Pledge to the Flag
Public Comment

1. Accept minutes of the September 2016 meeting

2. Treasurer’s Report

3. Budget and Finance
   Warrant
   Review Audit engagement proposal
   Part Time salaries and minimum wage

4. Friends

5. Building and Grounds
   Moving companies
   Garage sale leftovers
   Lease for temporary space
   Bids
   Planning Board

6. AD HOC Steering Committee
   Tax credit update
   Fundraising total

7. AD HOC Policy
   Circulation Policy 2nd reading and approve
   Sale and Disposal Policy 2nd reading and approve

8. Personnel Committee
   Librarian I

9. Program Committee

10. Public Relations Committee
    “Dream and Do” Grant

11. Director’s Report

12. President’s Report
    Plan of Service
    259 Fund

13. Foundation

14. Old Business

15. New Business
    Board nomination update
16. Adjourn

Next Meeting: November 15, 2016 6:30 pm
Draft Minutes of the Gloversville Public Library Board of Trustees Meeting  
September 20, 2016

The Gloversville Public Library Board of Trustees held a meeting on September 20, 2016 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York immediately following the Annual Meeting at 7:05 P.M.

The following trustees were present: Robin Lair, Jay Ephraim, Wanda Prew, Patricia Donovan, Merry Dunn Brown, Elizabeth Batchelor and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, Jean LaPorta, President of the Friends of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Vincent DeSantis and Lisa Buggeln were excused from the meeting.

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

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

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on August 16, 2016 Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Donovan made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meetings as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of August 2016 and the two month period ending August 31, 2016. Mr. Frank informed the Trustees that our income for the year to date is up approximately $3,500 from last year due primarily to receipts from the garage sale held in August. Expenses this year are up approximately $2,800 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Donovan, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for September 2016 numbered 676 through 703 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Ms. Dunn Brown made a motion, seconded by Ms. Batchelor, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mr. Frank also reviewed the Library’s 990 non-profit tax return with the Trustees. Mrs. Lair made a motion, seconded by Ms. Dunn Brown, to have Mr. Frank file the return with the Internal Revenue Service. This was approved all voting aye.

Mrs. LaPorta informed the Trustees that the Friends will be having a chicken barbecue on September 23rd with a rain date of the 24th if needed. The Friends are also sponsoring a show at the Johnstown Colonial Theater on October 6, 2016. The Friends are also planning another wreath making class for later this fall. Mrs. LaPorta also announced that the Friends membership renewal will be starting in October.

Ms. Madonna informed the Trustees that George Emedn had painted the fascia of the handicap entrance that badly needed to be painted. Ms. Madonna also informed the Trustees that she has been getting estimates from moving companies regarding moving into our temporary space. Ms. Madonna also informed the Trustees that some garage sale items still need to be picked up by the purchasers. Ms. Madonna also informed the Trustees that Lisa Hayes from Butler Rowland Mays Architects LLP is finishing up the bid packages and that they should be ready by the middle of October. Ms. Madonna also informed the Trustees that the Planning Board and Historical Review Board have given their conditional approval for our building project.

Ms. Batchelor informed the Trustees that to date the fundraising total is $8,089,507 including the $2,000,000 grant obtained for the Library by Senator Farley. Ms. Batchelor also informed the Trustees that there are still a number of pieces to be worked out for the loans, construction costs and grants. Our attorneys are working on solutions to these problems knowing that we need to get started soon in order not to lose out on some grant funding. NBT Bank has informed us that they are ready to work with us on any borrowings needed.

Barbara Madonna  
Library Director  
2016-2017  
Board of Trustees  
Elizabeth Batchelor  
Merry Dunn Brown  
Lisa Buggeln  
Vincent DeSantis  
Patricia Donovan  
Jay Ephraim  
Robin Lair  
Christine Pesses  
Wanda Prew  

Serving Gloversville  
Since 1880  

58 East Fulton Street, Gloversville, New York 12078  
518-725-2819 518 773-0292 gpl@sals.edu www.gloversvillelibrary.org
Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting the Circulation Policy and the Sale and Disposal Policy for the first reading of these policies with the changes made at the suggestions of the Trustees at the August meeting. The Trustees agreed with the changes made and approved the first reading of these policies as presented.

Ms. Madonna informed the Trustees that the Civil Service Library Clerk Test will be given this Saturday and that Cathy Ellis and Bonnie Howard will be taking the test. The County is also, finally, offering the Librarian I exam. Nicole Hauser will be taking that one when offered.

Ms. Dunn Brown informed the Trustees that the Program Committee had met and that many ideas were put forth for programs. Ms. Madonna distributed a list of programs that will be going on at the Library during October. Mrs. Prew informed the Trustees that the Spanish classes were continuing to go very well.

Mr. Ephraim informed the Trustees that the Public Relations Committee had met three times since the last Trustee’s meeting and that Craig Clark had joined them in discussing different approaches to getting the Library message out to the Community. The Committee is looking at more newspapers and radio spots and has met with representatives of both.

Ms. Madonna informed the Trustees that Linda Conroy has taken over compiling use statistics, a job formerly performed by Donna Kuhner. We have noticed that meeting room use is not being reported, so in addition to booking a room with the front desk staff please let them know about attendance for your meetings.

Mrs. Pesses informed the Trustees that she needed two volunteers to work with her on reviewing the Library’s Plan of Service during our temporary relocation. Mrs. Pesses also reviewed the MVLS Free Direct Access Policy that needs our Board’s approval. Mrs. Lair, made a motion, seconded by Mrs. Prew, to approved the MVLS Free Direct Access Policy. This was approved all voting aye. Mrs. Pesses also thanked all who helped with the garage sale.

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

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Mrs. Pesses announced that Vincent De Santis had submitted his resignation from the Board of Trustees effective immediately. The Trustees accepted his resignation with regret and thanked him for his service to the Library. The Library will advertise this vacancy and will look to fill it until the next election in May 2017.

At 8:35 PM Mrs. Donovan made a motion to go into Executive Session to discuss real estate. This motion was seconded by Ms. Batchelor and approved all voting aye. At 8:56 PM Ms. Dunn Brown made a motion to come out of Executive Session. This motion was seconded by Mrs. Prew and approved all voting aye.

Mrs. Donovan made a motion to adjourn the meeting at 8:57 PM. This motion was seconded by Ms. Batchelor and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on October 18, 2016 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

### SEPTEMBER 2016

<table>
<thead>
<tr>
<th>Source of Income</th>
<th>Budget July 1, 2016 to June 30, 2017</th>
<th>Amount Received Curr. Month</th>
<th>Amount Received Curr. Year to Date</th>
<th>Amount Received Prior Year to Date</th>
<th>Remaining Balance to be Received Curr. Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Levy</td>
<td>$393,695.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$393,695.00</td>
</tr>
<tr>
<td>Investment Income</td>
<td>200.00</td>
<td>4.52</td>
<td>14.92</td>
<td>13.04</td>
<td>185.08</td>
</tr>
<tr>
<td>Gloversville Library Foundation Inc. - Int. &amp; Div.</td>
<td>63,910.00</td>
<td>13,739.68</td>
<td>38,790.87</td>
<td>38,683.47</td>
<td>25,119.13</td>
</tr>
<tr>
<td>Gloversville Library Foundation Inc. - Don. Reg.</td>
<td>10,000.00</td>
<td>10.00</td>
<td>185.00</td>
<td>1,020.00</td>
<td>9,815.00</td>
</tr>
<tr>
<td>Government Affiliations</td>
<td>7,000.00</td>
<td>5,023.47</td>
<td>5,098.47</td>
<td>4,815.90</td>
<td>1,901.53</td>
</tr>
<tr>
<td>Fines &amp; Miscellaneous Income</td>
<td>13,000.00</td>
<td>1,150.23</td>
<td>7,110.62</td>
<td>3,173.62</td>
<td>5,889.38</td>
</tr>
<tr>
<td>U.S. Treasury - Medical Ins. Credit Refunds</td>
<td>6,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,000.00</td>
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<tr>
<td>Friends of the Gloversville Public Library, Inc.</td>
<td>10,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td><strong>TOTAL RECEIPTS</strong></td>
<td><strong>$503,805.00</strong></td>
<td><strong>$19,927.90</strong></td>
<td><strong>$51,199.88</strong></td>
<td><strong>$57,706.03</strong></td>
<td><strong>$452,605.12</strong></td>
</tr>
</tbody>
</table>

### Income Cash Reconciliation

- **Income Cash Balance on September 1, 2016**: $270,994.86
- **Plus: Receipts Per Report**: 19,927.90
- **Less: Expenses Per Report**: 36,716.48
- **Income Cash Balance on September 30, 2016**: 254,206.28
- **Accounts Payable as of 09/30/16**: 6,794.50
- **Prepaid Expenses as of 09/30/16**: (2,670.40)
- **Actual Cash Balance on September 30, 2016**: 258,330.38

### BUILDING FUND

- **Balance on September 1, 2016**: $383,317.11
- **Plus: Receipts**: 6.26
- **Less: Paid Outs**:
  - Adirondack Cabling, Inc. & Adirondack Security - Wiring
  - Security Camera 66 E. Fulton Street: 2,698.98
  - Commissioner of Finance - Gloversville - Plan Reviews: 450.00
  - Butler Rowland Mays Architects, LLP - Const. Documents & Engineering Fee Reimbursements: 10,334.86
- **Balance on September 30, 2016**: $369,839.53

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Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Lisa Buggeln, Vice President of Finance
## GLOVERSVILLE PUBLIC LIBRARY

### MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

#### SEPTEMBER 2016

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget July 1, 2016 to June 30, 2017</th>
<th>Amount Expended Curr. Month</th>
<th>Amount Expended Current Year to Date</th>
<th>Amount Expended Prior Year to Date</th>
<th>Current Year Unexpended Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries - Full Time Employees</td>
<td>$187,032.00</td>
<td>$15,585.98</td>
<td>$46,757.94</td>
<td>$38,102.61</td>
<td>$140,274.06</td>
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<tr>
<td>Salaries - Part Time Employees</td>
<td>52,902.00</td>
<td>2,903.58</td>
<td>9,633.58</td>
<td>15,975.38</td>
<td>43,268.42</td>
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<tr>
<td>Salaries - Custodians</td>
<td>25,507.00</td>
<td>2,125.60</td>
<td>6,376.80</td>
<td>6,251.76</td>
<td>19,130.20</td>
</tr>
<tr>
<td>F I C A &amp; Medicare Tax</td>
<td>20,306.00</td>
<td>1,576.99</td>
<td>4,801.74</td>
<td>4,615.24</td>
<td>15,504.26</td>
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<tr>
<td>Unemployment Insurance</td>
<td>725.00</td>
<td>0.00</td>
<td>171.25</td>
<td>180.25</td>
<td>553.75</td>
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<tr>
<td>Disability Insurance</td>
<td>500.00</td>
<td>0.00</td>
<td>197.70</td>
<td>219.95</td>
<td>302.30</td>
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<tr>
<td>Medical Insurance</td>
<td>46,053.00</td>
<td>2,570.80</td>
<td>9,853.21</td>
<td>11,948.92</td>
<td>36,199.79</td>
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<tr>
<td>Pension Expense</td>
<td>30,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>30,000.00</td>
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<tr>
<td>Heat</td>
<td>9,000.00</td>
<td>57.19</td>
<td>118.71</td>
<td>167.37</td>
<td>8,881.29</td>
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<tr>
<td>Electricity</td>
<td>8,500.00</td>
<td>449.52</td>
<td>937.46</td>
<td>1,676.14</td>
<td>7,562.54</td>
</tr>
<tr>
<td>Telephone</td>
<td>2,880.00</td>
<td>306.93</td>
<td>774.84</td>
<td>760.02</td>
<td>2,105.16</td>
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<tr>
<td>Insurance</td>
<td>12,500.00</td>
<td>4,714.34</td>
<td>10,586.30</td>
<td>11,182.38</td>
<td>1,913.70</td>
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<tr>
<td>Books, Periodicals, etc.</td>
<td>46,500.00</td>
<td>2,264.15</td>
<td>17,676.22</td>
<td>15,368.06</td>
<td>28,823.78</td>
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<tr>
<td>Computer &amp; Automation Services</td>
<td>16,000.00</td>
<td>974.79</td>
<td>1,943.02</td>
<td>2,040.70</td>
<td>14,056.98</td>
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<td>Library, Building &amp; Office Supplies</td>
<td>10,000.00</td>
<td>864.61</td>
<td>2,791.38</td>
<td>1,889.93</td>
<td>7,208.62</td>
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<tr>
<td>Maintenance &amp; Repairs</td>
<td>9,000.00</td>
<td>160.60</td>
<td>235.60</td>
<td>373.51</td>
<td>8,764.40</td>
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<tr>
<td>Treasurer &amp; Recording Secretary</td>
<td>8,400.00</td>
<td>700.00</td>
<td>2,100.00</td>
<td>2,050.00</td>
<td>6,300.00</td>
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<tr>
<td>Professional Fees</td>
<td>5,000.00</td>
<td>(206.25)</td>
<td>(206.25)</td>
<td>0.00</td>
<td>5,206.25</td>
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<tr>
<td>Election Expense</td>
<td>1,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,000.00</td>
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<tr>
<td>Professional Meetings &amp; Travel</td>
<td>3,000.00</td>
<td>333.20</td>
<td>741.96</td>
<td>107.53</td>
<td>2,258.04</td>
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<tr>
<td>Events &amp; Programming</td>
<td>4,500.00</td>
<td>572.45</td>
<td>1,301.44</td>
<td>754.50</td>
<td>3,198.56</td>
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<tr>
<td>Promotion Expense</td>
<td>2,500.00</td>
<td>562.65</td>
<td>821.82</td>
<td>214.00</td>
<td>1,678.18</td>
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<tr>
<td>General Expense</td>
<td>2,000.00</td>
<td>199.35</td>
<td>453.52</td>
<td>427.42</td>
<td>1,546.48</td>
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<tr>
<td>TOTAL EXPENSE</td>
<td>$503,805.00</td>
<td>$36,716.48</td>
<td>$118,068.24</td>
<td>$114,305.67</td>
<td>$385,736.76</td>
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</table>
# GLOVERSVILLE PUBLIC LIBRARY

## CHECK AND CASH DISBURSEMENTS

### SEPTEMBER 2016

<table>
<thead>
<tr>
<th>Check No.</th>
<th>Number</th>
<th>Payee</th>
<th>Fund</th>
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<tbody>
<tr>
<td>DM</td>
<td></td>
<td>E F T United States Treasury (2,493.34)</td>
<td>$785.17 FICA &amp; Medicare Expense</td>
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<tr>
<td>5134</td>
<td></td>
<td>Gloversville Public Library</td>
<td>7,754.82 Payroll</td>
</tr>
<tr>
<td>5135</td>
<td>000676</td>
<td>Barbara J. Madonna</td>
<td>430.67 Petty Cash</td>
</tr>
<tr>
<td>5136</td>
<td>000677</td>
<td>Frontier Communications</td>
<td>306.93 Telephone</td>
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<tr>
<td>5137</td>
<td>000678</td>
<td>National Grid (506.71)</td>
<td>57.19 Heat</td>
</tr>
<tr>
<td>5138</td>
<td>000679</td>
<td>Michael J. Frank</td>
<td>700.00 Treasurer &amp; Rec. Sec.</td>
</tr>
<tr>
<td>5139</td>
<td>000680</td>
<td>M V P Health Care, Inc.</td>
<td>2,766.82 Medical Insurance</td>
</tr>
<tr>
<td>5140</td>
<td>000681</td>
<td>Unique Management Services, Inc.</td>
<td>69.65 G/E-Collection Expense</td>
</tr>
<tr>
<td>5141</td>
<td>000682</td>
<td>The Leader-Herald (269.75)</td>
<td>152.25 Promotion Expense</td>
</tr>
<tr>
<td>5142</td>
<td>000683</td>
<td>Baker &amp; Taylor Books</td>
<td>684.38 Books</td>
</tr>
<tr>
<td>5143</td>
<td>000684</td>
<td>Business Card (924.75)</td>
<td>22.45 A/V - DVDs</td>
</tr>
<tr>
<td>5144</td>
<td>000685</td>
<td>Mohawk Valley Library System</td>
<td>974.79 Computer &amp; Automation</td>
</tr>
<tr>
<td>5145</td>
<td>000686</td>
<td>Nicole Hauser</td>
<td>69.12 Professional Meetings &amp; Travel</td>
</tr>
<tr>
<td>5146</td>
<td>000687</td>
<td>United Healthcare</td>
<td>59.50 Medical Insurance</td>
</tr>
<tr>
<td>5147</td>
<td>000688</td>
<td>Derby Office Equipment, Inc.</td>
<td>37.74 Library Supplies</td>
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<tr>
<td>5148</td>
<td>000689</td>
<td>Philip Beckett, CPA, P.C. (4,293.75)</td>
<td>4,500.00 Accounts Payable</td>
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<tr>
<td>5149</td>
<td>000690</td>
<td>Port Jackson Media, LLC</td>
<td>212.00 G/E-Auction Advertising</td>
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<td>5150</td>
<td>000691</td>
<td>Palmateer Trucking &amp; Container Service</td>
<td>156.00 Maintenance &amp; Repairs</td>
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<td>5151</td>
<td>000692</td>
<td>Turtle Dance Music, LLC</td>
<td>550.00 Events &amp; Programming</td>
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<td>5152</td>
<td>000693</td>
<td>The Penworthy Company, LLC</td>
<td>293.77 Books</td>
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<td>5153</td>
<td>000694</td>
<td>Audio Editions</td>
<td>159.96 A/V - DVDs</td>
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<td>5154</td>
<td>000695</td>
<td>Center Point Large Print</td>
<td>97.24 Books</td>
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<td>000696</td>
<td>Quill Corporation</td>
<td>826.87 Library Supplies</td>
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<tr>
<td>5156</td>
<td>000697</td>
<td>Barbara J. Madonna</td>
<td>55.08 Professional Meetings &amp; Travel</td>
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<tr>
<td>5157</td>
<td>000698</td>
<td>Gloversville True Value Hardware</td>
<td>4.60 Maintenance &amp; Repairs</td>
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<td>5158</td>
<td>000699</td>
<td>Children’s Plus, Inc.</td>
<td>355.90 Books</td>
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<tr>
<td>5159</td>
<td>000700</td>
<td>Liberty Mutual Insurance Company (6,517.93)</td>
<td>4,714.34 Insurance</td>
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<tr>
<td>DM</td>
<td></td>
<td>Oppenheimer Funds - 403b Plan</td>
<td>400.00 403b Plan</td>
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<tr>
<td>DM</td>
<td></td>
<td>E F T NYS &amp; Local Retirement System</td>
<td>412.22 Pension - Withholdings</td>
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<tr>
<td>DM</td>
<td></td>
<td>E F T NYS Tax Department</td>
<td>796.00 Payroll</td>
</tr>
<tr>
<td>DM</td>
<td></td>
<td>E F T United States Treasury (2,520.71)</td>
<td>791.82 FICA &amp; Medicare Expense</td>
</tr>
<tr>
<td>DMs</td>
<td></td>
<td>Jaeger &amp; Flynn Associates, Inc. - Reimbursements</td>
<td>211.72 Medical Insurance</td>
</tr>
</tbody>
</table>

**PETTY CASH PAID OUTS - SEPTEMBER 2016**  
Newspapers (Books) 390.00

**TOTAL SEPTEMBER 2016 PAID OUTS**  
$44,325.72

Less: Prepaid Expenses 1,803.59
Less: Insurance Reimbursement Johnson 874.98
Less: Accounts Payable 4,500.00
Less: Petty Cash Check 430.67

**NET TO BALANCE TO EXPENSES**  
$36,716.48
### LIONS CLUB - BRAILLE GRANT

- **Balance as of September 1, 2016**: $1,005.75
- **Grant Money Received**: 0.00

<table>
<thead>
<tr>
<th>Expenses Paid From Grant Money:</th>
<th>Check No.</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Total Expenses                  |           | 0.00    |

**Balance of Grant Money Left at September 30, 2016**: $1,005.75

### WGY CHRISTMAS WISH GRANT

- **Balance as of September 1, 2016**: $405.00
- **Grant Money Received**: 0.00

<table>
<thead>
<tr>
<th>Expenses Paid From Grant Money:</th>
<th>Check No.</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Total Expenses                  |           | 0.00    |

**Balance of Grant Money Left at September 30, 2016**: $405.00

### STEWART'S FOUNDATION GRANT

- **Balance as of September 1, 2016**: $565.25
- **Grant Money Received**: 0.00

<table>
<thead>
<tr>
<th>Expenses Paid From Grant Money:</th>
<th>Check No.</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Total Expenses                  |           | 0.00    |

**Balance of Grant Money Left at September 30, 2016**: $565.25

### WORKFORCE LITERACY GRANT

- **Balance as of September 1, 2016**: $193.73
- **Grant Money Received**: 0.00

<table>
<thead>
<tr>
<th>Expenses Paid From Grant Money:</th>
<th>Check No.</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Total Expenses                  |           | 0.00    |

**Balance of Grant Money Left at September 30, 2016**: $193.73

### APPROPRIATION FOR FUTURE AUDIT

- **Balance as of September 1, 2016**: $8,718.75
- **Appropriation Provided For In 2016-2017 Budget**: 0.00

<table>
<thead>
<tr>
<th>Expenses Paid From Appropriation Funds</th>
<th>Check No.</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philip Beckett, CPA, P.C.</td>
<td>5148</td>
<td>Annual Audit</td>
</tr>
</tbody>
</table>

| Total Expenses                         |           | 4,293.75 |

**Balance of Appropriation Funds Left at September 30, 2016**: $4,425.00

### RESTORATION FUNDS RECONCILEMENT

- **Balance as of September 1, 2016**: $5,669.88
- **Funds Received**: 0.00

<table>
<thead>
<tr>
<th>Expenses Paid From Restoration Funds:</th>
<th>Check No.</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Leader-Herald</td>
<td>5141</td>
<td>Advertising</td>
</tr>
<tr>
<td>Port Jackson Media, LLC</td>
<td>5149</td>
<td>Advertising</td>
</tr>
</tbody>
</table>

| Total Expenses                         |           | 129.70  |

**Balance of Restoration Funds Left at September 30, 2016**: $5,540.18
Adult Spanish classes resumed this month and Wanda Prew is teaching three levels; beginner and intermediate on Monday nights and advanced on Wednesday. Adult craft nights continued with the sponsorship of MVLS' Community arts grants. Participants made a coiled vessel in the first class. The second was a drawing class.

Research continued into RFID and self-check service for patron. The number of items that need to be considered in a project like this, including the on-going costs, is nearly overwhelming.

Much of the month was consumed with work related to the New Market Tax Credits.

This year’s Public Library Construction Grant was submitted for the transformation of the lower level in to the Youth Center. This includes the construction work and the furnishings. MVLS has awarded us $212,211. We should see state approval next August.

The highlight of the month was the opportunity to honor Senator Hugh T. Farley for his career long dedication to libraries and the special attention he has paid to Gloversville. His support in 2004 when the city cut the library’s operator budget made it possible for us to seek and achieve voter support for the creation of the Gloversville Public Library with its tax levy and elected trustees. At the event on September 12, he announced a $2,000,000 grant from the State and Municipal Facility’s program. All total, he has secured over $2.5 million for the Gloversville Public Library. Thank you Senator Farley and happy retirement.

Meetings

Sept. 2nd
1) Levi Pasher, Fulton County Express
2) Elizabeth Batchelor, Chris Pesses and Cathy Ellis

Sept. 6th
Gloversville Planning Board

Sept. 8th
1) Director’s Council
2) Levi Pasher, Fulton County Express
3) Ellen Bach, Whiteman Osterman and Hanna

Sept. 9th
1) Staff meeting
2) Elizabeth Batchelor and Cathy Ellis
3) Matthew Blumenfeld, Financial Development Agency, Elizabeth Batchelor and Cathy Ellis
4) Nicole Hauser
5) Patricia Donovan
6) David Briggs, NBT Insurance
7) George Doherty, NBT Bank
8) Kerry Minor, Leader-Herald

Sept. 13th
Nicole Hauser

Sept. 14th
1) Chris Pesses
2) MVLS Library Services committee meeting

Sept. 15th
1) MVLS Board of Trustees
2) Lisa Hayes, Butler Rowland Mays Architects
3) Historic Review Board meeting

Sept. 16th
1) Staff Meeting
2) Michele Largeteau, Diane Robinson and Chris Mundell, Joint Automation and Nicole Hauser
3) Ron Peters, Fulton County Center for Regional Growth

Sept 20th
1) Michael Frank
2) Board of Trustees meeting

Sept. 21st
1) Matthew Scollin, Congresswoman Stefanik’s office
2) Mary Lou Armstrong

Sept 23rd
1) Matthew Scollin, Congresswoman Stefanik’s office
2) Mary Lou Armstrong

Sept 27th
2) Rich Bamberger, Quality Books Incorporated
3) Paul Mays, Butler Rowland Mays Architects

Sept. 28th
1) Sara Antonnoci, DASNY
2) Nicole Hauser

Sept. 29th
Elizabeth Batchelor
The first two weeks of September were quiet compared to the end of August. We promoted National Library Card Sign-up month and welcomed several new patrons. Story Time continued without interruption as the Friends picked it back up on the 15th. Hosting Story hour during the Friends’ summer hiatus was successful and we will continue to do this in the years to come. Author Story hour is transitioning from a specific author theme to a more topical theme. Both Saturday Craft and Story Hour and Author Story Hour began right on schedule - September 10th and 24th.

Our outreach efforts are continuing to expand. We have added the Salvation Army Afterschool program as a regular monthly visitor with a story and craft. Bonnie Howard and I have scheduled participation at the Open House events for all 5 Gloversville elementary schools and the middle school, to promote our services. As of this report, we have made it to Meco, Kingsborough and GMS. The remaining three are next week. The school district’s gift of Chromebooks to all middle school students has provided us the opportunity to emphasize the availability of WiFi at the Library. We have also been asked to keep track of the student WiFi users and to share those stats with the Middle school. At the elementary schools we are promoting our “Drop-in” craft days, story times and juvenile reference section.

September 14th was a “craft day” in the Children’s room. The objective was to continue with a school age craft to bring the kids in, and to use the opportunity to remind the parents that we can help them, help their kids with research and school assignments (not to mention using up the craft supplies in the basement before we move). We made rocking snails.

In the collection development department we have added a number of non-fiction “easy readers”. These books are leveled from “emergent” to “beginners”. Along these same lines, Sonny Duross is spearheading a project to find and label the non-fiction “easy readers” already in our collection. These books have been relocated to their own area in an effort to help the primary kids, and their parents, when it comes time to write those first reports.

I was asked to be a guest reader at the Meco “Reading Kick-off “assembly on September 28. I used this opportunity to promote reading as the building block of many things, and snuck in some promos for next year’s Summer Reading theme which is “Build a Better World”.

The Children’s Room has also initiated a survey of the local Pre-k and Kindergarten teachers, with one simple question: “What skills or behaviors do you feel are necessary for a child to possess before they enter pre-k?” This was sent to the local primary teachers, literacy coaches, administrators and daycares. It is our objective to develop programming that will support these skills and facilitate a more successful entry into public education. We have had a great response and will be working to develop programs to be facilitated in the Library as well as in our outreach locations.

We are working very hard in and out of the Library to create new community partnerships.
Statistics for September 2016 are as follows (figures in parentheses are comparable figures for 2015)

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISITORS</td>
<td>7,347</td>
<td>(7,525)</td>
</tr>
<tr>
<td>CIRCULATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Circulation</td>
<td>2,072</td>
<td>(2,070)</td>
</tr>
<tr>
<td>Teen Circulation</td>
<td>237</td>
<td>(216)</td>
</tr>
<tr>
<td>Juvenile Circulation</td>
<td>1,299</td>
<td>(1,246)</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>295</td>
<td>(316)</td>
</tr>
<tr>
<td>eBooks</td>
<td>227</td>
<td>(253)</td>
</tr>
<tr>
<td>Music</td>
<td>17</td>
<td>(10)</td>
</tr>
<tr>
<td>Periodicals</td>
<td>123</td>
<td>(115)</td>
</tr>
<tr>
<td>Videos</td>
<td>1,384</td>
<td>(1,341)</td>
</tr>
<tr>
<td>Museum Passes</td>
<td>-</td>
<td>(4)</td>
</tr>
<tr>
<td>Subtotal</td>
<td>5,654</td>
<td>(5,571)</td>
</tr>
<tr>
<td>In-House Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>37</td>
<td>(16)</td>
</tr>
<tr>
<td>Juvenile</td>
<td>29</td>
<td>(88)</td>
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<tr>
<td>Other Materials</td>
<td>1,270</td>
<td>(103)</td>
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<tr>
<td>Subtotal</td>
<td>1,336</td>
<td>(207)</td>
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<tr>
<td>Total Circulation</td>
<td>6,990</td>
<td>(5,778)</td>
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<tr>
<td>REFERENCE QUESTIONS</td>
<td>152</td>
<td>(283)</td>
</tr>
<tr>
<td>MEETINGS/PROGRAMS/OUTREACH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46 Adult programs and meetings with 322 people</td>
<td>(10 Adult programs/meetings with 50 people)</td>
<td></td>
</tr>
<tr>
<td>14 Juvenile programs and meetings with 542 people</td>
<td>(8 Juvenile programs with 1530 children)</td>
<td></td>
</tr>
<tr>
<td>5 Teen programs and meetings with 38 people</td>
<td>(4 Teen programs with 41 people)</td>
<td></td>
</tr>
<tr>
<td>INTERLIBRARY LOAN</td>
<td></td>
<td></td>
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<tr>
<td>Material Borrowed</td>
<td>637</td>
<td>(673)</td>
</tr>
<tr>
<td>Material Loaned</td>
<td>659</td>
<td>(635)</td>
</tr>
<tr>
<td>Total</td>
<td>1,296</td>
<td>(1,308)</td>
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<tr>
<td>COMPUTER USAGE</td>
<td>2,378</td>
<td>(1,920)</td>
</tr>
<tr>
<td>HISTORICAL ROOM</td>
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<tr>
<td>Visitors</td>
<td>6</td>
<td>(15)</td>
</tr>
<tr>
<td>Books Used</td>
<td></td>
<td>(45)</td>
</tr>
<tr>
<td>Reference Questions</td>
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<td>(3)</td>
</tr>
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