



Gloversville Public Library  
Annual Meeting of the Board of Trustees  
Sept. 18, 2012  
6:30 pm  
Gloversville Public Library

## Annual Meeting

### Pledge of Allegiance

- Acceptance of the minutes of the last annual meeting, Sept, 2011.
- Financial Report
- Director's Report
- Board President's Report
- Public Comment
  - Adjourn



Barbara Madonna  
Library Director

2011-2011  
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

Christine Pesses

David Fisher

Hannah Hanlon

Robin Lair

Karen S. Smith

Daniel R. Towne, Jr.

## Draft Minutes of The Groversville Public Library Annual Meeting

September 20, 2011

The Groversville Public Library held its Annual Meeting on September 20, 2011 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:00 P.M.

The following trustees were present: Christine Pesses, Elizabeth Batchelor, Jay Ephraim, David Fisher, Karen Smith, Robin Lair and Hannah Hanlon. Michael Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, and Virginia Mazur, President of the Friends of the Groversville Public Library, also attended the meeting. Five students from the participation in government class from the Johnstown High School were also in attendance. Daniel Towne, Jr. and Craig Clark were excused from the meeting.

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

Mrs. Pesses asked the Trustees to review the minutes of the annual meeting of September 21, 2010. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mr. Fisher, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank if he would review the Annual Financial Report for the fiscal year ended June 30, 2011. Mr. Frank reviewed the report of income and expense for the year and explained the various ups and downs to budget. Mr. Frank also reviewed the current status of Grants in progress and the statement of Condition. Ms. Smith made a motion, seconded by Mr. Ephraim, to accept the Annual Financial Report as presented. This was approved all voting aye.

Ms. Madonna reviewed her Annual Report to the Community. Ms. Madonna said that she felt the addition of 5 hours on Mondays to our schedule of days open has become immensely popular with our patrons. This was made possible by the approval of the tax levy increase approved by the taxpayers in May 2010. Ms. Madonna also pointed out in her report the addition of Christine Prokopiak as our new Program Coordinator. This has allowed the Library to offer more programs for our patrons as was planned for in our five-year plan of service for the Library, which began in 2008. Ms. Madonna also commented on the continued increases in the number of visitors, computer usage and circulation over the previous year. The Trustees commended Ms. Madonna on an excellent Annual Report to the Community. The Report was accepted as presented.

Mrs. Pesses, President of the Board of Trustees, reviewed her report to the Community, discussing the various accomplishments of the Board in their sixth year as elected Trustees of the Groversville Public Library. Mrs. Pesses reported on the Master Renovation Plan progress made this year and discussed the need to determine where we will get funding to proceed with the next step which is the Design Development phase. Mrs. Pesses also thanked the Trustees, the Staff and Volunteers for all their help during the year as President of the Board of Trustees. The entire Board congratulated Mrs. Pesses and Ms. Madonna on a job well done during the past fiscal year.

Mrs. Pesses asked if there was anything anyone from the Public wished to present at this time.

Hearing none, Mr. Fisher made a motion, seconded by Ms. Batchelor to adjourn the meeting at 6:30 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

Karen S. Smith  
Secretary

Mrs. Pesses informed the Trustees that there was no report from the AD HOC Policy Committee.

Mrs. Pesses informed the Trustees that it was time for the Annual Director's evaluation to be done. Mrs. Lair will send out copies of the evaluation questionnaire to the Trustees and also send copies to the Library for the staff to complete.

Mr. Towne gave a report on the meetings of the Promotion Committee with Ms. Prokopiak. The Committee has been discussing various ideas on how to promote the programs scheduled at the Library over the next few months. The Committee's ideas include the newspaper, statistical information regarding patrons using the Library, books lent and research information usage, using the Sandwich Boards and Facebook. Ms. Madonna also reported that the Facebook Programs and the Poem Telling Program were well received this past month. Also the concert on Monday evening was well attended with approximately 65-70 people attending. After the Concert a hat was passed asking for any donations that people wanted to give in support of the Library and its programs. Ms. Batchelor suggested highlighting the Library's proactive response to the public's request for additional services such as more hours and programming as part of a campaign to support the 2011 tax levy increase proposition.

Ms. Madonna informed the Trustees that MVLS would be sponsoring NYSCA book discussions in May and June this year. Ms. Madonna also informed the Trustees that she had been working with Megan Brennan from Butler Rowland Mays on furniture considerations to be funded with Friends Celebration money raised this year. The Children's Room will be done first followed by furniture for the Reading Room with the goal of getting the Reading Room back to a more comfortable and quiet room to sit in and read.

Mrs. Pesses informed the Trustees that Lobby Day was well attended and that the focus of the Library people attending was to convince the legislators that Library Systems could not afford any more cuts in the State funding for libraries.

Ms. Batchelor informed the Trustees that the Friend's Celebration plans for this year were all set.

Mr. Frank informed the Trustees that the Foundation had not met since the last meeting of the Trustees but that a meeting was being planned for late April or early May.

Mr. Ephraim informed the Trustees that the Books are Magic contest was up and running and that lots of excitement was evident in the Gloversville Enlarged School District. The program began today March 15<sup>th</sup> with a special workshop to be held on the 21<sup>st</sup>. The contest will run through the 27<sup>th</sup> of April when the entries will be due in to the Library. The children will be asked to create something based on one of the books in the Mural on the wall of the Mohawk Harvest Cooperative Market Building on North Main Street in Gloversville. The groups will be split up into K-5, Middle School and High School. An awards program has been set for May 9<sup>th</sup> at 6:00 PM with cash prizes to be awarded to the three winners.

Mrs. Pesses asked if there was any new business to discuss. Nothing was brought up at this time.

The next regular meeting will be held on April 19, 2011 at 6:30 P.M.

Ms. Smith made a motion, seconded by Ms. Batchelor to adjourn the meeting at 8:10 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Karen S. Smith  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

**RECEIPTS**

**AUGUST 2012**

	Budget July 1, 2012 to June 30, 2013	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$259,106.00	\$0.00	\$0.00	\$0.00	\$259,106.00
Investment Income	300.00	15.45	33.64	33.93	266.36
Gloversville Library Foundation Inc. - Int. & Div.	140,000.00	18,624.08	25,946.05	31,588.24	114,053.95
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	0.00	520.00	1,325.00	4,480.00
Government Affiliations	6,000.00	0.00	0.00	4,149.00	6,000.00
Fines & Miscellaneous Income	10,000.00	793.59	1,633.09	978.10	8,366.91
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	10,000.00	10,000.00
<b>TOTAL RECEIPTS</b>	<u>\$430,406.00</u>	<u>\$19,433.12</u>	<u>\$28,132.78</u>	<u>\$48,074.27</u>	<u>\$402,273.22</u>
	Income Cash Reconciliation				
Income Cash Balance on August 1, 2012	<u>\$290,816.05</u>				
Plus: Receipts Per Report	19,433.12				
Less: Expenses Per Report	<u>47,326.44</u>				
Income Cash Balance on August 31, 2012	<u>262,922.73</u>				
Accounts Payable as of 08/31/12	6,583.50				
Prepaid Expenses as of 08/31/12	<u>(1,028.41)</u>				
Actual Cash Balance on August 31, 2012	<u>\$268,477.82</u>				

**BUILDING FUND**

Balance on August 1, 2012	\$142,317.11
Plus: Receipts:	
Interest on Money Market Account	7.40
NYS Construction Funds	2,899.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Design Development	9,184.99
AJS Masonry, Inc. - Exterior Building Repairs	23,389.08
Butler Rowland Mays Architects, LLP - Grant Work	<u>3,452.50</u>
Balance on August 31, 2012	<u>\$109,196.94</u>

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

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Submitted By,  
David R. Fisher, Treasurer

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE EXPENSES TO BUDGET**

**AUGUST 2012**

	<u>Budget July 1, 2012 to June 30, 2013</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	\$136,044.00	\$11,337.12	\$21,639.02	\$22,007.56	\$114,404.98
Salaries - Part Time Employees	89,180.00	6,630.69	12,473.83	13,065.70	76,706.17
Salaries - Custodians	21,840.00	983.00	1,966.00	2,169.00	19,874.00
F I C A & Medicare Tax	18,900.00	1,449.76	2,760.07	2,849.05	16,139.93
Unemployment Insurance	600.00	0.00	159.00	150.00	441.00
Disability Insurance	765.00	0.00	337.44	246.72	427.56
Medical Insurance	30,250.00	1,999.19	5,778.79	5,636.30	24,471.21
Pension Expense	27,000.00	0.00	0.00	0.00	27,000.00
Heat	12,000.00	77.25	77.25	85.66	11,922.75
Electricity	9,000.00	751.46	751.46	749.47	8,248.54
Telephone	650.00	0.00	421.23	436.33	228.77
Insurance	10,500.00	151.98	4,238.10	3,125.28	6,261.90
Books, Periodicals, etc.	45,000.00	12,023.74	17,081.93	16,935.70	27,918.07
Computer & Automation Services	17,000.00	681.98	881.96	1,231.09	16,118.04
Library, Building & Office Supplies	9,300.00	1,428.29	1,914.95	1,360.84	7,385.05
Maintenance & Repairs	13,700.00	8,707.33	8,707.33	30.00	4,992.67
Financial Secretary	8,000.00	650.00	1,300.00	1,300.00	6,700.00
Professional Fees	7,000.00	330.00	330.00	435.00	6,670.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	20.00	20.00	43.73	1,980.00
Events & Programming	4,500.00	15.00	37.50	727.94	4,462.50
Promotion Expense	2,000.00	20.00	20.00	210.25	1,980.00
General Expense	1,500.00	69.65	273.82	355.92	1,226.18
Restoration, etc. Expense	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSE</b>	<u><u>\$467,729.00</u></u>	<u><u>\$47,326.44</u></u>	<u><u>\$81,169.68</u></u>	<u><u>\$73,151.54</u></u>	<u><u>\$386,559.32</u></u>

**GLOVERSVILLE PUBLIC LIBRARY  
CHECK AND CASH DISBURSEMENTS  
AUGUST 2012**

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,373.17)	\$727.71	FICA & Medicare Expense
		1,645.46	Payroll
3645	Gloversville Public Library	7,287.87	Payroll
3646	Donna J. Kuhner	300.00	Petty Cash
3647	Baker & Taylor Books (12,340.94)	11,312.53	Books
		1,028.41	Prepaid Expense
3648	New York State Insurance Fund	137.18	Insurance - Worker's Comp.
3649	Electronic Office Products, Inc.	10.00	Library Supplies
3650	Unique Management Services, Inc.	69.65	G/E - Collection Expense
3651	Derby Office Equipment, Inc.	25.51	Maintenance & Repairs
3652	MVLS/SALS Joint Automation Project (935.74)	253.76	Data Base
		681.98	Computer & Automation
3653	The Leader-Herald	20.00	Promotion Expense
3654	Baker & Taylor Books	32.32	Books
3655	National Grid (828.71)	77.25	Heat
		751.46	Electric
3656	Mc Cary & Huff, LLP	330.00	Professional Fees
3657	A. Mormile & Son Plumbing & Heating, Inc.	374.70	Maintenance & Repairs
3658	Center Point Large Print	53.81	Books
3659	Glatfelter Brokerage Services	14.80	Insurance - Worker's Comp.
3660	Business Card (1,978.48)	703.31	Postage
		1,102.00	Maintenance & Repairs
		155.93	Library Supplies
		17.24	Building Supplies
3661	Gloversville Public Library	7,248.17	Payroll
3662	Michael J. Frank	650.00	Financial Secretary
3663	C D P H P	1,860.90	Medical Insurance
3664	Bonnie Edwards	15.00	Events & Programming
3665	MVLS/SALS Joint Automation Project	22.67	Gates Grant Funds
3666	AJS Masonry, Inc.	7,017.52	Maintenance & Repairs
3667	Warren Electric Supply	32.75	Building Supplies
3668	Quill Corporation	509.06	Library Supplies
3669	Audio Editions	153.32	A/V - DVDs
3670	Ghiorso & Sorrenti, Inc.	122.43	Maintenance & Repairs
DM	E F T NYS & Local Retirement System	224.60	Pension - Withholdings
DM	E F T NYS Tax Department	559.24	Payroll
DM	E F T United States Treasury (2,335.34)	722.05	FICA & Medicare Expense
		1,613.29	Payroll
DMs	Jaeger & Flynn Associates, Inc. (Reimbursements)	510.47	Medical Insurance
	CHECK PAID OUTS - AUGUST 2012	<u>48,374.35</u>	
	PETTY CASH PAID OUTS - AUGUST 2012		
	Maintenance & Repairs	65.17	
	Professional Meeting & Travel Expense	20.00	
	Newspapers (Books)	<u>218.00</u>	
	<b>TOTAL AUGUST 2012 PAID OUTS</b>	<u><u>\$48,677.52</u></u>	
	Less: Prepaid Expenses	(1,028.41)	
	Less: Gates Grant Funds	(22.67)	
	Less: Petty Cash Check	<u>(300.00)</u>	
	<b>NET TO BALANCE TO EXPENSES</b>	<u><u>\$47,326.44</u></u>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS IN PROCESS

**SPECIAL LEGISLATIVE GRANT (Senator Farley)**

Balance as of August 1, 2012				\$768.73
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	<u>Amount</u>	
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at August 31, 2012				<u><u>\$768.73</u></u>

**BILL & MELINDA GATES GRANT**

Balance as of August 1, 2012				\$147.86
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
MVLS/SALS Joint Automation Project	3665	License & Maint.	22.67	
Total Expenses			<u>22.67</u>	<u>22.67</u>
Balance of Grant Money Left at August 31, 2012				<u><u>\$125.19</u></u>

**STEWART'S FOUNDATION GRANT**

Balance as of August 1, 2012				\$550.00
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>	<u>0.00</u>
Balance of Grant Money Left at August 31, 2012				<u><u>\$550.00</u></u>

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of August 1, 2012				\$6,000.00
Appropriation Provided For In				0.00
Expenses Paid From Appropriation Funds	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Appropriation Funds Left at August 31, 2012				<u><u>\$6,000.00</u></u>

**RESTORATION FUNDS RECONCILEMENT**

Balance as of August 1, 2012				\$754.38
Funds Received				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Restoration Funds Left at August 31, 2012				<u><u>\$754.38</u></u>