

Gloversville Public Library

2015-2016 Annual Report to the Community



SERVICES AND PROGRAMMING

Statistical summary for the year

Visitors: 88,347 **Computer & WiFi Users:** 26,640
Circulation: 78,152 items **Collection size:** 35,346 items
Programs & Attendance: 546 programs with 8,968 attendees

Programming numbers jumped dramatically since last year. Programming and meeting room use increased by 35%. New programs included Drop In Tech on Tuesdays, adult Spanish classes, outreach to Fulton Center for Rehabilitation, and Unplugged and Offline, a board game program for tweens. Spanish became so popular we are now offering beginner, intermediate and advanced classes - weekly. We also renewed our partnership with NYS Taxation and Finance to offer assistance with income tax preparation.

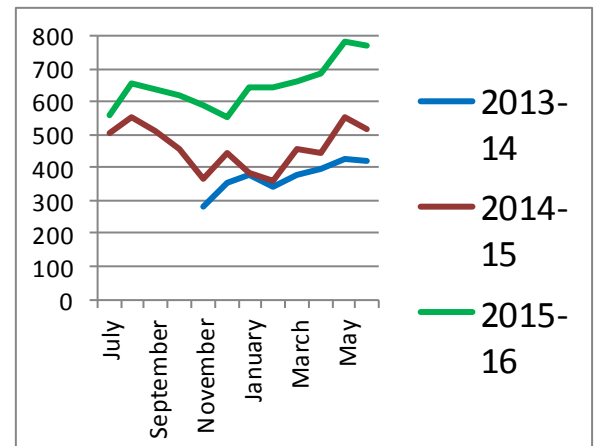
Sally Fancher, our new Head of Children's Services, has really stepped up our outreach efforts. She established a Traveling StoryTime for daycares and other groups that cannot come to the Library for a visit. It has been very well received within the community. We are also participating in MVLS' 1000 Books Before Kindergarten program. Parents and care givers can check out bags containing 10 books. The popularity has prompted Sally to create our own kits which include theme-based activities as well as books. We brought in more STEM/STEAM programming, such as squishy-circuit, Keva Planks and MiSci from Schenectady. They were big hits. And she finished labeling books for Picture Book City. The project groups books together by category using colored stickers so children can browse by subject. Unlike the Johnstown Library we will not be rearranging the collection to physically group the books together. Parents understand shelving by author and title and do not want to guess what subject we have chosen for the books, nor do they want to search multiple color sections for their favorite authors.

Two Hundred and thirty-eight children and teens signed up for the Summer Reading Program this year. While we only had 11 teens this year, we had 28 children under the age of 5.

In anticipation of a move to temporary quarters in 2016, over 8,000 items were weeded from the collection.

Computer and Wifi use increased by 29% as well. Visitor counts were down, but that statistic only counts patrons who walk into the building. Based on the increase of WiFi over all and specifically its use on Sundays it can be argued that many of our patrons are not included in

Wireless Use



our visitor counts. We also started tracking technology questions independent of traditional reference questions.

Nicole Hauser took over as our primary poster on Facebook. Traffic and interest has increased as a result of regular posting.

BUILDINGS AND GROUNDS

Work continued with Butler Rowland Mays Architects on Construction Documents. Phase 1 of the parking lot improvements for 66 E. Fulton Street was completed in June. Phase 2 will require the installation of utilities and the laying of a binder before construction trailers and equipment can be placed on site for the renovation.

Fundraising occupied most of the focus with regard to the renovation project.

GOVERNANCE AND ADMINISTRATION

Staff

We experienced significant staff changes again. With the departure of Donna Kuhner as Assistant Director in the spring of 2015, Nicole Hauser was promoted to Librarian I. Her full time Library Clerk position was filled by Linda Conroy. Sherry Gennett retired in the fall of 2015 and Sally Fancher was promoted to Head of Children's Services. Shari Peto's part time hours were increased, but we have 3 part time vacancies. As programs and services change and evolve, so will the staffing needs.

Staff

Linda Callahan
Linda Conroy
Jameson Duross
George Emden
Sally Fancher
Sherry Gennett
Nicole Hauser
Bonnie Howard
Circe Johnson
Barbara Madonna
Shari Peto



Board of Trustees

Craig Clark, holding the position of President for the year, completed his 5 year term and his seat will be filled by Lisa Buggeln. We thank Craig for his service and appreciate his offer to continue volunteering in a non-elected capacity. We welcomed Patricia Donovan and Wanda Prew to the board.

Trustees

President - Craig Clark
Vice-President - Merry Dunn Brown
VP of Finance - Christine Pesses
Secretary - Robin Lair
Elizabeth Batchelor
Vincent DeSantis
Patricia Donovan
Jay Ephraim
Wanda Prew

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 of approximately .18 for City of Gloversville.

AUXILIARY ORGANIZATIONS

Friends of the Gloversville Public Library

The Friends hosted a number of fundraisers during the year. The last book sale was held in April. There is no space for storage or a large sale in the temporary location. They partnered with the Perfect Scoop in

Meco for an ice cream event and added a BBQ and courses offered by Cornell Cooperative Extension were added to the line up. Thank you to the best Friends the Library could ever have.

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|---------------------------------|-------------------------|
| President—Jean LaPorta | Lisa Buggeln—Director |
| Vice President—Nancy Krawczeski | Wanda Ellis—Director |
| Treasurer—Jill Thaisz | Virginia Mazur—Director |
| Secretary—Mary Lou Warnick | |

The Gloversville Library Foundation

The Foundation welcomed former Library Board President David Fisher to the board. The Capital Campaign sponsored by the Gloversville Library Foundation did very well during the year. Highlights included a \$1,000,000 donation by the Lucius N. Littauer Foundation, two \$500,000 grants from the state’s Consolidated Funding Application Program, and another large grant, \$214,252, from the NYS Public Library Construction program. Additional, another \$460,000 was said in private pledges and donations. And on a celebrity note, Senator Charles Schumer made a visit in February to tour the building and talk about tax credits.

While there is still a lot to do, we anticipate a fall move and groundbreaking.

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|-----------------------------|--------------------|
| Chair—Jeremiah Wood IV | David Fisher |
| Vice-Chair—Robert Maider | Carol Gottung |
| Treasurer—Michael Frank | Michael Ponticello |
| Secretary—Dolores Fleischut | Karen S. Smith |
| Ann Lee Clough | Jill Thaisz |

Representatives from the Gloversville Public Library Board

- | | |
|---------------------|-------------|
| Elizabeth Batchelor | Craig Clark |
|---------------------|-------------|

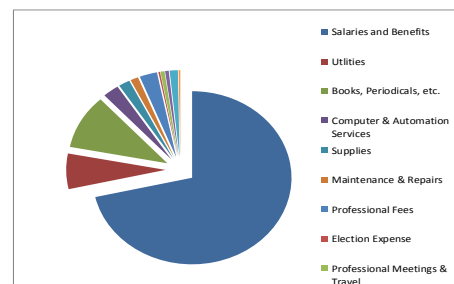
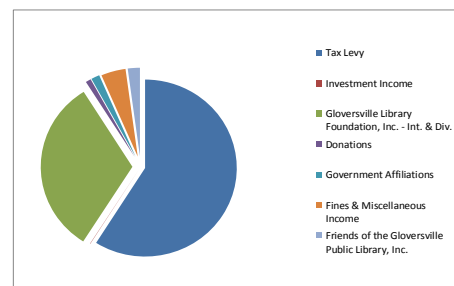
Non-voting members

- | | |
|----------------------------------|---------------------------------|
| Library Director Barbara Madonna | Friends’ President Jean LaPorta |
|----------------------------------|---------------------------------|

FINANCIAL OVERVIEW

2015-2016 Budget

Income	\$468,592
Expenditures	\$427,747
Capital Projects	\$ 27,725



Statistics for the year fiscal year July 2015-June 2016 are as follows
 (figures in parentheses represent previous years)

	2015-16	2014-15	2013-14
<u>VISITORS</u>	88,347	(94,929)	(97,529)
<u>CIRCULATION</u>			
Books			
Adult Fiction & NonFiction	24,088	(27,405)	(29,262)
Teen Fiction & NonFiction	2,478	(3,363)	(3,215)
Juvenile Fiction & NonFiction	14,993	(15,662)	(19,010)
Subtotal	41,559	(46,430)	(51,487)
Other Materials			
Audiobooks	3,018	(3,667)	(3,608)
eAudio	1,096	(403)	0
eBooks	2,891	(2,916)	(3,090)
Periodicals (magazines)	1,115	(1,108)	(1,097)
DVD's	17,485	(16,419)	(14,936)
Other Materials	259	(577)	(470)
Other Materials Total	25,864	(25,090)	(23,201)
In-House Use			
Adult	504	(3,590)	(4,922)
Juvenile	1,471	(4,107)	(5,886)
Other Materials	12,378	(15,985)	(13,906)
Subtotal	10,729	(23,682)	(24,714)
Grand Total Collection Use	78,152	(95,202)	(99,402)
<u>REFERENCE QUESTIONS</u>			
Adult Ref	1,812	(4,319)	(5,723)
Adult Tech	926		
Juvenile Ref	346	(1,405)	(1,430)
Juvenile Tech	146		
	3,230	(5,724)	(7,153)

MEETINGS AND PROGRAMS

2013-2014	105 Adult & Teen Programs with 892 people
2014-2015	225 Adult & Teen Programs with 2,366 people
2015-2016*	248 Adult Programs with 2,445 people
2015-2016	50 Teen programs with 373 people

JUVENILE PROGRAMS

2013-2014	155 Programs with 2,495 people
2014-2015	165 Programs with 3,519 people
2015-2016	198 Programs with 6,523 people

	2015-16	2014-15	2013-14
<u>INTERLIBRARY LOAN</u>			
Material Borrowed	8,367	(11,325)	(10,056)
Material Loaned	8,012	(8,344)	(7,193)
<u>HISTORICAL ROOM</u>			
Visitors	117	(116)	(147)
Books Used	227	(199)	(326)
Reference Questions	31	(64)	(82)
<u>COMPUTER USAGE</u>			
	26,640	(19,042)	(16,981)
<u>REGISTRATION</u>			
New Patrons	537	(555)	(579)
Total Patrons			
Resident	8,499	(7,166)	(7,162)
Non-Resident	1,151	(2,389)	(2,453)
Total	9,650	(9,555)	(9,615)
<u>ADDITIONS TO COLLECTION</u>			
	3,060	(3,303)	(3,109)
<u>LIBRARY HOLDINGS</u>			
Books	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>
Adult	18,723	(21,638)	(24,041)
Teen	1,355	(1,650)	(1,308)
Juvenile	10,096	(12,763)	(12,985)
Book Total	30,174	(36,051)	(38,334)
Other Materials			
Audiobooks	1,130	(1,119)	(1,005)
DVD's	2,273	(2,418)	(1,920)
Other	769	(254)	(1,126)
Other Materials Total	4,172	(3,791)	(4,051)
Holdings Total	34,346	(39,842)	(42,385)

GLOVERSVILLE PUBLIC LIBRARY
FINANCIAL REPORT FOR THE
FISCAL YEAR ENDING JUNE 30, 2016

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

Submitted By,
Lisa Buggeln, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

RECEIPTS

FISCAL YEAR ENDING JUNE 30, 2016

	Budget July 1, 2015 to June 30, 2016	Amount Rec'd. Current Year to Date	Amount Rec'd. Prior Year to Date	Over/(Under) Budget
Tax Levy	\$276,321.00	\$276,321.00	\$270,509.00	\$0.00
Investment Income	200.00	261.07	245.05	61.07
Gloversville Library Foundation, Inc. - Int. & Div.	150,000.00	150,189.01	151,005.38	189.01
Gloversville Library Foundation, Inc. - Donations	10,000.00	4,468.00	15,315.00	(5,532.00)
Government Affiliations	6,500.00	7,001.00	7,386.00	501.00
Fines & Miscellaneous Income	13,000.00	12,953.12	12,414.30	(46.88)
U. S. Treasury - Medical Ins. Credit Refunds	5,250.00	7,399.15	4,787.96	2,149.15
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$471,271.00</u>	<u>\$468,592.35</u>	<u>\$471,662.69</u>	<u>(\$2,678.65)</u>
	Public Library General Fund			
Cash Balance on July 1, 2015	<u>\$280,229.97</u>			
Plus: Receipts Per Report	468,592.35			
Less: Expenses Per Report	<u>427,747.68</u>			
Cash Balance on June 30, 2016	<u><u>\$321,074.64</u></u>			
Accounts Payable as of 6/30/16	13,911.17			
Prepaid Expenses as of 6/30/16	<u>(8,620.57)</u>			
Adjusted Cash Balance on June 30, 2016	<u><u>\$326,365.24</u></u>			

GLOVERSVILLE PUBLIC LIBRARY

BUILDING FUND

RECEIPTS & DISBURSEMENTS

FISCAL YEAR ENDING JUNE 30, 2016

Balance on July 1, 2015	\$131,139.66
Plus: Receipts:	
Interest on Money Market Account	47.17
NYS Division of Library Development	135,320.00
New York State Bullet Aid - Senator Farley	20,000.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Construction Doc., etc.	3,636.12
Butler Rowland Mays Architects, LLP - New Parking Lot	<u>24,089.13</u>
Balance on June 30, 2016	<u><u>\$258,781.58</u></u>

GLOVERSVILLE PUBLIC LIBRARY

DISBURSEMENTS

FISCAL YEAR ENDING JUNE 30, 2016

	<u>Budget July 1, 2015 to June 30, 2016</u>	<u>Amount Disb. Current Year to Date</u>	<u>Amount Disb. Prior Year to Date</u>	<u>Over/(Under) Budget</u>
Salaries - Full Time Employees	\$183,301.00	\$169,596.41	\$157,564.57	(\$13,704.59)
Salaries - Part Time Employees	62,910.00	49,503.21	55,609.81	(13,406.79)
Salaries - Custodians	25,007.00	25,007.04	23,642.16	0.04
F I C A & Medicare Tax	20,748.00	18,674.18	18,116.22	(2,073.82)
Unemployment Insurance	725.00	703.00	711.00	(22.00)
Disability Insurance	780.00	417.65	462.11	(362.35)
Medical Insurance	43,725.00	28,735.67	32,084.07	(14,989.33)
Pension Expense	42,000.00	12,851.75	40,139.75	(29,148.25)
Heat	9,000.00	5,883.04	4,358.25	(3,116.96)
Electricity	8,500.00	8,445.84	6,966.01	(54.16)
Telephone	2,880.00	2,861.40	2,867.66	(18.60)
Insurance	11,500.00	11,150.95	10,303.05	(349.05)
Books, Periodicals, etc.	46,500.00	43,604.51	43,298.80	(2,895.49)
Computer & Automation Services	16,000.00	11,306.46	18,059.06	(4,693.54)
Library, Building & Office Supplies	10,000.00	7,888.11	10,693.97	(2,111.89)
Maintenance & Repairs	9,000.00	5,536.86	5,415.37	(3,463.14)
Treasurer and Recording Secretary	8,200.00	7,900.00	8,200.00	(300.00)
Professional Fees	4,000.00	4,322.50	11,791.25	322.50
Election Expense	1,000.00	1,141.83	946.95	141.83
Professional Meetings & Travel	2,500.00	2,834.37	1,791.69	334.37
Events & Programming	4,500.00	2,533.95	3,724.09	(1,966.05)
Promotion Expense	2,500.00	5,671.18	3,160.95	3,171.18
General Expense	<u>2,000.00</u>	<u>1,177.77</u>	<u>1,074.85</u>	<u>(822.23)</u>
TOTAL EXPENSE	<u>\$517,276.00</u>	<u>\$427,747.68</u>	<u>\$460,981.64</u>	<u>(\$89,528.32)</u>

GLOVERSVILLE PUBLIC LIBRARY

STATEMENT OF CONDITION

FISCAL YEAR ENDING JUNE 30, 2016

ASSETS:

Cash - General Fund	\$ 316,584.59
Cash - Unemployment Reserve	9,780.65
Cash - Building Fund	258,781.58
Cash - Workforce Literacy Grant	193.73
Cash - Stewart's Foundation Grant	615.25
Cash - WGY Christmas Wish Grant	405.00
Cash - Lions Club - Braille Grant	1,005.75
Land	56,589.13
Building & Improvements	750,347.00
Reserve for Depreciation - Building & Improvements	(69,592.85)
Prepaid Expenses	8,620.57
Other Assets	<u>2.00</u>

TOTAL ASSETS \$ 1,333,332.40

LIABILITIES & CAPITAL:

Accounts Payable	\$ 21,669.22
Net Worth	<u>1,311,663.18</u>

TOTAL LIABILITIES & CAPITAL \$ 1,333,332.40

GLOVERSVILLE PUBLIC LIBRARY

STATUS OF GRANTS

FISCAL YEAR ENDING JUNE 30, 2016

LIONS CLUB - BRAILLE GRANT

Balance Left in Grant at 7/01/15 \$ 1,005.75
RECEIPTS 0.00

DISBURSEMENTS:

None 0.00
Total Disbursements 0.00

Net Cash Remaining in Grant at 6/30/16 \$ 1,005.75

STEWART'S FOUNDATION GRANT

Balance Left in Grant at 7/01/15 \$ 400.00
RECEIPTS 500.00

DISBURSEMENTS:

Book 50.00
Programming 234.75
Total Disbursements 284.75

Net Cash Remaining in Grant at 6/30/16 \$ 615.25

WGY CHRISTMAS WISH GRANT

Balance Left in Grant at 7/01/15 \$ 205.00
RECEIPTS 300.00

DISBURSEMENTS:

Programming 100.00
Total Disbursements 100.00

Net Cash Remaining in Grant at 6/30/16 \$ 405.00

WORKFORCE LITERACY GRANT

Balance Left in Grant at 7/01/15 \$ 193.73
RECEIPTS 0.00

DISBURSEMENTS:

Program Supplies & Travel Reimbursement 0.00
Total Disbursements 0.00

Net Cash Remaining in Grant at 6/30/16 \$ 193.73

SARATOGA ARTS GRANT

Balance Left in Grant at 7/01/15 \$ -
RECEIPTS 2,040.00

DISBURSEMENTS:

Dance Program 2,040.00
Total Disbursements 2,040.00

Net Cash Remaining in Grant at 6/30/16 \$ -

GLOVERSVILLE PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

FISCAL YEAR ENDING JUNE 30, 2016

1. Investment Income was up approximately \$61 from the budgeted amount for the year ended June 30, 2016. The higher investment income was primarily due to the return on our Unemployment Reserve Savings Account. The continued low interest rates on Money Market Accounts and other investment alternatives available for Municipal deposits have made earnings on available funds a very small part of the Library's income budget. The Library can only invest in Bank Deposit accounts and securities issued by the Federal Government. Interest and Dividends received from the Gloversville Library Foundation, Inc. were up approximately \$200 from the budgeted amount for the year ended June 30, 2016. Dividends and interest received was below the fiscal year ended June 30, 2015 by approximately \$800. The Foundation Investment Committee has worked diligently in repositioning it's investments to obtain the best possible return on it's portfolio in support of the Library's budget. The Foundation is not limited in it's investment choices and continues to look for better yielding assets while continuing to invest in quality securities. Lower rates on Corporate and Government Securities have also impacted the Foundation's income.
2. Donations for the year ended June 30, 2016 were approximately \$5,500 below the budgeted amount for the year ended June 30, 2016. Donations were also down approximately \$10,800 from the previous year. Donations to the Library are generally often 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. Donations in the past couple of years have also been focused more on the Capital Campaign than the Library Budget line item.
3. Government Affiliation income was above the budgeted amount by approximately \$500 due primarily to New York State increasing state aid for libraries. Affiliation Income was down from the prior year by approximately \$400 due to the Library having received the 2015 Library Award from the Mohawk Valley Library System last year.
4. Fines and Miscellaneous Income decreased by approximately \$50 from the budgeted amount for the year ended June 30, 2016. This line item was almost exactly as budgeted for the year. Fines and Miscellaneous Income increased approximately \$500 from the prior year ended June 30, 2015 primarily due to the selling of various items that the Library no longer needed.
5. Medical Insurance Credit Refund from the United States Treasury increased by approximately \$2,100 from the budgeted amount due to the rate increase by the Internal Revenue Service from 25% to 35%. The Medical Insurance Credit Refund increased approximately \$2,600 from the prior year due to the same rate increase mentioned above.
6. Total Salary Expense was below budget by approximately \$27,100 primarily due to the retirement of two full time employee who were replaced on a full time basis by two existing part time employees who were not replaced with the pending relocation during the renovation project. Total Salary Expense was up approximately \$7,300 from the year ending June 30, 2015 due primarily to a cost of living adjustment given to the employees in the fiscal year ending June 30, 2016.
7. F I C A and Medicare Tax Expense was under budget by approximately \$2,100 due to the lower salary expense. F I C A and Medicare Tax Expense was approximately \$600 higher than last year due to the increase in salaries for the reasons described above.
8. Medical Insurance Expense was under budget by approximately \$15,000 primarily as a result of the full time staff not using all of their reimbursement account balances and the retirement of two full time employees that were covered under the Medical Insurance. The part time employees that replaced the full time employees elected not to be covered under our insurance plan. Medical Insurance Expense was also under last year by approximately \$3,300 due to two fewer employees covered under the plan.
9. Pension Expense was under budget by approximately \$29,100 due primarily to the performance of the New York State Retirement System's portfolio providing lower contribution rates for the year ending June 30, 2016. Pension Expense was also lower that last year by approximately \$27,300 due to the same reason.

10. Utility Expense (Heat and Electricity) was under budget in total by approximately \$3,200 due to warmer than expected weather during this past winter. With higher rates than last year our total Heat and Electricity Expense increased by approximately \$3,000 over the prior year.
11. Insurance Expense was slightly under the June 30, 2016 budget by approximately \$300. Insurance Expense increased approximately \$800 over the prior year due to an increase in Worker's Compensation insurance rates and our Commercial Policy rates.
12. Books & Periodicals Expense was under budget by approximately \$2,900 due primarily to not spending all of the various department allotments with the change in staffing. Books and Periodicals Expense increased by approximately \$300 from the prior year due primarily to increases in newspaper rates.
13. Computer and Automation Expense was under budget by approximately \$4,700 due primarily to not replacing computers during the year which is normally done through Mohawk Valley Library System under State contracts. Computer and Automation Expense is down approximately \$6,800 from last year due to computer purchases in the 2014-2015 fiscal year.
14. Library, Building & Office Supply Expense was under budget by approximately \$2,100 primarily due to not purchasing supplies in large quantities due to the anticipated relocation during construction. This year's expense was under the prior year by approximately \$2,800 for the same reason noted above.
15. Maintenance and Repairs Expense was under budget by approximately \$3,500 due primarily to the lack of payments for snow removal for the sidewalks and parking lot that were not needed due to the lack of snow during this past winter. The current year's expense was slightly above last year by approximately \$100.
16. Professional Fee Expense was over budget by approximately \$300 due to an increase in audit fees performed on the Library's Financial Statements in conjunction with funding for the Master Renovation Plan. This expense category was below last year's by approximately \$7,500 due to the need last year for a three year audit of the Library's finances in conjunction with the Master Renovation Plan.
17. Events and Programming Expense was under budget by approximately \$2,000 due primarily to the use of grants for some of the programming and to some programs costing less than anticipated in preparing the budget for the year ending June 30, 2016. This expense category was under last year's by approximately \$1,200 for the reasons noted above.
18. Promotion Expense was over budget by approximately \$3,200 due to spending more than anticipated on advertising the Library and its programs in support of the Capital Campaign Project. Promotion Expense was also over last year by approximately \$2,500 due to the reasons noted above.
19. General Expense was under budget by approximately \$800 due primarily to having fewer delinquent patron accounts to send to the collection agency thus lowering collection fees in the current year. General Expense was above last year's amount by approximately \$100 due to spending money from the funds set aside for restoring various Library items.