

Gloversville Public Library
Meeting of the Board of Trustees
July 17, 2017
6:30 pm
Gloversville Public Library
34 WEST Fulton St

Organization Meeting Agenda

Meeting presided by: Treasurer and Recording Secretary Michael Frank
Pledge of Allegiance

1. Oath of Office to New Trustees

- Christine Pesses – 5 year term
- Frank Carangelo – 5 year term
- Craig Clark – 3 year term
- Brian Mazza – 1 year term

2. Election of Officers

- President
(President takes over presiding meeting.)
- Vice President
- VP of Finance
- Secretary

Do we have a motion to move items 3-10 as set in the agenda?

3. Contract with Library Director

- Motion to renew the contract with Barbara Madonna for the position as library director for the 2017-2018 fiscal year.
- Motion to set compensation for Ms. Barbara Madonna at \$64,000 for the 2017-2018 fiscal year.

4. Contract with Treasurer and Recording Secretary

- Motion to renew the contract with Michael Frank as Treasurer and Recording Secretary.
- Motion to set compensation for Michael Frank at \$8,200 for the 2017-2018 fiscal year.

5. Set regular meeting time and date.

- Motion to set the 3rd Tuesday of the month at 6:30 pm as the regular meeting time and date.

6. Set Bank of Record

- Motion to declare NBT as the Gloversville Public Library's bank of record.
- Motion to authorize the President, Vice President, Vice President of Finance, Secretary and Treasurer to be signatories on the bank accounts at NBT for the Gloversville Public Library.
- Motion to allow business with other commercial banking institutions with board approval.

7. Set Newspaper of Record

- Motion to declare the Leader-Herald as the newspaper of record for the Gloversville Public Library.
- All legal notices and notices of meetings will be in the Leader-Herald.

•8. Set Insurance Agencies

- Motion to declare NBT Insurance Agency to be the agent for the Gloversville Public Library for the following types of coverage:
 - Director and Officers Insurance policy,

- Business & Personal Property, General Liability, and Umbrella policies, and Fine Arts Floater.
- Disability insurance policy
- Motion to declare New York State Public Entities Public Safety Group 497 the insurance carrier for the Library Workman's Compensation policy.
- Motion to declare the First Non-profit Companies the administrator for the Library's unemployment insurance.
- Motion to declare Jaeger and Flynn Associates, Inc. the administrator for the Library's health insurance.

9. Indemnification of Library Trustees

- Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.

10. Set Date of Gloversville Public Library Vote

- Motion to declare the 1st Tuesday in May, 2018 as the date for the Gloversville Public Library Vote.

11. Elect 2 Representatives to the Gloversville Library Foundation Board.

-
-

12. Establish Standing Committees

- Executive Committee

Pres. _____

Vice-Pres. _____

VP of Finance _____

Sec. _____

- Budget and Finance

Chair:

- Buildings and Grounds

- Chair :

- Personnel

Chair:

- Public Relations

Chair:

- Program

Chair:

Ad Hoc

- Policy

Chair

13. Miscellaneous

- Calendar: Holiday Observances (Federal, 1pm closing for Thanksgiving. **Christmas and New Year's Eve are on Sundays in 2017)
- Motion to designate the Library Director to be the appointing authority for Civil Service employment actions.

14. Motion to appoint claims auditor: John Blackmon

Adjourn



Gloversville Public Library
Meeting of the Board of Trustees
34 WEST Fulton Street
July 18, 2017
6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the June 2017 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
Report by UW Marx, Construction Manager
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
Account Clerk/Typist
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report
Trustee training July 19th
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: August 15, 2017 6:30 pm

Wednesday, July 19th Trustee Training: Advocacy and Community Engagement



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting June 20, 2017

The Gloversville Public Library Board of Trustees held a meeting on June 20, 2017 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Lisa Buggeln, Brian Mazza, Robin Lair, Merry Dunn Brown, Jay Ephraim, 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. Wanda Prew, Craig Clark and Elizabeth Batchelor were excused from the meeting.

Barbara Madonna
Library Director

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.

2016-2017
Board of Trustees

Mrs. Pesses informed the Trustees that as part of our Advocacy training we were going to do a guided tour of the Children's Room. Sally Fancher, head of the Children's department, gave an overview of what services were provided and what is planned for the summer programming.

Elizabeth Batchelor

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on May 16, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Mazza made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Merry Dunn Brown

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of May 2017 and the eleven month period ending May 31, 2017. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$60,200 from last year due primarily to the increase in the Tax Levy. This was partially offset by lower income from the Gloversville Library Foundation as planned as the Foundation is holding back funds to pay for borrowing costs related to the Master Renovation Plan. Expenses this year are up approximately \$36,400 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016 to help to keep up with cost of living increases due to the State continuing to raise the minimum wage and higher pension costs in the current year. The Computer and Automation line is also up from last year due to new computers purchased for the Children's Room. These increases were partially offset by lower medical insurance expense due to fewer employees in the plan in the current year and lower utilities due to a change in our provider. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln made a motion, seconded by Mrs. Lair, to approve the Financial Report as presented. This was approved all voting aye.

Lisa Buggeln

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Mr. Frank distributed the Warrants list for June 2017 numbered 940 through 967 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. Mrs. Lair made a motion, seconded by Mr. Mazza, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Robin Lair

Brian Mazza

Christine Pesses

Ms. Madonna informed the Trustees that the Board of Trustees needed to repeal the Tax Cap Override Resolution previously passed since we did not ask for an increase in the Tax Levy. Ms. Madonna read a Resolution, copy attached, to repeal the Tax Cap Override Resolution previously approved at the November 15, 2016 meeting of the Trustees. Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln to approve the resolution. Six Trustees voted in favor of the resolution. There were no votes in opposition or abstentions.

Wanda Prew

Mrs. LaPorta reported that the Friends made \$970 on their barbecue that was held on May 19, 2017. Mrs. LaPorta also reported that the Friends had awarded a \$500 scholarship to a Gloversville High School senior. Mrs. LaPorta also informed the Trustees that the Friends will be helping with an Ice Cream Social put on by the Library at the Rail Station Park in July. The Friends will also be having their ice cream fundraiser at the Perfect Scoop in Mecum from August 14th to 16th. Mrs. LaPorta also reminded the Trustees that any articles for the next Friend's Newsletter needed to be in by July 1, 2017.

*Serving Gloversville
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■ 518 773-0292 ■ gpl@sals.edu ■ www.gloversvillelibrary.org

Ms. Madonna informed the Trustees that the plumbers had started their work in the Library Building. Ms. Madonna also informed the Trustees that all approvals had been received from the Affirmative Action Office for the NYSOPRHP \$1,000,000 grant and that all the construction contracts had been signed. Mrs. Pesses also informed the Trustees that an approval was needed for Special Inspections to be done by Ryan Biggs/Clark Davis for \$34,250. A motion was made by Mrs. Buggeln, seconded by Ms. Dunn Brown, to approve same. This was approved all voting aye.

Mrs. Pesses informed the Trustees that the Steering Committee would be continuing to meet but on a lower key than in the time leading up to the start of construction.

Ms. Madonna informed the Trustees that she was looking for an Account Clerk/Typist person to work approximately 3 hours per week to take over some of the clerical duties that Nicole Hauser has been doing to free up her time for more Librarian functions. Ms. Madonna also informed the Trustees that she had interviewed two people on the Civil Service list for the Library Clerk position but unfortunately their hours of availability are not compatible with the Library's needs at this time so she has requested a new list from Civil Service. Ms. Madonna also informed the Trustees that she had received Bonnie Howard's request for a leave of absence for the period December 1, 2016 thru August 31, 2017. Mrs. Buggeln made a motion, seconded by Mr. Mazza, to accept her leave of absence request. This was approved all voting aye. Ms. Madonna also informed the Trustees that Natalia Umana had started her summer assistant work.

Ms. Dunn Brown informed the Trustees that programs at the Library are going well and are being well attended.

Mr. Ephraim informed the Trustees that the Public Relations Committee had been promoting the Library's move and that as soon as some construction pictures are available they will be used in promoting the renovation project. Mr. Ephraim also informed the Trustees that we need to put more emphasis on social media outlets in promoting the Library. Perhaps this can be accomplished as we hire additional staff to get ready to move back into the newly renovated space at the Library.

Ms. Madonna informed the Trustees that she had nothing else to report for the Director's report.

Mrs. Pesses reminded the Trustees that a Trustee training session would be held on July 19th at 6:30 PM at the Library's temporary location

Ms. Madonna informed the Trustees that the Gloversville Library Foundation Board had met on June 14th and had approved transferring \$1,000,000 from the Capital Campaign Funds to the Library's Construction Account.

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. Ms. Madonna informed the Trustees that she and Mr. Frank had been reviewing the possibilities of using laser printed checks for payment of bills for the Library. Mr. Frank reviewed the cost difference and informed the Trustees that this would be a good step forward and would work well in conjunction with our using Quick Books for our accounting. The Trustees agreed with this recommendation to purchase laser checks for the General Fund. Mr. Ephraim made a motion for the Library to join the Library Trustees Association of New York State with dues of \$175 per year. This motion was seconded by Mr. Mazza and approved all voting aye.

Mrs. Buggeln made a motion to adjourn the meeting at 8:25 PM. This motion was seconded by Mrs. Lair and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on July 18, 2017 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JUNE 2017

	<u>Budget July 1, 2016 to June 30, 2017</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$393,695.00	\$0.00	\$393,695.00	\$276,321.00	\$0.00
Investment Income	200.00	6.26	239.54	261.07	(39.54)
Gloversville Library Foundation Inc. - Int. & Div.	63,910.00	0.00	63,910.00	150,189.01	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	175.00	10,480.00	4,468.00	(480.00)
Government Affiliations	7,000.00	60.00	8,180.00	7,001.00	(1,180.00)
Fines & Miscellaneous Income	13,000.00	617.17	14,537.87	12,953.12	(1,537.87)
U.S. Treasury - Medical Ins. Credit Refunds	6,000.00	0.00	0.00	7,399.15	6,000.00
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$503,805.00</u>	<u>\$858.43</u>	<u>\$501,042.41</u>	<u>\$468,592.35</u>	<u>\$2,762.59</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on June 1, 2017	\$399,966.61				
Plus: Receipts Per Report	858.43				
Less: Expenses Per Report	<u>50,307.37</u>				
Income Cash Balance on June 30, 2017	<u><u>350,517.67</u></u>				
Accounts Payable as of 06/30/17	17,661.87				
Prepaid Expenses as of 06/30/17	<u>(10,593.86)</u>				
Actual Cash Balance on June 30, 2017	<u><u>\$357,585.68</u></u>				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

BUILDING FUND MONEY MARKET ACCOUNT

Balance on June 1, 2017	\$10,259.10
Plus: Receipts:	
Interest on Money Market Account	0.17
Less: Paid Outs:	
None	<u>0.00</u>
Balance on June 30, 2017	<u><u>\$10,259.27</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on June 1, 2017	\$93,759.33
Plus: Receipts:	
Interest Earned	8.08
Transfer from Capital Campaign	1,000,000.00
Adirondack Cabling - Paid by CRG (Refund)	7,518.82
Less: Paid Outs:	
Fulton County Center for Regional Growth -= July 2017 Rent	5,000.00
Ambient Environmental, Inc. - HAZMAT Project	7,625.00
U W Marx - Construction Management	22,554.60
U W Marx - Construction Management	15,000.00
Butler Rowland Mays Architects, LLB - Const. Administration	<u>7,069.21</u>
Balance on June 30, 2017	<u><u>\$1,044,037.42</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on June 1, 2017	\$62.04
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on June 30, 2017	<u><u>\$62.04</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JUNE 2017

	Budget July 1, 2016 to June 30, 2017	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$187,032.00	\$ 15,585.98	\$ 187,031.76	\$ 169,596.41	\$0.24
Salaries - Part Time Employees	52,902.00	3,545.10	37,096.32	49,503.21	15,805.68
Salaries - Custodians	25,507.00	2,125.60	25,507.20	25,007.04	(0.20)
F I C A & Medicare Tax	20,306.00	1,612.86	18,977.97	18,674.18	1,328.03
Unemployment Insurance	725.00	0.00	698.00	703.00	27.00
Disability Insurance	500.00	0.00	395.40	417.65	104.60
Medical Insurance	46,053.00	234.01	27,895.11	28,735.67	18,157.89
Pension Expense	30,000.00	7,555.50	27,236.00	12,851.75	2,764.00
Heat	9,000.00	118.92	4,570.31	5,883.04	4,429.69
Electricity	8,500.00	272.96	4,253.26	8,445.84	4,246.74
Telephone	2,880.00	487.18	4,080.45	2,861.40	(1,200.45)
Insurance	12,500.00	61.00	10,425.75	11,150.95	2,074.25
Books, Periodicals, etc.	46,500.00	4,763.33	45,666.95	43,604.51	833.05
Computer & Automation Services	16,000.00	2,000.57	23,322.98	11,306.46	(7,322.98)
Library, Building & Office Supplies	10,000.00	1,517.89	10,455.72	7,888.11	(455.72)
Maintenance & Repairs	9,000.00	1,788.12	12,467.86	5,536.86	(3,467.86)
Treasurer & Recording Secretary	8,400.00	700.00	8,400.00	7,900.00	0.00
Professional Fees	5,000.00	5,000.00	7,098.75	4,322.50	(2,098.75)
Election Expense	1,000.00	42.48	995.50	1,141.83	4.50
Professional Meetings & Travel	3,000.00	211.11	2,238.16	2,834.37	761.84
Events & Programming	4,500.00	1,420.31	5,083.43	2,533.95	(583.43)
Promotion Expense	2,500.00	1,101.45	4,165.98	5,671.18	(1,665.98)
General Expense	2,000.00	163.00	3,536.52	1,177.77	(1,536.52)
TOTAL EXPENSE	<u>\$503,805.00</u>	<u>\$50,307.37</u>	<u>\$471,599.38</u>	<u>\$427,747.68</u>	<u>\$32,205.62</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JUNE 2017

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,438.88)	\$771.44	FICA & Medicare Expense
			1,667.44	Payroll
5396		Gloversville Public Library	7,556.36	Payroll
5397	940	Barbara J. Madonna	424.72	Petty Cash
5398	941	Frontier Communications	487.18	Telephone
5399	942	National Grid (203.24)	72.40	Heat
			130.84	Electric
5400	943	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5401	944	Baker & Taylor Books	1,159.90	Books
5402	945	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5403	946	United Healthcare	29.75	Medical Insurance
5404	947	M V P Health Care, Inc.	1,937.80	Medical Insurance - Prepaid
5405	948	Business Card (3,546.34)	316.88	Computer & Automation
			74.95	Library Supplies
			49.59	Maintenance & Repairs
			372.81	Events & Programming
			2,217.68	Books
			514.43	A/V - DVDs
5406	949	Johnstown Public Library	26.00	Fines, etc.
5407	950	Derby Office Equipment, Inc. (522.50)	360.00	Promotion Expense
			162.50	Events & Programming
5408	951	Linda Conroy	32.64	Professional Meetings & Travel
5409	952	NYSIF Worker's Compensation	3,019.99	Insurance - Prepaid
5410	953	Sally A. Fancher	43.87	Professional Meetings & Travel
5411	954	Kathryn McCary	80.00	Professional Fees
5412	855	Unique Management Services, Inc.	98.45	G/E - Collection Expense
5413	956	Mohawk Valley Library System	815.90	Computer & Automation
5414	957	Liberty Mutual Insurance	61.00	General Insurance
5415	958	Quill Corporation	739.79	Library Supplies
5416	959	Center Point Large Print	99.28	Books
5417	960	Fulton County Electrical	339.58	Maintenance & Repairs
5418	961	Barbara J. Madonna	134.60	Professional Meetings & Travel
5419	962	United States Treasury	10.85	G/E - IRS Fee Medical Coverage
5420		Gloversville Public Library	8,208.53	Payroll
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	422.19	Pension - Withholdings
DM		E F T NYS Tax Department	842.40	Payroll
DM		E F T United States Treasury (2,692.89)	841.42	FICA & Medicare Expense
			1,851.47	Payroll
Dms		Jaeger & Flynn Associates, Inc. - Reimbursements	234.01	Medical Insurance
		CHECK AND EFT PAID OUTS - JUNE 2017	<u>37,587.18</u>	
		PETTY CASH PAID OUTS - JUNE 2017		
		Newspapers (Books)	400.00	
		Events & Programming	110.00	
		Library Supplies	11.50	
		Maintenance & Repairs	18.65	
		Postage	1.40	
			<u>641.55</u>	
		TOTAL JUNE 2017 PAID OUTS	<u>\$38,128.73</u>	
		Plus: Accounts Payable	17,661.87	
		Less: Prepaid Expense	(4,957.79)	
		Less: Fines, etc.	(100.72)	
		Less:	0.00	
		Less: Petty Cash Check	<u>(424.72)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$50,307.37</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of June 1, 2017		\$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 June 30, 2017		\$1,005.75

STEWART'S GRANT

Balance as of June 1, 2017		\$567.75
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 June 30, 2017		\$567.75

ADVOCACY GRANT

Balance as of June 1, 2017		\$1,350.00
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 June 30, 2017		\$1,350.00

WORKFORCE LITERACY GRANT

Balance as of June 1, 2017		\$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 June 30, 2017		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of June 1, 2017		\$4,425.00
Appropriation Provided For In 2016-2017 Budget		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 June 30, 2017		\$4,425.00

RESTORATION FUNDS RECONCILEMENT

Balance as of June 1, 2017		\$4,149.18
Funds Received - Garage Sale		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 June 30, 2017		\$4,149.18

GLOVERSVILLE PUBLIC LIBRARY

ACCOUNTS PAYABLE AS OF JUNE 30, 2017

(Bills owed and not paid as of 6/30/17)

<u>Vendor</u>		<u>Fund</u>
David Engel Entertainment	\$450.00	Events & Programming
Scott Murawski	\$250.00	Events & Programming
Destroyer Escort Historical Museum	\$75.00	Events & Programming
Hydro Test Sales & Service	108.00	Maintenance & Repairs
Palmateer Trucking & Container Service	832.00	Maintenance & Repairs
Rooney Sign & Graphics Co.	450.00	Maintenance & Repairs
National Grid	46.52	Heat
National Grid	142.12	Electric
Audio Editions	229.15	A/V's - DVDs
Mohawk Valley Library System	825.91	Computer & Automation
Unique Management Services, Inc.	53.70	G/E - Collection Expense
Johnstown Public Library	29.20	Fines, etc.
Schenectady County Public Library	45.52	Fines, etc.
Kathryn McCary	420.00	Professional Fees
Business Card	500.29	Office Expense - New Checks and Supplies
Business Card	(9.70)	Maintenance & Repairs - Refund Jo-Anns
Business Card	360.00	Promotion Expense
Business Card	41.88	Computer & Automation
Derby Office Equipment, Inc.	67.98	Library Supplies
New York State Employees' & Local Ret. System	7,555.50	Pension Expense
Baker & Taylor Books	142.89	Books
Quill Corporation	121.98	Library Supplies
The Leader-Herald	42.48	Election Expense
The Leader-Herald	381.45	Promotion Expense
Philip Beckett, CPA PC	<u>4,500.00</u>	Professional Fees - Estimate
TOTAL ACCOUNTS PAYABLE	<u><u>\$17,661.87</u></u>	

PREPAID EXPENSES AS OF JUNE 30, 2017

(Bills paid for periods after 6/30/17)

<u>Vendor</u>		<u>Fund</u>
The State Insurance Fund	\$3,019.99	Insurance - Worker's Comp.
MVP Health Care, Inc.	\$1,937.80	Insurance - Medical - July 2017
Mohawk Valley Library System	1,522.20	Electronic Books
Baker & Taylor Books - Lease Plan	866.81	Books
Image Integrator	451.27	Library Supplies - Maint. Contract
Philadelphia Insurance Companies	584.50	Insurance - Dir. & Off. Liability
Liberty Mutual Insurance	1,803.59	Insurance - Comm. Policy & Umbrella
Arch Insurance Group	197.70	Disability Insurance
Fulton County Center for Regional Growth	5,000.00	Rent for July 2017 - Temporary Quarters
Fulton County Regional Chamber	<u>210.00</u>	G/E - Dues
TOTAL PREPAID EXPENSES	<u><u>\$15,593.86</u></u>	



Gloversville Public Library
Director's Report: June 2017
Barbara Madonna – Director

Electrical and plumbing work on the renovation moved along during the month. Paperwork continued to move back and forth between UW Marx, Butler Rowland Mays Architects, the contractors, NYSOPRHP and the Library for the general contractor and HVAC contractor.

The Foundation met to approve the terms of the loan and transfer \$1 million of the fundraised money to the Library's construction checking account.

Statistics are down compared to June 2016 and May of 2017, but summer programming started at the end of June and the Library started hopping. During the first week of sign up over 100 children joined the Summer Reading Program and the adult department registered so many that they handed out all 30 of the themed welcome bags and had to buy brown paper lunch bags to assemble more, and the Lego city outside the Children's Room had the first blocked added.

MVLS has hired a new employee to assist member libraries with community engagement and communications. Wade has been gathering information about our current PR tools and will be working with the PR committee to tweak our communications. He'll also assist with the community engagement component of the new plan of service.

Meetings

- June 1st
 - 1) Director's Council
 - 2) Soliciting meeting with Betsy Batchelor, Chris Pesses and Ellen Wood
 - 3) Friends of the Library meeting
- June 8th
 - Ashley Arnold, NYSOPRHP
- June 9th
 - 1) PR Committee meeting
 - 2) Christopher Hopf, UW Marx
 - 3) Mike Frank
- June 12th
 - 1) Christopher Hopf, UW Marx
 - 2) Bonnie Howard
- June 13th
 - 1) Christopher Hopf, UW Marx
- June 14th
 - 1) Foundation meeting
 - 2) Foundation for MVLS Libraries annual meeting and workshop
- June 15th
 - 1) MVLS Board meeting
 - 2) Chris Pesses
- June 16th
 - 1) Contractor meeting
 - 2) IT meeting with Joint Automation and Bruce Winters, Adirondack Cabling
 - 3) Dave Howard
- June 20th
 - 1) Christopher Hopf, UW Marx
 - 2) Donna Kenny, Leader-Herald
 - 3) Charles Wolford, Ambient Environmental
- June 21st
 - 1) George Doherty, NBT Bank
 - 2) Wade Abbott, MVLS
- June 27th
 - 1) Frank Ambrose, Jr.
 - 2) Betsy Batchelor
- June 29th
 - 1) Personnel Committee meeting
 - 2) Web Junction webinar
- June 30th
 - 1) Contractor meeting
 - 2) Sherry Shepard, Frontier Communications



Gloversville Public Library

Children's Room Report: June 2017

Sally Fancher – Head of Children's Services

As the school year winds down we see a bit of different activity in the Children's Room. There is an increase in the request for research materials and help with said research. Quite often the request is urgent, as the project or report has a rapidly approaching due date. Many parents also put extra effort into seeing the completion of reading lists or requirements. We try to accommodate the requests with gentle reminders that "procrastination does not always foster success."

The Friends of the Library Story Hour has seen a big increase in attendance. We have been asking some of our newer patrons what the variable might be, and the answers: no stairs and close restrooms. Many people felt that it was too difficult to manage the stairs with a little one. Throw in the fact that when little ones need to use the restroom, a trip from the Carnegie Room and back is too much. The last two Story Hour sessions had 30 in attendance. We anticipate that this popularity will carry over to the Summer Reading Travelling Story Hour and continue into the Fall. We are all looking forward to a fully accessible building.

June is also the home stretch for Summer Reading planning. The Children's Room is fortunate to have Natalia Umana as an assistant this year to help with the preparation and implementation of events. Some very wonderful calendars and handouts were created by Sonny. He also created a "passport" for the travelling Story Hour, as a little incentive/challenge to people to attend as many as possible. Kids who sign-up for Summer Reading get a color-your-own goodie bag with an assortment of stickers, bookmark, a color changing pencil, calendar, book tracker, tiny town house, plastic construction hat and chances for drawings of building blocks and books. Stewarts has again donated coupons for a free scoop of ice cream and Applebee's has donated a book tracker coupon good for a kids' meal. All in all, the kids are getting some nice incentives to read.

I attended the year end program at Park Terrace, on June 8, and promoted our "Build a Better World" theme. Many kids came into the Library the following week to show their parents where we are located and to get their Library cards and summer calendars. We continue to visit the Brighter Futures Daycare at the Paul Nigra Center, and in June we promoted the letter "Q" with quite a lot of quiet and quick characters.

The first day of Summer Reading saw over 40 people for the "Scotty Nut Nut" show. We registered about 100 kids and teens in the first week of Summer Reading. Patrons had begun adding to the reading log Lego city by the 4th day.

The Jedi Academy on the 29th was a big hit. Over sixty people attended the magic/comedy show and also signed up for Summer Reading.

In the Children's Room we have found that verbally sharing information with patrons and actively promoting events and services is the best way to get the information out there. When we describe events and are able to answer questions, we feel that we are more likely to encourage patronage. Friendly reminders about upcoming events at check-out are the best way to get the conversations started and increase program attendance.

Statistics for June 2017 are as follows (figures in parentheses are comparable figures for 2016)

	2017	2016
VISITORS	6,072	(6,985)

CIRCULATION

Adult Circulation	2,103	(2,114)
Teen Circulation	93	(207)
Juvenile Circulation	1,051	(1,088)
Audiobooks	118	(306)
eBooks	312	(270)
Music	36	(11)
Periodicals	25	(74)
Videos	1,294	(1,446)
Museum Passes	5	(7)
Subtotal	5,037	(5,523)
In-House Use		
Adult	39	(65)
Juvenile	116	(113)
Other Materials	1,195	(1,216)
Subtotal	1,350	(1,394)
Total Circulation	6,387	(6,917)

REFERENCE QUESTIONS	207	(302)
----------------------------	-----	-------

MEETINGS/PROGRAMS/OUTREACH

28 Adult programs and meetings with 237 people	(34 Adult programs/meetings with 215 people)
10 Juvenile programs and meetings with 564 people	(13 Juvenile programs with 1377 children)
0 Teen programs and meetings with 0 people	(3 Teen programs with 17 people)

INTERLIBRARY LOAN

Material Borrowed	600	(629)
Material Loaned	825	(658)
Total	1,425	(1,287)

COMPUTER USAGE	1,584	(2,324)
-----------------------	-------	---------

HISTORICAL ROOM (in storage while in temporary location)

Visitors	(6)
Books Used	
Reference Questions	

Statistics for April, May and June 2017 are as follows:

	April*	May	June
VISITORS	3,436	6,593	6,072
CIRCULATION			
Adult Circulation	863	1,745	2,103
Teen Circulation	77	109	93
Juvenile Circulation	523	1,099	1,051
Audiobooks	157	303	118
eBooks	296	289	312
Music	3	20	36
Periodicals	80	121	25
Videos	690	1,450	1,294
Museum Passes	-	2	5
Subtotal	2,689	5,138	5,037
In-House Use			
Adult	11	45	39
Juvenile	37	138	116
Other Materials	677	1,345	1,195
Subtotal	725	1,528	1,350
Total Circulation	3,414	6,666	6,387

REFERENCE QUESTIONS	61	161	207
----------------------------	----	-----	-----

MEETINGS/PROGRAMS/OUTREACH

April 19 Adult programs and meetings with 167 people
 3 Juvenile programs and meetings with 40 people
 1 Teen programs and meetings with 6 people

May 32 Adult programs and meetings with 276 people
 12 Juvenile programs and meetings with 900 people
 2 Teen programs and meetings with 6 people

June 28 Adult programs and meetings with 237 people
 10 Juvenile programs and meetings with 564 people
 0 Teen programs and meetings with 0 people

INTERLIBRARY LOAN

Material Borrowed	198	576	600
Material Loaned	553	848	825
Total	751	1,424	1,425

COMPUTER USAGE	934	1422**	1584**
-----------------------	-----	--------	--------

HISTORICAL ROOM (in storage while in temporary location)

Visitors	0	0	0
Books Used			
Reference Questions			

* Closed for 2 weeks

** Wifi is no longer 24/7, but from 8:30am-10pm