

# Gloversville Public Library

## 2007-2008 Annual Report to the Community

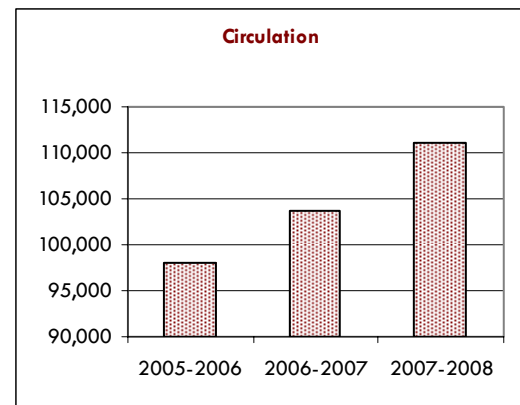
### SERVICES AND PROGRAMMING

The Gloversville Public Library completed another successful year. Circulation rose an average of 7%, reference questions were up 15%, 5,514 adults and children enjoyed 318 programs, Inter-Library Loan rose 15%, and computer usage increased by 8%.

Some highlights include:

An art exhibit sponsored by Mohawk Valley PTA which showcased elementary school artists from the Johnstown school district who advanced to compete in a state level show. In addition to drawings and painting there were 3-D works and a multi-media entry.

Two Friends' concerts were held featuring folk musician Bill Ackerbauer (also a staff member of the Leader-Herald), storyteller Karen Pillsworth from Kingston, and a bluegrass and gospel concert by Durey Creek from North Bush.



Our 4<sup>th</sup> Annual Literacy Day was held during May. Attendance was lower than last year, but 170 children is still a very respectable turn out. Any introduction we can provide children and parents to the library, our services, and staff is a success. Thank you to our community partners and volunteers for making the day fun and enjoyable.

The 2007 Summer Reading program theme was "Get a Clue @ Your Library." Three hundred and fifty children signed up for the reading club while 110 parents joined the new parent's reading program. One of the new features was an electronic book tracker where children and parents could maintain a reading list and share recommendations and reviews with one another. Over 6,000 titles were read, up 2,000 from the previous summer.

The 3<sup>rd</sup> annual summer writing series at the YWCA ran during 2007; four weeks on monologue, 6 weeks on playwriting (with performances) and dialogue, and 4 weeks on editing and publishing. The highlight for me was watching the participants perform the plays they had written. And the 4<sup>th</sup> annual series began during June of 2008 to run through September. Most of the funding for these series come from the TriCounty Arts Council.

In the fall we participated in the MVLN New York State Council on the Arts book discussions with Prague by Arthur Phillips, lead by Mary Cuffe-Perez and The Bookseller of Kabul by Anse Seierstad, lead by Naton Leslie. NYSCA also provided funds for a visit by Sue Carswell author of Faded Pictures from my Backyard and a Vanity Fair employee.

### BUILDINGS AND GROUNDS

The City passed a capital budget of \$50,000 for 2008 to begin the process of addressing the building's many needs. In April 2008, the chimney was repaired with those funds; leaks in the library's roof were sealed; and the exterior dome was coated to address the water infiltration that damaged the interior dome. Grant money and fundraising will be used to restore the lobby. The remainder of city budget will be used to remedy the moisture problem in the basement.

Installation of the new fire alarm system by the city began in earnest during January and expects to be operational by September 2008. The Library used its own capital budget to underwrite this project. The new carpet purchased by the Friends of the Gloversville Public Library for the Friends' Room was installed. Lastly, the Plexiglas storms were installed on the windows on the second floor to reduce heat loss was completed. The Library used grant money to pay for this project.

**STAFF**

Staff for the 2007-2008 Fiscal Year

Roberta Ambrosino	Brenda Lawrinait
Deborah Bucholtz	John Lawrinait
Linda Callahan	Barbara Madonna
Nancy Cole	Carol Morse
Margaret DiTata-Schultz	Cathy Nyland
Jameson 'Sonny' Duross	Sherry Teetz
Sherry Gennett	Nancy Woodruff
Donna Kuhner	

On November 14<sup>th</sup> our newest staff member Carol Morse started her first day in the Children's Department. She has her teaching degree with experience at the Head Start, elementary and high school levels. Carol is an avid library user that includes research and ordering books from home. We are very happy she joined us.

**GOVERNANCE AND ADMINISTRATION**

In January 2008, the Library began utilizing the automated acquisitions module through our Polaris circulation software and QuickBooks online was implemented for the Library's bookkeeping.

The Library chose a new logo to beginning branding the Library in the community during the year, and a new website will be developed during 2008/2009.

Long range planning began in February with a community stakeholder's meeting. Thirty people gathered in the Friends Room for approximately 4 hours on a Saturday. Though many issues and challenges were identified, the overall outlook for the community was positive. The group views the Library as a vital asset within the community and a key to the area's future. Three broad statements about the Library were gleaned as time ran out on the session; increase hours, increase programming and to act as an information agent for the community.

The Fulton County Libraries committee continued to meet and discuss the issue of funding inequity within the County. While nearly 63% of the Library's circulation comes from residents of the Gloversville Enlarged School District, 26% comes from other municipalities throughout the county who do not provide financial support to the GPL. According to the Mohawk Valley Library System Direct Access Policy, any municipality with a circulation greater than 5% represents an economic hardship for that library. As part of a comprehensive fiscal review, the Gloversville Public Library Board began to carefully examine a policy of restricting services to patrons who do not reside within the GESD.

**BOARD**

Trustees for the 2006-2007 Fiscal Year

President – Christine Pesses	Treasurer – David C. Heacock
Vice-President – David Fisher	Secretary – Patricia Klohck
Elizabeth Batchelor	Jay Ephraim
Michael Ponticello	

I would like to acknowledge the many years of library service by outgoing trustee Patricia Klohck. She served on the Library board for 24 years and was a mover and shaker during the early years of the Friends

of the Library. Her advice and hard work served the library well through all the challenges faced during her tenure. I wish her a happy and full retirement, for no other term can accurately describe the conclusion of this lengthy career as trustee.

On May 6<sup>th</sup> the Library held its 4<sup>th</sup> annual election. This year only one trustee position was available. Congratulations and welcome aboard to Karen S. Smith.

Among many other projects during the year, the Board authorized an Ad Hoc Ephemia committee to examine a variety of items stored in the Library. Some things were simply junk and thrown out. Others brought in \$1,100 in revenue through a garage sale. Items of better quality and some value are being sold through antique dealers and some things are being kept and restored with funds from the various sales, donations and gifts from the Friends. It is the Library intention to display the restored items as part of the lobby restoration efforts.

## AUXILIARY ORGANIZATIONS

### Friends of the Gloversville Public Library

The Friends' of the Gloversville Public Library have been very active this year. In September 2007, they hosted the first annual Celebration fundraiser. Fifteen local artists donated items for a silent auction brunch held at Pine Brook Golf Club while 25 baskets were raffled. Over \$16,000 was raised.

Their annual membership drive began in October with a bluegrass and gospel concert by Durey Creek of North Bush and a week long celebration for National Friends Week. The Friends' held their second spaghetti dinner fundraiser with Plaza's Italian Bistro and netted \$600. The 7<sup>th</sup> Annual Friends Walk was held on May 15<sup>th</sup> and earned \$2,300 toward a matching grant with the Bill and Melinda Gates Foundation to upgrade the Library's computers. The semi-annual book sales were also successful earning more than \$2,000.

Thanks to the Friends' efforts, the Library received \$10,000 to cover books in the 2008-2009 operating budget, funding for the Gates grant, support for a variety of programs and valuable man hours for projects such as grounds keeping and Story Time. Congratulations to the Friends and an enormous thank you to all who were involved to make this such a wonderful success.

Thank you to John Blackmon and Patty Franco for their years of service as President and Vice-President. Welcome Virginia (Ginni) Mazur as President and Lynn Kicinski as Vice-President.

### Gloversville Library Foundation, Inc.

#### Foundation Board Members for 2007-2008

Chair – Jeremiah Wood IV

Treasurer – Robert Thaisz

Vice-Chair – Robert Maider

Secretary – Dolores Fleischut

Ann Lee Clough

Mark Finkle

George Morgan

#### *Representatives from the Gloversville Public Library Board*

David Fisher

Michael Ponticello

#### *Non-voting members*

Library Director Barbara Madonna

Friends' President John Blackmon





GLOVERSVILLE



PUBLIC  
LIBRARY

**FINANCIAL REPORT FOR THE  
FISCAL YEAR ENDING JUNE 30, 2008**

Prepared by,  
Michael J. Frank, Financial and Recording Secretary

Submitted by,  
David C. Heacock, Treasurer

**Gloversville Public Library**  
**Financial Report for the Fiscal Year Ending June 30, 2008**

**RECEIPTS**

	Budget July 1, 2007 to June 30, 2008	Amount Received to Date	Over/(Under) Budget
Tax Levy	\$198,200.00	\$198,200.00	\$0.00
Investment Income	6,000.00	8,649.87	2,649.87
Gloversville Library Foundation, Inc. - Int. & Div.	150,000.00	147,489.85	(2,510.15)
Gloversville Library Foundation, Inc. - Donations	10,000.00	5,729.58	(4,270.42)
Government Affiliations	9,800.00	8,191.00	(1,609.00)
Fines & Miscellaneous Income	2,000.00	8,574.36	6,574.36
Income From Garage Sale & Other Items Sold	0.00	5,114.57	5,114.57
Friends of the Gloversville Public Library, Inc.	7,000.00	7,000.00	0.00
<b>TOTAL RECEIPTS</b>	<b><u>\$383,000.00</u></b>	<b><u>\$388,949.23</u></b>	<b><u>\$5,949.23</u></b>

	Public Library General Fund
Cash Balance on July 1, 2007	\$191,237.65
Plus: Receipts Per Report	388,949.23
Less: Expenses Per Report	<u>356,211.42</u>
Cash Balance on June 30, 2008	<u>\$223,975.46</u>
Accounts Payable as of 6/30/08	5,636.69
Prepaid Expenses as of 6/30/08	<u>(7,315.72)</u>
Adjusted Cash Balance on June 30, 2008	<u>\$222,296.43</u>

**BUILDING FUND**

Balance on July 1, 2007	\$155,315.22
Plus: Receipts:	
Interest on Money Market Account	1,732.28
Interest on Certificate of Deposit	4,367.98
Transfer From General Fund	25,000.00
Transfer From Gloversville Library Foundation, Inc.	5,000.00
Less: Paid Outs:	
Fire Alarm System Supplies	<u>648.54</u>
Balance on June 30, 2008	<u>\$190,766.94</u>

**Gloversville Public Library**  
**Financial Report for the Fiscal Year Ending June 30, 2008**

**DISBURSEMENTS**

	Budget July 1, 2007 to June 30, 2008	Amount Disbursed to Date	Over/(Under) Budget
Salaries - Full Time Employees	\$143,700.00	\$143,731.92	\$31.92
Salaries - Part Time Employees	50,624.00	43,110.55	(7,513.45)
Salaries - Custodians	11,700.00	11,466.00	(234.00)
F I C A & Medicare Tax	15,763.00	15,252.98	(510.02)
Unemployment Insurance	513.00	513.00	0.00
Disability Insurance	700.00	405.36	(294.64)
Medical Insurance	22,500.00	22,786.50	286.50
Pension Expense	16,000.00	11,207.00	(4,793.00)
Heat	13,000.00	10,379.54	(2,620.46)
Electricity	11,500.00	8,819.91	(2,680.09)
Telephone	2,500.00	2,320.62	(179.38)
Insurance	9,500.00	8,963.93	(536.07)
Books, Periodicals, etc.	43,500.00	41,415.85	(2,084.15)
Computer & Automation Services	12,500.00	11,979.51	(520.49)
Library, Building & Office Supplies	9,000.00	8,910.55	(89.45)
Maintenance & Repairs	1,500.00	1,258.85	(241.15)
Financial Secretary	7,200.00	7,200.00	0.00
Accounting & Auditing Expense	1,500.00	215.56	(1,284.44)
Election Expense	2,000.00	730.02	(1,269.98)
Professional Meetings & Travel	2,000.00	2,092.67	92.67
Events & Programming	1,800.00	1,394.00	(406.00)
Promotion Expense	1,500.00	1,010.00	(490.00)
General Expense	<u>2,500.00</u>	<u>1,047.10</u>	<u>(1,452.90)</u>
<b>TOTAL EXPENSE</b>	<u><u>\$383,000.00</u></u>	<u><u>\$356,211.42</u></u>	<u><u>(\$26,788.58)</u></u>

**Gloversville Public Library**  
**Financial Report for the Fiscal Year Ending June 30, 2008**

**STATEMENT OF CONDITION**

ASSETS:

Cash - General Fund	\$ 222,296.43
Cash - Building Fund	190,766.94
Prepaid Expenses	7,315.72
Due to Stewart's Foundation Grant	111.35
Other Assets	<u>2.00</u>
TOTAL ASSETS	<u>\$ 420,492.44</u>

LIABILITIES & CAPITAL:

Accounts Payable	\$ 5,636.69
Net Worth	<u>414,855.75</u>
TOTAL LIABILITIES & CAPITAL	<u>\$ 420,492.44</u>

**Gloversville Public Library**  
**Financial Report for the Fiscal Year Ending June 30, 2008**

**STATUS OF GRANTS**

**SPECIAL LEGISLATIVE GRANT (SENATOR FARLEY):**

RECEIPTS	\$ 25,000.00
DISBURSEMENTS:	
Books	25,000.00
Total Disbursements	<u>25,000.00</u>
Net Due To/(From) Special Legislative Grant	\$ -

**TRI-COUNTY ARTS COUNCIL GRANT**

RECEIPTS	\$ 500.00
DISBURSEMENTS:	
Programming	500.00
Total Disbursements	<u>500.00</u>
Net Due To/(From) Member Item Grant	\$ -

**STEWART'S FOUNDATION GRANT:**

Balance Left in Grant at 7/01/07	\$ 87.73
RECEIPTS - Refund on Film Purchased for Program	103.62
DISBURSEMENTS:	
Library Supplies - Bags	80.00
Total Disbursements	<u>80.00</u>
Net Due To/(From) Stewart's Foundation Grant	\$ 111.35

**Gloversville Public Library**  
**Financial Report for the Fiscal Year Ending June 30, 2008**

**NOTES TO FINANCIAL STATEMENTS**

1. Investment Income and Interest and Dividends received from the Gloversville Library Foundation, Inc. approximately equaled the budgeted amount for the year ended June 30, 2008. The higher investment income was primarily the result of higher than anticipated interest rates on money market accounts and certificates of deposit during the fiscal year ended June 30, 2008. The lower interest and dividends from the Foundation was primarily related to several bonds being called during the year and the proceeds being reinvested at lower rates.
2. Donations for the year ended June 30, 2008 were approximately \$4,300 below the budgeted amount for the year ended June 30, 2008. Donations to the Library are generally made in memory of a deceased friend or family member or in honor of a birthday or anniversary. This line item is estimated based on prior year's experience and can vary significantly from year to year.
3. Government Affiliation income was below the budgeted amount by approximately \$1,600 due to lower than expected State Aid for the fiscal year. At the time the budget was prepared it was believed that the State Legislature was going to increase our per capita state aid rate but in the final legislation this did not happen.
4. Fines and Miscellaneous Income increased by approximately \$6,600 over the budgeted amount for the year ended June 30, 2008. This was due to better collection of fines and funds for lost books through the use of a collection agency.
5. During the fiscal year ending June 30, 2008 the Board of Trustees decided to clean out various obsolete and unused items from the Library in an effort to provide more usable space for technology and other Library functions. Through a garage sale and the sale of other items, based on appraised values, the Library has netted to date approximately \$5,100. The Trustees have decided to use these funds for restoration work needed on other items that will be kept and displayed from time to time.
6. Part Time Salaries were below budget by approximately \$7,500 primarily due to one vacancy not being filled during the entire year.
7. F I C A and Medicare Tax expense was under budget by approximately \$500 due to lower salary expense.
8. Pension Expense was under budget by approximately \$4,800. This line item has been budgeted based on the Finance Committee's best judgment at the time of budget preparation. It appears from the most recent information available for the coming year from the New York State Retirement System that we now have more accurate figures going forward with the 2008-2009 budget year.
9. Heat Expense was under budget by approximately \$2,600 due mainly to the budgeted rate increase not being as high as the Trustees had expected.
10. Electricity was under budget by approximately \$2,700 also due to lower than expected rates and several energy saving projects that were done during the fiscal year.
11. Insurance was under budget by approximately \$500 due primarily to the lower rates for Worker's Compensation insurance during the fiscal year.
12. The Book Expense was under budget by approximately \$2,100 due primarily to some orders that were placed and not received or backordered as of June 30, 2008.
13. Accounting and Auditing Expense was under budget by approximately \$1,300 due to the Library not having an audit of our books and records by a CPA firm during the fiscal year ending June 30, 2008.
14. Election Expense was under budget by approximately \$1,300 due to the Library using paper ballots for the trustee election instead of the voting machines and also only publishing legal notices in the Leader-Herald, the Library's newspaper of record.
15. General Expense was under budget by approximately \$1,500 due to lower collection costs regarding items borrowed and not returned and delinquent fines owed to the Library.