



Gloversville Public Library
Meeting of the Board of Trustees
34 WEST Fulton Street
October 16, 2018
6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the September 2018
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
Grand Reopening sub-committee
RAN update
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report
Plan of Service – next steps, Eric Trahan MVLS
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: November 20, 2018 at 58 East Fulton St



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

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting September 18, 2018

The Gloversville Public Library Board of Trustees held a meeting on September 18, 2018 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:45 P.M. immediately following the Annual Meeting of the Trustees.

The following trustees were present: Frank Carangelo, Elizabeth Batchelor, Lisa Buggeln, Charles Reed, Christian Rohrs, Merry Dunn Brown and Craig Clark. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, John Blackmon, Claims Auditor for the Gloversville Public Library, and Jean La Porta, President of the Friends of the Gloversville Public Library, also attended the meeting. One student from the Gloversville High School Participation in Government Class also attended the meeting. Christine Pesses and Susan Shrader were excused from the meeting.

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.

Ms. Dunn Brown asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on August 21, 2018. Ms. Dunn Brown asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mr. Clark made a motion, seconded by Ms. Batchelor, to approve the minutes of the meetings of August 21, 2018 as presented. This motion was approved all voting aye.

Ms. Dunn Brown asked Mr. Frank to review the Financial Report for the month of August 2018 and the year-to-date thru August 31, 2018. Mr. Frank informed the Trustees that our income for the year-to-date was down from last year due primarily to not having received the income from the Friends of the Library yet this year. Expenses for the year-to-date thru August 31, 2018 are down primarily due to not having paid our lease plan bill yet this year with Baker and Taylor Books. This bill was paid in August 2017. This reduction was partially offset by the higher salary expense and related payroll taxes related to raises given to the employees effective July 1, 2018. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Carangelo made a motion, seconded by Mr. Rohrs, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for September 2018 numbered 1461 through 1494 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mr. Rohrs made a motion, seconded by Ms. Batchelor, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This motion was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation needed to draw on their Line of Credit with NBT Bank in September 2018, \$100,000 to pass up to the Library to cover Construction Bills that needed to be paid in September 2018. This draw on their Line of Credit brings the outstanding amount up to \$2,565,000.

Mrs. La Porta informed the Trustees that The Friends of the Gloversville Public Library's Annual Meeting was held on September 6, 2018 and that as part of that meeting it was approved to hold six meetings a year with special meetings if needed. Mrs. La Porta also informed the Trustees that the Friend's newsletter went out last week and Reopening information for the Gloversville Public Library was announced in it. Mrs. La Porta also informed the Trustees that the Friends will be hosting Friends week a week early this year from October 8th to October 12th in order to hold it during a time that the Library will be open before the move back to the Library Building. As part of the celebration cider and donuts will be served on October 11th from 3 to 5 PM. Mrs. La Porta also announced that a baby basket is being put together for the first baby born during Friend's Week.

Ms. Madonna informed the Trustees that she had received two bids for moving the Library materials back to the Library Building. The first bid was from Schaap Moving Systems for \$28,450. The second bid was from Naglee Moving & Storage for \$14,750. Ms. Madonna informed the Trustees that she was recommending approval of the bid from Naglee Moving and Storage. Ms. Batchelor made a motion to accept the bid from Naglee Moving and Storage of \$14,750. This motion was seconded by Mrs. Buggeln and approved all voting aye.

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Ms. Madonna informed the Trustees that Mohawk Valley Library System had been allocated \$899,000 from the New York Public Library Construction Grant program for this year and that she is applying for \$68,136 to help pay for the Hearing Loop, Audio Visual in the Carnegie Room, Basement Windows and some other small items. These funds, if approved, would be received in August 2019.

Ms. Batchelor informed the Trustees that the building project is coming along well. The carpet is going in upstairs and on the first floor, the hearing loop has been installed, the elevator is being installed, curbing and gravel has been done outside for the parking lot and furniture will be here starting Thursday this week.

Ms. Buggeln informed the Trustees that the Grand Reopening sub-committee is working on final details for The Grand Reopening on November 11, 2018 which will be held from 1 PM to 4 PM.

Mrs. Buggeln informed the Trustees that no AD HOC Policy Committee meeting has been held since the last Trustee's meeting.

Mr. Reed informed the Trustees that no meeting of the Program Committee had been held since the last Trustee's meeting.

Ms. Dunn Brown informed the Trustees that two Advocacy outreach sessions have been held since the last Trustee's meeting and that another one is planned for November 18, 2018.

Ms. Madonna informed the Trustees that a new Part Time Clerk will be starting tomorrow and that Linda Conroy had been promoted to Senior Library Clerk effective September 1, 2018. Ms. Madonna also distributed event calendars for October and November 2018.

Ms. Dunn Brown read Mrs. Pesses' report that informed the Trustees that the new Plan of Service needs to be completed by December 31, 2018. A garage sale is also being planned for October 26th and 27th to dispose of items not needed at the renovated Library Building. Mr. Rohrs handed out a proposed Mission Statement and after review the Board decided to have it read "Your Library: a gathering place where you can learn, grow and enjoy."

Mr. Frank informed the Trustees that the Foundation had not met since the last Trustee's meeting

Ms. Dunn Brown asked if there was any old business to come before the meeting. Ms. Madonna informed the Trustees that the Gloversville Enlarged School District did not include our RAN request on their September Board of Education meeting agenda based on the discussions with their Bond Counsel. Ellen Bach, our attorney, will check to see if the school can do this if the proceeds of the Grant are paid directly to the School District to pay off the RAN. NBT Bank has informed us that they will do the RAN for the School District if approved by Bond Counsel. Ms. Dunn Brown 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. Rohrs and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday October 16, 2018 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary



Draft Minutes of the Gloversville Public Library Board of Trustees Special Meeting October 2, 2018

The Gloversville Public Library Board of Trustees held a special meeting on October 2, 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, Susan Shrader, Frank Carangelo, Elizabeth Batchelor, Lisa Buggeln, Christian Rohrs, Merry Dunn Brown and Craig Clark. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Nicole Hauser, Librarian I, also attended the meeting. Charles Reed was excused from the meeting. One member of the Public was also in attendance.

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

Ms. Madonna opened the discussion regarding the dilemma facing the Library with the balance of the construction bills and furniture bills needing to be paid before the Grant money is received by the Library. Ellen Bach with Whiteman Osterman and Hanna, the Library's attorney, has been working with the Gloversville Enlarged School District's Bond Counsel to see if there is a way for the School District to issue a Revenue Anticipation Note (RAN) on behalf of the Library. It appears that if the School District is willing to open a separate account and the Dormitory Authority of the State of New York (DASNY) is willing to pay the Grant proceeds to the School District then the School District could issue this RAN on behalf of the Library. Ms. Batchelor offered a resolution, copy attached, to approve the same if the School District Board of Education approves it. Mrs. Shrader seconded this resolution and it was approved all voting aye with Mr. Reed being absent.

Ms. Madonna distributed two worksheets, the first showing the figures for salaries and benefits used in the budget and the second one showing salaries and benefits assuming two part time employees are made full time and elect to be covered under the Library's Medical Insurance Plan. The net difference in cost to the Library would be approximately \$7,700 on an annual basis. Mr. Rohrs made a motion, seconded by Mrs. Buggeln, to approve making the part time employees full time per Ms. Madonna's recommendation. This was approved all voting aye.

Mrs. Pesses asked if there was any other business to come before the meeting. Hearing none, Mrs. Shrader made a motion to adjourn the meeting at 7:15 PM. This motion was seconded by Ms. Dunn Brown and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday October 16, 2018 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

Barbara Madonna
Library Director

2018-2019
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GLOVERSVILLE PUBLIC LIBRARY

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

SEPTEMBER 2018

	<u>Budget July 1, 2018 to June 30, 2019</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$423,695.00	\$0.00	\$0.00	\$0.00	\$423,695.00
Investment Income	200.00	0.65	2.87	40.93	197.13
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	500.00	970.00	1,983.00	9,030.00
Government Affiliations	7,000.00	0.00	5,456.01	5,355.94	1,543.99
Fines & Miscellaneous Income	9,000.00	635.62	2,312.13	2,518.66	6,687.87
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
TOTAL RECEIPTS	<u>\$523,895.00</u>	<u>\$1,136.27</u>	<u>\$72,741.01</u>	<u>\$83,898.53</u>	<u>\$451,153.99</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on September 1, 2018	\$386,808.54				
Plus: Receipts Per Report	1,136.27				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>41,523.09</u>				
Income Cash Balance on September 30, 2018	<u>346,421.72</u>				
Accounts Payable as of 09/30/18	13,826.50				
Prepaid Expenses as of 09/30/18	<u>(866.81)</u>				
Actual Cash Balance on September 30, 2018*	<u>\$359,381.41</u>				
*Note - Amount of Balance Loaned to Construction Account at 09/30/18	\$ 320,000.00				

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 September 1, 2018	\$9,469.33
Plus: Receipts:	
Interest on Money Market Account	0.35
Funds Borrowed By Foundation for Bldg Fund	10,000.00
Less: Paid Outs:	
National Grid - Library Building & Construction Hook Up	345.70
Frontier Communications - Tech Hookup for Contractors	59.99
Fulton County Center for Regional Growth - Rent	5,000.00
	<hr/>
Balance on September 30, 2018	<u><u>\$14,063.99</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on September 1, 2018	\$280,226.63
Plus: Receipts:	
Interest Earned	3.80
Grant Money Received	21,426.00
Campaign Funds from Library Foundation	0.00
Principal Cash from Foundation	0.00
Loan From Income Cash Account	0.00
Funds Borrowed By Foundation for Construction	60,000.00
Less: Paid Outs:	
Bunkoff General Contractors, Inc.	234,708.90
DLC Electric, LLC	61,972.87
Rozell East, Inc.	14,060.00
Mazone Plumbing & Heating, Inc.	17,242.50
Ryan Biggs Clark Davis	1,747.25
SRI Fire Sprinkler, LLC	6,745.00
Adirondack Cabling, Inc. & Adirondack Security	17,983.80
U.W. Marx, Inc. - Construction Manager	0.00
Butler Rowland Mays Architects, LLP	5,731.30
	<hr/>
Balance on September 30, 2018	<u><u>\$1,464.81</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on September 1, 2018	\$120.35
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on September 30, 2018	<u><u>\$120.35</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

SEPTEMBER 2018

	Budget July 1, 2018 to June 30, 2019	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$197,581.00	\$ 16,790.00	\$ 49,599.32	\$ 48,714.00	\$147,981.68
Salaries - Part Time Employees	134,728.00	4,679.65	13,576.20	8,843.88	121,151.80
Salaries - Custodians	28,055.00	2,337.92	7,013.76	6,695.28	21,041.24
F I C A & Medicare Tax	27,568.00	1,807.99	5,329.76	4,875.78	22,238.24
Unemployment Insurance	725.00	0.00	179.00	177.75	546.00
Disability & Family Leave Insurance	1,200.00	0.00	377.73	197.70	822.27
Medical Insurance & Reimbursements	43,644.00	2,357.02	9,504.10	9,348.34	34,139.90
Worker's Compensation Insurance	3,400.00	124.59	3,254.21	3,558.79	145.79
Pension Expense	34,755.00	0.00	0.00	0.00	34,755.00
Heat	5,941.00	0.00	0.00	0.00	5,941.00
Electricity	5,530.00	0.00	0.00	0.00	5,530.00
Rent	0.00	0.00	0.00	0.00	0.00
Telephone	3,600.00	286.70	761.96	711.04	2,838.04
Insurance	11,600.00	0.00	2,882.40	7,597.92	8,717.60
Books, Periodicals, etc.	46,500.00	10,693.71	16,470.47	18,169.74	30,029.53
Computer & Automation Services	17,500.00	903.47	2,650.41	1,851.59	14,849.59
Library, Building & Office Supplies	13,000.00	175.41	2,223.22	1,474.14	10,776.78
Maintenance & Repairs	12,000.00	165.00	169.09	223.93	11,830.91
Treasurer & Recording Secretary	8,600.00	750.00	2,150.00	2,100.00	6,450.00
Professional Fees	8,000.00	0.00	100.00	80.00	7,900.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	52.89	92.68	112.35	2,907.32
Events & Programming	5,500.00	30.00	691.28	1,560.58	4,808.72
Promotion Expense	4,500.00	198.99	580.49	619.18	3,919.51
General Expense	2,000.00	169.75	413.27	290.64	1,586.73
TOTAL EXPENSE	<u>\$619,927.00</u>	<u>\$41,523.09</u>	<u>\$118,019.35</u>	<u>\$117,202.63</u>	<u>\$501,907.65</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

SEPTEMBER 2018

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,622.40)	\$889.20	FICA & Medicare Expense
			1,733.20	Payroll
5816		Gloversville Public Library	8,909.01	Payroll
5817		Void	-	
5818	1461	Nicole Hauser	482.09	Petty Cash
5819	1462	Frontier Communications	286.70	Telephone
5820	1463	Michael J. Frank	750.00	Treasurer & Rec, Sec.
5821	1464	Baker & Taylor Books (10,794.33)	9,927.52	Books
			866.81	Prepaid Expense
5822	1465	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5823	1466	M V P Health Care, Inc.	2,179.72	Medical Insurance
5824	1467	United Health Care	17.40	Medical Insurance
5825	1468	The Leader-Herald	48.00	Promotion Expense
5826	1469	Unique Management Services, Inc.	44.75	G/E - Collection Expense
5827	1470	Mc Clary Media, Inc.	51.00	Promotion Expense
5828	1471	Mohawk Valley Library System (886.47)	863.47	Computer & Automation
			23.00	Library Supplies
5829	1472	Business Card (384.94)	299.95	A/V - DVDs
			30.00	Fines, etc.
			14.99	Promotion Expense
			40.00	Computer & Automation
5830	1473	Whitney Radio Broadcasting, Inc.	85.00	Promotion Expense
5831	1474	Derby Office Equipment, Inc.	23.35	Library Supplies
5832	1475	Postmaster	125.00	G/E - Box Rent
5833	1476	Gloversville Enlarged School District	155.20	Misc. Inc. - Bottle Drive
5834	1477	Schoharie Crossing State Historical Site	30.00	Events & Programming
5835	1478	Center Point Large Print	51.74	Books
5836	1479	Palmateer Trucking & Container Service	165.00	Maintenance & Repairs
5837	1480	Barbara J. Madonna	22.89	Professional Meetings & Travel
5838	1481	Quill Corporation	129.06	Library Supplies
5839	1482	NYSIF Workers' Compensation	124.59	Insurance _ Workers' Comp.
5840	1483	Johnstown Public Library	25.10	Fines, etc.
5841		Gloversville Public Library	9,213.29	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	408.84	Pension - Withholdings
DM		E F T NYS Tax Department	917.40	Payroll
DM		E F T United States Treasury (2,708.68)	918.79	FICA & Medicare Expense
			1,789.89	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	177.30	Medical Insurance
		CHECK AND EFT PAID OUTS - SEPTEMBER 2018	<u>42,637.79</u>	
		PETTY CASH PAID OUTS - SEPTEMBER 2018		
		Advocacy Grant	16.00	
		Professional Meetings & Travel	30.00	
		Newspapers (Books)	<u>444.50</u>	
		TOTAL SEPTEMBER 2018 PAID OUTS	<u>\$43,128.29</u>	
		Less: Fines, etc.	(55.10)	
		Less: Advocacy Grant	(16.00)	
		Less: Prepaid Expense	(866.81)	
		Less: Book Reimb. - B. Madonna	(30.00)	
		Less: Misc. Income - Bottle Drive	(155.20)	
		Less: Petty Cash Check	<u>(482.09)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$41,523.09</u>	



Gloversville Public Library

Director's Report: September 2018

Barbara Madonna – Director

As September closed construction continued though no changes to the timeline were made. The plan is for the Library to close at the end of business on Saturday, October 13th and allow three weeks to move back and settle and train on the new systems. The Library will reopen at 2pm on Monday, November 5th.

Programming and circulation slowed as the school year started again. Additionally, the original completion date in August for construction meant that few programs were on the calendar for September. Still, the staff stepped up and quickly added items such as Hearsay and History on the Erie Canal presented by Schoharie Crossing, a themed story time, and Joy of Coloring, a popular carry-over from the summer.

Staff are also deep into setting up programs for our grand opening week, November 11-17th.

The PR committee continues advocacy efforts throughout the community including Sally Fancher's attendance at a number of the school district's open houses.

The trustees passed a new mission statement at the September board meeting and work continues on the next plan of service.

Nicole and I interviewed for some new staff positions, both full time and part time, which are needed to fulfill the Empire State Development grant as well as staffing the renovated building.

Meetings

- | | |
|------------------------|---|
| Sept. 6 th | Director's Council, St. Johnsville
2) Lisa Hayes, Butler Rowland Mays Architects
3) Friends of the Library meeting |
| Sept. 7 th | 1) Contractor's meeting
2) Lisa Hayes, Butler Rowland Mays Architects |
| Sept. 11 th | New York State and Local Retirement System training |
| Sept. 12 th | Donna Kenny, Leader-Herald |
| Sept. 13 th | 1) Nicole Hauser and Linda Conroy
2) Merry Dunn Brown and Chris Pesses
3) PR Committee meeting
4) Chris Hopf, UW Marx
5) Lisa Hayes, Butler Rowland Mays Architects |
| Sept. 14 th | Contractor's meeting |
| Sept. 17 th | 1) MVLS Construction grant presentation
2) Michael Frank
3) Chris Hopf, UW Marx |
| Sept. 18 th | 1) Chris Hopf, UW Marx
2) Board of Trustees meeting
3) Chris Pesses |
| Sept. 19 th | 1) MVLS Board of Trustees meeting
2) Shari Peto
3) Finance Committee meeting |
| Sept. 20 th | 1) Contractor's meeting
2) Sonny Duross |
| Sept. 25 th | 1) Chris Pesses and Elizabeth Batchelor
2) Jim Perro, Senator James Tedesco's office |

Your Library: a gathering place where you can learn, grown, and enjoy.

3) Plymouth Rocket webinar
4) Proctor exam
Sept. 26th Mary Hanley, Joint Automation
Sept. 27th Dean Linscott, Naglee Moving and Storage
Sept. 28th 1) Contractor's meeting
2) Proctor exam

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of September 1, 2018			\$595.47
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 September 30, 2018			<u><u>\$595.47</u></u>

W G Y CHRISTMAS WISH GRANT

Balance as of September 1, 2018			\$300.00
Grant Money Received			300.00
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 September 30, 2018			<u><u>\$600.00</u></u>

ADVOCACY GRANT

Balance as of September 1, 2018			\$0.00
Grant Money Received			1,800.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Petty Cash		Staff Shirt	16.00
Total Expenses			<u>16.00</u>
Balance of Grant Money Left at September 30, 2018			<u><u>\$1,784.00</u></u>

WORKFORCE LITERACY GRANT

Balance as of September 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 September 30, 2018			<u><u>\$193.73</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of September 1, 2018			\$9,125.00
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 September 30, 2018			<u><u>\$9,125.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of September 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 September 30, 2018			<u><u>\$4,149.18</u></u>

PARK TERRACE PTA - COLORTON

Balance as of September 1, 2018			\$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 September 30, 2018			<u><u>\$559.25</u></u>



Gloversville Public Library

Children's Room Report: September 2018

Sally Fancher – Library Assistant for Youth Services

September began quietly enough, Summer Reading Program statistics were sent to MVLS and we tried to get all of the prizes to the winners. The "Libraries Rock" theme was well received and we had many people use our "selfie wall" well into this month.

There was no rest between the end of Summer Reading and the start of prepping for the move. The Children's Room staff has spent countless hours on informational handouts. We have also worked on programming for the grand Opening Week. It is our goal to have programs for multiple age levels in different areas, to showcase our new space.

While all of this is going on, we continue to have a Story Time at Bright Futures and reading at the Fulton Center. We normally visit these two groups each month, and we have not scheduled visits in October, in order to focus on the move.

The Library was represented at the Open House at the Gloversville Public High School. While there we were able to remind people of the services, including Libby, free wifi, and available space for community use. This time was also used to hand out flyers about our Teen Writing and Art group, which was started last year.

As you may know, the Library had the opportunity to purchase Braille children's books through the Lions Club. These books have recently started circulating locally. We have the text counterparts to these and patrons who read Braille can read to their children, while the kids follow along with the print. We will be looking into adding to this collection, adult, as well as children's titles.

Collection development has been paused for a few weeks. We are trying to avoid having delivery issues with new items. As soon as we return home, we will have a large number of books being added.

September 29 is the first "Themed Story Time" of the year. We had a "Change" as a theme and made critters from pool noodles. There were three families represented at this program, and we all had a great time.

Library staff and patrons are very excited about the move and all are planning to be at our Carnegie location as soon as we open on the 5th, and all are excited about the celebration on the 11th. We are expecting to have a grand time!

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

	2018	2017
VISITORS	6,208	(6,298)
CIRCULATION		
Adult Circulation	1,855	(1,848)
Teen Circulation	123	(139)
Juvenile Circulation	802	(1,153)
Audiobooks	243	(283)
eBooks	430	(319)
Music	21	(10)
Periodicals	88	(86)
Videos	1,090	(1,366)
Museum Passes	4	(2)
Subtotal	4,656	(5,206)
In-House Use		
Adult	52	(44)
Juvenile	55	(61)
Other Materials	1,111	(1,270)
Subtotal	1,218	(1,375)
Total Circulation	(5,874)	(6,581)
REFERENCE QUESTIONS	145	(149)
MEETINGS/PROGRAMS/OUTREACH		
28 Adult programs and meetings with 220 people		(30 Adult programs and meetings with 301 people)
10 Juvenile programs and meetings with 122 people		(9 Juvenile programs and meetings with 147 people)
2 Teen programs and meetings with 41 people		(2 Teen programs and meetings with 27 people)
INTERLIBRARY LOAN		
Material Borrowed	636	(255)
Material Loaned	680	(794)
Total	1,316	(1,049)
COMPUTER USAGE	1,497	(1,521)
HISTORICAL ROOM		
Visitors		
Books Used		
Reference Questions		

Statistics for June, July and August 2018 are as follows:

	July	August	September
VISITORS	6,647	7,169	6,208
CIRCULATION			
Adult Circulation	1,838	2,035	1,855
Teen Circulation	167	166	123
Juvenile Circulation	1,084	1,003	802
Audiobooks	296	307	243
eBooks	464	449	430
Music	53	46	21
Periodicals	65	109	88
Videos	1,429	1,416	1,090
Museum Passes	4	3	4
Subtotal	5,400	5,534	4,656
In-House Use			
Adult	12	20	52
Juvenile	99	66	55
Other Materials	1,075	1,190	1,111
Subtotal	1,186	1,276	1,218
Total Circulation	6,586	6,810	5,874
REFERENCE QUESTIONS	178	202	145

MEETINGS/PROGRAMS/OUTREACH

July	46 Adult programs and meetings with 475 people 13 Juvenile programs and meetings with 262 people 0 Teen programs and meetings with 0 people
August	46 Adult programs and meetings with 590 people 16 Juvenile programs and meetings with 237 people 0 Teen programs and meetings with 0 people
September	28 Adult programs and meetings with 220 people 10 Juvenile programs and meetings with 122 people 2 Teen programs and meetings with 41 people

INTERLIBRARY LOAN

Material Borrowed	707	748	636
Material Loaned	792	786	680
Total	1,499	1,534	1,316

COMPUTER USAGE	1,774*	1,822*	1,497*
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HISTORICAL ROOM (in storage while in temporary location)

Visitors	-	0	-
Books Used			
Reference Questions			

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