and the expected timing of receiving the various grants and pledges that have been awarded or promised to us. Ms. Batchelor informed the Trustees that the Library Foundation Board had met and was aware of the situation and would be exploring what might need to be done for the balance of the funding to be available.

Ms. Batchelor informed the Trustees that the AD HOC Steering Committee would also be meeting in the next week or two.

Mrs. Buggeln presented the following policies for the second reading: The Whistleblower Policy and The Conflicts of Interest Policy. Mr. Mazza made a motion, seconded by Mr. Reed, to approve the policies as presented. This was approved all voting aye. Mrs. Buggeln also presented the following policies for the first reading: The Donor Recognition Policy, The Computer and Internet Policy and The Tutoring Policy. The Policies were reviewed with some minor corrections and changes suggested and will be presented for the second reading in July 2018.

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 three positions approved by the Board.

Mrs. Hauser informed the Trustees that the Summer Reading Program was starting next week and that Board Members could sign up tonight if they wanted to get started. Ms. Madonna also informed the Trustees that we would be purchasing an Event Keeper Program to keep more accurate records of room reservations and use in the renovated Library Building.

Mrs. Pesses informed the Trustees that 16 tee shirts had been ordered and that they are expected to arrive mid-July. Mrs. Pesses also informed the Trustees that the Public Relations Committee is meeting at the Library tomorrow at 9 AM.

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

Mrs. Pesses informed the Trustees that 22 people had attended the Focus Plan of Service Group meeting to review and discuss the results of the past year's focus groups at the Gloversville Senior Center from 4:30 PM to 6:30 PM on June 12, 2018. Mrs. Pesses also informed the Trustees that Eric Tehran, Director of Mohawk Valley Library System, will do a one-hour workshop now to work on rewriting the Library Mission Statement. A meeting date of July 5, 2018 from 5-6 PM was approved. Mrs. Pesses also thanked Brian Mazza for his service on the Board of Trustees.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had met on June 13, 2018 and had approved giving the Library an additional \$50,000 of their income cash to help cover June's operating expenses.

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. Reed made a motion to adjourn the meeting at 8:00 PM. This motion was seconded by Mr. Mazza and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday July 17, 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

JUNE 2018

	<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	\$393,695.00	\$393,695.00	\$0.00
Investment Income	200.00	0.72	641.05	239.54	(441.05)
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	50,000.00	114,000.00	63,910.00	(50,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	130.00	9,583.00	10,480.00	(4,583.00)
Government Affiliations	7,000.00	60.00	8,274.44	8,180.00	(1,274.44)
Fines & Miscellaneous Income	10,800.00	1,183.04	9,734.60	14,537.87	1,065.40
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$490,695.00</u>	<u>\$51,373.76</u>	<u>\$545,928.09</u>	<u>\$501,042.41</u>	<u>(\$55,233.09)</u>

	<u>Income Cash Reconcilement</u>
Income Cash Balance on June 1, 2018	<u>\$407,430.62</u>
Plus: Receipts Per Report	51,373.76
Less: Capital Expenditures - Furniture	15,674.61
Less: Expenses Per Report	<u>47,835.00</u>
Income Cash Balance on June 30, 2018	<u><u>395,294.77</u></u>
Accounts Payable as of 06/30/18	15,537.80
Prepaid Expenses as of 06/30/18	<u>(11,657.88)</u>
Actual Cash Balance on June 30, 2018*	<u><u>\$399,174.69</u></u>

*Note - Amount of Balance Loaned to
Construction Account at 06/30/18 \$ 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 June 1, 2018	\$10,769.67
Plus: Receipts:	
Interest on Money Market Account	0.47
Transfer from Construction Account	25,000.00
Less: Paid Outs:	
National Grid - Library Building & Construction Hook Up	380.18
Frontier Communications - Tech Hookup for Contractors	59.99
Gloversville Public Library - Construction Account	5,000.00
Liberty Mutual Insurance - Builder's Risk Insurance	5,130.50
Fulton County Center for Regional Growth - Rent	5,000.00
	<hr/>
Balance on June 30, 2018	<u>\$20,199.47</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on June 1, 2018	\$11,602.37
Plus: Receipts:	
Interest Earned	2.38
Grant Money Received	0.00
Campaign Funds from Library Foundation	55,000.00
Loan From Income Cash Account	0.00
Funds Borrowed By Foundation for Construction	550,000.00
Less: Paid Outs:	
Business Card - Book Drop	1,258.95
Bunkoff General Contractors, Inc.	317,086.25
DLC Electric, LLC	140,732.20
Landmark Flooring Concepts, Inc. - Carpeting	46,565.11
Rozell East, Inc.	16,886.25
Mazone Plumbing & Heating, Inc.	48,735.00
Metro Sound Pros, Inc. - Audio Equipment	20,000.00
DeJong Septic, LLC - Scoping Sewer Line	400.00
U.W. marx, Inc. - Construction Manager	15,000.00
Butler Rowland Mays Architects, LLP	7,126.50
	<hr/>
Balance on June 30, 2018	<u>\$2,814.49</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on June 1, 2018	\$109.90
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on June 30, 2018	<u>\$109.90</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JUNE 2018

	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	\$ 194,856.00	\$ 187,031.76	\$0.00
Salaries - Part Time Employees	78,148.00	5,186.59	45,023.29	37,096.32	33,124.71
Salaries - Custodians	26,781.00	2,231.76	24,595.61	25,507.20	2,185.39
F I C A & Medicare Tax	22,933.00	1,796.58	20,073.97	18,977.97	2,859.03
Unemployment Insurance	725.00	0.00	713.50	698.00	11.50
Disability Insurance	500.00	0.00	575.43	395.40	(75.43)
Medical Insurance & Reimbursements	44,017.00	173.57	29,458.30	27,895.11	14,558.70
Worker's Compensation Insurance	3,200.00	0.00	2,578.27	2,581.49	621.73
Pension Expense	30,222.00	7,826.50	28,463.00	27,236.00	1,759.00
Heat	0.00	0.00	0.00	4,570.31	0.00
Electricity	0.00	0.00	0.00	4,253.26	0.00
Rent	25,000.00	0.00	25,000.00	0.00	0.00
Telephone	3,000.00	237.78	2,856.80	4,080.45	143.20
Insurance	10,300.00	0.00	8,871.67	7,844.26	1,428.33
Books, Periodicals, etc.	46,500.00	2,446.72	44,861.11	45,666.95	1,638.89
Computer & Automation Services	16,000.00	1,030.35	10,239.61	23,322.98	5,760.39
Library, Building & Office Supplies	10,000.00	1,836.72	7,830.96	10,455.72	2,169.04
Maintenance & Repairs	4,000.00	279.00	1,735.05	12,467.86	2,264.95
Treasurer & Recording Secretary	8,400.00	700.00	8,400.00	8,400.00	0.00
Professional Fees	5,500.00	6,120.00	7,860.00	7,098.75	(2,360.00)
Election Expense	1,000.00	0.00	1,018.36	995.50	(18.36)
Professional Meetings & Travel	3,000.00	664.76	2,719.63	2,238.16	280.37
Events & Programming	3,000.00	462.84	3,896.49	5,083.43	(896.49)
Promotion Expense	4,000.00	523.28	4,415.03	4,165.98	(415.03)
General Expense	2,000.00	80.55	875.01	3,536.52	1,124.99
TOTAL EXPENSE	\$543,082.00	\$47,835.00	\$476,917.09	\$471,599.38	\$66,164.91

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JUNE 2018

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,475.34)	\$843.17	FICA & Medicare Expense
			1,632.17	Payroll
5730	1348	Trevett Millworks	15,375.00	Display Cases
5731		Gloversville Public Library	8,438.31	Payroll
5732	1349	Barbara J. Madonna	550.95	Petty Cash
5733	1350	Frontier Communications	237.78	Telephone
5734	1351	Michael J. Frank	700.00	Treasurer & Rec. Sec.
5735	1352	Baker & Taylor Books	276.88	Books
5736	1353	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5737	1354	The Leader-Herald	36.00	Promotion Expense
5738	1355	Mohawk Valley Library System	863.47	Computer & Automation
5739	1356	Whitney Radio Broadcasting, Inc.	85.00	Promotion Expense
5740	1357	Unique Management Services, Inc.	44.75	G/E - Collection Expense
5741	1358	Center Point Large Print	52.44	Books
5742	1359	Johnstown Public Library	29.00	Fines, etc.
5743	1360	Barbara J. Madonna (332.31)	32.70	Prof. Meetings & Travel
			299.61	Furn. & Equip. - Chair
5744	1361	Willie Ray Miles	50.00	Events & Programming
5745	1362	The State Insurance Fund	2,816.02	Prepaid Expense
5746	1363	Hydro-Test Sales & Service	88.00	Maintenance & Repairs
5747	1364	Quill Corporation	982.05	Library Supplies
5748	1365	Derby Office Equipment, Inc.	31.76	Library Supplies
5749	1366	Blackstone Publishing,	772.37	A/V - DVDs
5750	1367	Sebco Books	398.35	Books
5751	1368	Demco	254.15	Library Supplies
5752	1369	Business Card (1,194.08)	119.00	Computer & Automation
			480.00	Prof. Meetings & Travel
			63.68	Books
			77.44	A/V - DVDs
			73.97	Events & Programming
			80.66	Advocacy Grant
			382.28	Promotion Expense
			(82.95)	Library Supplies
5753	1370	M V P Health Care, Inc.	2,179.72	Prepaid Expense
5754	1371	United Health Care	17.40	Medical Insurance
5755	1372	Jeanne Smith	36.00	Fines, etc.
5756	1373	Children's Museum at Saratoga	125.00	Events & Programming
5757	1374	Waldo	269.22	Prepaid Expense
5758		Gloversville Public Library	9,595.53	Payroll
DM		NBT Bank - Deposit Tickets Payroll Account	90.46	Library Supplies
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	394.10	Pension - Withholdings
DM		E F T NYS Tax Department	911.00	Payroll
DM		E F T United States Treasury (2,802.71)	953.41	FICA & Medicare Expense
			1,849.30	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	173.57	Medical Insurance
		CHECK AND EFT PAID OUTS - JUNE 2018	53,497.26	
		PETTY CASH PAID OUTS - JUNE 2018		
		Library Supplies	7.87	
		Newspapers (Books)	428.25	
		TOTAL JUNE 2018 PAID OUTS	\$53,933.38	
		Plus: Accounts Payable	15,537.80	
		Less: Fines, etc.	(65.00)	
		Less: Advocacy Grant	(80.66)	
		Less: Furniture & Equipment	(15,674.61)	
		Less: Prepaid Expenses	(5,264.96)	
		Less: Petty Cash Check	(550.95)	
		NET TO BALANCE TO EXPENSES	\$47,835.00	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of June 1, 2018			\$920.47
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, 2018			<u><u>\$920.47</u></u>

W G Y CHRISTMAS WISH GRANT

Balance as of June 1, 2018			\$300.00
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, 2018			<u><u>\$300.00</u></u>

ADVOCACY GRANT

Balance as of June 1, 2018			\$80.66
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Business Card	5752	Mood Pencils	80.66
Total Expenses			<u>80.66</u>
Balance of Grant Money Left at June 30, 2018			<u><u>\$0.00</u></u>

WORKFORCE LITERACY GRANT

Balance as of June 1, 2018			\$193.73
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, 2018			<u><u>\$193.73</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of June 1, 2018			\$3,125.00
Appropriation Provided For In 2017-2018 Budget			0.00
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, 2018			<u><u>\$3,125.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of June 1, 2018			\$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			<u>0.00</u>
Balance of Restoration Funds Left at June 30, 2018			<u><u>\$4,149.18</u></u>

PARK TERRACE PYA - COLORTON

Balance as of June 1, 2018			\$0.00
Funds Received - Donation			559.25
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, 2018			<u><u>\$559.25</u></u>



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

Another fiscal year comes to a close. The Library was located in temporary quarters for the entire 12 months. Everyone had hoped that the 'newer' building would address some of the deficiencies that were a way of life in the historic building. Unfortunately, that is not the case. While all on one floor, the rear, parking lot entrance is not the accessible one. We made some compromises with technology because we only made a minimal investment in the infrastructure for such a short period of time. And most unfortunately, our climate control situation did not improve. To some, we took a step backward; at least the Carnegie building had lots of large windows to facilitate air flow. But, the staff has been creative and gems like Traveling Story Time are the result.

Part of our end of the year work is to look forward to the next fiscal year and decide how to allocate the budget line items that need to be divided. For example, the "Book Budget" actually covers DVDs, audiobooks, e-resources, periodicals, and databases as well as books. And even within the book category, we allocate funds for large type, the Baker and Taylor lease plan, and teen and children's collections. The Program line is divided between summer and the rest of the year, then children, teens, adults, and family. It has been my hope for several years to really dig into the resources The PR budget has also been divided this year to accommodate the needs of the move and our advocacy efforts as well as promoting the Library and promoting programs.

Summer programming kicked off this month with a presentation by the Foothills Chapter of the Adirondack Mountain Club and a magic show, both for families. With a theme of "Libraries Rock!" we are incorporating geology AND music. This year we added another opportunity to earn raffle tickets and our community service project supports the elementary music program at GESD. Please share our calendars with your families and neighbors. There are a lot of awesome programs happening over the next two months.

Construction continues to be on schedule. Meaning the contractors should wrap up the week of August 20 and then furniture can move in. Our timeline has us closing on September 17th for a 3 week move, with doors opening on October 8th. The dedication and date stone placement will take place shortly after a soft opening to work the kinks out. The event will be followed by a week of programming to show off the renovation.

Meetings

- | | |
|-----------------------|---|
| June 1 st | 1) Contractor meeting
2) Nicole Hauser |
| June 4 th | Staff meeting |
| June 5 th | Policy Committee meeting |
| June 6 th | 1) Chris Hopf, US Marx
2) Paul Mays and Lisa Hayes, Butler Rowland Mays Architects
3) The Foundation for MVLS Libraries |
| June 7 th | Friends of the Library meeting |
| June 8 th | 1) Contractor meeting
2) Chris Pesses and Merry Brown
3) Nicole Hauser |
| June 11 th | Staff meeting |
| June 13 th | 1) Chris Pesses
2) Gloversville Library Foundation meeting |

June 15 th	1) Contractors meeting 2) Nicole Hauser
June 18 th	1) Staff meeting 2) Proctor exam
June 19 th	Board of Trustees meeting
June 20 th	PR Committee meeting
June 21 st	MVLS board meeting
June 26 th	1) Proctor exam
June 27 th	Ellen Wood
June 28 th	1) Adirondack Cabling 2) Proctor exam
June 29 th	1) Contractors' meeting 2) Lisa Buggeln, Chris Pesses, Betsy Batchelor 3) Lisa Buggeln



Gloversville Public Library

Children's Room Report: June, 2018

Sally Fancher – Head of Children's Services

Summer hours began on June 1, and we saw a slight increase in patrons in the Children's Room right away. With all of the end of the year activities at the schools, the parents appreciate the extra hour.

There are quite a few people inquiring about Summer Reading and we are doing our best to keep everyone informed. Sonny has created some great handouts and promotions and we spent one afternoon stuffing the swag bags for the kids. Posters and flyers for the Summer Reading program and Bottle Drive were also posted around town to help promote the programs.

Students have been using the Children's Room space and available WiFi to review for their final exams. We have also had requests for help with studying and have been able to accommodate those who have asked. It is very gratifying when the kids come in to report their good grades.

June 13 was the last visit to the Whispering Pines pre-school, for the school year. We have already made plans to continue this monthly outreach next September. Since we began visiting this venue, we have seen many of the families of these kids come to the Library to register for accounts.

Summer Reading sign-up began on June 25 with Sam-Sam the Magic Man. Sixty-seven patrons were amazed by his magic and optical illusions. Not only is Sam a terrific magician, but he has terrific crowd control. And, he just finished his junior year of high school! It was a great start to the Summer. We had 39 kids sign-up and also directed their parents to register for the adult summer reading as well. Many people are excited about the move back to the Carnegie Building.

The Fulton Center visit on the 26th had 17 attendees and we enjoyed stories from Greek mythology and tales of modern day teenagers who don't do what they are told! Everyone could relate.

June 27th was the last visit to Bright Futures for the summer. We had three different age groups, all were working on the theme of "farm animals" and the letter "J". I have discovered that foam pool noodles are great for crafts, and we made some fabulous foam piggies.

Traveling Story Time had a great opening day. The Fulton County Museum was our venue and we had 26 kids and 15 adults. As always, the museum staff was very accommodating and also allowed the kids and their families to tour the museum after the program. The comments from the participants makes me believe that we will have great attendance for this program all summer long!

June 13 – Whispering Pines - 2 classes

June 20- Jolly Readers

June 25- Sam Sam the Magic Man and SRP sign-up

June 26- Fulton Center

June 27- Bright Futures - 3 classes

June 28- Traveling Story Time - Fulton County Museum

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

	2018	2017
VISITORS	6,356	(6,072)
CIRCULATION		
Adult Circulation	1,718	(2,103)
Teen Circulation	192	(93)
Juvenile Circulation	1,030	(1,051)
Audiobooks	**	(118)
eBooks	**	(312)
Music	37	(36)
Periodicals	**	(103)
Videos	1,468	(1,294)
Museum Passes	4	(5)
Subtotal	4,449	(5,115)
In-House Use		
Adult	29	(39)
Juvenile	128	(116)
Other Materials	1,059	(1,195)
Subtotal	1,216	(1,350)
Total Circulation	5,665	(6,465)
REFERENCE QUESTIONS	184	(207)
MEETINGS/PROGRAMS/OUTREACH		
39 Adult programs and meetings with 260 people		(28 Adult programs/meetings with 237 people)
15 Juvenile programs and meetings with 603 people		(10 Juvenile programs with 564 children)
0 Teen programs and meetings with 0 people		(0 Teen programs with 0 people)
INTERLIBRARY LOAN		
Material Borrowed	741	(600)
Material Loaned	702	(825)
Total	1,443	(1,425)
COMPUTER USAGE	1,546	(1,584)
HISTORICAL ROOM		
Visitors	-	-
Books Used		
Reference Questions		

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

** Statistics for e-resources not available as of 7/5/2018, will update at board meeting

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

	April	May	June
VISITORS	6,425	6,643	6,356
CIRCULATION			
Adult Circulation	1,639	1,830	1,718
Teen Circulation	104	137	192
Juvenile Circulation	988	906	1,030
Audiobooks	225	278	**
eBooks	399	398	**
Music	5	22	37
Periodicals	80	77	**
Videos	1,619	1,512	1,468
Museum Passes	4	3	4
Subtotal	5,063	5,163	4,449
In-House Use			
Adult	49	44	29
Juvenile	129	55	128
Other Materials	1,297	1,273	1,059
Subtotal	1,475	1,372	1,216
Total Circulation	6,538	6,535	5,665
REFERENCE QUESTIONS	181	280	184

MEETINGS/PROGRAMS/OUTREACH

April	39 Adult programs and meetings with 536 people 17 Juvenile programs and meetings with 263 people 3 Teen programs and meetings with 7 people
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

INTERLIBRARY LOAN

Material Borrowed	627	777	741
Material Loaned	791	696	702
Total	1,418	1,473	1,443

COMPUTER USAGE	1,655*	1,540*	1,546*
-----------------------	--------	--------	--------

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

** Statistics for e-resources not available as of 7/5/2018, will update at board meeting