



Gloversville Public Library
Meeting of the Board of Trustees
June 21, 2016
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of the May 2016 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
Budget and minimum wage increase
4. Friends
5. Building and Grounds
66 E Fulton St
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
May 3rd election certify
15. New Business
16. Executive Session
17. Adjourn

Next Meeting: July 19, 2016 6:30 pm



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting May 17, 2016

The Gloversville Public Library Board of Trustees held a meeting on May 17, 2016 in the Reading Room at the Library, 58 E. Fulton St., Gloversville NY 12078 at 6:30 p.m.

The following Trustees were present: Merry Dunn Brown, Jay Ephraim, Elizabeth Batchelor, Christine Pesses, Patricia Donovan and Robin Lair. Trustees Vincent DeSantis and Craig Clark were excused from the meeting. Barbara J. Madonna, Director of the Library, and Jean LaPorta, President of the Friends of the Gloversville Public Library, also attended the meeting. Treasurer and Recording Secretary, Michael J. Frank was excused from the meeting.

Ms. Brown, Vice President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Ms. Brown asked if there were anyone from the public who wished to present. Mr. John Blackmon commented "Great job," in reference to the recent tax levy vote. Ms. Brown then convened the regular meeting.

Ms. Brown asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on April 19, 2016. Ms. Brown asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Pesses made a motion, seconded by Ms. Batchelor, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Ms. Madonna distributed the Warrants list for May 2016, numbers 574 through 598, which was audited by Claims Auditor, John Blackmon. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of the same. Ms. Donovan made a motion, seconded by Ms. Batchelor, to have Ms. Madonna, Gloversville Public Library Director prepare checks for payment of the claims. This was approved all voting aye.

Discussion took place as to how to best proceed during the extended absence of Treasurer, Michael J. Frank due to his ongoing recuperation from illness. Mr. Ephraim and Ms. Donovan volunteered to be tutored by Ms. Madonna on how to prepare the Warrants list for June 2016. Ms. Pesses volunteered to consult Jill Thaisz, accountant, along with Nancy Frank, Michael's wife, and Trustee, Craig Clark for advice on how to address concerns related to monthly and end-of-year budget and finance concerns.

Ms. Madonna reported that effective July 1, 2016, health insurance for library employees will likely change from CDPHP to MVP due to rising costs.

Ms. LaPorta reported that the deadline for submissions to the Friends of the Public Library's August newsletter is July 1, 2016. Submissions should be made to Jennifer Wojeski. On August 15, 16 and 17, 2016 an ice cream sale fundraiser will be held at The Perfect Scoop in Gloversville. The Friends will receive 20% of all sales accompanied by a coupon available at the library and on the library website. The Friends will also have a chicken dinner sale fundraiser at the Hannaford/Runnings parking lot on September 23, 2016. Finally, the Friends will sponsor a fundraiser performance at Colonial Little Theater in Johnstown on October 6, 2016. Ms. Batchelor offered a first edition, autographed copy of Everybody's Fool, donated by author Richard Russo, to the Friends for fundraising purposes.

Ms. Madonna reported that she is waiting for prices on a security camera to be installed by the City of Gloversville on a pole near the Fulton County Probation Department to view activity at the Library's lot at 66 E. Fulton Street. Ms. Madonna reported that plans for the parking lot at 66. E. Fulton St. must now go back to the city planning board with an amended application. The grant deadline for expenditure of funds for the parking lot project is June 30, 2016.

Mrs. Pesses and Ms. Batchelor reported on the progress of the Ad Hoc Steering Committee, which recently weighed the pros and cons of continuing to pursue the Historic Tax Credits and subsequently voted unanimously not to continue pursuing them. Following much discussion by the Trustees, it was agreed that the Historic Tax Credits should not be actively pursued at this time. More information should become available when the New York State Legislature recesses in two weeks.

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. Madonna reported that a library staff member suggested revision of the library's circulation policy. Suggested changes will be discussed at the Board of Trustees meeting in June.

Ms. Lair reported that the personnel committee had not met since the last Board meeting, although the issue of compensation for Ms. Madonna's unused leave time had not yet been resolved. At 7:35 p.m. Mrs. Pesses made a motion to move into executive session to discuss the matter. The motion was seconded by Mrs. Donovan. This motion was approved all voting aye. At 7:54 p.m. Mrs. Pesses made a motion that the Board move out of executive session. The motion was seconded by Mrs. Donovan. This motion was approved all voting aye.

Ms. Madonna distributed the June calendar of scheduled events. She also reported that neither the Public Relations Committee nor the Library Foundation Board had met since the last Board of Trustees meeting. In regard to the Library's recent public vote, Ms. Madonna reported that 247 votes were cast in favor of the proposed tax levy and 153 votes were cast against it. The tax levy was passed. Also Ms. Batchelor was re-elected to the Board of Trustees and Mrs. Lisa Buggeln was newly elected. Ms. Madonna reported that all library employees recently attended and enjoyed the annual Mohawk Valley Library System dinner. Mr. Blackmon stated that he also attended the dinner and while there, he volunteered to join the MVLS Foundation Board.

At 8:00 p.m. Mrs. Pesses made a motion to adjourn the regular meeting. The motion was seconded by Mr. Ephraim. This motion was approved all voting aye.

The next regular meeting of the Board of Trustees will be held on June 21, 2016 at 6:30 p.m.

Robin Lair
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

APRIL 2016

	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	\$276,321.00	\$270,509.00	\$0.00
Investment Income	200.00	6.17	59.34	234.78	140.66
Gloversville Library Foundation Inc. - Int. & Div.	150,000.00	9,848.84	124,033.37	128,322.51	25,966.63
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	200.00	4,468.00	8,305.00	5,532.00
Government Affiliations	6,500.00	0.00	7,001.00	6,706.00	(501.00)
Fines & Miscellaneous Income	13,000.00	1,030.58	9,815.28	9,971.45	3,184.72
U.S. Treasury - Medical Ins. Credit Refunds	5,250.00	0.00	7,399.15	4,787.96	(2,149.15)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$471,271.00</u>	<u>\$11,085.59</u>	<u>\$439,097.14</u>	<u>\$438,836.70</u>	<u>\$32,173.86</u>

	Income Cash Reconcilement
Income Cash Balance on April 1, 2016	<u>\$390,404.24</u>
Plus: Receipts Per Report	11,085.59
Less: Expenses Per Report	<u>33,863.40</u>
Income Cash Balance on April 30, 2016	<u><u>367,626.43</u></u>
Accounts Payable as of 04/30/16	0.00
Prepaid Expenses as of 04/30/16	<u>(5,454.13)</u>
Actual Cash Balance on April 30, 2016	<u><u>\$362,172.30</u></u>

BUILDING FUND

Balance on April 1, 2016	\$275,537.62
Plus: Receipts:	
Interest on Money Market Account	4.48
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Parking Lot Work	<u>16,229.38</u>
Balance on April 30, 2016	<u><u>\$259,312.72</u></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

APRIL 2016

	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	\$ 15,215.04	\$ 139,166.33	\$ 135,388.10	\$44,134.67
Salaries - Part Time Employees	62,910.00	3,189.83	41,708.69	44,794.26	21,201.31
Salaries - Custodians	25,007.00	2,083.92	20,839.20	19,625.96	4,167.80
F I C A & Medicare Tax	20,748.00	1,567.39	15,431.16	15,285.16	5,316.84
Unemployment Insurance	725.00	171.25	703.00	711.00	22.00
Disability Insurance	780.00	0.00	417.65	462.11	362.35
Medical Insurance	43,725.00	2,062.67	26,688.61	31,031.81	17,036.39
Pension Expense	42,000.00	0.00	6,057.25	29,924.00	35,942.75
Heat	9,000.00	920.20	5,373.12	3,864.58	3,626.88
Electricity	8,500.00	993.75	7,549.64	5,122.51	950.36
Telephone	2,880.00	233.95	2,393.76	2,343.58	486.24
Insurance	11,500.00	0.00	11,896.87	10,811.18	(396.87)
Books, Periodicals, etc.	46,500.00	3,896.50	38,971.10	35,052.49	7,528.90
Computer & Automation Services	16,000.00	853.44	8,452.67	15,228.04	7,547.33
Library, Building & Office Supplies	10,000.00	1,009.28	6,776.72	8,277.48	3,223.28
Maintenance & Repairs	9,000.00	2.29	2,976.95	1,744.94	6,023.05
Financial Secretary	8,200.00	650.00	6,800.00	6,800.00	1,400.00
Professional Fees	4,000.00	0.00	(297.50)	7,081.25	4,297.50
Election Expense	1,000.00	146.30	248.30	190.84	751.70
Professional Meetings & Travel	2,500.00	108.56	2,527.99	1,573.14	(27.99)
Events & Programming	4,500.00	350.00	2,257.99	2,730.17	2,242.01
Promotion Expense	2,500.00	308.50	3,784.98	2,411.00	(1,284.98)
General Expense	2,000.00	100.53	976.20	924.85	1,023.80
TOTAL EXPENSE	<u>\$517,276.00</u>	<u>\$33,863.40</u>	<u>\$351,700.68</u>	<u>\$381,378.45</u>	<u>\$165,575.32</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

APRIL 2016

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,458.76)	\$778.88	FICA & Medicare Expense
			1,679.88	Payroll
4987		NYS Child Support Processing Center	171.42	Child Support
4988		Gloversville Public Library	7,534.18	Payroll
4989	000543	Barbara J. Madonna	435.50	Petty Cash
4990	000544	Michael J. Frank	650.00	Treasurer & Rec. Secretary
4991	000545	Frontier Communications	233.95	Telephone
4992	000546	National Grid (1,913.95)	920.20	Heat
			993.75	Electric
4993	000547	Baker & Taylor Books	1,234.50	Books
4994	000548	Unique Management Services, Inc.	59.70	G/E - Collection Expense
4995	000549	Gloversville True Value Hardware	2.29	Maintenance & Repairs
4996	000550	The Leader-Herald (386.05)	308.50	Promotion Expense
			77.55	Election Expense
4997	000551	First Nonprofit Unemployment Program (421.25)	250.00	Cash Reserve
			171.25	Unemployment Insurance
4998	000552	Fulton Montgomery Regional Chamber of Commerce (245.00)	40.83	G/E - Dues
			204.17	Prepaid Expense
4999	000553	Fulton Montgomery Regional Chamber of Commerce	20.00	Professional Meetings & Travel
5000	000554	Sally Fancher	55.08	Professional Meetings & Travel
5001	000555	Port Jackson Media, LLC	31.50	Election Expense
5002	000556	Bash Parties	350.00	Events & Programming
5003	000557	Mohawk Valley Library System	833.44	Computer & Automation
5004	000558	Quality Books, Inc.	35.00	Books
5005	000559	Nicole Hauser	375.00	Medical Ins & Reimbursements
5006	000560	Fulton County Center for Regional Growth	5.00	Books
5007	000561	C D P H P	2,497.31	Insurance - Medical
5008	000563	Barbara J. Madonna	33.48	Professional Meetings & Travel
5009	000564	World Book, Inc.	674.25	Books
5010	000565	Quill Corporation	209.12	Library Supplies
5011	000566	Audio Editions	201.32	A/V - DVDs
5012	000567	Center Point Large Print	92.04	Books
5013	000568	Business Card (352.84)	20.00	Computer & Automation
			22.99	Books
			309.85	A/V - DVDs
5014	000569	Ellen Sinopoli Dance Company	2,040.00	Saratoga Arts Grant
5015	000570	Quill Corporation	800.16	Library Supplies
5016	000571	Louise Burnett	37.25	Election Expense
5017	000572	Circe Johnson	375.00	Medical Ins & Reimbursements
5018	000573	Sebco Books	934.05	Books
5019		Gloversville Public Library	7,632.06	Payroll
5020		Check in May Paid Outs	-	
5021		NYS Child Support Processing Center	171.42	Child Support
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	402.62	Pension - Withholdings
DM		E F T NYS Tax Department	794.70	Payroll
DM		E F T United States Treasury (2,491.02)	788.51	FICA & Medicare Expense
			1,702.51	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	0.00	Medical Insurance
		CHECK AND EFT PAID OUTS - APRIL 2016	<u>37,590.21</u>	
		PETTY CASH PAID OUTS - APRIL 2016		
		Newspapers (Books)	<u>387.50</u>	
		TOTAL APRIL 2016 PAID OUTS	<u>\$37,977.71</u>	
		Less: Insurance Reimbursement Johnson	(1,184.64)	
		Less: Saratoga Arts Grant	(2,040.00)	
		Less: Prepaid Expense	(204.17)	
		Less: Cash Reserve	(250.00)	
		Less: Petty Cash Check	<u>(435.50)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$33,863.40</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of April 1, 2016			\$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 April 30, 2016			\$1,005.75

WGY CHRISTMAS WISH GRANT

Balance as of April 1, 2016			\$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 April 30, 2016			\$405.00

STEWART'S FOUNDATION GRANT

Balance as of April 1, 2016			\$645.25
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 April 30, 2016			\$645.25

WORKFORCE LITERACY GRANT

Balance as of April 1, 2016			\$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 April 30, 2016			\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of April 1, 2016			\$4,218.75
Appropriation Provided For In 2015-2016			0.00
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 April 30, 2016			\$4,218.75

RESTORATION FUNDS RECONCILEMENT

Balance as of April 1, 2016			\$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 April 30, 2016			\$694.38

GLOVERSVILLE PUBLIC LIBRARY

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

MAY 2016

	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	\$276,321.00	\$270,509.00	\$0.00
Investment Income	200.00	5.92	65.26	240.13	134.74
Gloversville Library Foundation Inc. - Int. & Div.	150,000.00	0.00	124,033.37	144,657.45	25,966.63
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	4,468.00	14,940.00	5,532.00
Government Affiliations	6,500.00	0.00	7,001.00	6,706.00	(501.00)
Fines & Miscellaneous Income	13,000.00	926.58	10,741.86	11,167.33	2,258.14
U.S. Treasury - Medical Ins. Credit Refunds	5,250.00	0.00	7,399.15	4,787.96	(2,149.15)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$471,271.00</u>	<u>\$932.50</u>	<u>\$440,029.64</u>	<u>\$463,007.87</u>	<u>\$31,241.36</u>

	Income Cash Reconcilement
Income Cash Balance on May 1, 2016	<u>\$367,626.43</u>
Plus: Receipts Per Report	932.50
Less: Expenses Per Report	<u>33,155.04</u>
Income Cash Balance on May 31, 2016	<u>335,403.89</u>
Accounts Payable as of 05/31/16	0.00
Prepaid Expenses as of 05/31/16	<u>(5,454.13)</u>
Actual Cash Balance on May 31, 2016	<u>\$329,949.76</u>

BUILDING FUND

Balance on May 1, 2016	\$259,312.72
Plus: Receipts:	
Interest on Money Market Account	4.40
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Parking Lot Work	<u>539.80</u>
Balance on May 31, 2016	<u>\$258,777.32</u>

Prepared By,
Michael J. Frank, Treasurer

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

MAY 2016

	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	\$ 15,215.04	\$ 154,381.37	\$ 146,465.52	\$28,919.63
Salaries - Part Time Employees	62,910.00	4,140.70	45,849.39	49,415.83	17,060.61
Salaries - Custodians	25,007.00	2,083.92	22,923.12	21,634.06	2,083.88
F I C A & Medicare Tax	20,748.00	1,640.15	17,071.31	16,639.77	3,676.69
Unemployment Insurance	725.00	0.00	703.00	711.00	22.00
Disability Insurance	780.00	0.00	417.65	462.11	362.35
Medical Insurance	43,725.00	2,102.43	28,791.04	33,083.04	14,933.96
Pension Expense	42,000.00	0.00	6,057.25	29,923.99	35,942.75
Heat	9,000.00	291.74	5,664.86	4,183.23	3,335.14
Electricity	8,500.00	356.74	7,906.38	5,494.83	593.62
Telephone	2,880.00	233.72	2,627.48	2,605.62	252.52
Insurance	11,500.00	(745.92)	11,150.95	10,811.18	349.05
Books, Periodicals, etc.	46,500.00	2,366.93	41,338.03	38,902.43	5,161.97
Computer & Automation Services	16,000.00	1,030.34	9,483.01	16,191.19	6,516.99
Library, Building & Office Supplies	10,000.00	574.38	7,351.10	9,794.25	2,648.90
Maintenance & Repairs	9,000.00	1,856.07	4,833.02	2,098.90	4,166.98
Financial Secretary	8,200.00	0.00	6,800.00	7,500.00	1,400.00
Professional Fees	4,000.00	0.00	(297.50)	7,291.25	4,297.50
Election Expense	1,000.00	844.18	1,092.48	946.95	(92.48)
Professional Meetings & Travel	2,500.00	80.12	2,608.11	1,624.89	(108.11)
Events & Programming	4,500.00	0.00	2,257.99	3,018.76	2,242.01
Promotion Expense	2,500.00	1,024.50	4,809.48	2,566.00	(2,309.48)
General Expense	2,000.00	60.00	1,036.20	974.85	963.80
TOTAL EXPENSE	\$517,276.00	\$33,155.04	\$384,855.72	\$412,339.65	\$132,420.28

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

MAY 2016

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,4510.02	\$794.51	FICA & Medicare Expense
			1,715.51	Payroll
5020	000574	Frontier Communications	233.72	Telephone
5022	000575	Barbara J. Madonna	437.50	Petty Cash
5023	000576	Board of Water Commissioners	128.36	Maintenance & Repairs
5024	000577	National Grid (648.48)	291.74	Heat
			356.74	Electric
5025	000578	Palmateer Trucking & Container Service	147.00	Maintenance & Repairs
5026	000579	Sebco Books	47.90	Books
5027	000580	Mary M. Simone	92.50	Election Expense
5028	000581	Louise Burnett	92.50	Election Expense
5029	000582	Jacqueline Stewart	92.50	Election Expense
5030	000583	The Leader-Herald (538.57)	415.07	Election Expense
			123.50	Promotion Expense
5031	000584	Center Point Large Print	44.25	Books
5032		NYS Child Support Processing Center	171.42	Child Support
5033		Gloversville Public Library	7,693.78	Payroll
5034	000585	Center Point Large Print	26.80	Books
5035	000586	Quill Corporation	420.68	Library Supplies
5036	000587	Audio Editions	194.34	A/V - DVDs
5037	000588	Baker & Taylor Books	1,371.28	Books
5038	000589	H2 Electrical Supply Co.	6.75	Maintenance & Repairs
5039	000590	Gloversville True Value Hardware	23.96	Maintenance & Repairs
5040	000591	Unique Management Services, Inc.	50.00	G/E - Collection Expense
5041	000592	James Esper Landscaping	1,500.00	Maintenance & Repairs
5042	000593	Mohawk Valley Library System (1,040.34)	1,010.34	Computer & Automation
			30.00	Stewart's Grant
5043	000594	WCSS/Radio Services	169.00	Promotion Expense
5044	000595	C D P H P	2,497.31	Insurance - Medical
5045	000596	Business Card (1,371.36)	20.00	Computer & Automation
			38.46	Books
			242.15	A/V - DVDs
			732.00	Promotion Expense
			107.02	Postage
			151.61	Election Expense
			80.12	Professional Meetings & Travel
5046	000597	Schenectady County Public Library	8.95	Fines & Lost Books, etc.
5047		Gloversville Public Library	8,176.99	Payroll
5048		NYS Child Support Processing Center	171.42	Child Support
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	415.80	Pension - Withholdings
DM		E F T NYS Tax Department	832.10	Payroll
DM		E F T United States Treasury (2,708.28)	845.64	FICA & Medicare Expense
			1,862.64	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	0.00	Medical Insurance
		CHECK AND EFT PAID OUTS - MAY 2016	<u>34,263.86</u>	
		PETTY CASH PAID OUTS - MAY 2016		
		Library Supplies	43.47	
		Postage	3.21	
		Maintenance & Repairs	50.00	
		General Expense (Lunch Volunteer)	10.00	
		Newspapers (Books)	401.75	
			<u>488.43</u>	
		TOTAL MAY 2016 PAID OUTS	<u>\$34,772.29</u>	
		Less: Insurance Reimbursement Johnson	(394.88)	
		Less: Stewart's Grant	(30.00)	
		Less: Fines & Lost Books, etc.	(8.95)	
		Less: Worker's Comp. Dividend	(745.92)	
		Less: Petty Cash Check	<u>(437.50)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$33,155.04</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of May 1, 2016		\$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 May 31, 2016		\$1,005.75

WGY CHRISTMAS WISH GRANT

Balance as of May 1, 2016		\$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 May 31, 2016		\$405.00

STEWART'S FOUNDATION GRANT

Balance as of May 1, 2016		\$645.25
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Mohawk Valley Library System	5042	Book
Total Expenses		30.00
Balance of Grant Money Left at May 31, 2016		\$615.25

WORKFORCE LITERACY GRANT

Balance as of May 1, 2016		\$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 May 31, 2016		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of May 1, 2016		\$4,218.75
Appropriation Provided For In 2015-2016		0.00
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 May 31, 2016		\$4,218.75

RESTORATION FUNDS RECONCILEMENT

Balance as of May 1, 2016		\$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 May 31, 2016		\$694.38



Gloversville Public Library
Director's Report: May 2016
Barbara Madonna – Director

The Library annual election was held on May 3rd. Nearly 400 people voted and the Library's levy passed by more than 60%. The total levy for 2016-17 is \$393,695, increasing the per \$1,000 rate from approximately .42 to .67. It is a big win and was important not only for the operating budget, but for the renovation project as well. Thank you to all who worked hard and voted.

Review of the 2016-17 health insurance began in May. Our current plan will increase and we will still have the current hoops to jump through with regard to the Library's reimbursement to the staff for the high deductible. MVP is a less expensive plan, allows the full MERP and looks simpler to administer.

The Board generously provided staff with time and financial support to attend the MVLS annual dinner. It was a really fun evening and we did well with the trivia game bringing home five \$15 coupons for reimbursement for books.

The Board of Trustees had a special meeting to award the parking lot contract to Callanan Industries Inc as the low bidder. Work will begin as soon as the Planning Board approved the reduced scope of work and we receive our building permit.

Ellen Wood and Arlene Comstock have agreed to assist in the identification and evaluation of the remainder of the Library's eclectic collection of furniture and odds and ends. They will start with the comprehensive list developed in 2007 and walk through the building again. They will help identify items that should be sold to or through dealers rather than just a garage sale. We also worked with the Friends of the Schenectady County Public Library and Discover Books to begin the removal of the remainder of the Friends' sale books from the basement. Emptying the space will provide room to organize a garage sale and a staging location for the move. The Friends have cleaned out their cabinets in the Friends Room and will be storing their records at a Friends' home. Their story time supplies will be sorted after the final story time in June. The staff has been diligent to using up existing craft supplies in the basement when developing projects for children in the Children's Room.

I walked through our potential temporary space with staff from Joint Automation. They will work with their vendor to develop a quote for the network wiring and drops that will be needed in that space. This will be shared with the landlord as part of the rental negotiation. I will also be reaching out to Rick Ruby at Ruby and Quiri to see if we might receive a donation, or discount, on carpeting for the space.

The Center for Regional Growth submitted the application for the \$10 million city award at the end of the month. Our project has been included in that application. We have also started a new Consolidated Funding Application for 2016.

Work continued on the legislative front and a request to the IRS has been submitted through our Federal representatives regarding association library employees' participation in the NYS and Local Retirement System.

The new beginner Spanish class held on Monday evenings started with just a few people, but more adult are joining each week. Sally Fancher is visiting all of the elementary schools to promote summer reading during their morning programs. The Friends had 16 people participate in their container gardening fundraiser. The adult writing club continues to have consistent attendance on Tuesday mornings. Our partnership with the community garden continued on Saturdays. And we played host to a student working on their Masters degree. She developed a program for children and young adults around Minecraft, taught participants to use it and observed their creativity and problem solving skills using Minecraft as a platform.

Meetings

- May 3rd Conference call with Ellen Bach and Scott Shimick, Whiteman Osterman and Hanna, Office of State Comptroller Counsel, Matthew Blumenfeld, Financial Development Agency, Elizabeth Batchelor and Chris Pesses
- May 4th 1) NYLA Continuing Education Committee conference call
2) Conference call for campaign
3) Board of Trustees special meeting
- May 5th 1) Meeting with Lisa Hayes, Butler Rowland Mays Architects and Callanan Industries Inc.
2) Brandon Myers, Gloversville Building Inspector
3) Ron Peters, Center for Regional Growth
4) Friends of the Library meeting
- May 6th 1) Ellen Wood and Arlene Comstock
2) Tim Mattice, Gloversville Housing Authority
- May 10th 1) Jennifer Pratico, Assemblyman Butler's office
2) Discover Books pick up
3) Officer J. Faville, Gloversville Police Department
4) Matthew Blumenfeld, Financial Development Agency
5) Steering Committee meeting
- May 11th 1) Building Inspection, Gloversville Fire Department
2) Matt Tedeschi, Jaeger and Flynn insurance broker
3) MVLS annual meeting
- May 13th 1) Staff meeting
2) Conference call with Senator Gillibrant's staff
3) Merry Dunn Brown
- May 17th 1) Kevin Delgadillo, Marshall and Sterling
2) John Blackmon, library auditor
3) Board of Trustees meeting
- May 18th 1) Lisa Hayes, Butler Rowland Mays Architects
2) Matthew Blumenfeld, Financial Development Agency
3) Kim Anderson, Division of Library Development
- May 20th Michele Largeteau and Mary Hanley, Joint Automation and Bruce Winter, Adirondack Cabling



Gloversville Public Library

Children's Room Report: May 2016

Sally Fancher – Head of Children's Services

May began with a Mother's Day craft on the fifth. The children got very creative with tulle, gems and flowers.

May 7 was another visit to the Fremont Neighborhood Garden where we checked on the progress of our seeds (doing well) and we weeded.

On May 11, I was the guest visitor at the Park Terrace Elementary School morning program. I used this time to promote the Summer Reading Program and the idea that the Library is more than just books.

A representative from the Fulton County Public Health office facilitated Story Hour on May 19, the theme was hygiene and vaccinations. The participants were given a special coloring book which reminded them about germs and the importance of vaccinations. We are grateful to the Friends for letting us take one of their scheduled Story Hours for this program.

The children's room was slithering with snakes on May 25, as this was the craft project. We had 24 snakes created. Some parents had limited time and children took the snakes home to complete. Many children used books from our reference collection to make their snakes more realistic. The remainder of the snake bases were used on the 26th and 27th as "drop-in" crafts. The total "snake count" ended up at 42.

The last Children's Author Story Hour for the season was held on May 28, Bonnie Howard facilitated the Richard Scarry themed event. The pumpkin seedlings that had been started in the Children's Room were transplanted to the garden after Story Time.

Promotional visits to the elementary schools are scheduled for early June, as well as Travelling Story Time visits to Pre-K classrooms and the Fulton Center.

The Read it Forward program has started well with all of our available copies of *The Raft* dispersed and being read. We will know more when the readers post to the website.

We have been working on the programming for the Summer Reading Program, the calendars are ready to be proofed and printed and the bags for the children will be filled shortly.

Overall, we have been gearing up for a busy June, July and August and successful Summer Reading Program.

Statistics for May 2016 are as follows (figures in parentheses are comparable figures for May 2015)

	2016	2015
VISITORS	7,102	(7,945)

CIRCULATION

Adult Circulation	1,874	(2,137)
Teen Circulation	191	(239)
Juvenile Circulation	964	(1,282)
Audiobooks	267	(231)
eBooks	250	(261)
Music	23	(16)
Periodicals	78	(95)
Videos	1,387	(1,271)
Museum Passes	2	-
Subtotal	5,036	(5,532)
In-House Use		
Adult	51	(9)
Juvenile	78	(70)
Other Materials	1,300	(75)
Subtotal	1,429	(154)
Total Circulation	6,465	(5,686)

REFERENCE QUESTIONS	154	(151)
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MEETINGS/PROGRAMS/OUTREACH

34 Adult programs and meetings with 605 people	(12 Adult programs/meetings with 187 people)
15 Juvenile programs and meetings with 371 people	(15 Juvenile programs with 181 children)
4 Teen programs and meetings with 23 people	(4 Teen programs with 32 people)

INTERLIBRARY LOAN

Material Borrowed	605	(838)
Material Loaned	697	(570)
Total	1,302	(1,408)

COMPUTER USAGE	2,309	(1,877)
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HISTORICAL ROOM

Visitors	17	(9)
Books Used		
Reference Questions		