



Gloversville Public Library
Meeting of the Board of Trustees
November 17, 2015
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of the September 2015 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
Override resolution
Review 2016-17 budget proposal
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
7. AD HOC Policy
Collection development policy 2nd reading
8. Personnel Committee
Staff change
Employee handbook
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
Plan of Service
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: December 15, 2015 6:30 pm



Draft Minutes of the Groversville Public Library Board of Trustees Meeting

October 20, 2015

The Groversville Public Library Board of Trustees held a meeting on October 20, 2015 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: Patricia Donovan, Vincent De Santis, Robin Lair, Craig Clark, Wanda Prew and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, and Nancy Krawczeski, Vice-President of the Friends of the Groversville Public Library, also attended the meeting. Jay Ephraim, Elizabeth Batchelor and Merry Dunn Brown were excused from the meeting.

Mr. Clark, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Clark asked if there was anything anyone from the public wished to present at this time. Hearing nothing, the regular meeting was convened.

Mr. Clark asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on September 15 2015. Mr. Clark asked if there were any corrections or additions to the minutes of the meeting as presented. Mrs. Prew made a motion, seconded by Mrs. Donovan, to approve the minutes with corrections noted. This motion was approved all voting aye.

Mr. Clark asked Mr. Frank to review the Treasurer's Report for the month of September 2015 and the fiscal year to date period through September 30, 2015 with the Trustees. Mr. Frank informed the Trustees that our income for the first three months of the year is up approximately \$13,400 from the same period of last year due primarily to receiving the \$10,000 from the Friends of the Groversville Public Library, Inc. earlier this year than last year. Income this year is also higher due to higher Interest and Dividends and donations received from the Foundation this year of approximately \$2,400. Expenses this year are up approximately \$5,100 from the prior year period primarily due to higher General Insurance expense. This expense has been partially offset by lower full time salaries due to an unplanned retirement, position not filled yet. Mr. Frank asked if there were any questions or comments on the financials for the month of September 2015 and the fiscal year to date period ending September 30, 2015. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank reviewed the Library's tax return for the year ending June 30, 2015 with the Trustees. Mr. Frank informed the Trustees that our Medical Insurance rebate from the Internal Revenue Service will be approximately \$2,100 higher than our budgeted amount this year due to the Internal Revenue Service raising the credit from 25% to 35% for this year. Mr. De Santis made a motion, seconded by Mrs. Prew, to approve the filing of the Library's tax return for the year ending June 30, 2015. This was approved all voting aye.

Mr. Frank distributed the Warrants list for October 2015 numbered 392 through 418 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Groversville Public Library and recommended payment of same. Mrs. Pesses made a motion, seconded by Mrs. Donovan, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Ms. Madonna reviewed the changes made to the Library's Health Insurance Plan by C D P H P for the current year with the Trustees. Two years ago our plan gave each participant a \$2,000 allotment for reimbursements for copays, etc for the fiscal year. Last year this was cut to \$1,500 by C D P H P but the Library was able to have Jaeger and Flynn provide an additional \$500 for copays for each participant tax free. This year C D P H P has reduced this allotment to \$1,125. Jaeger & Flynn has informed us that if we want to keep the total allotment at \$2,000 the \$375 between the \$1,125 and the \$1,500 would be taxable income to the employee. After that was used the remaining \$500 would be treated the same as last year for copays and not taxable income. Another option would be to establish Health Savings Accounts for each participant and eliminate this portion of the insurance plan. If we choose the HAS every employee would receive the same deposit, regardless of how much of the \$1,125 that they had used year to date. The employees are comfortable with the taxable reimbursement for this fiscal year. Mr. Frank recommended that we should go with the taxable reimbursement for any participant that exceeded the \$1,125 since we were well into this budget year and use the Health Savings Accounts in preparing the 2016-2017 Budget. The Trustees agreed with this recommendation.

Barbara Madonna
Library Director

20152016
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Ms. Krawczeski informed the Trustees that the 22 baskets that had been donated for this year's fundraiser raffle will be drawn on Friday at 4:00 PM. Tickets for the baskets will be able to be purchased at the front desk of the Library until the drawing. Ms. Krawczeski also informed the Trustees that the chicken barbeque made \$1,002.50. Ms. Krawczeski also reminded the Trustees that a wreath making fundraiser is scheduled for November 18, 2015 with limited space for the class. The cost of the class is \$20 per person. Ms. Krawczeski informed the Trustees that a basket of books and other items will be given to the first baby born at Nathan Littauer Hospital during National Library Week. Ms. Krawczeski also informed the Trustees that the Friends will be sponsoring a scavenger hunt at the Library on Saturday with a drawing for a book at noon. Ms. Krawczeski also informed the Trustees that 38 people went on the bus trip to New York City on September 30th. Ms. Krawczeski also informed the Trustees that if anyone wanted to put something in the Friend's newsletter it needed to be in by October 31st.

Ms. Madonna informed the Trustees that she has applied for a State and Municipal Facilities Grant (SAM) for \$250,000 through Senator Farley's office for electrical upgrades as part of the renovation project, which will need DASNY's approval prior to us receiving it. Senator Farley has also been able to get the Library \$20,000 in Bullet Aid which we have received and deposited in the Building Fund account.

Ms. Madonna informed the Trustees that the parking lot bid packages are available and must be returned by November 2, 2015 at 3:00 PM. After these are opened Butler Rowland Mays Architects, LLP will review them and let us know if the low bidder is qualified to do the project. Since time is of the essence a special board meeting will need to be held to approve the awarding of the contract for the work. The Trustees agreed to meet at 4:15 PM on Wednesday November 4, 2015 to approve the awarding of the contract.

Mrs. Pesses distributed a worksheet, put together by the Steering Committee, consisting of three different scenarios to do with raising the additional funds needed for the Master Renovation Plan. After considerable discussion and review the Trustees agreed that we should ask the taxpayers for a higher tax levy in order to reallocate the money the Foundation earns on their investment account from the operating budget to financing to pay back its borrowings for the project. The Trustees also agreed that we should stop any additional expense related to doing a bond referendum.

Mr. Clark informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting however, Ms. Madonna did send out an Investment Policy for the second reading at this meeting. Mr. Clark asked if there were any changes or other suggestions to be made at this meeting. Hearing none, Mrs. Pesses made a motion, seconded by Mr. De Santis, to approve the Investment Policy as presented. This was approved all voting aye.

Ms. Madonna reviewed changes made to the Collection Development Policy for the first reading with the Trustees. Some typos were noted for correction. The corrected policy will be presented at the November meeting for approval.

Ms. Madonna informed the Trustees that Civil Service informed her that we could promote part time employees to full time positions and as long as the employee passes the next Civil Service test they can remain in that position. Ms. Madonna informed the Trustees that two part time employees have applied for the Senior Library Clerk position and two part time employees have applied for the full time clerk position. Ms. Madonna said that as a follow up to the interviews conducted she has offered them the opportunity to submit an essay by Saturday, if they would like to, to highlight any specific abilities they feel they did not convey well during the interview process.

Ms. Madonna informed the Trustees that changes and typos to the Employee Handbook had been corrected and that it was complete and would be given to each of the employees.

Mr. Clark informed the Trustees that the Programming Committee and Public Relations Committee had met and decided that these committees should remain separate committees. Mr. Clark informed the Trustee that Mrs. Howard would chair the Programming Committee and that he would chair the Public Relations Committee.

Ms. Madonna informed the Trustees that she had nothing else to report at this time.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Library Trustees meeting.

Mr. Clark informed the Trustees that he had put together an updated Plan of Service for this year and passed out copies for review. Additional work will need to be done regarding library services during our period of being out of the building during the remodeling process. Mr. Clark also informed the Trustees that he has been asked to sit on the Gloversville Enlarged School District's President's Club Advisory Committee.

Mr. Clark asked if there was any old business to come before the meeting. Hearing none, Mr. Clark asked if there was any new business to come before the meeting. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Donovan, to adjourn the meeting at 8:40 PM. This was approved all voting aye.

The next regular meeting of the Board of Trustees will be held on November 17, 2015 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

OCTOBER 2015

	Budget July 1, 2015 to June 30, 2016	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	\$276,321.00	\$0.00	\$0.00	\$0.00	\$276,321.00
Investment Income	200.00	3.86	16.90	22.57	183.10
Gloversville Library Foundation Inc. - Int. & Div.	150,000.00	10,214.57	48,898.04	47,832.38	101,101.96
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	350.00	1,370.00	1,550.00	8,630.00
Government Affiliations	6,500.00	1,425.00	6,240.90	5,057.00	259.10
Fines & Miscellaneous Income	13,000.00	1,036.09	4,209.71	3,493.35	8,790.29
U.S. Treasury - Medical Ins. Credit Refunds	5,250.00	0.00	0.00	0.00	5,250.00
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	0.00	0.00
TOTAL RECEIPTS	<u>\$471,271.00</u>	<u>\$13,029.52</u>	<u>\$70,735.55</u>	<u>\$57,955.30</u>	<u>\$400,535.45</u>
	Income Cash Reconcilement				
Income Cash Balance on October 1, 2015	<u>\$223,630.33</u>				
Plus: Receipts Per Report	13,029.52				
Less: Expenses Per Report	<u>29,977.24</u>				
Income Cash Balance on October 31, 2015	<u>206,682.61</u>				
Accounts Payable as of 10/31/15	10,215.75				
Accrued Expenses as of 10/31/15	0.00				
Prepaid Expenses as of 10/31/15	<u>(2,642.72)</u>				
Actual Cash Balance on October 31, 2015	<u>\$214,255.64</u>				

BUILDING FUND

Balance on October 1, 2015	\$257,851.46
Plus: Receipts:	
Interest on Money Market Account	4.64
Bullet Aid - Senator Farley	20,000.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Main Entrance Repairs & Auxiliary Parking Lot	<u>1,705.72</u>
Balance on October 31, 2015	<u>\$276,150.38</u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Christine Pesses, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

OCTOBER 2015

	Budget July 1, 2015 to June 30, 2016	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$183,301.00	\$ 10,356.79	\$ 48,459.40	\$ 55,890.36	\$134,841.60
Salaries - Part Time Employees	62,910.00	5,119.70	21,095.08	18,071.19	41,814.92
Salaries - Custodians	25,007.00	2,083.92	8,335.68	7,729.04	16,671.32
F I C A & Medicare Tax	20,748.00	1,343.35	5,958.59	6,249.31	14,789.41
Unemployment Insurance	725.00	180.25	360.50	350.50	364.50
Disability Insurance	780.00	0.00	219.95	286.70	560.05
Medical Insurance	43,725.00	2,344.23	14,293.15	15,077.02	29,431.85
Pension Expense	42,000.00	0.00	0.00	(9.16)	42,000.00
Heat	9,000.00	63.44	230.81	202.21	8,769.19
Electricity	8,500.00	469.59	2,145.73	1,664.73	6,354.27
Telephone	2,880.00	233.16	993.18	895.70	1,886.82
Insurance	11,500.00	6.00	11,188.38	5,716.69	311.62
Books, Periodicals, etc.	46,500.00	3,949.47	19,317.53	17,673.53	27,182.47
Computer & Automation Services	16,000.00	1,207.89	3,248.59	2,994.36	12,751.41
Library, Building & Office Supplies	10,000.00	668.10	2,558.03	2,937.29	7,441.97
Maintenance & Repairs	9,000.00	35.40	408.91	275.57	8,591.09
Financial Secretary	8,200.00	650.00	2,700.00	2,700.00	5,500.00
Professional Fees	4,000.00	(297.50)	(297.50)	6,781.25	4,297.50
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,500.00	529.96	637.49	636.82	1,862.51
Events & Programming	4,500.00	403.99	1,158.49	1,383.81	3,341.51
Promotion Expense	2,500.00	530.00	744.00	845.50	1,756.00
General Expense	2,000.00	99.50	526.92	436.27	1,473.08
TOTAL EXPENSE	<u>\$517,276.00</u>	<u>\$29,977.24</u>	<u>\$144,282.91</u>	<u>\$148,788.69</u>	<u>\$372,993.09</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

OCTOBER 2015

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,130.84)	\$687.42	FICA & Medicare Expense
			1,443.42	Payroll
4814	000392	Liberty Mutual Insurance Co.	6.00	Insurance - General
4815		Gloversville Public Library	6,693.32	Payroll
4816		NYS Child Support Processing Center	171.42	Child Support
4817	000394	Barbara J. Madonna	372.50	Petty Cash
4818	000395	Michael J. Frank	650.00	Treasurer & Rec. Secretary
4819	000396	Mohawk Valley Library System	1,207.89	Computer & Automation
4820	000397	The Leader-Herald	125.00	Promotion Expense
4821	000398	Quill Corporation	668.10	Library Supplies
4822	000399	Center Point Large Print	129.49	Books
4823	000400	Unique Management Services, Inc.	99.50	G/E - Collection Expense
4824	000401	National Grid (868.95)	79.31	Heat
			789.64	Electric
4825	000402	Frontier Communications	233.16	Telephone
4826	000403	Baker & Taylor Books	38.73	Books
4827	000404	Sebco Books	1,627.13	Books
4828	000405	Audio Editions	731.82	A/V - DVDs
4829	000406	Taste of Home Books	31.98	Books
4830	000407	C D P H P	2,924.20	Insurance - Medical
4831	000408	Durey Creek Bluegrass Band	160.00	Events & Programming
4832	000409	Crandall Public Library	39.99	Fines, Lost Books, etc.
4833	000410	Schenectady County Public Library	33.00	Fines, Lost Books, etc.
4834	000411	Warren Electric Supply	35.40	Maintenance & Repairs
4835	000412	Nicole L. Hauser	36.23	Professional Meetings & Travel
4836	000413	Sally A. Fancher	35.08	Professional Meetings & Travel
4837	000414	Barbara J. Madonna	35.65	Professional Meetings & Travel
4838	000415	The Penworthy Company	1,001.00	Books
4839	000416	First Nonprofit Unemployment Program (430.25)	250.00	Cash Reserve
			180.25	Unemployment Insurance
4840	000417	Philip Beckett, CPA, P.C. (4,202.50)	4,500.00	Accounts Payable
			(297.50)	Professional Fees
4841	000418	Business Card (870.81)	423.00	Professional Meetings & Travel
			405.00	Promotion Expense
			43.99	Events & Programming
			(1.18)	A/V - DVDs
4842	000419	Marty Podskoch	200.00	Events & Programming
4843		NYS Child Support Processing Center	171.42	Child Support
4844		Gloversville Public Library	6,372.88	Payroll
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	314.62	Pension - Withholdings
DM		E F T NYS Tax Department	616.40	Payroll
DM		E F T United States Treasury (2,032.86)	655.93	FICA & Medicare Expense
			1,376.93	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	728.62	Medical Insurance
		CHECK AND EFT PAID OUTS - OCTOBER 2015	36,426.74	
		PETTY CASH PAID OUTS - OCTOBER 2015		
		Newspapers (Books)	390.50	
		TOTAL OCTOBER 2015 PAID OUTS	<u>\$36,817.24</u>	
		Less: Insurance Reimbursement Johnson	(789.76)	
		Less: Cobra Reimbursement Bucholtz	(518.83)	
		Less: Fines, Lost Books, etc.	(72.99)	
		Less: Cash Reserve	(250.00)	
		Less: Accounts Payable	(4,500.00)	
		Less: Sales Tax Rebate - Utilities	(335.92)	
		Less: Petty Cash Check	<u>(372.50)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$29,977.24</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of October 1, 2015			\$1,005.75
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at October 31, 2015			\$1,005.75

WGY CHRISTMAS WISH GRANT

Balance as of October 1, 2015			\$405.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at October 31, 2015			\$405.00

STEWART'S FOUNDATION GRANT

Balance as of October 1, 2015			\$325.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at October 31, 2015			\$325.00

WORKFORCE LITERACY GRANT

Balance as of October 1, 2015			\$193.73
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at October 31, 2015			\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of October 1, 2015			\$718.75
Appropriation Provided For In 2015-2016			3,500.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Appropriation Funds Left at October 31, 2015			\$4,218.75

RESTORATION FUNDS RECONCILEMENT

Balance as of October 1, 2015			\$694.38
Funds Received			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Restoration Funds Left at October 31, 2015			\$694.38



Gloversville Public Library
Director's Report: October 2015
Barbara Madonna – Director

October was a big month. Miss Sherry Gennett, Head of Children's Services since 2001, retired at the beginning of the month. Interviews were conducted for her position as well as the full time library clerk position created by the retirement of Donna Kuhner in the spring and subsequent hiring of Nicole Hauser as a Librarian I in August. Sally Fancher was promoted to fill the position of Senior Library Clerk/Head of Children's Services. Sally began working for the Library as a part time clerk in the Adult Department in 2014 after 25+ years of teaching at HFM BOCES. Linda Conroy has accepted a full time Library Clerk position which will be a combination of the children's services work she currently performs and the clerical tasks previously performed by Nicole and Donna. She began working as a part time Library Clerk in 2013 in the adult department then with the retirements of Carol Morse and Cathy Nyland last fall she moved into the Children's Room.

A new round of Spanish classes started. The youth class is held on Wednesdays at 4:30pm. The adult class follows at 5:30pm. These are being taught by Trustee Wanda Prew. Offline and Unplugged, a board game program on Tuesdays, started up again. We held a bluegrass concert which was enjoyed by 30 adults and 5 children. The adult writing group is going well, book discussion attendance has picked up again, and use of the rooms by tutors and students has been steady. The Friends celebrated National Friends Week.

The biggest project the staff is working on is weeding, or deaccessioning, items from the collection. A portion of our monthly computer fee to MVLS is based on how many items we have in the collection. Items that are recorded as 'in' but are actually missing and items that are no longer popular are counted in that fee calculation. That count is taken on December 31st each year and we want that number as low as possible for budgetary reasons.

We are also facing the task of moving as part of the renovation. Every item that remains in the collection on that day will have to be packed, moved, potentially stored and moved back. Every item has to be worth those costs to remain in our collection. Since July 1st we have weeded 3,592 items. That translates into approximately 130 file boxes of children's books or 200 of adult books. A 10' U-haul can fit, by dimension, approximately 290 boxes, but at ~40 lbs each, it can only haul 75 at a time. With 38,710 items still in the collection, we are looking at 519 trips just for the barcoded items in the collection.

And really our mission is to be an active and engaging resource for the community, not an archive to every word ever written. With those perimeters, we are removing a lot of books. Pulp fiction that was 'hot' ten years ago is no longer popular and collects dust. It needs to go. Outdated health information is dangerous to the public. It needs to go. Children's books that have been loved so much we can no longer clean and repair them are gross. They need to go. There are many instances where we are looking for replacement copies or updates, but we also have access to most of these items through interlibrary loan should a patron really want something we no longer own.

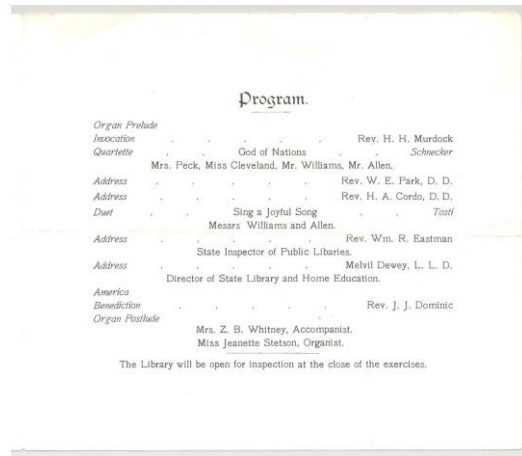
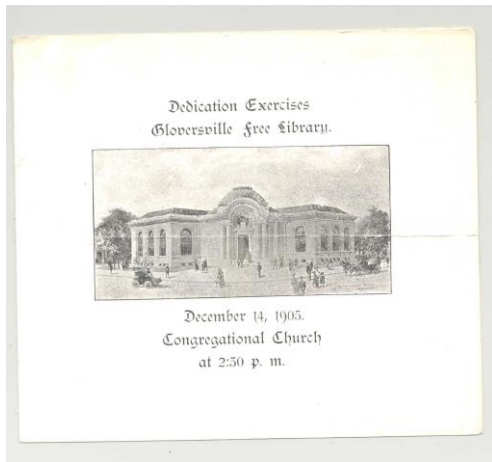
And when will this move happen? Well, the Steering Committee hosted an event with the Campaign's Honorary Chair Richard Russo announcing the Lucius N. Littauer Foundation pledge of \$1,000,000!!! It is a significant milestone and in all likelihood lead to additional donations over the next several months. A delegation from the campaign also met with representatives from three banks to discuss project financing. Paperwork for the State and Municipal Facilities Program grant were completed and submitted to Senator Farley. Each day we get closer to answering the question.

The New York Library Association annual conference was held in Lake Placid this year. The location was homage to NYLA's birth 125 years ago, in Lake Placid, under the guidance of Melvil Dewey. Amongst the many milestones in Mr. Dewey's career (creating the Dewey Decimal System of collection organization, establishing Library Bureau a furniture and supply company, helping to establishing the

American Library Association, and founder of the first library school – at Columbia) he also spoke at the dedication of our Carnegie building on December 14, 1905.

I think the most useful program this year was on early literacy. The public library's role in early literacy is a new hot topic in the profession and our library is well poised to expand services in this area. Our staff changes, increased interest by the school district for partnership opportunities and the wealth of resources available mean we can have a significantly positive impact.

The bid specifications for the improvements to 66 E. Fulton Street for parking were released during the month. The due date for proposals is in November. The Gloversville Historic Preservation Board approved our proposal for the building, lighting and landscaping of the site.



Meetings

- Oct. 1st
 - 1) Peter Edmond, aide to Senator Hugh T. Farley
 - 2) Friends of the Library meeting
- Oct. 6th
 - 1) Ellen Bach, Whiteman Osterman and Hanna
 - 2) Bond Steering Committee meeting
- Oct. 8th
 - PR & Program Committees meeting
- Oct. 9th
 - Lisa Hayes, Butler Rowland Mays Architects
- Oct. 13th
 - Steering Committee meeting
- Oct. 14th
 - 1) First Niagara
 - 2) NBT Bank
 - 3) Budget meeting
- Oct. 15th
 - MVLS Board meeting, Johnstown Public Library
- Oct. 16th
 - Gloversville Historic Preservation board meeting
- Oct. 17th
 - Proctor exam
- Oct. 20th
 - 1) Interviews: Shari Peto, Sally Fancher, Jameson "Sonny" Duross, Linda Conroy
 - 2) Board of Trustees meeting
- Oct. 21st-24th
 - NYLA Annual Conference Lake Placid
- Oct. 27th
 - 1) Lisa Hayes, Butler Rowland Mays Architects
 - 2) Sandy Town
 - 3) Jean LaPorta, President of the Friends
- Oct. 29th
 - 1) TD Bank
 - 2) Littauer grant announcement

**Gloversville Public Library
2015 Statistical Report**

Statistics for October 2015 are as follows (figures in parentheses represent comparable figures for October 2014):

	2015	2,014	
VISITORS	7,684	(9,847)	
CIRCULATION			
Adult Circulation	1,962	(2,655)	
Teen Circulation	186	(360)	
Juvenile Circulation	1,263	(1,401)	
Audiobooks	352	(288)	
eBooks	245	(298)	
Music	9	(50)	
Periodicals	83	(100)	
Videos	1,581	(1,549)	
Museum Passes	1	(1)	
Subtotal	5,682	(6,702)	
In-House Use			
Adult	52	(435)	
Juvenile	130	(311)	
Other Materials	233	(2,097)	
Subtotal	415	(2,843)	
Total Circulation	6,097	(9,545)	
 REFERENCE QUESTIONS	 386	 (854)	
 MEETINGS/PROGRAMS/OUTREACH			
13 Adult programs and meetings with 113 people			(7 Adult programs and meetings with 85 people)
19 Juvenile programs with 1001 people			(7 Juvenile programs with 97 people)
5 Teen programs with 35 people			(4 Teen programs with 44 people)
 INTERLIBRARY LOAN			
Material Borrowed	645	(926)	
Material Loaned	665	(640)	
Total	1,310	(1,566)	
 COMPUTER USAGE	 2,120	 (1,681)	 users
 HISTORICAL ROOM			
Visitors	10		
Books Used	47		
Reference Questions	2		

Introduction

The Library's Three Year Plan of Service was last updated in 2012. A review of the 2012-14 Plan indicated a significant degree of success in achieving the goals outlined by that document and confirmed the necessity of creating a new planning document to help maintain the Library's forward momentum.

About Us

The Gloversville Public Library (GPL) is a school district public library chartered in 2005 to serve the residents of the Gloversville Enlarged School District (GESD). It is the successor to the Gloversville Free Library (1888-2005) and the Levi Parsons Library of Gloversville and Kingsborough (1880-1888).

Mission Statement

The Gloversville Public Library commits itself to the citizens of the Gloversville Enlarged School District to be a community resource that provides access to information and technology, educational and cultural events while remaining a center for research and recreational pursuits.

Statistics

The Gloversville Public Library is chartered by New York State to serve the population of Gloversville Enlarged School District, a population of 19,242 per the 2010 Census. The Library also extends its services to the surrounding communities. The Library currently employs four full-time and 12 part-time staff members and is open 45 hours, six days per week.

	<u>2011-2012</u>	<u>2010-2011</u>	<u>2009-2010</u>	<u>2008-2009</u>
Budget	\$ 434,944	\$ 405,194	\$ 383,000	\$ 392,800
Tax Levy	\$ 253,200	\$ 241,200	\$ 198,200	\$ 198,200
Circulation	-	93,224	86,148	88,405
Holdings	-	49,596	48,844	50,904
Visitors	-	127,171	115,435	105,495

The Process

One of the goals outlined in the 2012-14 plan was for the GPL to continue to work toward full access of the Library for all community members. Objectives supporting that goal, including undertaking a planning study and the design development for a capital project have been completed. Another objective – the development of a funding strategy to implement the renovation plan remains in development. Using the 2012-14 plan as a guide, the Library's next plan of service will cover the time period up until the relocation of services to another facility while the existing building undergoes renovation. Subsequent plans of service will cover the Library's return and first years of operation years in the renovated building.

Facilities

Goal: The GPL will continue to work toward full access of the Library building for all community members.

Objective: During 2015 and 2016 the Library will continue to develop and shape its funding strategy as necessary to implement the renovation developed by the Building Committee and Butler, Rowland and Mays Architects, LLC.

Activity: The Library will continue to develop informed consent in the community for the need for the renovation project

Activity: The Library, through the efforts of its Steering Committee, volunteers and others, will continue fundraising and grant writing activities

Activity: The Library will explore the possibility of a bond referendum to cover anticipated revenue (multi-year pledges, tax credits and other funding to be received after construction)

Activity: The Library, working together with the Foundation Board, will explore the possibility of a bridge loan to cover anticipated revenue (multi-year pledges, tax credits and other funding to be received after construction)

Activity: The Library will explore the possibility of seeking voter support to increase tax revenue to support the project

Activity: The Library will begin budgeting for post-renovation operation expenses

Programs and Services

Goal 1: Community members will have access to a wide variety of programming, materials and technology to meet their educational, informational and recreational needs.

Objective: By 2013, the GPL will evaluate and adjust existing and future programs according to how well they address the community's needs.

Activity: Develop and implement an evaluation system to determine a program's success at addressing a variety of community needs.

Activity: Develop, distribute and tally program specific surveys to acquire a better understanding of community wants and needs, and expand or design new programs to address those wants and needs.

Activity: During 2015 and 2016, the GPL will maintain existing programs as long as they remain relevant to community needs.

Activity: During 2015 and 2016, the GPL will provide one new program for each of the Library's target audiences (adult, teen and juvenile).

Goal 2: Community members will have continued access to library services during the renovation.

Objective: During 2015 and 2016, the GPL will identify possible ways to deliver programming and services to residents during renovation project.

Activity: The Library will seek alternative locations for programs and services.

Activity: The Library will consider possible outreach/mobile services that could be offered during the renovation.

Goal 3: Increase the community's awareness of the Library as an essential community service.

Objective: During 2015 & 2016, the GPL will continue to raise public awareness of how it is vital to the community.

Activity: Develop a comprehensive list of Library programs, services and activities to be used as talking points for the Board, staff and volunteers as they advocate for the Library within the community.

Activity: The Library, with assistance from the board's Public Relations Committee, will develop a public relations plan that addresses the Library's communications needs above and beyond program marketing.

Activity: Increase the Library's presence at community events and use those opportunities to share its programs and services by 25 percent.

Adopted by the Board of Trustees of the Gloversville Public Library April 2012

Barbara Madonna
Library Director

GLOVERSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION

20152016
Board of Trustees

At a duly called meeting of the Board of Trustees of the Gloversville Public Library, upon a motion made by _____, and seconded by _____, it was

Elizabeth Batchelor

RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Gloversville Public Library overrides, for the 2016-2017 fiscal year, the tax levy limit imposed by Municipal Law §3-c(3).

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Dated: November 17, 2015

Secretary

Patricia Donovan

Vote: ___ In Favor
 ___ Opposed
 ___ Abstentions

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

	Budget 2014-15	Adopted budget 2015-2016	Expected expenditures 2015-2016	Proposed Budget 2016-2017
	2%			
EXPENSES				
Salaries FT	\$ 197,703.00	\$ 208,308.00	\$ 207,587.00	212,539.00
Salaries PT	\$ 64,157.00	\$ 62,910.00	51,865.00	52,902.00
Social Security Tax	\$ 20,032.00	\$ 20,748.00	19,848.08	20,306.24
Unemployment Insurance	\$ 660.00	\$ 725.00	725.00	725.00
Disability Insurance	\$ 780.00	\$ 780.00	780.00	500.00
Subtotal	\$ 283,332.00	\$ 293,471.00	\$ 280,805.08	\$ 286,972.24
Hospitalization Insurance	\$ 42,880.00	\$ 43,725.00	\$ 37,602.00	47,346.00 ?
Pension Expense	\$ 38,127.00	\$ 42,000.00	13,000.00	30,000.00 ?
Subtotal	\$ 81,007.00	\$ 85,725.00	\$ 50,602.00	\$ 77,346.00
Fuel	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
Light	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
Telephone	\$ 1,000.00	\$ 2,880.00	\$ 2,880.00	\$ 2,880.00
Insurances	\$ 10,500.00	\$ 11,500.00	12,000.00	12,500.00
Subtotal	29,000.00	31,880.00	32,380.00	32,880.00
Books	\$ 46,818.00	\$ 46,500.00	\$ 46,500.00	\$ 46,500.00
Computer Services	\$ 18,250.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
Bldg.& Lib. Supplies & Off	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Music(Performers)/Events&	\$ 4,682.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
Promotional Expense	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
General Expense	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Professional fees (audit/at	\$ 5,500.00	\$ 4,000.00	\$ 4,500.00	\$ 5,000.00
Election Expense	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Professional Meetings and	\$ 2,000.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00
Maintenance & Repairs	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
Accounting/Fin. Sec.	\$ 8,200.00	\$ 8,200.00	\$ 8,200.00	\$ 8,400.00
Subtotal	\$ 109,950.00	\$ 106,200.00	\$ 107,200.00	\$ 107,900.00
Total Expenses	\$ 503,289.00	\$ 517,276.00	\$ 470,987.08	\$ 505,098.24
REVENUE				
GESD Tax Levy	\$ 270,509.00	\$ 276,321.00	\$ 276,321.00	\$ 280,465.82
Gloversville Library Found	\$ 145,000.00	\$ 150,000.00	\$ 150,000.00	\$ 160,000.00
Foundation - donations	\$ 7,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Income from Investments	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Affiliations & Grants	\$ 6,060.00	\$ 6,500.00	\$ 7,000.00	\$ 7,000.00
Fines & Misc. Income	\$ 14,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
IRS medical	\$ 5,500.00	\$ 5,250.00	\$ 7,350.00	\$ 6,000.00
Friends of the Library	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00
Total Revenue	\$ 458,769.00	\$ 471,271.00	\$ 473,871.00	\$ 481,665.82
Surplus/(deficit)	\$ (44,520.00)	\$ (46,005.00)	\$ 2,883.92	\$ (23,432.42)
	\$ 503,289.00	\$ 517,276.00	\$ 470,987.08	\$ 505,098.24

Minimum Wage	7.25
1/1/2014	8
1/1/2015	8.75
1/1/2016	9