

Gloversville Public Library

2009-2010 Annual Report to the Community

SERVICES AND PROGRAMMING

Libraries across the country have been reporting record usage as the long term impact of the economic downturn began taking hold. While our area was not as devastated as most, use of our Library still increased. Visitor counts for the year increased along with computer use, Inter Library Loans, use of the Historical Room and circulation of Teen and Juvenile materials all went up. Circulation in the Adult Department and Other Materials decreased, however. I attribute this to the new policy regarding the loaning of New and Popular and Audio/Visual items to residents outside the Library's service area.

Patron needs are shifting from videotapes to DVDs, so the VHS collections were weeded and a DVD leasing plan was started. The Adult Book Leasing Plan was increased from 60 titles per month to 75 while the Children And Teen Plan remained at 10. Fifteen new magazines were added in January with back issues moved from Storage for circulation.



People integrated our free events as part of their family entertainment. Feature programs included an interactive workshop for kids and parents about musical instruments using traditional songs and movement to explore rhythm, tempo, pitch and beat. The Tri County Arts Council funded Gary Van Slyke's Holiday Concert. Parents and children enjoyed ancient carols, winter songs, and children's favorites. Carol Parenzan Smalley taught children and their parents simple words from American Sign Language. Scotia-Glenville Children's Traveling Museum presented *Marvelous Masks* during spring break.

Collaboration with the Gloversville Enlarged School District and Head Start continued. Efforts included the continuation of Family Focus, the evening family storytime. In place of the annual literacy day, ASAPP's Promise hosted a day with Winnie the Pooh. The Library provided the space with some activities and information available in the Children's Room. Miss Sherry visited Park Terrace for "Early Years are Learning Years," "Week of the Young Child," and "Spring into Reading." Principal Steve Pavone is always looking for ways to partner with us and encourages his teachers to reach out to many different community organizations. Miss Sherry and the Bibliomaniacs were awarded the 2010 MVLS service award for the year. In addition to a citation, the Library received \$500.

Monthly book discussions with Roz Melita continued and Miss Sherry established a Knitting Group. Though it meets weekly in the Children's Room, most, though not all, of the participants are adults. Like the book discussion group, they can get pretty rowdy, but it is terrific to witness the bonding and joy of this multigenerational group. There are even a couple male members. The YMCA's move to the Town of Johnstown and changes to Boulevard School's Enrichment program saw a marked decrease in group visits that will only increase in 2010-2011 as both the Jewish Community Center and YWCA have closed their doors. The BOCES GED class held in the Friends' Room throughout the school year graduated 15 students this year. The US Census Bureau used the Friends Room frequently as a testing, training and meeting location for their local work crews who are working on the 2010 Census. Literacy Volunteers and GESD tutors made use of every available chair.

The Reference and Reading Room have also become SOHOs (Small Office/Home Offices) for folks toting laptops. To meet their needs the Friends purchased additional tables and chairs. The Library's own computers were constantly active.

BUILDINGS AND GROUNDS

Work on the basement remediation project was completed on August 18th. Unfortunately, the first two significant rainstorms right after delivered more water to the basement than had previously been a problem. The rest of the year was spent working to resolve the issue.

Additional data drops were added and new carpet was installed in the Children’s Room, thanks to the Friends. The Building Committee completed its work with Butler, Rowland and Mays Architects of Ballston Spa on a new Master Plan to renovate the building. Comments gathered at public meetings about the Master Plan reinforced the directives in the Three Year Plan work that programs are a priority for the community and handicapped access to all levels is necessary. Both the Knitting Group and monthly book discussion club meet on the first floor because many of the members are unable to negotiate the stairs to the second floor. The next step will be to discuss ownership of the property with the City of Gloversville and move on to schematic design in 2010-2011.

GOVERNANCE AND ADMINISTRATION

Staff

It was a difficult year without full time employee Sherry Teetz in the Adult Department, but everyone pitched in and took on new duties. Part-time Library Clerk Paula DeSantis was hired in October to work some of the vacant morning hours and her sister Patricia Wetmore was hired in the spring for afternoon/evenings and Saturdays. Roberta Ambrosino continued on as a substitute. At the end of the year Carol Morse was granted a leave of absence from the Children’s Room and Nancy Cole returned to fill in some of her hours for the summer. Lastly we were able to hire Christine Prokopiak at the end of the year to fill the newly classified position of Program Coordinator.

Staff for the 2010-2011 Fiscal Year

Roberta Ambrosino	Jamison “Sonny” DuRoss	Carol Morse
Deborah Bucholtz	Sherry Gennett	Cathy Nyland
Linda Callahan	Donna Kuhner	Christine Prokopiak
Nancy Cole	John Lawrinait	Patricia Wetmore
Paula DeSantis	Barbara Madonna	Nancy Woodruff

Board of Trustees

The two trustees with expiring terms this year were both members of the Gloversville Free Library. David Fisher decided to run for re-election and remains on the board for another term, while David Heacock chose to retire. After 20+ years including time as Treasurer, President, work on two Master Renovation Plan, fiscal uncertainty and the passage of the proposition to establish the Gloversville Public Library, Dave certainly gave the Library his all. Thank you for your dedication, Dave. In his place, the voters elected Daniel R. Towne, Jr., a resident of the city and Electronic Resources Librarian at FMCC.

In addition to electing trustees in May 2010, the voters approved a \$43,000 increase to the Library’s tax levy bring the total levy to \$241,200 for the 2010-2011 fiscal year. The additional funding will allow the Library to resume Monday hours for the first time in 25 years and expand other services as well as meet inflationary increases.

New policy changes regarding full and limited access to library programs services based on residency were implemented. Residents in the towns of Broadalbin, Perth, Oppeheim, Ephratah and Stratford and those residing outside the GESD and Northville Central School District in Mayfield are now restricted from borrowing new books, all audio-visual materials, using the in-house computers and attending programs that require pre-registration. All of the towns received funding requests which were either turned down or ignored.

Trustees for the 2009-2010 Fiscal Year

President—Christine Pesses	Jay Ephraim
Vice-President—David Fisher	Robin Lair
Treasurer—David C. Heacock	Karen S. Smith
Secretary—Elizabeth Batchelor	



AUXILIARY ORGANIZATIONS

Friends of the Gloversville Public Library

The Friends hosted their 3rd annual fundraiser at Pine Brook Golf Club. "Celebrating Gloversville and Its Library" was a resounding success reaching the committee's goal of \$20,000 and raising awareness about the Library and its role in the community. They continued the weekly story time, monthly craft and story time, and helped underwrite programs. The group also honored Lillian Pierson-Cohen for her life long dedication to the Friends and the Library. She was awarded with a plaque and a life-time membership in the Friends.

President—Virginia Mazur

Treasurer—Barbara Reppenhagen

Vice President—Lynn Kicinski

Secretary—Eileen Wrightsman

Sue Bradt—Director

Nancy Krawczeski—Director

Wanda Ellis—Director

Gloversville Library Foundation, Inc.

Foundation Board Members for 2009-2010

Chair—Jeremiah Wood IV

Treasurer—Robert Thaisz

Vice-Chair—Robert Maider

Secretary—Dolores Fleischut

Ann Lee Clough

Mark Finkle

George Morgan

Representatives from the Gloversville Public Library Board

David Fisher

Karen S. Smith

Non-voting members

Library Director Barbara Madonna

Friends' President Virginia Mazur

Statistics for the year fiscal year July 2009-June 2010 are as follows (figures in parentheses represent comparable figures for 2008-2009, 2007-2008 & 2006-2007):

	2009-2010	2008-2009	2007-2008	2006-2007
<u>VISITORS</u>	115,435	(105,495)	(98,699)	(102,928)
<u>CIRCULATION</u>				
Books				
Adult Fiction	27,067	(27,595)	(26,979)	(25,803)
Adult Nonfiction	12,309	(13,395)	(13,980)	(13,815)
Subtotal	39,376	(40,990)	(40,959)	(39,618)
Teen Fiction	3,745	(3,582)	(3,114)	(2,510)
Juvenile Fiction	21,346	(18,854)	(20,175)	(17,331)
Juvenile Nonfiction	4,591	(4,804)	(5,302)	(5,367)
Subtotal	25,937	(23,658)	(25,477)	(22,698)
Other Materials	17,090	(20,175)	(16,037)	(13,650)
Total Circulation	86,148	(88,405)	(85,587)	(78,476)
<u>IN-HOUSE USE</u>				
Books				
Adult	4,424	(6,840)	(6,488)	(6,165)
Juvenile	7,968	(6,226)	(5,789)	(5,273)
Other Materials	12,995	(13,306)	(13,198)	(13,841)
Subtotal	25,387	(26,372)	(25,475)	(25,279)
Grand Total Collection Use	111,535	(114,777)	(111,062)	(103,755)
<u>REFERENCE QUESTIONS</u>				
Adult	3,139	(5,292)	(5,017)	(4,023)
Juvenile	2,332	(1,615)	(1,367)	(1,362)
	5,471	(6,907)	(6,384)	(5,385)

ADULT MEETINGS AND PROGRAMS

2009-2010 115 Adult Programs with 1167 people
2008-2009 151 Adult Programs with 1714 people
2007-2008 163 Adult programs with 1029 people
2006-2007 92 Adult programs with 931 people

JUVENILE PROGRAMS

2009-2010 135 Children's programs with 3726 people
2008-2009 134 Children's programs with 2943 people
2007-2008 155 Children's programs with 4485 people
2006-2007 131 Children's programs with 6296 people

	2009-2010	2008-2009	2007-2008	2006-2007
<u>INTERLIBRARY LOAN</u>				
<u>Material Borrowed</u>				
Books/Serials	9,494	(8,975)	(8,419)	(6,894)
Audio/Visual	1,096	(658)	(607)	(559)
Total	10,590	(9,633)	(9,026)	(7,453)
<u>Material Loaned</u>				
Books/Serials	5,706	(3,571)	(2,834)	(2,519)
Audio/Visual	130	(321)	(358)	(251)
Total	5,836	(3,892)	(3,192)	(2,770)
<u>REGISTRATION</u>				
New Patrons				
Adult	585	(635)	(679)	(612)
Juvenile	290	(277)	(293)	(267)
Total	875	(912)	(972)	(879)
Total Patrons				
Resident	6998	(6,313)	(5,893)	(5,584)
Non-Resident	2361	(2,205)	(2,125)	(2,130)
Total	9359	(8,518)	(8,018)	(7,714)
<u>HISTORICAL ROOM</u>				
Visitors	296	(260)	(303)	(231)
Books Used	408	(337)	(375)	(541)
Reference Questions	24	(51)	(49)	(63)
Telephone Reference	7	(15)	(28)	(23)
Letters/Emails	19	(20)	(21)	(23)
<u>COMPUTER USAGE</u>				
	11,134	(9,071)	(9,102)	(8,417)

	2009-2010	2008-2009	2007-2008	2006-2007
<u>ADDITIONS TO COLLECTION</u>	3,794	(4,703)	(5,793)	(5,261)
<u>LIBRARY HOLDINGS</u>				
Books	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>
Adult Fiction	12,351	(14,085)	(10,297)	(10,777)
Adult Nonfiction	18,264	(18,209)	(20,317)	(19,187)
Teen Fiction	1,258	(1,341)	(1,067)	(928)
	31,873	(33,635)	(31,681)	(30,892)
Juvenile Fiction	8,262	(8,272)	(7,612)	(7,339)
Juvenile Nonfiction	5,525	(6,615)	(5,530)	(5,875)
Subtotal	13,787	(14,887)	(13,142)	(13,214)
Book Total	45,660	(48,522)	(44,823)	(44,106)
Other Materials	3,184	(2,382)	(3,931)	(5,982)
Holdings Total	48,844	(50,904)	(48,754)	(50,088)

GLOVERSVILLE



PUBLIC LIBRARY

**FINANCIAL REPORT FOR THE
FISCAL YEAR ENDING JUNE 30, 2010**

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

Submitted By,
David R. Fisher, Treasurer

GLOVERSVILLE PUBLIC LIBRARY

**RECEIPTS
FISCAL YEAR ENDING JUNE 30, 2010**

	Budget July 1, 2009 to June 30, 2010	Amount Received to Date	Over/(Under) Budget
Tax Levy	\$198,200.00	\$198,200.00	\$0.00
Investment Income	3,000.00	792.02	(2,207.98)
Gloversville Library Foundation, Inc. - Int. & Div.	135,000.00	136,738.84	1,738.84
Gloversville Library Foundation, Inc. - Donations	10,000.00	6,670.00	(3,330.00)
Government Affiliations	6,000.00	7,273.39	1,273.39
Fines & Miscellaneous Income	7,000.00	9,799.08	2,799.08
Friends of the Gloversville Public Library, Inc.	8,500.00	8,500.00	0.00
TOTAL RECEIPTS	<u>\$367,700.00</u>	<u>\$367,973.33</u>	<u>\$273.33</u>

	Public Library General Fund
Cash Balance on July 1, 2009	<u>\$240,959.19</u>
Plus: Receipts Per Report	367,973.33
Less: Expenses Per Report	<u>349,535.25</u>
Cash Balance on June 30, 2010	<u>\$259,397.27</u>
Accounts Payable as of 6/30/10	7,727.85
Cobra Reserve Payable 06/30/10	687.50
Prepaid Expenses as of 6/30/10	<u>(9,635.29)</u>
Adjusted Cash Balance on June 30, 2010	<u>\$258,177.33</u>

GLOVERSVILLE PUBLIC LIBRARY
BUILDING FUND
RECEIPTS & DISBURSEMENTS
FISCAL YEAR ENDING JUNE 30, 2010

Balance on July 1, 2009	\$228,599.49
Plus: Receipts:	
Interest on Money Market Account	331.82
Friends of the Gloversville Public Library, Inc.	21,477.24
New York State State Construction Funds	1,131.00
Hugh Farley Grant	10,000.00
Marc Butler Grant	10,000.00
Less: Paid Outs:	
Architects - Master Plan	31,176.68
Architects - Lighting	5,439.52
Lighting Design - Lobby	1,064.20
Basement Architect & Repair	73,652.90
Lobby & Handicap Entrance Painting & Repair	10,390.00
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Balance on June 30, 2010	<u><u>\$149,816.25</u></u>

**GLOVERSVILLE PUBLIC LIBRARY
DISBURSEMENTS
FISCAL YEAR ENDING JUNE 30, 2010**

	Budget July 1, 2009 to June 30, 2010	Amount Disbursed to Date	Over/(Under) Budget
Salaries - Full Time Employees	\$150,960.00	\$126,638.28	(\$24,321.72)
Salaries - Part Time Employees	51,000.00	57,667.30	6,667.30
Salaries - Custodians	12,036.00	12,038.00	2.00
F I C A & Medicare Tax	16,320.00	15,020.15	(1,299.85)
Unemployment Insurance	600.00	607.00	7.00
Disability Insurance	600.00	470.76	(129.24)
Medical Insurance	20,100.00	17,958.46	(2,141.54)
Pension Expense	13,000.00	12,999.08	(0.92)
Heat	12,500.00	7,596.70	(4,903.30)
Electricity	9,500.00	6,652.18	(2,847.82)
Telephone	500.00	535.63	35.63
Insurance	7,500.00	5,607.59	(1,892.41)
Books, Periodicals, etc.	42,000.00	42,055.82	55.82
Computer & Automation Services	14,500.00	13,145.57	(1,354.43)
Library, Building & Office Supplies	9,300.00	9,597.30	297.30
Maintenance & Repairs	2,000.00	2,136.59	136.59
Financial Secretary	7,400.00	7,400.00	0.00
Professional Fees & Accounting Software	300.00	305.56	5.56
Election Expense	1,000.00	1,007.35	7.35
Professional Meetings & Travel	2,000.00	1,811.49	(188.51)
Events & Programming	3,500.00	1,779.00	(1,721.00)
Promotion Expense	1,500.00	4,824.32	3,324.32
General Expense	1,200.00	1,681.12	481.12
TOTAL EXPENSE	<u>\$379,316.00</u>	<u>\$349,535.25</u>	<u>(\$29,780.75)</u>

GLOVERSVILLE PUBLIC LIBRARY

STATEMENT OF CONDITION

FISCAL YEAR ENDING JUNE 30, 2010

ASSETS:

Cash - General Fund	\$ 258,177.33
Cash - Building Fund	149,816.25
Cash - Bill & Melinda Gates Foundation Grant	1,156.50
Prepaid Expenses	9,635.29
Other Assets	2.00

TOTAL ASSETS \$ 418,787.37

LIABILITIES & CAPITAL:

Accounts Payable	\$ 7,727.85
Cobra Reserve Payable	687.50
Net Worth	410,372.02

TOTAL LIABILITIES & CAPITAL \$ 418,787.37

GLOVERSVILLE PUBLIC LIBRARY

STATUS OF GRANTS

FISCAL YEAR ENDING JUNE 30, 2010

SPECIAL LEGISLATIVE GRANT (SENATOR FARLEY):

Balance Left in Grant at 7/01/09 - Receivable	\$ (15,000.00)
RECEIPTS	15,000.00

DISBURSEMENTS:

None	0.00
Total Disbursements	<u>0.00</u>

Net Cash Remaining in Grant at 6/30/10	\$ -
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STEWART'S FOUNDATION GRANT:

Balance Left in Grant at 7/01/09	\$ 27.30
RECEIPTS	-

DISBURSEMENTS:

Books	27.30
Total Disbursements	<u>27.30</u>

Net Cash Remaining in Grant at 6/30/10	\$ -
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BILL & MELINDA GATES GRANT

Balance Left in Grant at 7/01/09	\$ 3,165.34
RECEIPTS	5,400.00

DISBURSEMENTS:

Computer & Automation Expense	7,408.84
Total Disbursements	<u>7,408.84</u>

Net Cash Remaining in Grant at 6/30/10	\$ 1,156.50
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GLOVERSVILLE PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

FISCAL YEAR ENDING JUNE 30, 2010

1. Investment Income was down considerably from the budgeted amount for the year ended June 30, 2010. The lower investment income was primarily the result of lower than anticipated interest rates on money market accounts and certificates of deposit during the fiscal year ended June 30, 2010. Interest and Dividends received from the Gloversville Library Foundation, Inc. was up slightly from the budgeted amount for the year ending June 30, 2010, however, the amount received was approximately \$4,800 below the amount received for the prior fiscal year ending June 30, 2009. The Foundation also continues to struggle with lower interest rates on reinvested funds.
2. Donations for the year ended June 30, 2010 were approximately \$3,300 below the budgeted amount for the year ended June 30, 2010. 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.
3. Government Affiliation income was above the budgeted amount by approximately \$700 due to State Aid for the fiscal year coming in slightly 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 \$2,800 over the budgeted amount for the year ended June 30, 2010. This was due to the continued better collection of fines and funds for lost books through the use of a collection agency. This amount was approximately the same as the prior fiscal year.
5. Salary expense was below budget by approximately \$17,700 primarily due to one full time employee retiring during April 2009 and the position being covered through June 30, 2010 by part time staff.
6. F I C A and Medicare Tax expense was under budget by approximately \$1,300 due to lower salary expense.
7. Medical Insurance expense was under budget by approximately \$2,100. This was due to the retirement of one full time employee who was replaced with part time employees who do not get paid medical insurance as an employee benefit.
8. Heat expense was under budget by approximately \$4,900 due mainly to the milder winter weather than was expected at the time of the budget preparation and lower natural gas rates.
9. Electricity expense was under budget by approximately \$2,800 due to lower than expected rates and several energy saving projects that were done during the last two years.
10. Insurance was under budget by approximately \$1,900 due primarily to the lower rates for our Liability and Contents coverage obtained by the Mang Hathaway Insurance Agency through changing companies for our coverage.
11. Computer and Automation expense was under budget by approximately \$1,400 due mainly to rates not being as high as expected for our automation service through Mohawk Valley Library System.
12. Events and programming was under budget by approximately \$1,700 due primarily to the delay in being able to hire a Program Director as an approved position with Civil Service.
13. Promotion expense was over budget by approximately \$3,300 due to the expense of our new website being paid in the fiscal year ending June 30, 2010. This expense was originally budgeted in the fiscal year ending June 30, 2009.
14. General expense was over budget by approximately \$500 due primarily to higher collection costs regarding items borrowed and not returned and delinquent fines owed to the Library.