



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
March 19, 2019 6:30pm

Pledge to the Flag
Public Comment

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

Next Meeting: April 16, 2019



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

February 19, 2019

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

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

Barbara Madonna
Library Director

Ms. Dunn Brown, Vice-President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

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.

2018-2019
Board of Trustees

Ms. Dunn Brown asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on January 15, 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 Mr. Rohrs, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Ms. Dunn Brown asked Mr. Frank to review the Financial Report for the month of January 2019 and the year-to-date period ending January 31, 2019. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$28,000 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru January 31, 2019 are up approximately \$43,300 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies, higher Insurance Expense and higher General Expense which have been offset by lower book and DVD purchases and lower Rent Expense in the current year due primarily to the time involved with moving back into the Library building and the expenses involved with the temporary location in the prior year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Carangelo made a motion, seconded by Mr. Reed, to accept the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Christine Pesses

Mr. Frank distributed the Warrants list for February 2019 numbered 1643 through 1679 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. After review of the Warrants Mr. Rohrs made a motion, seconded by Mr. Clark, 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

Christian Rohrs

Mr. Frank informed the Trustees that he needed to transfer \$15,000 from the Construction Account to the General Fund Account in order to pay the warrants and the Library payroll for February 28, 2019. This would be a partial repayment of the \$500,000 loaned to the Construction Account by the General Fund during the renovation work. Mr. Clark made a motion, seconded by Mr. Reed, to approve this transfer. This motion was approved all voting aye.

Susan Shrader

Mr. Clark informed the Trustees that the Finance Committee had met on January 30, 2019 to work on the Budget for the fiscal year ending June 30, 2020. Mr. Clark presented the proposed budget reflecting an increase of \$30,000 in the Tax Levy. After considerable discussion, Mr. Reed made a motion, seconded by Mr. Rohrs, to approve requesting an increase of \$30,000 in the Tax Levy to \$453,695 for the fiscal year ending June 30, 2020. This motion was approved all voting aye.

Mrs. La Porta reminded the Trustees that the Friends were doing a pie sale again this year and that orders will be due by March 20, 2019 and will be ready for pickup on April 5, 2019. Mrs. La Porta also informed the Trustees that the Friends will be hosting a spaghetti dinner on April 10, 2019 at the Italian Bistro. This fundraiser is for takeout only. Mrs. La Porta also informed the Trustees that the Friends newsletter would be out in April 2019. Mrs. La Porta also informed the Trustees that the Friends would be willing to help with any summer programming at the Library.

Mr. Frank informed the Trustees that the Foundation had not met but that they had used \$975,000 of the proceeds from the sale of securities in December 2018 to pay down their Line of Credit with NBT bank to \$2,000,000.

Mr. Carangelo informed the Trustees that there were several issues that needed to be addressed with the renovated building. Several vents have been added for better air circulation of enclosed heat pumps behind the Youth Circulation Desk, in the South Reading Room and in the Study Space. Grills were also added in two storage rooms in the basement in an attempt to get some heat to them. A leaking pipe that caused a flood in the Mechanical Room needed a replacement clamp, and a roof leak by Ms. Madonna's office will need to be repaired further in the Spring. Mr. Carangelo also reported that no response was submitted for the second snow removal bid and that James Esper will finish out this winter for us.

Ms. Dunn Brown presented the Meeting Room Policy, the Ethics Policy and the Fixed and Intangible Assets Policy for the second reading. Mr. Clark made a motion, seconded by Mr. Reed, to approve the Policies as presented. This motion was approved all voting aye.

Ms. Madonna informed the Trustees that the balance of the \$2,250,000 DASNY Grant money had been approved for payment and that we should receive these funds on February 28, 2019.

Ms. Dunn Brown said that there was no report from the Personnel Committee.

Mr. Reed informed the Trustees that the Program Committee had met and that they had come up with five tentative goals for the Plan of Service.

Ms. Dunn Brown informed the Trustees that the Public Relations Committee felt that the Committee should be split into two separate Committees. An Outreach Committee that will continue to meet monthly and a Public Relations Committee that will meet with the staff 3-4 times a year. The By-laws will need to be updated to reflect this change. Ms. Dunn Brown informed the Trustees that the next Advocacy event will be held at the Estee Apartments on March 7, 2019.

Ms. Madonna informed the Trustees that a new Civil Service test had been given and that a new list of prospective employees will be available soon. Ms. Madonna also informed the Trustees that she had approved George Emden's work week to be Sunday through Thursday effective immediately.

Ms. Dunn Brown informed the Trustees that boxes of portraits depicting library leaders at the time of the original construction had been in storage at the Library for years and that a discussion should be held as to what should be done with them. Mr. Reed suggested that we discuss this at a later time and possibly some history could be developed about the various people and that they could be displayed in a different format somewhere in the Library.

Ms. Dunn Brown asked if there was any old business to come before the meeting. Hearing none, Ms. Dunn Brown asked if there was any new business to come before the meeting. Ms. Madonna informed the Trustees that several other libraries in our area had gone to being fine free and should we consider doing it as well. It was suggested that we table this until more Board members are present. All agreed.

Ms. Dunn Brown also reminded the Trustees that the Budget vote and Trustee vote was coming up on May 7th and that we should be reminding Library supporters to get out and vote.

Mr. Clark made a motion to adjourn the meeting at 8 :05 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 March 19, 2019 at 6:30 PM. at the Library Building at 58 East Fulton Street, Gloversville, New York.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

FEBRUARY 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	512.57	525.08	636.82	(325.08)
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	0.00	64,000.00	64,000.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	6,070.00	9,453.00	3,930.00
Government Affiliations	7,000.00	0.00	7,960.01	7,714.44	(960.01)
Fines & Miscellaneous Income	9,000.00	817.30	7,296.01	6,069.37	1,703.99
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$523,895.00</u>	<u>\$1,329.87</u>	<u>\$519,546.10</u>	<u>\$491,568.63</u>	<u>\$4,348.90</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on February 1, 2019	\$561,684.56				
Plus: Receipts Per Report	1,329.87				
Less: Capital Expenditures - Furniture	0.00				
Less: Capital Expenditures - Work In Progress	107.00				
Less: Expenses Per Report	<u>46,679.07</u>				
Income Cash Balance on February 28, 2019	<u><u>516,228.36</u></u>				
Accounts Payable as of 02/28/19	0.00				
Prepaid Expenses as of 02/28/19	<u>(8,649.09)</u>				
Actual Cash Balance on February 28, 2019*	<u><u>\$507,579.27</u></u>				
*Note - Amount of Balance Loaned to Construction Account at 02/28/19	\$ 485,000.00				

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 February 1, 2019	\$832.88
Plus: Receipts:	
Interest on Money Market Account	0.16
Refund Builder's Risk Insurance	0.00
Less: Paid Outs:	
Transfer to Construction Account	0.00
National Grid - Parking Lot Service	23.57
	<hr/>
Balance on February 28, 2019	<u>\$809.47</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on February 1, 2019	\$6,070.63
Plus: Receipts:	
Interest Earned	1.90
Grant Money Received	2,079,958.53
Campaign Funds from Library Foundation	0.00
Principal Cash from Foundation	0.00
Bullet Aid	0.00
Transfer From Building Fund	0.00
Less: Paid Outs:	
Bank Wire Fee	15.00
SRI Fire Sprinkler, LLC	950.00
Mazone Plumbing & Heating, Inc.	11,332.73
Gloversville Public Library - Repay Loan	15,000.00
Herman Miller, Inc.	87,229.44
Accent	117,340.26
Palmieri	304,203.82
Leland International	1,084.52
	<hr/>
Balance on February 28, 2019	<u>\$1,548,875.29</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on February 1, 2019	\$131.24
Plus: Receipts:	
Donations	31.72
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on February 28, 2019	<u>\$162.96</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

FEBRUARY 2019

	<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	\$ 20,581.68	\$ 152,695.64	\$ 129,904.00	\$44,885.36
Salaries - Part Time Employees	134,728.00	3,684.14	29,829.51	26,639.62	104,898.49
Salaries - Custodians	28,055.00	2,337.92	18,703.36	17,854.08	9,351.64
F I C A & Medicare Tax	27,568.00	2,021.97	15,288.17	13,235.74	12,279.83
Unemployment Insurance	725.00	193.00	551.00	534.50	174.00
Disability & Family Leave Insurance	1,200.00	0.00	850.97	575.43	349.03
Medical Insurance & Reimbursements	43,644.00	2,934.88	25,422.81	22,324.80	18,221.19
Worker's Compensation Insurance	3,400.00	0.00	3,254.21	3,558.79	145.79
Pension Expense	34,755.00	0.00	21,278.50	20,636.50	13,476.50
Heat	5,941.00	539.70	1,470.59	0.00	4,470.41
Electricity	5,530.00	2,092.72	5,153.74	0.00	376.26
Rent	0.00	0.00	0.00	25,000.00	0.00
Telephone	3,600.00	525.05	3,247.90	1,903.96	352.10
Insurance	11,600.00	1,634.63	16,073.94	8,871.67	(4,473.94)
Books, Periodicals, etc.	46,500.00	3,817.41	32,042.47	34,936.47	14,457.53
Computer & Automation Services	17,500.00	1,014.57	20,815.33	6,558.85	(3,315.33)
Library, Office Supplies & Postage	13,000.00	1,169.92	8,382.18	3,796.69	4,617.82
Maintenance, Repairs & Bldg. Supplies	12,000.00	2,541.89	3,856.45	1,049.81	8,143.55
Treasurer & Recording Secretary	8,600.00	700.00	5,700.00	5,600.00	2,900.00
Professional Fees	8,000.00	0.00	80.00	1,540.00	7,920.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	88.74	364.58	1,511.87	2,635.42
Events & Programming	5,500.00	450.00	3,080.44	2,358.97	2,419.56
Promotion Expense	4,500.00	324.00	3,182.49	3,067.54	1,317.51
General Expense	<u>2,000.00</u>	<u>26.85</u>	<u>3,990.42</u>	<u>527.68</u>	<u>(1,990.42)</u>
TOTAL EXPENSE	<u><u>\$619,927.00</u></u>	<u><u>\$46,679.07</u></u>	<u><u>\$375,314.70</u></u>	<u><u>\$331,986.97</u></u>	<u><u>\$244,612.30</u></u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

FEBRUARY 2019

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,975.78)	\$1,016.89	FICA & Medicare Expense
			1,958.89	Payroll
5956		Gloversville Public Library	10,359.99	Payroll
5957	1644	Nicole Hauser	520.50	Petty Cash
5958	1645	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5959	1646	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5960	1647	M V P Health Care, Inc.	2,724.65	Medical Insurance
5961	1648	United Health Care	17.40	Medical Insurance
5962	1649	Baker & Taylor Books	1,297.17	Books
5963	1650	Blackstone Publishing	308.41	A/V - DVDs
5964	1651	Unique Management Services, Inc.	26.85	G/E - Collection Expense
5965	1652	Charles Ackerbauer	150.00	Events & Programming
5966	1653	The Leader-Herald	133.00	Promotion Expense
5967	1654	Gardiner Media, LLC	40.59	Books
5968	1655	The Hartford Steam Boiler Insurance & Inspection Company	210.00	Maintenance & Repairs
5969	1656	WCSS/Radio Services	169.00	Promotion Expense
5970	1657	McClary Media, Inc.	22.00	Promotion Expense
5971	1658	Caroga Arts Collective	300.00	Events & Programming
5972	1659	City of Gloversville - Commissioner of Finance	200.00	Maintenance & Repairs
5973	1660	National Grid (2,632.42)	539.70	Heat - Natural Gas
			2,092.72	Electricity
5974	1661	First Nonprofit Unemployment Program (393.00)	200.00	Cash Reserve
			193.00	Unemployment Insurance
5975	1662	Frontier Communications	525.05	Telephone
5976	1663	Palmateer Trucking & Container Service	202.00	Maintenance & Repairs
5977	1664	Mohawk Valley Library System	994.57	Computer & Automation
5978	1665	Sebco Books	674.23	Books
5979	1666	Kid's Reference Company, Inc.	625.48	Books
5980	1667	Brodart Co.	958.05	Library Supplies
5981	1668	Quill Corporation	168.37	Library Supplies
5982	1669	Johnstown Public Library	28.44	Fines, etc.
5983	1670	Schenectady County Public Library	12.99	Fines, etc.
5984	1671	Liberty Mutual Insurance (2,260.00)	1,634.63	General Insurance
			625.37	Prepaid Expense
5985	1672	Nicole Hauser	52.78	Professional Meetings & Travel
5986	1673	Barbara J. Madonna	35.96	Professional Meetings & Travel
5987	1674	James Esper Landscaping	1,900.00	Maintenance & Repairs
5988	1675	Business Card (810.96)	426.03	A/V - DVDs
			197.44	Advocacy Grant
			16.99	Maintenance & Repairs
			20.00	Computer & Automation
			43.50	Postage
			107.00	Construction Work In Progress
5989	1680	Suzanne Schermerhorn	18.95	Fines, etc.
5990		Gloversville Public Library	10,227.86	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	298.98	Pension - Withholdings
DM		E F T NYS Tax Department	983.00	Payroll
DM		E F T United States Treasury (2,944.16)	1,005.08	FICA & Medicare Expense
			1,939.08	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	210.23	Medical Insurance
		CHECK AND EFT PAID OUTS - FEBRUARY 2019	47,931.36	
		PETTY CASH PAID OUTS - FEBRUARY 2019		
		Maintenance & Repairs	445.50	
		Fines, Lost Books, etc.	2.00	
		Newspapers (Books)	12.90	
		TOTAL FEBRUARY 2019 PAID OUTS	\$48,391.76	
		Less: Prepaid Expense	(625.37)	
		Less: Petty Cash Check	(520.50)	
		Less: Cash Reserve	(200.00)	
		Less: Fines, etc.	(62.38)	
		Less: Construction Work In Progress	(107.00)	
		Less: Advocacy Grant	(197.44)	
		NET TO BALANCE TO EXPENSES	\$46,679.07	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of February 1, 2019			\$45.47
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 February 28, 2019			<u><u>\$45.47</u></u>

W G Y CHRISTMAS WISH GRANT

Balance as of February 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 February 28, 2019			<u><u>\$336.62</u></u>

ADVOCACY GRANT

Balance as of February 1, 2019			\$1,585.75
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Business Card - Pencils	5988	Promotion	197.44
Total Expenses			<u>197.44</u>
Balance of Grant Money Left at February 28, 2019			<u><u>\$1,388.31</u></u>

WORKFORCE LITERACY GRANT

Balance as of February 1, 2019			\$193.73
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			<u>0.00</u>
Balance of Grant Money Left at February 28, 2019			<u><u>\$193.73</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of February 1, 2019			\$3,325.00
Appropriation Provided For In 2018-2019 Budget			0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			<u>0.00</u>
Balance of Appropriation Funds Left at February 28, 2019			<u><u>\$3,325.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of February 1, 2019			\$2,684.18
Funds Received - Garage Sale			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			<u>0.00</u>
Balance of Restoration Funds Left at February 28, 2019			<u><u>\$2,684.18</u></u>

PARK TERRACE PTA - COLORTON

Balance as of February 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 Colorton Funds Left at February 28, 2019			<u><u>\$559.25</u></u>

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
February 28, 2019

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

Balance Per Bank Statement \$ 14,537.78

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
02/19/19	5959	The Paul Revere Life Insurance Company	278.54	
02/19/19	5960	MVP Health Care, Inc.	2,724.65	
02/19/19	5961	United Health Care	17.40	
02/19/19	5965	Charles Ackerbauer	150.00	
02/19/19	5969	WCSS/Radio Services	169.00	
02/19/19	5976	Palmateer Trucking & Container Service	202.00	
02/19/19	5982	Johnstown Public Library	28.44	
02/19/19	5983	Schenectady County Public Library	12.99	
02/19/19	5987	James Esper Landscaping	1,900.00	
02/19/19	5989	Suzanne Schermerhorn	18.95	
02/28/19	DM	NYS & Local Employees' Retirement System	298.98	
		Total Outstanding Checks	<u>298.98</u>	<u>5,800.95</u>

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS

\$ 8,736.83

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

Balance Per Bank Statement \$ 8,893.34

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
01/31/19	4875	Linda J. Callahan	118.30	
02/15/19	4891	Kathy Van Volkenburg	125.42	
02/28/19	4895	Barbara J. Madonna	1,818.62	
02/28/19	4896	Nicole L. Hauser	1,240.87	
02/28/19	4898	Sally A. Fancher	1,096.36	
02/28/19	4899	Linda B. Conroy	1,157.22	
02/28/19	4900	Jameson M. Duross	734.27	
02/28/19	4903	Linda J. Callahan	112.67	
02/28/19	4904	Sally L. Ostrander	417.73	
02/28/19	4905	Kathy Van Volkenburg	54.00	
02/28/19	4906	Christine T. Prokopiak	271.67	
02/28/19	4907	Kimberly A. Collar	307.52	
02/28/19	4908	Patricia A. Devereaux	438.69	
		Total Outstanding Checks	<u>438.69</u>	<u>7,893.34</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				\$	497.33
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
	None		-		
	Total Outstanding Checks		<u>-</u>		<u>-</u>

BALANCE IN LEDGER AND QUICKBOOKS

\$ 497.33

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

Balance Per Bank Statement				\$	809.47
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
	None		-		
	Total Outstanding Checks		<u>-</u>		<u>-</u>

BALANCE IN LEDGER AND QUICKBOOKS

\$ 809.47

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement				\$	2,070,066.06
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
02/39/19	1157	Mazone Plumbing & heating, Inc.	11,332.73		
02/28/19	1160	Herman Miller, Inc.	87,229.44		
02/28/19	1161	Accent	117,340.26		
02/28/19	1162	Palmieri	304,203.82		
02/28/19	1163	Leland International	1,084.52		
	Total Outstanding Checks		<u>521,190.77</u>		<u>521,190.77</u>

Other Items:

None					<u>-</u>
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BALANCE IN LEDGER AND QUICKBOOKS

\$ 1,548,875.29

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

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 162.96

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Craig Clark
Vice President of Finance



Gloversville Public Library

Director's Report: February 2019

Barbara Madonna – Director

Building issues seem to still take up time each month. Accent Furniture and A1 Installers have been back on site delivering backordered pieces and making adjustments. One of the lounge chairs in the Fiction Room was slashed and I am working with Accent and an independent upholster to fix it. Unfortunately, we also found a bench that has been cut. Based on the damage, it is possible it was accidental. The roof covering the east addition is still leaking and Bunkoff General Contractors had the roofer as well as their own employees out to investigate. It appears to be an issue with the joints in the masonry, not with the roof. We need warmer weather to seal them, however. A roof drain that runs through the mechanical room sprang a leak at the joint. Luckily, the floor in the mechanical room is epoxy paint and has a floor drain. The Fire Department went above and beyond to help and the plumber fixed the problem. On the bright side, the roof drain works.

I spoke to Paul Mays at Butler Rowland Mays Architects about redesigning the auxiliary parking lot project. We agree that it is an engineering project and there is no reason to have the architects in the middle. I then reached out to Darren Romeyn and Steve Smith for estimates to redesign and execute the paving and lighting. I'll be getting estimates at the beginning of March. I've also spoken again to Mark Yost and Jon Stead about the Probation building and library staff parking.

I met with Betsy and Lisa Buggeln to lay some ground work for the Capital Campaign's donor recognition plaques. The campaign is also make some adjustment to the procedure for acknowledging campaign donations to edit me out of the process.

The balance of the \$2,250,000 State and Municipal Facilities Grant arrived at the end of the month. Checks to vendors with outstanding bills were mailed immediately.

Nicole and I spent some time in the local history room creating some projects that could be executed by the staff to move things forward. Though moving the collection to space on the main floor will provide greater supervision by staff, it did not gain any additional shelf space and there is a number of ill-fit titles in the collection. Should we have Historical Notes on the Constitutions of Connecticut, 1639-1818 if we have limited space? Even if we had infinite space? To enlist some professional assistance with the task of collection development, we also wrote a grant to the Documentary Heritage Services for New York for an evaluation of the collection and the room. This will provide direction on how to build this room into a valuable and vibrant library service. We are also pursuing the purchase of a new microfilm reader.

The latest Civil Service test for Library Clerk was held on February 9th. We received the list on February 26th and will be holding interviews in March.

This month I got to help with Adult Crafts. Our participants made bath bombs. It is terrific to witness the friendships that have blossomed, the cooperation around the table and how these classes have inspired folks to try some new crafting challenges on their own.

At the end of the month I participated in the Fulton County Center for Regional Growth's downtown SWOT meeting. This discussion will continue to add data to our own Plan of Service.

Meetings

- Feb. 1st Accent Furniture & A1 Installers
- Feb. 2nd Saratoga Arts Council Grant panel
- Feb. 4th
 - 1) Staff meeting
 - 2) Neal Townsel, Modern Times Upholstery

- Feb. 5th
- 1) Neal Townsel, Modern Times Upholstery
 - 2) Paul Mays, Butler Rowland Mays Architects
 - 3) Titian Roofing
 - 4) Rozell East LLC
 - 5) Program Committee meeting
 - 6) Thyssen Krupp
- Feb. 6th
- 1) Mark Yost, Fulton County Highways & Facilities
 - 2) Jon Stead, Fulton County Executive
 - 3) Lisa Buggeln and Betsy Batchelor
- Feb. 7th – 14th vacation
- Feb. 13th
- 1) Chris Pesses and Merry Brown
 - 2) PR Committee meeting
 - 3) Chris Hopf, UW Marx
- Feb 18th
Feb 19th
- Closed for Presidents Day
- 1) Summer Reading planning meeting
 - 2) Board of Trustees meeting
- Feb 20th
- 1) Proctor exam
 - 2) Steve Smith, Steven E Smith PE
 - 3) Fulton County Center for Regional Growth, SWOT exercise
- Feb 22
- 3) Ren Reed
 - 2) Darren Romeyn, DM Romeyn Engineering
- Feb 25th
Feb 26th
- 1) Staff meeting
 - 1) D & D
 - 2) Mark Yost, Fulton County Highways & Facilities
 - 3) Barbara Hillibrandt, Leader-Herald
 - 4) Staff PR meeting
 - 5) Chris Pesses
 - 6) Nicole Hauser
 - 7) Chris Hopf, UW Marx
 - 8) Steve Smith, Steven E Smith PE
 - 9) Craig Duncan, Accent Furniture
 - 10) Fulton County Center for Regional Growth, SWOT follow-up
- Feb 27th
- 1) Steve Smith, Steven E Smith PE
 - 2) Adult crafts – 2 sessions
- Feb. 28th
- 1) Chris Hopf, UW Marx
 - 2) Chris Carigan, Bunkoff General Contractors
 - 3) James Esper
 - 4) Fulton County Center for Regional Growth
 - 5) A1 Installers

From: Madonna,Barbara

Sent: Wednesday, March 13, 2019 9:20 AM

To: Frank Carangelo (keieshk@yahoo.com); Ren Reed; Sue Shrader

Subject: March 2019 meeting report

1. Lock guys are on site. It's taken coordination with our IT staff, but all of the doors with key fobs are working now. Finally. We still have one door, the Friends Room, that is missing a lock. An email has been sent about that.
2. Probation has officially moved across the street to the old St. Mary's School. The library staff is now parking behind the old Probation building. I've spoken again to the county. They know we are interested in the building, but the supervisors have made no decisions. I hope to take a tour in the next month or so. No point continuing to say we are interested if it's not something that will work.
3. The snow from the main parking lot has been moved to the auxiliary lot. We have to install speed bumps on the driveway once the snow melts; they are stored in the old staff restroom. And we may need to replace some of the wheel stops that have been damaged. And the auxiliary lot plowed too.
4. Steve Smith of Steven E Smith PE (engineering) has agree to oversee the parking lot renovation for free. We need to redesign the site, revisit the planning board, and put the project out to bid. Steve has what files the architect provided, for the redesign, and he needs to get back to me. We spoke this morning.
5. A new arm needed to be ordered for the chair in the fiction room that was slashed. It is less than \$300. I still need a quote from the upholsterer.
6. The roof of the east addition is currently NOT leaking, so the repairs Bunkoff performed might be it.
7. The gate leading to the staff entrance, by the dumpster, experienced some damage due to the very high winds we had several weeks ago and must be replaced.
8. I've been in touch with the landscaper about spring clean-up. They will be out to inspect the plantings after the snow melts and he is willing to work with the Friends Grounds Committee to outline spring clean-up tasks.
9. In April we will need to coordinate with the HVAC contractor to start the chiller for A/C season.

10. We still have some punch list items hanging out from several contractors. It's been difficult getting them here. And some things on Bunkoff's list are outside and we need the snow to melt and the temps to rise.

11. The casters on the chairs in the small meeting room have been replaced with slides. Hopefully that helps. And additional tables have been ordered for the Activity Room.

12. Not really buildings, but the new computers will be installed on Monday. We've been waiting 6 months for them to arrive.

Barbara Madonna

Director

Gloversville Public Library

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Gloversville Public Library

Children's Room Report: February 2019

Sally Fancher – Head of Children's Services

Things are still very busy in the Youth Center. Staff spends a great deal of time trying to reinforce the behaviors that we wish to see in our young patrons. While the kids have not always done their best, they are making improvements and there is a small band of regulars who have started to help police their peers.

We continue to visit the preschools and Fulton Center, and have pre-schools visit us. Many of our patrons continue to express their appreciation for the elevator. Lack of accessibility had been a deterrent for many who wished to attend programs or bring children to the Library.

Our collection development is progressing well. Now that our teen collection is in a well-lighted and visible space, the circulation has gone up. I expect that we can have a more accurate base to use for weeding and developing.

Tween Crafts has had lower attendance, partly because of weather, partly because a few of the regulars were asked to go home and take a week's time-out, due to incredibly foul language. Two tweens returned at the end of the time-out, and even had an endorsement from their Sunday school teacher.

Thursday Story Time is booming! We have several families that make this a regular part of their week. We also have several Home School families that have made connections through this program. Progress on the Field Day for Home School Families is program is coming along. We will be setting a date soon, and organizing bags of information to be given to the families.

Several different agencies have inquired about special story times and tours for their groups. We are working hard to meet those needs and re-introduce people to their Library.

Chris Prokopiak, Nicole Hauser and I attended the Summer Reading workshop in Colonie and brought home some very good ideas for our Summer Read. We also brought home first place for the costume contest.



We began working on Summer programming right away. We have already secured most of our dates for Traveling Story Time, including City Hall as a venue this year. We are excited about all of the possibilities for programs and events in our renovated space.

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

	2019	2018
VISITORS	4,169	6,026

CIRCULATION

Adult Circulation	1,723	1,672
Teen Circulation	132	100
Juvenile Circulation	1,483	696
Audiobooks	277	206
eBooks	489	361
Music	17	3
Periodicals	69	59
Videos	1,476	1,246
Museum Passes	2	-
Subtotal	5,668	4,343
In-House Use		
Adult	42	8
Juvenile	162	40
Other Materials	1,274	1,127
Subtotal	1,478	1,175
Total Circulation	7,146	5,518

REFERENCE QUESTIONS	376	109
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MEETINGS/PROGRAMS/OUTREACH

39 Adult programs and meetings with 217 people	(25 Adult programs and meetings with 160 people)
14 Juvenile programs and meetings with 175 people	(19 Juvenile programs and meetings with 255 people)
3 Teen programs and meetings with 16 people	(3 Teen programs and meetings with 10 people)

INTERLIBRARY LOAN

Material Borrowed	670	(609)
Material Loaned	677	(684)
Total	1,347	(1,293)

COMPUTER USAGE	1,856	(1,341)
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HISTORICAL ROOM

Visitors
Books Used
Reference Questions

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

Statistics for December 2018, January and February 2019 are as follows:

	December	January	February
VISITORS	4,048	3,923	4,169
CIRCULATION			
Adult Circulation	1,652	1,971	1,723
Teen Circulation	162	149	132
Juvenile Circulation	1,190	1,215	1,483
Audiobooks	217	138	277
eBooks	441	545	489
Music	47	54	17
Periodicals	63	69	69
Videos	1,545	1,849	1,476
Museum Passes	1	0	2
Subtotal	5,318	5,990	5,668
In-House Use			
Adult	35	39	42
Juvenile	74	60	162
Other Materials	251	1,258	1,274
Subtotal	360	1,357	1,478
Total Circulation	5,678	7,347	7,146
REFERENCE QUESTIONS	1,106	237	376
MEETINGS/PROGRAMS/OUTREACH			
December	33 Adult programs and meetings with 264 people 11 Juvenile programs and meetings with 165 people 4 Teen programs and meetings with 51 people		
January	31 Adult programs and meetings with 238 people 20 Juvenile programs and meetings with 296 people 4 Teen programs and meetings with 40 people		
February	39 Adult programs and meetings with 217 people 14 Juvenile programs and meetings with 175 people 3 Teen programs and meetings with 16 people		
INTERLIBRARY LOAN			
Material Borrowed	643	877	670
Material Loaned	504	718	677
Total	1,147	1,595	1,347
COMPUTER USAGE	2,076	1,942	1,856
*HISTORICAL ROOM (in storage while in temporary location)			
Visitors	0	0	0
Books Used	5	0	0
Reference Questions	1	0	0

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