



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
May 21, 2019 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the April 2019 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Foundation
6. Building and Grounds
7. AD HOC Policy
8. Outreach Committee
9. Personnel Committee
10. Program Committee
11. Public Relations Committee
12. Director's Report
Local history room report
13. President's Report
Plan of Service – next step
14. Old Business
Library history – photos of gentlemen & boxes – plan
Fine Free discussion
15. New Business
Letter of resignation - trustee
Certify the Election
16. Executive Session
Discuss employment of two specific employees
17. Adjourn

Next Meeting: June 18, 2019



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting April 16, 2019

The Gloversville Public Library Board of Trustees held a meeting on April 16, 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: Christine Pesses, Lisa Buggeln, Elizabeth Batchelor Merry Dunn Brown, Susan Shrader, Frank Carangelo, Charles Reed 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. Christian Rohrs was excused from the meeting.

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

Mrs. Pesses informed the Trustees that the Public Hearing on the budget for the fiscal year ending June 30, 2020 was now open and asked Mr. Clark our Vice President of Finance to review his handout. Mr. Clark informed the public that our budget for 2019-2020 was approximately \$641,300 with a proposed tax levy of \$453,695. Approximately \$160,000 will need to come from our fund balance to meet our expenses for the 2019-2020 year. Mr. Clark also informed the public that the Library vote is on Tuesday May 7, 2019. Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln, to close the public hearing on the proposed budget for our next fiscal year at 6:45 PM. This motion was approved all voting aye.

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

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

Mrs. Pesses introduced Eric Trahan, Director of Mohawk Valley Library System, who led a discussion pertaining to the Library going fine free. Several other Libraries in the area are experimenting with doing this and other areas that have gone this route have not found that it has led to more delinquencies or materials not being returned. The Trustees agreed that we should take a look at this and review our Policy.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on March 19, 2019. Mrs. Pesses 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. Shrader, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of March 2019 and the year-to-date period ending March 31, 2019. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$28,200 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru March 31, 2019 are up approximately \$61,600 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 Ms. Batchelor, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for April 2019 numbered 1714 through 1749 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. Reed, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mrs. La Porta informed the Trustees that the Friends had sent their scholarship information to the Gloversville High School and would be awaiting applications from students. Mrs. La Porta also informed the Trustees that the pie sale and the spaghetti dinner both did very well. Mrs. La Porta also informed the Trustees that the Friends will be holding a fundraiser at the Colonial Little Theater on April 23, 2020. Mrs. La Porta also informed the Trustees that books are now being accepted again for the Friends next book sale. A date has yet to be determined. An Ice Cream Social and Apple Crisp program also will be held at the Library over the summer. The next meeting of the Friends will be held on May 2, 2019.

*Serving Gloversville
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

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

Mr. Frank informed the Trustees that the Foundation had not met since the last Library Trustees meeting but that a meeting will be scheduled in late May or early June.

Mr. Carangelo informed the Trustees that the Building and Grounds Committee had met last Thursday and that they were working on a list of items that will need to be done each year at the Library as the seasons change from winter to spring, spring to summer, summer back to fall and then fall back to winter. This list will be distributed when it is completed.

Mrs. Buggeln informed the Trustees that there was no meeting of the AD HOC Policy Committee since the last Trustee's meeting.

Ms. Dunn Brown informed the Trustees that the Outreach Committee would be meeting tomorrow at 3:30 PM. Ms. Dunn Brown informed the Trustees that they could not get a table at the Broadalbin Home Show. Ms. Dunn Brown also informed the Trustees that they had 9 people at the Estee Apartments and 33 people at the Kingsboro Towers for the outreach programs. Ms. Dunn Brown also informed the Trustees that a book drop and swap was planned for May 4, 2019 as part of the community's 100 in 1 Day activities.

Ms. Madonna informed the Trustees that she would like to create a new Part Time Library Clerk Position. Ms. Batchelor made a motion, seconded by Ms. Dunn Brown to approve this new position. This was approved all voting aye. Ms. Madonna also informed the Trustees that she had interviewed three new people and that two of the three looked good for potential employment.

Mr. Reed informed the Trustees that the Program Committee had not met since the last Trustee's meeting. Ms. Madonna informed the Trustees that the rest of this year's budget was being spent with a program each month and that work was being done on summer programming.

Ms. Madonna informed the Trustees that the History Room is being worked on with decisions to be made on many things that have been in the collection for long periods of time that do not have a connection to the local area. Ms. Batchelor informed the Trustees that the donated 1888 map of Gloversville will need to be laminated.

Mrs. Pesses informed the Trustees that the Plan of Service is close to being ready for review. Mrs. Pesses also reminded the Trustees that the Library vote is fast approaching and will be held on May 7, 2019 from 11 AM to 8 PM.

Mrs. Pesses asked if there was any old business to come before the meeting. Mrs. Pesses showed the Trustees several of the pictures of the men that have been discussed at previous meetings and felt that a committee should be established to make a determination as to what we should do with these pictures. Mr. Reed and Ms. Dunn Brown said that they would work with Mrs. Pesses on this project.

Mrs. Pesses asked if there was any new business to come before the meeting. Hearing none, Ms. Dunn Brown made a motion to adjourn the meeting at 8 :20 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 May 21, 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

APRIL 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	155.72	785.86	639.59	(585.86)
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	280.00	8,240.01	7,714.44	(1,240.01)
Fines & Miscellaneous Income	9,000.00	918.30	9,360.50	7,661.12	(360.50)
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>\$1,354.02</u>	<u>\$522,151.37</u>	<u>\$493,163.15</u>	<u>\$1,743.63</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on April 1, 2019	\$446,479.90				
Plus: Receipts Per Report	1,354.02				
Less: Capital Expenditures - Furniture	8,220.90				
Less: Capital Expenditures - Work In Progress	0.00				
Less: Expenses Per Report	<u>44,250.81</u>				
Income Cash Balance on April 30, 2019	<u><u>395,362.21</u></u>				
Accounts Payable as of 04/30/19	0.00				
Prepaid Expenses as of 04/30/19	<u>(8,872.42)</u>				
Actual Cash Balance on April 30, 2019	<u><u>\$386,489.79</u></u>				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY
OTHER LIBRARY BANK ACCOUNTS

BUILDING FUND MONEY MARKET ACCOUNT

Balance on April 1, 2019	\$786.07
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 April 30, 2019	<u><u>\$762.66</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on April 1, 2019	\$911,648.62
Plus: Receipts:	
Interest Earned	15.19
Grant Money Received	31,095.00
Less: Paid Outs:	
Palmieri - Furniture	271.44
Accent - Furniture	735.96
Cardinal Direction Landscape Architecture	250.00
	<hr/>
Balance on April 30, 2019	<u><u>\$941,501.41</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on April 1, 2019	\$162.96
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on April 30, 2019	<u><u>\$162.96</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

APRIL 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	\$ 193,859.00	\$ 162,380.00	\$3,722.00
Salaries - Part Time Employees	134,728.00	5,029.16	38,756.52	34,673.92	95,971.48
Salaries - Custodians	28,055.00	2,337.92	23,379.20	20,385.11	4,675.80
F I C A & Medicare Tax	27,568.00	2,124.85	19,451.33	16,502.10	8,116.67
Unemployment Insurance	725.00	193.00	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	3,632.19	31,810.58	27,292.71	11,833.42
Worker's Compensation Insurance	3,400.00	(1,060.32)	2,193.89	2,578.27	1,206.11
Pension Expense	34,755.00	0.00	21,278.50	20,636.50	13,476.50
Heat	5,941.00	330.66	2,222.46	0.00	3,718.54
Electricity	5,530.00	1,667.77	8,572.07	0.00	(3,042.07)
Rent	0.00	0.00	0.00	25,000.00	0.00
Telephone	3,600.00	525.05	4,298.00	2,381.24	(698.00)
Insurance	11,600.00	0.00	16,073.94	8,871.67	(4,473.94)
Books, Periodicals, etc.	46,500.00	4,030.19	39,929.09	39,581.15	6,570.91
Computer & Automation Services	17,500.00	958.66	24,384.75	8,325.79	(6,884.75)
Library, Office Supplies & Postage	13,000.00	1,652.26	12,043.97	5,005.21	956.03
Maintenance, Repairs & Bldg. Supplies	12,000.00	188.00	8,739.06	1,288.05	3,260.94
Treasurer & Recording Secretary	8,600.00	700.00	7,150.00	7,000.00	1,450.00
Professional Fees	8,000.00	0.00	80.00	1,740.00	7,920.00
Election Expense	1,000.00	0.00	0.00	101.19	1,000.00
Professional Meetings & Travel	3,000.00	30.00	394.58	1,860.85	2,605.42
Events & Programming	5,500.00	556.78	3,845.58	3,112.34	1,654.42
Promotion Expense	4,500.00	692.49	4,798.98	3,722.75	(298.98)
General Expense	2,000.00	80.47	4,088.79	724.28	(2,088.79)
TOTAL EXPENSE	<u>\$619,927.00</u>	<u>\$44,250.81</u>	<u>\$468,945.26</u>	<u>\$394,452.06</u>	<u>\$150,981.74</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

APRIL 2019

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (3,.080.14)	\$1,025.07	FICA & Medicare Expense
			2,055.07	Payroll
6020		Gloversville Public Library	10,347.37	Payroll
6021	1714	Nicole Hauser	464.52	Petty Cash
6022	1715	Michael J. Frank	700.00	Treasurer & Rec. Sec.
6023	1716	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6024	1717	M V P Health Care, Inc.	2,724.65	Medical Insurance
6025	1718	United Health Care	17.40	Medical Insurance
6026	1719	Baker & Taylor Books	772.70	Books
6027	1720	Blackstone Publishing	265.84	A/V - DVDs
6028	1721	Center Point Large Print	130.05	Books
6029	1722	National Grid (1,998.43)	330.66	Heat - Natural Gas
			1,667.77	Electricity
6030	1723	Frontier Communications	525.05	Telephone
6031	1724	Palmateer Trucking & Container Service	187.00	Maintenance & Repairs
6032	1725	Derby Office Equipment, Inc.	42.00	Library Supplies
6033	1726	Kids Reference Company, Inc.	352.51	Books
6034	1727	Unique Management Services, Inc.	35.80	G/E - Collection Expense
6035	1728	Mohawk Valley Library System (913.29)	893.69	Computer & Automation
			19.60	Library Supplies
6036	1729	The Penworthy Company LLC	805.25	Books
6037	1730	Miller Printing	309.83	Library Supplies
6038	1731	Dove and Olive Branch Music	125.00	Events & Programming
6039	1732	Eileen Knott - Relax and Expand	100.00	Events & Programming
6040	1733	In Stream dba Biel's	7,870.00	Furniture & Equipment
6041	1734	Quill Corporation	1,082.22	Library Supplies
6042	1735	Thnk Tank Media	85.00	Promotion Expense
6043	1736	The Leader-Herald	460.00	Promotion Expense
6044	1737	Fulton Montgomery Reg. Ckamber of Commerce (268.00)	44.67	G/E - Dues
			223.33	Prepaid Expense
6045	1738	First Nonprofit Unemployment Program (393.00)	200.00	Cash Reserve
			193.00	Unemployment Insurance
6046	1739	Go For It & Personal Training Studio	180.00	Events & Programming
6047	1740	Business Card (1,108.10)	331.34	A/V - DVDs
			198.61	Office Supplies
			64.97	Computer & Automation
			350.90	Furniture & Equipment
			(10.21)	Events & Programming
			30.00	Professional Meetings & Travel
			142.49	Promotion Expense
6048	1741	Forever Oiled mama - Lyndsay Stein	30.00	Events & Programming
6049	1742	World Book, Inc.	952.00	Books
6050	1742	Schenectady County Public Library	16.99	Fines, etc.
6051	1743	Johnstown Public Library	69.64	Fines, etc.
6052	1744	Mysteries on Main Street	125.00	Events & Programming
6053	1740	Business Card	6.99	Events & Programming
6054		Gloversville Public Library	11,151.54	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	343.26	Pension - Withholdings
DM		E F T NYS Tax Department	1,026.80	Payroll
DM		E F T United States Treasury (3,288.56)	1,099.78	FICA & Medicare Expense
			2,188.78	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	907.54	Medical Insurance
		CHECK AND EFT PAID OUTS - APRIL 2019	<u>54,080.01</u>	
		PETTY CASH PAID OUTS - APRIL 2019		
		Maintenance & Repairs	1.00	
		Promotion Expense	5.00	
		Newspapers (Books)	420.50	
		TOTAL APRIL 2019 PAID OUTS	<u>\$54,506.51</u>	
		Less: Furniture & Equipment	(8,220.90)	
		Less: Prepaid Expense	(223.33)	
		Less: Worker's Compensation Ins. Dividend	(1,060.32)	
		Less: Fines, etc.	(86.63)	
		Less: Cash Reserve	(200.00)	
		Less: Petty Cash Check	(464.52)	
		NET TO BALANCE TO EXPENSES	<u>\$44,250.81</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

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

W G Y CHRISTMAS WISH GRANT

Balance as of April 1, 2019		\$336.62
Grant Money Received	<u>Purpose</u>	0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	
None	0.00	
Total Expenses	0.00	0.00
Balance of Grant Money Left at April 30, 2019		\$336.62

ADVOCACY GRANT

Balance as of April 1, 2019		\$1,388.31
Grant Money Received	<u>Purpose</u>	1,800.00
Expenses Paid From Grant Money:	<u>Check No.</u>	
None	0.00	
Total Expenses	0.00	0.00
Balance of Grant Money Left at April 30, 2019		\$3,188.31

WORKFORCE LITERACY GRANT

Balance as of April 1, 2019		\$193.73
Grant Money Received	<u>Purpose</u>	0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	
None	0.00	
Total Expenses	0.00	0.00
Balance of Grant Money Left at April 30, 2019		\$193.73

APPROPRIATION FOR FUTURE AUDIT

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

RESTORATION FUNDS RECONCILEMENT

Balance as of April 1, 2019		\$2,684.18
Funds Received - Garage Sale	<u>Purpose</u>	0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	
None	0.00	
Total Expenses	0.00	0.00
Balance of Restoration Funds Left at April 30, 2019		\$2,684.18

PARK TERRACE PTA - COLORTHON

Balance as of April 1, 2019		\$559.25
Funds Received - Donation	<u>Purpose</u>	0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	
None	0.00	
Total Expenses	0.00	0.00
Balance of Colorthon Funds Left at April 30, 2019		\$559.25

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
April 30, 2019

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

Balance Per Bank Statement \$ 32,464.30

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	
04/16/19	6023	The Paul Revere Life Insurance Company	278.54	
04/16/19	6025	United Health Care	17.40	
04/16/19	6032	Derby Office Equipment, Inc.	42.00	
04/16/19	6033	Kids Reference Company, Inc.	352.51	
04/16/19	6037	Miller Printing	309.83	
04/16/19	6038	Dove and Olive Branch Music	125.00	
04/16/19	6048	Forever Oiled Mama - Lyndsay Stein	30.00	
04/16/19	6050	Schenectady County Public Library	16.99	
04/16/19	6051	Johnstown Public Library	69.64	
04/16/19	6052	Mysteries on Main Street	125.00	
04/30/19	DM	NYS & Local Employees' Retirement System	343.26	
Total Outstanding Checks				<u>7,910.17</u>

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS \$ 24,554.13

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

Balance Per Bank Statement \$ 9,622.01

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
04/30/19	4951	Barbara J. Madonna	1,818.62	
04/30/19	4952	Nicole L. Hauser	1,240.87	
04/30/19	4954	Sally A. Fancher	1,096.36	
04/30/19	4955	Linda B. Conroy	1,157.22	
04/30/19	4956	Jameson M. Duross	734.27	
04/30/19	4957	Shari L. Peto	736.63	
04/30/19	4959	Linda J. Callahan	230.96	
04/30/19	4960	Sally L. Ostrander	557.20	
04/30/19	4961	Kathy Van Volkenburg	119.21	
04/30/19	4962	Christine T. Prokopiak	407.07	
04/30/19	4963	Kimberly A. Collar	523.60	
Total Outstanding Checks				<u>8,622.01</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 \$ 350,756.65

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 350,756.65

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

Balance Per Bank Statement \$ 762.66

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 762.66

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 941,772.85

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
04/16/19	1170	Palmieri	271.44
		Total Outstanding Checks	271.44

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 941,501.41

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	-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 162.96

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Craig Clark
Vice President of Finance



On May 6th we celebrated our 6-month anniversary in the building. Some aspects, such as incomplete building projects and patron behaviors, have been challenging, but I want draw attention to the wonderful things that we have experienced since moving back.

An overall comparison of 2017-18 to 2018-19 shows that most statistics we collect, visitors, circulation, computer/wifi use and programming are on par or slightly up for the current fiscal year. Visitors is the exception; we are 10,000 bodies lower in '18-19 than '17-18.

When I pull out stats for just the last 6 months, you see a real jump in use between the two years (see attached), though visitors are still down.

I really wanted to dig deeper into these for this report, but have run into two snags. First, in looking at the numbers I realize we've NOT been capturing the room use by outside organizations. We book the rooms on the room booking calendar, but once the event happens it's not being recorded anywhere. That needs to be fixed. And I ran out of time. I hope to send out a supplemental report soon.

Nicole and I have been examining how we spend the book budget. We are exploring the continued viability of having a lease plan, and alternate vendors for purchasing books. Baker and Taylor has been our vendor for adult, teen and children's books for decades. It also provides the lease plan we use for adult titles. Ingram is another vendor with steeper discounts on most items. It also offers an ordering system that integrates more smoothly with Polaris, the circulation system we use. We have completed paperwork to establish an account and submit some small orders on a trial basis. While in the long run it might be a good migration, there is a steep learning curve required to switch.

The Outreach Committee hosted a presentation for members of the school district. The turnout was disappointing, though we made some good contacts with the folks in attendance, and Sally Fancher did a terrific job.

Each year the State Tax and Finance Department Tax forms and IRS send us forms for the public. Over the years, the paper they ship out has decreased. We no longer get schedules and supplemental forms from the IRS, only the basic individual/joint filing. And this year, even that was reduced to one 1040. No A or EZ versions. The state continues to send the basic filing forms and a few supplemental forms, but they are shipping fewer copies. We normally have extra boxes in storage, but this year Circe put out everything we received immediately. We also noted this year that the staff provided much less assistance with printing extra forms. We had a bit of a rush in the beginning before the forms arrived, but by and large our tax business is down from previous years.

The new part-time Library Clerk we hired was a no call, no show. Per instructions from Civil Service we voided her appointment and got a new list. Another new clerk is scheduled to start on May 23rd, but we are still short staffed.

Absentee ballots were sent out for the May 7th vote. The proposition is for a \$30,000 increase (\$453,695) to the existing levy. There are also 2 trustee seats open, both 5-year terms. The levy passed and Charles "Ren" Reed and Christian Rohrs were elected to 5 year terms.

Work continues on our new Plan of Service. It will be an ambitious three years, but we seem to thrive on challenges.

Meetings

April 1 st	Staff meeting
April 2 nd	1) Plan of Service meeting 2) FC CRG SWOT follow up
April 4 th	1) Lisa Buggeln 2) Nicole Hauser and Sharon O'Brien, MVLS 3) Staff Program Committee meeting
April 8 th	1) Staff meeting

- April 9th
- 2) Kali Angel, Accent Furniture
 - 1) Steve Smith, Steven E. Smith, PE
 - 2) Sharon O'Brien, MVLS
 - 3) Rozell East
 - 4) Plan of Service meeting
 - 5) Curtis Lumber
 - 6) Betsy Batchelor and Lisa Bugglen
- April 11th
- 7) Lisa Stegeland, Kneseth Israel Synagogue
 - 1) Steve Smith, Steven E. Smith, PE
 - 2) Building Committee meeting
 - 3) Chris Pesses
 - 4) Ferguson and Foss
- April 12th
- 5) Wade Abbott, MVLS
 - 1) Rozell East
 - 2) RF Peck,
 - 3) Ferguson and Foss
- April 15th
- 1) Gloversville Water Department
 - 2) Kelly Lawler
- April 16th
- 1) Adirondack Cabling
 - 2) National Grid
 - 3) Tea and Tour
 - 4) Board of Trustees meeting
- April 17th
- 1) National Grid
 - 2) Peg Simone
 - 3) Mary Ann Frank
 - 4) Louise Burnett
 - 5) Outreach Committee meeting
- April 18th
- 1) MVLS Board meeting and tour of Gloversville
- April 22nd
- Staff meeting
- April 23rd
- 1) Finance Committee meeting
- April 25th
- Tours with Gloversville patrolmen
- April 26th
- 1) HydroTest
 - 2) Chris Carrigan, Bunkoff General Contractor
 - 3) Paul Mays, Butler, Rowland, Mays Architects
- April 29th
- 1) Bunkoff General Contractors
 - 2) Chris Hopf, UW Marx
 - 3) Staff meeting
 - 4) Proctor exam
- April 30th
- 1) Bunkoff General Contractos
 - 2) Garth Stevens, Kelley Bros.
 - 3) Chris Hopf, UW Marx
 - 4) Bill Losier, Kelly Bros.



Gloversville Public Library

Children's Room Report: April 2019

Sally Fancher – Head of Children's Services

The activity in the Youth Center continues to expand. We began April with a visit from GESD Pre-K families. Stephanie Cook and Julie O'Toole, from GESD, invited families to come to a special story hour and sign-up for cards. We anticipated approximately 8 kids, and got 22, plus parents and siblings! Everything went very smoothly and we have been asked by them to help coordinate programs and public room use for monthly events.

Park Terrace Elementary School invited us to represent the Library at the annual Science Fair. We were promoting the Summer Reading Program while observing some great experiments. There is more than one way to explode a volcano!

The Home School Field Trip and tour was a great success. New families were introduced and several families were reintroduced to our building and services, and to each other. Many families connected and shared information in order to better their own Home School experiences. I believe that we will have an increase in requests for some of our meeting rooms to accommodate some of the workshops that these families are planning.

Merry Brown and Christian Rohrs organized a "Tea and Tour" for the librarians and reading specialists of the GESD. The objective was to bring these partners to our building and let them know about our services. This was a nice event and the attendees left with information to take back to their colleagues and the families of the district. I also learned that a major impediment to having GESD kids visit the library is a rule that states certain funds cannot be used for transportation within the school district. This is why other school districts can visit the Library for a minimal cost, and Gloversville has to avoid trips to local venues.

We have families from the Mayfield area registering for library cards, as a result of our monthly Bright Futures outreach visits. We visit three separate groups each time and promote the Library along with our literacy activities. The kids have encouraged their parents to visit and bring them to programs.

During Spring Break we had many visitors to the Youth Center. While we did not have a special activity planned, we enjoyed many hours of interaction with our young patrons. At a point when we have more staff, we can have separate, monitored activities for youngsters in the Activity Room. With no line of sight from the circulation desk, we cannot, safely, leave out supplies for drop-in crafts, as we did previously.

Tall Tales story time on Saturday had over a dozen children. Folk tales and stories from all over the world were enjoyed. The kids and parents made elephant puppets to go with two different stories. We also learned the special ingredient to "Stone Soup". There will be two more Saturday story time events, May 11, hosted by Sonny Dross, and May 25, hosted by me. While we do not always expect big numbers in May, we do not want to disappoint our regulars. Many families do not have the opportunity to "vacation" on long weekends, and we will be ready to provide some fun.

It will be 6 months since we have opened our Youth Center, and things are falling into place. Collection development continues and we have weeded many sections. We have much work to do still, and will continue to provide a center for our Library families.

	Nov 2018	Nov 2017	Dec 2018	Dec 2017	January 2019	January 2018	February 2019	February 2018	March 2019	March 2018	April 2019	April 2018	Total July 2018 - June 2019	Total July 2017 - June 2018
VISITORS	4,740	(5,799)	4,048	(5,181)	3,923	5,765	4,169	6,026	5,587	(6,314)	5,688	(6,425)	28,155	35,510
CIRCULATION														
Adult Circulation	1,688	(1,642)	1,652	(1,454)	1,971	1,675	1,723	1,672	1,836	(1,755)	1,851	(1,639)	10,721	9,837
Teen Circulation	175	(73)	162	(63)	149	68	132	100	140	(118)	161	(104)	919	526
Juvenile Circulation	1,237	(966)	1,190	(554)	1,215	889	1,483	696	1,248	(1,146)	1,455	(988)	7,828	5,239
Audiobooks	249	(250)	217	(247)	138	265	277	206	354	(278)	308	(225)	1,543	1,471
eBooks	379	(362)	441	(367)	545	435	489	361	574	(405)	542	(399)	2,970	2,329
Music	37	(8)	47	(3)	54	1	17	3	17	(9)	14	(5)	186	29
Periodicals	60	(55)	63	(98)	69	66	69	59	96	(119)	54	(80)	411	477
Videos	1,199	(1,415)	1,545	(1,415)	1,849	1,408	1,476	1,246	1,543	(1,566)	1,649	(1,619)	9,261	8,669
Museum Passes	4	(2)	1	(2)	-	-	2	-	-	(0)	3	(4)	10	8
Subtotal	5,028	(4,773)	5,318	(4,203)	5,990	4,807	5,668	4,343	5,808	(5,396)	6,037	(5,063)	33,849	28,585
In-House Use														
Adult	18	(18)	35	(13)	39	38	42	8	15	(33)	42	(49)	191	159
Juvenile	122	(76)	74	(47)	60	48	162	40	118	(152)	75	(129)	611	492
Other Materials	1,158	(1,184)	251	(1,118)	1,258	1,231	1,274	1,127	1,328	(1,303)	1,385	(1,297)	6,654	7,260
Subtotal	1,298	(1,278)	360	(1,178)	1,357	1,317	1,478	1,175	1,461	(1,488)	1,502	(1,475)	7,456	7,911
Total Circulation	6,326	(6,051)	5,678	(5,381)	7,347	6,124	7,146	5,518	7,269	(6,884)	7,539	(6,538)	41,305	36,496
REFERENCE QUESTIONS	301	(96)	1,106	(84)	237	88	376	109	220	(210)	282	(181)	2,522	768
MEETINGS/PROGRAMS/OUTREACH														
Adult programs/meeti	32	40	33	30	31	30	39	25	41	30	57	39	233	194
Adult Attendance	880	306	264	219	238	162	217	160	374	243	437	536	2,410	1,407
Juvenile programs/me	12	14	11	10	20	14	14	19	18	16	14	17	89	80
Juvenile Attendance	223	211	165	156	296	169	175	255	337	169	189	263	1,385	1,067
Teen programs/meetir	1	5	4	3	4	4	3	3	3	3	4	3	19	21
Teen Attendance	7	73	51	19	40	21	16	10	18	14	16	7	148	144
INTERLIBRARY LOAN														
Material Borrowed	652	(588)	643	(496)	877	722	670	(609)	697	(699)	810	(627)	4,349	3,741
Material Loaned	632	(670)	504	(617)	718	887	677	(684)	710	(779)	692	(791)	3,933	4,428
Total	1,284	(1,258)	1,147	(1,113)	1,595	1,609	1,347	(1,293)	1,407	(1,478)	1,502	(1,418)	8,282	8,169
COMPUTER USAGE	1,818	(1,368)	2,076	(1,111)	1,942	1,270	1,856	(1,341)	1,608	(1,440)	2023	(1,655)	11,323	8,185
HISTORICAL ROOM									**					
Visitors			0*	(0)									-	-
Books Used			5	(0)									5	-
Reference Questions			1	(0)									1	-

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

** New Cassie computers (for public use) were installed on 3/18/2019. Computer usage from 3/1 to 3/17 on the old Cassie computers was lost. Cassie computer usage is normally between 500 to 600 a month. March usage for the period 3/18 to 3/31 was only 244.

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

	2019	2018
VISITORS	5,688	(6,425)
CIRCULATION		
Adult Circulation	1,851	(1,639)
Teen Circulation	161	(104)
Juvenile Circulation	1,455	(988)
Audiobooks	308	(225)
eBooks	542	(399)
Music	14	(5)
Periodicals	54	(80)
Videos	1,649	(1,619)
Museum Passes	3	(4)
Subtotal	6,037	(5,063)
In-House Use		
Adult	42	(49)
Juvenile	75	(129)
Other Materials	1,385	(1,297)
Subtotal	1,502	(1,475)
Total Circulation	7,539	(6,538)
REFERENCE QUESTIONS	282	(181)
MEETINGS/PROGRAMS/OUTREACH		
57 Adult programs and meetings with 437 people		(39 Adult programs and meetings with 536 people)
14 Juvenile programs and 189 meetings with people		(17 Juvenile programs and meetings with 263 people)
4 Teen programs and meetings with 16 people		(3 Teen programs and meetings with 7 people)
INTERLIBRARY LOAN		
Material Borrowed	810	(627)
Material Loaned	692	(791)
Total	1,502	(1,418)
COMPUTER USAGE	2,023	(1,655)
HISTORICAL ROOM		
Visitors		
Books Used		
Reference Questions		

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

Statistics for February, March and April 2019 are as follows:

	February	March	April
VISITORS	4,169	5,587	5,688
CIRCULATION			
Adult Circulation	1,723	1,836	1,851
Teen Circulation	132	140	161
Juvenile Circulation	1,483	1,248	1,455
Audiobooks	277	354	308
eBooks	489	574	542
Music	17	17	14
Periodicals	69	96	54
Videos	1,476	1,543	1,649
Museum Passes	2	-	3
Subtotal	5,668	5,808	6,037
In-House Use			
Adult	42	15	42
Juvenile	162	118	75
Other Materials	1,274	1,328	1,385
Subtotal	1,478	1,461	1,502
Total Circulation	7,146	7,269	7,539
REFERENCE QUESTIONS	376	220	282

MEETINGS/PROGRAMS/OUTREACH

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
March	41 Adult programs and meetings with 374 people 18 Juvenile programs and meetings with 337 people 3 Teen programs and meetings with 18 people
April	57 Adult programs and meetings with 437 people 14 Juvenile programs and 189 meetings with people 4 Teen programs and meetings with 16 people

INTERLIBRARY LOAN

Material Borrowed	670	697	810
Material Loaned	677	710	692
Total	1,347	1,407	1,502

COMPUTER USAGE	1,856	***1608	2,023
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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.

*** New Cassie computers (for public use) were installed on 3/18/2019. Computer usage from 3/1 to 3/17 on the old Cassie computers was lost. Cassie computer usage is normally between 500 to 600 a month. March usage for the period 3/18 to 3/31 was only 244.