



# Gloversville Public Library

## 2010-2011 Annual Report to the Community

### SERVICES AND PROGRAMMING

In fulfillment of the Library's Plan of Service and as a result of the successful proposition to increase the tax levy, the Library was able to add 5 new hours to the public schedule. It was in 1982 that Mondays hours were eliminated when the City of Gloversville decreased its appropriation to the Library. Further reductions by the City in 2002 forced the Library to reduce hours an additional 5 hours per week. The new Monday hours, from 3-8pm, have been immensely popular and patrons have the staff on the run through the dinner hour.

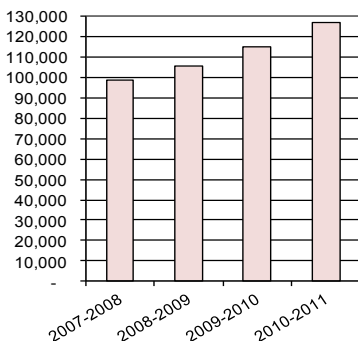
Christine Prokopiak started the year as our new Program Coordinator. Under her guidance we were able to organize a strong start to formalized programming. During the 2010 Summer Program approximately 350 children and 50 teens signed up for the summer reading club reading 4,180 children's books and 755 teen titles. 40 programs were offered with 698 attendees. Efforts during the remainder of the year included several teen programs during Christmas break, two Facebook classes taught by Michael Daly, public services librarian at FMCC, concerts by IM3, Don Golding, and Too Human, a poemtelling workshop conducted by Marni Gillard, a storytelling exhibition by Children at the Well, and NYSCA funded book discussions. The Library's monthly book discussions, the Knitting Club and Friends' Storytime continued as well. Attendance at all of these have been strong. The PR Committee worked hard to share the information about these programs with the community; a Facebook page and blog were set up, email addresses were collected, and we began using MailChimp to send weekly updates about the Library's programs and services. Unfortunately changes in Christine's full time employment in the Spring had us searching for a replacement. Bonnie Howard stepped in during June and hit the ground running with the 2011 Summer Program.



Partnership with other community organizations is a large part of the service we provide. September saw the return of HFM BOCES' GED class. We welcomed back 13 returning and said hello to 26 new GED students. One of our Literacy NY (formerly Literacy Volunteers) tutors picked up an additional student and requested another day in the Friends' Room for their sessions. Other partners include the Fulton County Historical Society, Mohawk Harvest Cooperative Market, Gloversville Music Boosters, Adline Society, Gary VanSlyke, NYS Corrections, US Census Bureau, ASAPP'S Promise Teen group, Center for Disabled Services, NYS Alliance 4 Art, Habitat for Humanity, the Social Security Administration, Fulton County Republican Executive Committee, DNA Diagnostic Center, Adirondack Mountain Club, Foothills Chapter, Micropolis, and Capital District Child Care Council. We also reached out to a local teen group at GHS, Positive Options Project (POP), to get their insight into how the Library can become one of the positive options teens in our area have.

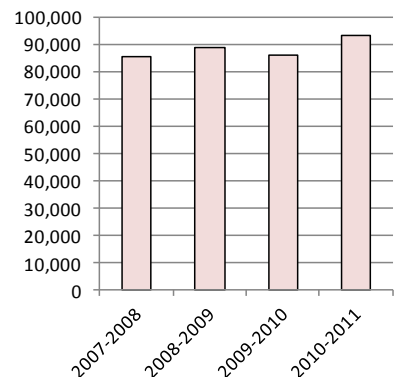
Circulation continues to rise with significant increases over the last 5 years in teen titles, audio visual materials and periodicals. Collection develop this year included evaluating the borrowing of older formats such as VHS and books on-tape. Demand has slowed enough for the judicious weeding of those collections with possible replacement in DVD and CD of some of the timeless, classical stories.

### Visitors



Thanks to a member item from Senator Farley and the Bill and Melinda Gates Foundation we were able to replace and expand the number of public computers available. Wireless access also saw a significant jump in use with an average of 7 people using Wi-Fi in the building per day. Unfortunately we are unable to count the number of patrons who utilize the service from outside the building and after hours.

### Circulation



## BUILDINGS AND GROUNDS

Attempts to resolve the basement water infiltration lead to mediation with an agreement signed in the spring. Unfortunately, the construction is still pending. Attempts to work with the Gloversville Common Council to renew the Library's 10 year lease for a grant lead both parties to the conclusion that returning ownership of the property to the Library would serve everyone's best interests. The Library building's parcel was merged with the adjoining public parking lot and work toward transferring the property continued throughout the year. A new survey was also completed.

Fortunately, that transfer had not happened as of November 16<sup>th</sup> when the water main from the street into the building, into the Mineral Club Room, was broken and poured water into the building. The City, as owner, deployed DPW and the Water Department to repaired the break over a two day period.

On a positive note, work on renovation plans for the building with Butler, Rowland and Mays Architects progressed through Schematic Design. Historically appropriate and energy efficient lighting was installed in the lobby and main circulation desk areas thanks to the Friends' 2010 Celebration and additional grant funds. The restored portraits of Levi Parsons and the 2<sup>nd</sup> Duke of Wellington were hung in the fall. Those last items completed the renovation of that space. Once decorated by the Friends of the holiday season, the lobby was to the delight of patrons, staff, and the Friends, stunning. And a NYS Public Library Construction grant was awarded during the year for restoration of the exterior façade.



## GOVERNANCE AND ADMINISTRATION

The Board of Trustees reviewed the Library's Direct Access policy using circulation, computer usage and program statistics to evaluate its impact on services. The policy remains as originally passed, but all agreed that annual review is a good practice.

The charter and By-laws were changed as they pertain to the number of trustees on the Board. The charter was changed from specifically seven (7) to a range of five (5) to 15 (fifteen) and the By-laws were then set at nine (9). To fill the new seats, the Board advertised interim openings through the end of June. Craig Clark who was appointed to one opening, then ran for and won the seat in the May election. And thank you goes to Dorothy LaPorta who also volunteered for an interim appointment. Hannah Hanlon was elected to that vacancy with her term commencing July 1st. The election also included a proposition to increase the Library's tax levy by \$12,000 which passed by 23 votes.

In November a stakeholder's meeting was held with community representatives to obtain public input for the next Three Year Plan of Service.

The election of Governor Cuomo had resulted in some statewide changes that will impact libraries. First, the new budget and streamlining the process of distributing state aid resulted in funding being issued months earlier than I even remember. The tails side of the coin is the Governor's interest in passing a 2% or COLA tax cap. With both health insurance and NYS Retirement costs rising in the double digits this could impact services to the public.

### Staff

As always, the staff has risen to the challenges placed before them. Vacancies, scaffolding, new hours, moving furniture to make programs accessible, and an increased demand for materials, computers and InterLibrary Loan resources kept everyone hopping. Our community is fortunate to have such a dedicated group going above and beyond every day to provide ever-evolving library services.

The first step in address fewer staff hours created a Page position filled by FMCC student Myriam Rowden. She is a good fit for the position and gets along well with staff and patrons. New part-time Library Clerks Nicole Bullock and Circé Johnson also joined the staff in the spring. Nicole graduated from SUNY Albany with an MLIS in May and Circe brings years of academic library experience with her. Both have settled in very well. Happily, Carol

Morse, another part-time Library Clerk, as been able to rejoin our staff this year. Her absence was keenly felt by staff and patrons alike.

And as I mentioned under Services and Programs, Christine Prokopiak successful fulfilled our expectations of the new Program Coordinator position until her departure in May. Luckily, we were able to quickly find a replacement, Bonnie Howard. She smoothly transitioned into the position without any noticeable hiccups.

Staff for the 2010-2011 Fiscal Year

Roberta Ambrosino	Sherry Gennett	Carol Morse
Deborah Bucholtz	Bonnie Howard	Cathy Nyland
Nicole Bullock	Donna Kuhner	Christine Prokopiak
Linda Callahan	Circé Johnson	Myriam Rowden
Nancy Cole	John Lawrinait	Patricia Wetmore
Paula DeSantis	Barbara Madonna	Nancy Woodruff
Jamison "Sonny" DuRoss		

**Board of Trustees**

Dave Heacock, whose final term on the board ended in June 2010, received MVLS' 2011 Harold and Junice Wusterbarth Volunteer Service Award for over 20 years of service on the Board of Trustees. I humbly extend a huge thank you for all the time, effort and guidance he has provided to both the Library and myself over the years. His vacancy was filled by Daniel R. Towne, Jr.

As mentioned under governance, the charter and By-laws were changed to increase the size of the board resulting in two interim positions filled by Craig Clark and Dorothy LaPorta.

Trustees for the 2010-2011 Fiscal Year

President—Christine Pesses	Craig Clark
Vice-President—Elizabeth Batchelor	Jay Ephraim
Treasurer—David Fisher	Robin Lair
Secretary—Karen S. Smith	Dorothy LaPorta
	Daniel R. Towne, Jr.



**AUXILIARY ORGANIZATIONS**

**Friends of the Gloversville Public Library**

The Friends generously continued their \$10,000 appropriation for the 2010-2011 fiscal year. The Celebration raised \$19,000 in 2010 toward the restoration of the exterior façade of the building. Some changes were made to the Spring book sale and doubled profits. They also held a new fundraiser on November 13<sup>th</sup> and raised over \$500 with a gold sale through J Fine Jewelry. Membership is holding steady at around 300 members and volunteering is stronger than ever. Story Time and Saturday Craft and Story Time numbers continue to be steady. Their tireless dedication to programs, advocacy and fundraising is exceptional and the Library is fortunate to have such a hard work group in its corner.

President—Virginia Mazur	Treasurer—Barbara Reppenhagen
Vice President—Lynn Kicinski	Secretary—Eileen Wrightsman
Sue Bradt—Director	Nancy Krawczeski—Director
Wanda Ellis—Director	

**The Gloversville Library Foundation**

During the year the Foundation board welcomed Lou Castiglione as a new director to replace Gorge Morgan.

Foundation Board Members for 2010-2011

Chair—Jeremiah Wood IV	Treasurer—Robert Thaisz
Vice-Chair—Robert Maider	Secretary—Dolores Fleischut
Ann Lee Clough	Mark Finkle
Lou Castiglione	George Morgan

*Representatives from the Gloversville Public Library Board*

David Fisher	Karen S. Smith
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*Non-voting members*

Library Director Barbara Madonna	Friends' President Virginia Mazur
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Statistics for the year fiscal year July 2010- June 2011 are as follows (figures in parentheses represent comparable figures for previous years):

	2010-2011	2009-2010	2008-2009	2007-2008
<b><u>VISITORS</u></b>	127,171	(115,435)	(105,495)	(98,699)
<b><u>CIRCULATION</u></b>				
Books				
Adult Fiction	27,866	(27,067)	(27,595)	(26,979)
Adult Nonfiction	12,426	(12,309)	(13,395)	(13,980)
Subtotal	40,292	(39,376)	(40,990)	(40,959)
Teen	3,993	(3,745)	(3,582)	(3,114)
Juvenile Fiction	20,725	(21,346)	(18,854)	(20,175)
Juvenile Nonfiction	4,841	(4,591)	(4,804)	(5,302)
Subtotal	25,566	(25,937)	(23,658)	(25,477)
Other Materials	23,373	(17,090)	(20,175)	(16,037)
<b>Total Circulation</b>	<b>93,224</b>	<b>(86,148)</b>	<b>(88,405)</b>	<b>(85,587)</b>
<b><u>IN-HOUSE USE</u></b>				
Books				
Adult	4,387	(4,424)	(6,840)	(6,488)
Juvenile	7,045	(7,968)	(6,226)	(5,789)
Other Materials	13,666	(12,995)	(13,306)	(13,198)
Subtotal	25,098	(25,387)	(26,372)	(25,475)
<b>Total Collection Use</b>	<b>118,322</b>	<b>(111,535)</b>	<b>(114,777)</b>	<b>(111,062)</b>
<b><u>REFERENCE QUESTIONS</u></b>				
Adult	3,808	(3,139)	(5,292)	(5,017)
Juvenile	1,436	(2,332)	(1,615)	(1,367)
<b>Total</b>	<b>5,244</b>	<b>(5,471)</b>	<b>(6,907)</b>	<b>(6,384)</b>

**ADULT MEETINGS AND PROGRAMS**

<b>2010-2011</b>	172 Adult Programs with 2,196 people
<b>2009-2010</b>	115 Adult Programs with 1,167 people
<b>2008-2009</b>	151 Adult Programs with 1,714 people
<b>2007-2008</b>	163 Adult programs with 1,029 people

**JUVENILE PROGRAMS**

<b>2010-2011</b>	106 Children's programs with 2,647 people
<b>2009-2010</b>	135 Children's programs with 3,726 people
<b>2008-2009</b>	134 Children's programs with 2,943 people
<b>2007-2008</b>	155 Children's programs with 4,485 people

**INTERLIBRARY LOAN**

	<b>2010-2011</b>	<b>2009-2010</b>	<b>2008-2009</b>	<b>2007-2008</b>	<b>2006-2007</b>
<u>Material Borrowed</u>					
Books	9,399	(9,494)	(8,975)	(8,419)	(6,894)
Audio/Visual	1,748	(1,096)	(658)	(607)	(559)
<b>Total</b>	<b>11,147</b>	<b>(10,590)</b>	<b>(9,633)</b>	<b>(9,026)</b>	<b>(7,453)</b>
<u>Material Loaned</u>					
Books	6,719	(5,706)	(3,571)	(2,834)	(2,519)
Audio/Visual	67	(130)	(321)	(358)	(251)
<b>Total</b>	<b>6,786</b>	<b>(5,836)</b>	<b>(3,892)</b>	<b>(3,192)</b>	<b>(2,770)</b>

**HISTORICAL ROOM**

Visitors	213	(296)	(260)	(303)	(231)
Books Used	369	(408)	(337)	(375)	(541)
Reference Questions	36	(24)	(51)	(49)	(63)
Telephone Reference	4	(7)	(15)	(28)	(23)
Letters/Emails	8	(19)	(20)	(21)	(23)

**COMPUTER USAGE**

	14,305	(11,134)	(9,071)	(9,102)	(8,417)
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**REGISTRATION**

New patrons					
Residents	567	(585)	(635)	(679)	(612)
Non-residents	243	(290)	(277)	(293)	(267)
<b>Total</b>	<b>810</b>	<b>(875)</b>	<b>(912)</b>	<b>(972)</b>	<b>(879)</b>
Total borrowers					
Residents	7,877	(6,998)	(6,313)	(5,893)	(5,584)
Non-residents	1,487	(2,361)	(2,205)	(2,125)	(2,130)
	9,364	(9,359)	(8,518)	(8,018)	(7,714)

**ADDITIONS TO COLLECTION**

	3,918	(3,794)	(4,703)	(5,793)	(5,261)
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**LIBRARY HOLDINGS**

	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>
Books					
Adult	30,211	(30,615)	(32,294)	(30,614)	(39,964)
Teen	1,786	(1,258)	(1,341)	(1,067)	(928)
Juvenile	13,884	(13,787)	(14,887)	(13,142)	(13,214)
<b>Book Total</b>	<b>45,881</b>	<b>(45,660)</b>	<b>(48,522)</b>	<b>(44,823)</b>	<b>(54,106)</b>
Other Materials	3,715	(3,184)	(2,382)	(3,931)	(5,982)
<b>Holdings Total</b>	<b>49,596</b>	<b>(48,844)</b>	<b>(50,904)</b>	<b>(48,754)</b>	<b>(60,088)</b>

**GLOVERSVILLE PUBLIC LIBRARY**  
**FINANCIAL REPORT FOR THE**  
**FISCAL YEAR ENDING JUNE 30, 2011**

Prepared By,  
Michael J. Frank, Financial and Recording Secretary

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Submitted By,  
David R. Fisher, Treasurer

**GLOVERSVILLE PUBLIC LIBRARY**

**RECEIPTS**

**FISCAL YEAR ENDING JUNE 30, 2011**

	Budget July 1, 2010 to June 30, 2011	Amount Received to Date	Over/(Under) Budget
Tax Levy	\$241,200.00	\$241,200.00	\$0.00
Investment Income	1,500.00	330.20	(1,169.80)
Gloversville Library Foundation, Inc. - Int. & Div.	135,000.00	137,468.37	2,468.37
Gloversville Library Foundation, Inc. - Donations	5,000.00	5,585.44	585.44
Gloversville Library Foundation, Inc. - Don. Special	0.00	4,600.00	4,600.00
Government Affiliations	5,500.00	7,151.86	1,651.86
Fines & Miscellaneous Income	7,000.00	14,875.85	7,875.85
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<b>TOTAL RECEIPTS</b>	<u><u>\$405,200.00</u></u>	<u><u>\$421,211.72</u></u>	<u><u>\$16,011.72</u></u>
	Public Library General Fund		
Cash Balance on July 1, 2010	<u>\$259,397.27</u>		
Plus: Receipts Per Report	421,211.72		
Less: Expenses Per Report	<u>394,109.62</u>		
Cash Balance on June 30, 2011	<u><u>\$286,499.37</u></u>		
Accounts Payable as of 6/30/11	10,239.15		
Prepaid Expenses as of 6/30/11	<u>(7,508.09)</u>		
Adjusted Cash Balance on June 30, 2011	<u><u>\$289,230.43</u></u>		

**GLOVERSVILLE PUBLIC LIBRARY**

**BUILDING FUND**

**RECEIPTS & DISBURSEMENTS**

**FISCAL YEAR ENDING JUNE 30, 2011**

<b>Balance on July 1, 2010</b>	\$149,816.25
<b>Plus: Receipts:</b>	
Interest on Money Market Account	111.72
New York State Construction Grant Funds	26,084.00
Donations	1,323.00
<b>Less: Paid Outs:</b>	
Architects - Master Plan	48,407.19
Architects - Lighting	5,025.91
Architects - Exterior Cleaning, etc.	1,602.91
Lighting - Lobby	<u>20,728.52</u>
<b>Balance on June 30, 2011</b>	<u><u>\$101,570.44</u></u>



**GLOVERSVILLE PUBLIC LIBRARY**

**DISBURSEMENTS**

**FISCAL YEAR ENDING JUNE 30, 2011**

	Budget July 1, 2010 to June 30, 2011	Amount Disbursed to Date	Over/(Under) Budget
Salaries - Full Time Employees	\$129,455.00	\$129,052.32	(\$402.68)
Salaries - Part Time Employees	81,651.00	67,862.09	(13,788.91)
Salaries - Custodians	12,302.00	12,285.00	(17.00)
F I C A & Medicare Tax	17,091.00	16,105.68	(985.32)
Unemployment Insurance	700.00	593.00	(107.00)
Disability Insurance	600.00	493.44	(106.56)
Medical Insurance	22,500.00	18,516.82	(3,983.18)
Pension Expense	16,629.00	16,459.42	(169.58)
Heat	11,900.00	9,813.05	(2,086.95)
Electricity	9,066.00	7,386.93	(1,679.07)
Telephone	500.00	623.95	123.95
Insurance	7,500.00	5,808.97	(1,691.03)
Books, Periodicals, etc.	45,000.00	45,650.79	650.79
Computer & Automation Services	16,000.00	17,095.79	1,095.79
Library, Building & Office Supplies	9,000.00	8,579.06	(420.94)
Maintenance & Repairs	5,000.00	3,878.50	(1,121.50)
Financial Secretary	7,800.00	7,800.00	0.00
Professional Fees	2,800.00	2,700.00	(100.00)
Election Expense	1,000.00	670.71	(329.29)
Professional Meetings & Travel	2,000.00	1,881.68	(118.32)
Events & Programming	3,500.00	4,165.84	665.84
Promotion Expense	2,000.00	2,512.87	512.87
General Expense	1,200.00	1,513.71	313.71
Restoration, etc. Expense	0.00	12,660.00	12,660.00
<b>TOTAL EXPENSE</b>	<b>\$405,194.00</b>	<b>\$394,109.62</b>	<b>(\$11,084.38)</b>

**GLOVERSVILLE PUBLIC LIBRARY**

**STATEMENT OF CONDITION**

**FISCAL YEAR ENDING JUNE 30, 2011**

ASSETS:

Cash - General Fund	\$ 289,230.43
Cash - Building Fund	101,570.44
Cash - Bill & Melinda Gates Foundation Grant	147.86
Cash - Special Legislative Grant - Farley	768.73
Cash - Stewart's Foundation Grant	350.00
Prepaid Expenses	7,508.09
Other Assets	<u>2.00</u>

TOTAL ASSETS \$ 399,577.55

LIABILITIES & CAPITAL:

Accounts Payable	\$ 10,239.15
Net Worth	<u>389,338.40</u>

TOTAL LIABILITIES & CAPITAL \$ 399,577.55

GLOVERSVILLE PUBLIC LIBRARY

STATUS OF GRANTS

FISCAL YEAR ENDING JUNE 30, 2011

**SPECIAL LEGISLATIVE GRANT (SENATOR FARLEY):**

Balance Left in Grant at 7/01/10	\$	-
RECEIPTS		7,500.00
DISBURSEMENTS:		
Computer & Automation Expense		<u>6,731.27</u>
Total Disbursements		6,731.27
Net Cash Remaining in Grant at 6/30/11	\$	<u><u>768.73</u></u>

**STEWART'S FOUNDATION GRANT:**

Balance Left in Grant at 7/01/10	\$	-
RECEIPTS		500.00
DISBURSEMENTS:		
Programming		<u>150.00</u>
Total Disbursements		150.00
Net Cash Remaining in Grant at 6/30/11	\$	<u><u>350.00</u></u>

**BILL & MELINDA GATES GRANT**

Balance Left in Grant at 7/01/10	\$	1,156.50
RECEIPTS		0.00
DISBURSEMENTS:		
Computer & Automation Expense		<u>1,008.64</u>
Total Disbursements		1,008.64
Net Cash Remaining in Grant at 6/30/11	\$	<u><u>147.86</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**

**NOTES TO FINANCIAL STATEMENTS**

**FISCAL YEAR ENDING JUNE 30, 2011**

1. Investment Income was down considerably from the budgeted amount for the year ended June 30, 2011. The lower investment income was primarily the result of lower than anticipated interest rates on money market accounts. Certificate of deposit rates for Municipal deposits were even lower than the Money Market rates during the fiscal year ended June 30, 2011 making it less advantageous to invest in Certificates of Deposit. Interest and Dividends received from the Gloversville Library Foundation, Inc. were up slightly from the budgeted amount for the year ended June 30, 2011. The amount received was approximately \$700 above the amount received for the prior fiscal year ending June 30, 2010. The Foundation also continues to struggle with lower rates on reinvested funds and continues to look for better yielding assets while continuing to invest in quality securities.
2. Donations for the year ended June 30, 2011 were approximately \$600 above the budgeted amount for the year ended June 30, 2011. Donations to the Library are generally made in memory of a deceased friend or family member or in honor of a birthday or anniversary. This line item is estimated based on prior year's experience and can vary significantly from year to year. A special donation of \$4,600 was also received to help with the restoration costs associated with the paintings that hang in the lobby of the Library.
3. Government Affiliation income was above the budgeted amount by approximately \$1,700 due to State Aid for the fiscal year coming in higher than anticipated in the Budget. The State Legislature did not reduce our per capita state aid rate by as much as we anticipated in the Budget.
4. Fines and Miscellaneous Income increased by approximately \$7,900 over the budgeted amount for the year ended June 30, 2011. This was due to the continued better collection of fines and funds for lost books through the use of a collection agency, additional support from the Friends of the Gloversville Public Library and a refund received related to prior year medical insurance.
5. Salary expense was below budget by approximately \$14,200 primarily due to the time it took to hire a Program Coordinator and to hire the additional staff needed to cover the additional hours for being open on Mondays for five hours.
6. F I C A and Medicare Tax expense were under budget by approximately \$1,000 due to lower expense.salary
7. Medical Insurance expense was under budget by approximately \$4,000 primarily as a result of the full time staff not using all of their reimbursement account balances during the year. Also in doing the budget we had expected a larger increase in our premium per employee.
8. Heat expense was under budget by approximately \$2,100 due mainly to the opening an extra day per week not increasing our usage by as much as expected and lower natural gas rates than expected.
9. Electricity expense was under budget by approximately \$1,700 due to lower that expected rates and the opening an extra day per week not increasing our usage by as much as expected.
10. Insurance was under budget by approximately \$1,700 due primarily to the lower rates for our Liability and Contents coverage obtained through the efforts of the Mang Hathaway Insurance Agency.
11. Computer and Automation expense was over budget by approximately \$1,100 due mainly to additional software and hardware needed during the year ending June 30, 2011.
12. Maintenance and Repairs was under budget by approximately \$1,100 due primarily to the delay in finishing the basement water problems and completing other outside work.
13. General expense, in total, was over budget by approximately \$13,000 due primarily to restoration work done to the paintings that hang in the lobby of the Library. Funds were raised in previous years by selling unused or unneeded items and keeping these funds to be used to restore or repair items that were kept. As noted above, a special donation was also received this year to help defray these costs.