



Gloversville Public Library  
Meeting of the Board of Trustees  
34 WEST Fulton Street  
September 19, 2017  
Following 6:30pm Annual Meeting

Pledge to the Flag  
Public Comment  
Oath of Office  
new board photo for website

1. Accept minutes of the August 2017 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant
4. Friends
5. Building and Grounds  
Report by UW Marx, Construction Manager  
2017 DLD grant resolution
6. AD HOC Steering Committee
7. AD HOC Policy  
Behavior and Environmental Policy – 1<sup>st</sup> reading in October  
Donations, Bequests and Gifts Policy – 1<sup>st</sup> reading in October  
Patron Borrowing (formerly Circulation) Policy – 1<sup>st</sup> reading in October
8. Personnel Committee  
Account Clerk/Typist  
Library Clerk  
Library Assistant
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: October 17, 2017



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting August 15, 2017

The Gloversville Public Library Board of Trustees held a meeting on August 15, 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, Robin Lair, Merry Dunn Brown, Elizabeth Batchelor and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Craig Clark, Brian Mazza, Frank Carangelo and Jay Ephraim 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 Organizational Meeting and the Regular Meeting of the Trustees held on July 18, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln, 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 July 2017. Mr. Frank informed the Trustees that our income for the month is up approximately \$52,300 from last year due primarily to the increase in the income received from the Gloversville Library Foundation. Mr. Frank explained that the Foundation had passed up all the income from the investment portfolio that was budgeted for the 2017-2018 budget year in July 2017. Expenses this month are up approximately \$4,000 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2017 to help to keep up with cost of living increases due to the State continuing to raise the minimum wage and higher benefit costs in the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln made a motion, seconded by Ms. Batchelor, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for August 2017 numbered 1001 through 1034 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 Ms. Batchelor, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

In Mrs. LaPorta's absence Mrs. Pesses informed the Trustees that the Friends Annual Meeting would be held on September 7, 2017. Mrs. Pesses also reminded the Trustees that The Friends ice cream fundraiser at the Perfect Scoop in Mecco will be ending tomorrow evening. Mrs. Pesses also reminded the Trustees that the Friends will be having a fundraiser on October 12, 2017 at the Colonial Little Theater with show time at 7:00 P.M.

Ms. Batchelor informed the Trustees that things are moving right along with the renovation project at the Library building with demolition being done on the handicap entrance, the old furnace and the asbestos have been removed, the old plumbing has been removed, and the old tin ceiling in the Children's room has been removed. Also the basement has been opened up to allow for access for the elevator shaft and various other rooms have been gutted to allow for renovation work. Also, the new roof materials have been chosen that will match the color of the new windows when done. Ms. Batchelor also informed the Trustees that many pictures of the work will be posted on the Library website.

Mrs. Pesses informed the Trustees that there was no report from the AD HOC Steering Committee.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee had not met since the last Trustee's meeting.

Barbara Madonna  
Library Director

2017-2018  
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

*Serving Gloversville  
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

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Ms. Madonna informed the Trustees that she had prepared a draft for the Account Clerk/Typist position for the Library that needs to be advertised. Ms. Madonna also informed the Trustees that she had interviewed someone on the Civil Service List for the Library Clerk position but they declined the position due to the rate of pay. She will be getting a new list after the test is given in September. Ms. Madonna also informed the Trustees that the Library Assistant test has been announced and that Sally Fancher will be taking it. Ms. Madonna distributed a worksheet containing the various salary and pay rate information for the staff. A discussion followed in which the Trustees agreed that each position should have a range of pay determined and that increases would occur after a probationary time to be determined by the Director. The Trustees also agreed that the salary range for new part time Library Clerks would be \$9.70 to \$11.50 per hour to start.

Ms. Dunn Brown informed the Trustees that the Program Committee had not met since the last Trustee's meeting but that the summer programming had been going well.

Ms. Madonna informed the Trustees that the Public Relations Committee was working on spending the Advocacy Grant money with outreach programs working on getting support for the Library from surrounding school districts and surrounding communities. Ms. Madonna also informed the Trustees that our first issue of the New York Trustees Newsletter was received in the mail today.

Ms. Madonna also informed the Trustees that she was working on another DLD Grant for \$500,000 for the Sprinkler System, New Network Cabling, New Computer Equipment, New Telephone System and the New Roof.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Library Trustee's meeting but the Finance Committee had met on August 10<sup>th</sup> and that they had done some repositioning in the portfolio to improve income.

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. Nothing was brought up at this time. Mrs. Lair made a motion to adjourn the meeting at 8:05 PM. This motion was seconded by Ms. Batchelor and approved all voting aye.

The next meeting will be the Annual Meeting at 6:30 PM on September 19, 2017 followed by the regular meeting of the Board of Trustees.

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**AUGUST 2017**

|  | <u>Budget<br/>July 1, 2017 to<br/>June 30, 2018</u> | <u>Amount<br/>Received<br/>Curr. Month</u> | <u>Amount<br/>Received<br/>Current<br/>Year to Date</u> | <u>Amount<br/>Received<br/>Prior<br/>Year to Date</u> | <u>Remaining<br/>Balance to be<br/>Received<br/>Curr. Year</u> |
|--|---|--|---|---|--|
| Tax Levy   | \$393,695.00  | \$0.00                                     | \$0.00  | \$0.00  | \$393,695.00   |
| Investment Income                                  | 200.00  | 14.28                                      | 27.65   | 10.40   | 172.35   |
| Gloversville Library Foundation Inc. - Int. & Div. | 64,000.00   | 0.00                                       | 64,000.00   | 25,051.19   | 0.00   |
| Gloversville Library Foundation Inc. - Don. Reg.   | 5,000.00  | 505.00                                     | 1,250.00  | 175.00  | 3,750.00   |
| Government Affiliations                            | 7,000.00  | 5,355.94                                   | 5,355.94  | 75.00   | 1,644.06   |
| Fines & Miscellaneous Income                       | 10,800.00   | 1,345.90                                   | 2,004.40  | 5,960.39  | 8,795.60   |
| 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>   | <u>0.00</u>  |
| <b>TOTAL RECEIPTS</b>                              | <u><b>\$490,695.00</b></u>                          | <u><b>\$17,221.12</b></u>                  | <u><b>\$82,637.99</b></u>                               | <u><b>\$31,271.98</b></u>                             | <u><b>\$408,057.01</b></u>                                     |
|  | <u>Income Cash<br/>Reconcilement</u>                |  |   |   |  |
| Income Cash Balance on August 1, 2017              | \$376,648.24  |  |   |   |  |
| Plus: Receipts Per Report                          | 17,221.12   |  |   |   |  |
| Less: Expenses Per Report                          | <u>42,006.00</u>                                    |  |   |   |  |
| Income Cash Balance on August 31, 2017             | <u><u>351,863.36</u></u>                            |  |   |   |  |
| Accounts Payable as of 08/31/17                    | 12,055.50   |  |   |   |  |
| Prepaid Expenses as of 08/31/17                    | <u>(866.81)</u>                                     |  |   |   |  |
| Actual Cash Balance on August 31, 2017             | <u><u>\$363,052.05</u></u>                          |  |   |   |  |

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**  
**OTHER LIBRARY BANK ACCOUNTS**

**BUILDING FUND MONEY MARKET ACCOUNT**

|                                  |                           |
|----------------------------------|---------------------------|
| Balance on August 1, 2017        | \$10,259.52               |
| Plus: Receipts:                  |                           |
| Interest on Money Market Account | 0.26                      |
| Less: Paid Outs:                 |                           |
| None                             | <u>0.00</u>               |
| Balance on August 31, 2017       | <u><u>\$10,259.78</u></u> |

**CONSTRUCTION CHECKING ACCOUNT**

|  |                            |
|--|----------------------------|
| Balance on August 1, 2017                                  | \$1,018,246.05             |
| Plus: Receipts:  |                            |
| Interest Earned  | 17.10                      |
| Grant Money Received                                       | 201,490.00                 |
| Less: Paid Outs:   |                            |
| Mazone Plumbing & Heating, Inc. - Plumbing Work            | 38,412.30                  |
| Bunkoff General Contractors, Inc. - General Construction   | 284,221.00                 |
| National Grid - Temporary Service - Parking Lot            | 1,895.82                   |
| Frontier Communications - Tech Hookup for Contractors      | 69.99                      |
| Fulton County Center for Regional Growth - Sept. 2017 Rent | 5,000.00                   |
| U. W. Marx, Inc. - Construction Management                 | 30,000.00                  |
| Butler Rowland Mays, LLP - Construction Administration     | 9,991.60                   |
| Ambient Environmental, Inc. - Hazmat                       | 200.00                     |
| R E V - Construction Prints                                | <u>857.53</u>              |
| Balance on August 31, 2017                                 | <u><u>\$849,104.91</u></u> |

**AMAZON SMILE SAVINGS ACCOUNT**

|                           |                       |
|---------------------------|-----------------------|
| Balance on August 1, 2017 | \$62.04               |
| Plus: Receipts:           |                       |
| Donations                 | 7.50                  |
| Less: Paid Outs:          |                       |
| None                      | <u>0.00</u>           |
| Balance on July 31, 2017  | <u><u>\$69.54</u></u> |

**GLOVERSVILLE PUBLIC LIBRARY**

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

**AUGUST 2017**

|                                     | Budget<br>July 1, 2017 to<br>June 30, 2018 | Amount<br>Expended<br>Curr. Month | Amount<br>Expended<br>Current<br>Year to Date | Amount<br>Expended<br>Prior<br>Year to Date | Current Year<br>Unexpended<br>Balance |
|-------------------------------------|--|-----------------------------------|---|---|---------------------------------------|
| Salaries - Full Time Employees      | \$194,856.00                               | \$ 16,238.00                      | \$ 32,476.00                                  | \$ 31,171.96                                | \$162,380.00                          |
| Salaries - Part Time Employees      | 78,148.00                                  | 3,054.50                          | 6,098.25                                      | 6,730.00                                    | 72,049.75                             |
| Salaries - Custodians               | 26,781.00                                  | 2,231.76                          | 4,463.52                                      | 4,251.20                                    | 22,317.48                             |
| F I C A & Medicare Tax              | 22,933.00                                  | 1,633.32                          | 3,265.87                                      | 3,224.75                                    | 19,667.13                             |
| Unemployment Insurance              | 725.00                                     | 0.00                              | 177.75  | 171.25                                      | 547.25                                |
| Disability Insurance                | 500.00                                     | 0.00                              | 197.70  | 197.70                                      | 302.30                                |
| Medical Insurance & Reimbursements  | 44,017.00                                  | 2,314.99                          | 6,694.54                                      | 7,282.41                                    | 37,322.46                             |
| Pension Expense                     | 30,222.00                                  | 0.00                              | 0.00  | 0.00  | 30,222.00                             |
| Heat                                | 0.00                                       | 24.52                             | 24.52   | 61.52                                       | (24.52)                               |
| Electricity                         | 0.00                                       | 135.69                            | 135.69  | 487.94                                      | (135.69)                              |
| Rent                                | 25,000.00                                  | 0.00                              | 0.00  | 0.00  | 25,000.00                             |
| Telephone                           | 3,000.00                                   | 236.93                            | 474.11  | 467.91                                      | 2,525.89                              |
| Insurance                           | 13,500.00                                  | 181.20                            | 5,926.78                                      | 5,871.96                                    | 7,573.22                              |
| Books, Periodicals, etc.            | 46,500.00                                  | 12,757.85                         | 15,851.83                                     | 15,412.07                                   | 30,648.17                             |
| Computer & Automation Services      | 16,000.00                                  | 873.30                            | 893.30  | 968.23                                      | 15,106.70                             |
| Library, Building & Office Supplies | 10,000.00                                  | 529.04                            | 998.55  | 1,926.77                                    | 9,001.45                              |
| Maintenance & Repairs               | 4,000.00                                   | 35.00                             | 43.99   | 75.00                                       | 3,956.01                              |
| Treasurer & Recording Secretary     | 8,400.00                                   | 700.00                            | 1,400.00                                      | 1,400.00                                    | 7,000.00                              |
| Professional Fees                   | 5,500.00                                   | 80.00                             | 80.00   | 0.00  | 5,420.00                              |
| Election Expense                    | 1,000.00                                   | 0.00                              | 0.00  | 0.00  | 1,000.00                              |
| Professional Meetings & Travel      | 3,000.00                                   | 32.63                             | 32.63   | 408.76                                      | 2,967.37                              |
| Events & Programming                | 3,000.00                                   | 607.63                            | 1,507.63                                      | 728.99                                      | 1,492.37                              |
| Promotion Expense                   | 4,000.00                                   | 303.75                            | 303.75  | 259.17                                      | 3,696.25                              |
| General Expense                     | 2,000.00                                   | 35.89                             | 245.89  | 254.17                                      | 1,754.11                              |
| <b>TOTAL EXPENSE</b>                | <u><u>\$543,082.00</u></u>                 | <u><u>\$42,006.00</u></u>         | <u><u>\$81,292.30</u></u>                     | <u><u>\$81,351.76</u></u>                   | <u><u>\$461,789.70</u></u>            |

**GLOVERSVILLE PUBLIC LIBRARY**  
**CHECK AND CASH DISBURSEMENTS**

**AUGUST 2017**

| <u>Check No.</u> | <u>Warrant Number</u> | <u>Payee</u>                                     |                           | <u>Fund</u>                |
|------------------|-----------------------|--|---------------------------|----------------------------|
| DM               |                       | E F T United States Treasury (2,606.28)          | \$816.14                  | FICA & Medicare Expense    |
|                  |                       |  | 1,790.14                  | Payroll                    |
| 5453             |                       | Gloversville Public Library                      | 7,905.21                  | Payroll                    |
| 5454             | 1001                  | Barbara J. Madonna                               | 444.74                    | Petty Cash                 |
| 5455             | 1002                  | Frontier Communications                          | 236.93                    | Telephone                  |
| 5456             | 1003                  | National Grid (160.21)                           | 24.52                     | Heat                       |
|                  |                       |  | 135.69                    | Electric                   |
| 5457             | 1004                  | Michael J. Frank                                 | 700.00                    | Treasurer & Rec, Sec.      |
| 5458             | 1005                  | Baker & Taylor Books (12,818.00)                 | 11,951.19                 | Books                      |
|                  |                       |  | 866.81                    | Prepaid Expense            |
| 5459             | 1006                  | The Paul Revere Life Insurance Company           | 278.54                    | Medical Insurance          |
| 5460             | 1007                  | United Healthcare                                | 29.75                     | Medical Insurance          |
| 5461             | 1008                  | M V P Health Care, Inc.                          | 1,937.80                  | Medical Insurance          |
| 5462             | 1009                  | Business Card (916.46)                           | 20.00                     | Computer & Automation      |
|                  |                       |  | 179.71                    | Events & Programming       |
|                  |                       |  | 2.00                      | G/E - Transcript           |
|                  |                       |  | 288.75                    | A/V - DVDs                 |
|                  |                       |  | 426.00                    | Postage                    |
| 5463             | 1010                  | Johnstown Public Library                         | 32.40                     | Fines, etc.                |
| 5464             | 1011                  | Schenectady County Public Library                | 17.00                     | Fines, etc.                |
| 5465             | 1012                  | Brant Lake - Horicon Free Library                | 4.99                      | Fines, etc.                |
| 5466             | 1013                  | Kathryn McCary                                   | 80.00                     | Professional Fees          |
| 5467             | 1014                  | Unique Management Services, Inc.                 | 44.75                     | G/E - Collection Expense   |
| 5468             | 1015                  | Derby Office Equipment, Inc.                     | 150.00                    | Promotion Expense          |
| 5469             | 1016                  | The Leader-Herald                                | 153.75                    | Promotion Expense          |
| 5470             | 1017                  | Audio Editions                                   | 503.34                    | Grant - Lions Club         |
| 5471             | 1018                  | NYSIF Workers' Compensation                      | 181.20                    | Insurance - Workers' Comp. |
| 5472             | 1019                  | Commissioner of Finance                          | 35.00                     | Maintenance & Repairs      |
| 5473             | 1020                  | Barbara J. Madonna                               | 32.63                     | Prof. Meetings & Travel    |
| 5474             | 1021                  | Turtle Dance Music, LLC                          | 250.00                    | Events & Programming       |
| 5475             | 1022                  | Mohawk Valley Library System                     | 853.30                    | Computer & Automation      |
| 5476             | 1023                  | Quill Corporation                                | 103.04                    | Library Supplies           |
| 5477             | 1024                  | Center Point Large Print                         | 76.91                     | Books                      |
| 5478             | 1025                  | Anita Sanchez                                    | 150.00                    | Events & Programming       |
| 5479             |                       | Gloversville Public Library                      | 7,887.92                  | Payroll                    |
| DM               |                       | Oppenheimer Funds - 403b Plan                    | 540.00                    | 403b Plan                  |
| DM               |                       | E F T NYS & Local Retirement System              | 434.12                    | Pension - Withholdings     |
| DM               |                       | E F T NYS Tax Department                         | 867.40                    | Payroll                    |
| DM               |                       | E F T United States Treasury (2,608.36)          | 817.18                    | FICA & Medicare Expense    |
|                  |                       |  | 1,791.18                  | Payroll                    |
| DMS              |                       | Jaeger & Flynn Associates, Inc. - Reimbursements | 377.19                    | Medical Insurance          |
|                  |                       | CHECK AND EFT PAID OUTS - AUGUST 2017            | <u>43,417.22</u>          |                            |
|                  |                       | PETTY CASH PAID OUTS - AUGUST 2017               |                           |                            |
|                  |                       | Newspapers (Books)                               | 441.00                    |                            |
|                  |                       | Events & Programming                             | <u>27.92</u>              |                            |
|                  |                       | <b>TOTAL AUGUST 2017 PAID OUTS</b>               | <u><b>\$43,886.14</b></u> |                            |
|                  |                       | Less: Prepaid Expenses                           | (866.81)                  |                            |
|                  |                       | Less: Lions - Grant                              | (503.34)                  |                            |
|                  |                       | Less: IRS Refund                                 | (10.86)                   |                            |
|                  |                       | Less: Fines, etc.                                | (54.39)                   |                            |
|                  |                       | Less: Petty Cash Check                           | <u>(444.74)</u>           |                            |
|                  |                       | <b>NET TO BALANCE TO EXPENSES</b>                | <u><b>\$42,006.00</b></u> |                            |

GLOVERSVILLE PUBLIC LIBRARY

GRANTS AND OTHER ITEMS IN PROCESS

**LIONS CLUB - BRAILLE GRANT**

|  |                  |                |               |                        |
|--|------------------|----------------|---------------|------------------------|
| Balance as of August 1, 2017                   |                  |                |               | \$1,005.75             |
| Grant Money Received                           |                  |                |               | 0.00                   |
| Expenses Paid From Grant Money:                | <u>Check No.</u> | <u>Purpose</u> |               |                        |
| Audio Editions                                 | 5470             | DVDs           | 503.34        |                        |
| Total Expenses                                 |                  |                | <u>503.34</u> | <u>503.34</u>          |
| Balance of Grant Money Left at August 31, 2017 |                  |                |               | <u><u>\$502.41</u></u> |

**STEWART'S GRANT**

|  |                  |                |             |                        |
|--|------------------|----------------|-------------|------------------------|
| Balance as of August 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                                 |                  |                | <u>0.00</u> | <u>0.00</u>            |
| Balance of Grant Money Left at August 31, 2017 |                  |                |             | <u><u>\$567.75</u></u> |

**W G Y CHRISTMAS WISH GRANT**

|  |                  |                |             |                        |
|--|------------------|----------------|-------------|------------------------|
| Balance as of August 1, 2017                   |                  |                |             | \$0.00                 |
| Grant Money Received                           |                  |                |             | 300.00                 |
| Expenses Paid From Grant Money:                | <u>Check No.</u> | <u>Purpose</u> |             |                        |
| None   |                  |                | 0.00        |                        |
| Total Expenses                                 |                  |                | <u>0.00</u> | <u>0.00</u>            |
| Balance of Grant Money Left at August 31, 2017 |                  |                |             | <u><u>\$300.00</u></u> |

**ADVOCACY GRANT**

|  |                  |                |             |                          |
|--|------------------|----------------|-------------|--------------------------|
| Balance as of August 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                                 |                  |                | <u>0.00</u> | <u>0.00</u>              |
| Balance of Grant Money Left at August 31, 2017 |                  |                |             | <u><u>\$1,350.00</u></u> |

**WORKFORCE LITERACY GRANT**

|  |                  |                |             |                        |
|--|------------------|----------------|-------------|------------------------|
| Balance as of August 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                                 |                  |                | <u>0.00</u> | <u>0.00</u>            |
| Balance of Grant Money Left at August 31, 2017 |                  |                |             | <u><u>\$193.73</u></u> |

**APPROPRIATION FOR FUTURE AUDIT**

|  |                  |                |             |                          |
|--|------------------|----------------|-------------|--------------------------|
| Balance as of August 1, 2017                           |                  |                |             | \$8,925.00               |
| Appropriation Provided For In 2017-2018 Budget         |                  |                |             | 0.00                     |
| Expenses Paid From Appropriation Funds:                | <u>Check No.</u> | <u>Purpose</u> |             |                          |
| None   |                  |                | 0.00        |                          |
| Total Expenses   |                  |                | <u>0.00</u> | <u>0.00</u>              |
| Balance of Appropriation Funds Left at August 31, 2017 |                  |                |             | <u><u>\$8,925.00</u></u> |

**RESTORATION FUNDS RECONCILEMENT**

|  |                  |                |             |                          |
|--|------------------|----------------|-------------|--------------------------|
| Balance as of August 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                                       |                  |                | <u>0.00</u> | <u>0.00</u>              |
| Balance of Restoration Funds Left at August 31, 2017 |                  |                |             | <u><u>\$4,149.18</u></u> |





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

With construction underway I thought I would be able to turn my attention to other matters. That doesn't seem to be the case. There are a number of pieces, the phone system and network cabling for example, that do not fall under the jurisdiction of the architects. There also contractor submittals to review; which yellow brick for the exterior, light, medium, or dark bronze for the roof. And then there is the grants administration. We are very fortunate to have received so many for so much money, but it also means coordinating 10 state grants. Applications, contractor payment requests, which contractor bill can fulfill which grant requirements, which payment is a match for another grant, and how do we submit requests reimbursements from the state.

And I am very aware of our future. In about 12 months we will move back to a shiny and expanded facility. Will that teen space be up and running with the staff and programming this community deserves? Are we a warehouse for books or should be shift our budget priorities away from the collection to programs and services? How do we coordinate that with the community's tradition view of a library as well and the limitations our budget places on the staff needed to develop and implement 21<sup>st</sup> century offerings?

The summer was fantastic. Sally's report from the Children's Room provides a clear picture of the success "Build a Better World" was for parents and children. The Adult Department was equally busy. Forty-nine adults signed up for the summer program compared to 36 last summer. Total number of books submitted increased by 18%. Reviews of those titles jump 160%. And the number of raffle tickets more than doubled. The community project for this year was a hat project. Over 66 hats knitted or crocheted by 15 patrons for cancer patients at Nathan Littauer Hospital. And folks who are not crafty, donated yarn to the cause. The photo op was conducted by Nathan Littauer Hospital's PR department. Programs included the USS Slater and Sacandaga Valley presentations, which had terrific attendance. We will be offering additional programs in the fall.

Statistics for visitors, circulation, reference questions, computer use and some programs are lower than last August, but they are up from July of this year. With the outreach efforts of the PR committee and the staff, I'm sure those numbers will continue to increase.

One thing to note when comparing last year's program statistics to this year is that some of the reoccurring programs we offered last year, trips to the community garden and children's Spanish, did not happen this summer. The only weekly programs were the Knitting Club and Story Time.

We make our way through the 3<sup>rd</sup> Civil Service eligible list for Library Clerk. The first candidate is a librarian who is working full time downstate. Another already has one full time and one part time job and is not looking for another. The third candidate was interested, but can't make ends meet on what we offered. A new test will be given in September and a new list will be available later in the fall. Work continues to advertise for the Account Clerk/Typist position. Civil Service announced the exam for the Library Assistant test and we have a couple staff members who expressed interest. And I think we are all looking forward to starting staff meetings again with fall hours. It is hard to keep everyone informed of everything without that weekly get together.

## **Meetings**

|                         |  |
|-------------------------|--|
| August 3 <sup>rd</sup>  | Accent Furniture, Albany                             |
| August 4 <sup>th</sup>  | PR committee meeting                                 |
| August 8 <sup>th</sup>  | 1) Darlene D'Onofrio<br>2) Finance Committee meeting |
| August 10 <sup>th</sup> | 1) MVLS Board meeting                                |

2) NYLA Council meeting  
3) Ferguson and Foss surveyors

August 11<sup>th</sup> 1) Contractors' meeting  
2) Nicole Hauser

August 13<sup>th</sup> Parkhurst Field Fundraising kick-off

August 15<sup>th</sup> 1) Plan of Service committee meeting  
2) Ferguson and Foss surveyors  
3) Elizabeth Batchelor  
4) Board of Trustees meeting

August 21<sup>st</sup> IT meeting with Joint Automation and Bruce Winters, Adirondack Cabling

August 22<sup>nd</sup> 1) PR Committee meeting  
2) Nicole Hauser and Sally Fancher

August 23<sup>rd</sup> Phone system meeting with Elizabeth Batchelor and Sheri Shepard, Frontier Communications

August 24<sup>th</sup> 1) Wade Abbott, MVLS  
2) Ferguson and Foss surveyors

August 25<sup>th</sup> Contractors' meeting



## **Gloversville Public Library**

Children's Room Report: August 2017

Sally Fancher – Head of Children's Services

We began the month with local naturalist George Steele and a sing-a-long for kids. Several families came to sing, hear stories and participate in the "Respiration Ballet." You have to witness it, it goes beyond explanation.

The Fulton –Montgomery Chamber of Commerce was the site for the August 3<sup>rd</sup> Traveling Story Hour. We parked our wagon out front and welcomed the families on the steps. Inside, the Chamber staff had arranged tables for crafting and set up a great story space. A gift bag of locally themed items was also provided to the attendees. While there, we learned about the history of the building, made our own piggy banks, and of course, heard stories about vacations.

The Friends of the Library generously donated \$250.00 to the Children's Room for the purchase of items to create more themed Story Time kits. These kits are popular bags of books, realia and consumable activities that can be borrowed by patrons.

The Capital District Child Care Council visited us for a "Let's Pretend" program on August 8<sup>th</sup>. This group facilitates early literacy workshops throughout the region, utilizing grant monies. While I was concerned that we would have low turn-out, due to proximity to naptime, it was well attended. 15 kids and parents made their own "ice cream stands" complete with "ice cream cones and popsicles" and proceeded to "sell" it to anyone who would buy. There was no problem with drips or messes with this treat!

August 9 saw two sessions of "Optical Illusions" hosted by MiSci. Our attendance was 18 and 12 respectively. The kids and adults were wowed by the tricks our minds and eyes play on us. Each session concluded with the dissection of a cow's eye and discussion of eye parts. There were a few groans of "ugh gross", but most kids clamored to get a chance to touch the eyeball.

August 10<sup>th</sup> was Traveling Story Hour at Trail Station Park. We had 27 attendees and enjoyed trains and other transportation stories. We made balsa wood planes and had a most wonderful time flying, running and jumping in the sunshine.

Back by popular demand, Mr. Matt Turtle Dance Music Company performed on August 15. The kids and parents sang, danced and pranced all around the Children's Room. Mr. Matt shared many early learning resources and connections with the parents.

Our last "Travelling Story Hour" was held at the Library and hosted by "MiSci". Our presenter read about the sun, discussed the upcoming eclipse, and safety regarding it. She also guided the kids in making special bracelets using beads that glow in the dark, and beads that change color in ultraviolet light (sunshine). All of the children were given a new book as a gift from the Library for their participation in our "Traveling Story Hour." We were asked if this would be continued next summer, and I say "absolutely."

The Apple crisp and ice cream social was well attended and we had many happy kids take home prizes of blocks, books and art supplies.

The Story Time on August 24 was conducted by Lori Meyers, our new neighbor from the Fulmont Community Church. She read "Abiyoyo" and the kids made their own monsters, sang and danced.

The month's programs ended with a Story Time with a theme of manners and rules. While it might seem like a drag, we reinforced some of the behaviors that will be expected in school. Everyone enjoyed burping together and practicing "excuse me." We also had a "glitter fest" decorating our projects and read a story about messes while the glue dried. I am very appreciative of all of the patrons – kids and adults – that helped clean up while I read the glue-drying story.

While collection development is not discussed to a great extent in the monthly reports, it is an important part of the job. We utilize Baker and Taylor as booksellers, and we have a few travelling salesmen that cater to our needs. One such company is Penworthy. They have a great supply of early readers and leveled books that fit the bill for many parents. These books have engaging stories at different reading levels from the pre-reader to upper elementary, as well as leveled non-fiction. We were able to acquire some very good titles at our August appointment.

We are also working closely with Mr. Chris Rohrs, head of the English Dept. at GHS. Our goal is to launch a program targeted at teens who want to express themselves creatively in art and writing. There will be more on this in September.

If you haven't checked out the photos from Summer Reading programs on the Facebook page - you should. Our summer assistant Natalia has taken many great shots and you can see the results of the partnerships that we have formed throughout our area. We had great attendance and participation and made lots of happy noise!

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

|   | <b>2017</b>        | <b>2016</b>                                  |
|---|--------------------|--|
| <b>VISITORS</b>                                   | 7,564              | (7,905)                                      |
| <b>CIRCULATION</b>                                |                    |  |
| Adult Circulation                                 | 2,170              | (2,485)                                      |
| Teen Circulation                                  | 184                | (305)  |
| Juvenile Circulation                              | 1,161              | (1,601)                                      |
| Audiobooks  | 264                | (324)  |
| eBooks  | 306                | (277)  |
| Music   | 51                 | (19)   |
| Periodicals                                       | 90                 | (134)  |
| Videos  | 1,532              | (1,430)                                      |
| Museum Passes                                     | 13                 | (4)  |
| Subtotal  | 5,771              | (6,579)                                      |
| In-House Use                                      |                    |  |
| Adult   | 25                 | (87)   |
| Juvenile  | 114                | (97)   |
| Other Materials                                   | 1,308              | (1,309)                                      |
| Subtotal  | 1,447              | (1,493)                                      |
| <b>Total Circulation</b>                          | <b>7,218</b>       | <b>(8,072)</b>                               |
| <b>REFERENCE QUESTIONS</b>                        | 175                | (214)  |
| <b>MEETINGS/PROGRAMS/OUTREACH</b>                 |                    |  |
| 37 Adult programs and meetings with 280 people    |                    | (20 Adult programs/meetings with 344 people) |
| 11 Juvenile programs and meetings with 229 people |                    | (19 Juvenile programs with 511 children)     |
| 1 Teen programs and meetings with 9 people        |                    | (4 Teen programs with 21 people)             |
| <b>INTERLIBRARY LOAN</b>                          |                    |  |
| Material Borrowed                                 | 744                | (741)  |
| Material Loaned                                   | 860                | (806)  |
| Total   | 1,604              | (1,547)                                      |
| <b>COMPUTER USAGE</b>                             | 1,751              | (2,747)                                      |
| <b>HISTORICAL ROOM</b>                            | Temporarily Closed |  |
| Visitors  |                    | (10)   |
| Books Used  |                    | (27)   |
| Reference Questions                               |                    | (2)  |

Statistics for June, July and August 2017 are as follows:

|                          | June         | July         | August       |
|--------------------------|--------------|--------------|--------------|
| <b>VISITORS</b>          | 6,072        | 6,114        | 7,564        |
| <b>CIRCULATION</b>       |              |              |              |
| Adult Circulation        | 2,103        | 1,867        | 2,170        |
| Teen Circulation         | 93           | 162          | 184          |
| Juvenile Circulation     | 1,051        | 1,134        | 1,161        |
| Audiobooks               | 118          | 281          | 264          |
| eBooks                   | 312          | 331          | 306          |
| Music                    | 36           | 29           | 51           |
| Periodicals              | 25           | 52           | 90           |
| Videos                   | 1,294        | 1,377        | 1,532        |
| Museum Passes            | 5            | 5            | 13           |
| Subtotal                 | 5,037        | 5,238        | 5,771        |
| In-House Use             |              |              |              |
| Adult                    | 39           | 45           | 25           |
| Juvenile                 | 116          | 142          | 114          |
| Other Materials          | 1,195        | 1,195        | 1,308        |
| Subtotal                 | 1,350        | 1,382        | 1,447        |
| <b>Total Circulation</b> | <b>6,387</b> | <b>6,620</b> | <b>7,218</b> |

|                            |     |     |     |
|----------------------------|-----|-----|-----|
| <b>REFERENCE QUESTIONS</b> | 207 | 149 | 175 |
|----------------------------|-----|-----|-----|

#### MEETINGS/PROGRAMS/OUTREACH

**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

**July** 15 Adult programs and meetings with 94 people  
 10 Juvenile programs and meetings with 294 people  
 0 Teen programs and meetings with 0 people

**August** 37 Adult programs and meetings with 280 people  
 11 Juvenile programs and meetings with 229 people  
 1 Teen programs and meetings with 9 people

#### INTERLIBRARY LOAN

|                   |       |       |       |
|-------------------|-------|-------|-------|
| Material Borrowed | 600   | 683   | 744   |
| Material Loaned   | 825   | 857   | 860   |
| Total             | 1,425 | 1,540 | 1,604 |

|                       |       |       |       |
|-----------------------|-------|-------|-------|
| <b>COMPUTER USAGE</b> | 1584* | 1579* | 1751* |
|-----------------------|-------|-------|-------|

#### HISTORICAL ROOM (in storage while in temporary location)

|                     |  |   |   |
|---------------------|--|---|---|
| Visitors            |  | 0 | 0 |
| Books Used          |  |   |   |
| Reference Questions |  |   |   |

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