

Groversville Public Library

2008-2009 Annual Report to the Community

SERVICES AND PROGRAMMING

“Catch the Reading Bug” was the 2008 Summer Reading Program theme. Four hundred reading club bags handed out to eager readers, up by 14% over 2007. Programs include “Water Bugs: Life in a Pond” by environmental educator George Steele and “Totally Tasty Plants” courtesy of Cornell Cooperative Extension. “Operation Safe Child” from the Fulton County Sheriff’s Department provided a photo I.D. with fingerprint of each child brought in by their parents. High gas prices which changed travel plans for summer vacations and an increased use by the local daycare programs as part of their summer program helped contribute to increased use.

	2007	2008
Summer Reading Club Registrations	329	400
Programs	25	54
Program Attendance	742	1275
Circulation	5100	5529

Other programs throughout the year included a visit by the Scotia-Glenville Children’s Traveling Museum during mid-winter vacation to teach us about ice cream. Cathy Nyland organized a winter musical program featuring local talent Gary VanSlyke. He brought his traveling dog, Sadie, and a bag of instruments children to try out. Cathy devised a very unique advertising piece for this; giving children an address label with details about the program. Each child left our room with this reminder stuck to their jacket. The 5th Annual Literacy Day featured “Little Amadeus” in the spring. Head Start continued their Family Focus Evening Story Time. Boy Scouts and Tiger Cubs along with day cares, day camps and school classes visited. The Library was invited to the Park Terrace Pasta Parlor to casually speak to children and parents about the Library’s programs and services, and in June I was asked to speak at McNab’s annual career day.



The adult summer writing series held weekly at the YWCA in 2008 with instructor Virginia Ward was very popular. Seventeen participants ranging in age from 14-90 met weekly. In September the Library sponsored a poetry writing workshop at the YWCA through the TriCounty Arts Council. Instructor Paul LaMere used snippets of music to help participants get their creative juices moving. Also in September, we hosted a program by Craig Clark from Cornell Cooperative Extension about energy efficiency measures. The US Census Bureau has begun recruitment for the 2010 Census and the Library provided space in January for their employment testing.

In May, the lobby hosted a book signing by Amsterdam author Ron Fiorillo. And on May 9th nationally known mystery author Julia Spencer-Fleming visited the Johnstown Senior Center for a joint program hosted by the Groversville, Johnstown and Northville public libraries.

The Library continued to offer space for GED classes, LVA, ESL and school tutoring. The ESL Conversation group continued to use the Library as a home.

Beginning in November Barbara Germain, Director of the Johnstown Public Library, and I began making guest appearances on “Saturday Night Lite,” WENT’s new community program. A conversation-style interview with host Julie Antis allows Barbara and I to provide a summary of the programs and services both libraries offer to our communities. Wrapping up the year, the Groversville Public Library and the Friends had the honor of being the grand marshals for the Memorial Day Parade this year.

In other news, the Bill and Melinda Gates Foundation has once again granted funds to our Library for technology improvements. Year 1 required a 25% match and was completed at the end of 2008 with new laptops, monitors and a computer station for the Children’s Room.

The Children’s Room staff undertook the first inventory of their collection since 1985. They completed all of the

fiction and audio-visual collections before the tablet PC had to be passed on to the next library. It is our hope to obtain it again in the fall of 2009 to complete the project.

As part of our joint effort with the Johnstown and Northville public libraries regarding a lack of funding by townships who are an economic hardship to the Fulton County libraries, the Gloversville Public Library began charging residents from the Town of Edinburg for library cards as of July 1, 2008. No Edinburg residents pay the fee and it was reported that circulation by Edinburg residents at the Johnstown Public Library jumped approximately 95% thus indicated that they simply went elsewhere for library service. The Board of Trustees continued throughout the year to look at the issue of library use by non-served and underserved areas.

Overall Library use was up again: circulation increased by 3.2%; visitor counts were up 6.4%; reference questions jumped 7.4%; Library-owned computer use decreased by 0.3%, but we witnessed a spike in patron-owned laptop use.

BUILDINGS AND GROUNDS

We were able to extend the Library's 5 year lease with the City of Gloversville to 10 years, making the Library eligible for more state grant funding. In that vein, we obtained a 50/50 matching grant as part of the New York State Public Library Construction Funding for 2008-2009 which was used to stop the water leaking from the dome area of the lobby and restore its interior ceiling damaged by water. Funding from the Friends' 2nd Annual Celebration along with grants from Senator Hugh T. Farley and a donation from Benjamin Moore for paint supported the restoration of the remainder of the lobby area. Alan Fudger from Fudger Decorating completed the work over a 3 1/2 month period in the spring. Energy efficiency grants and the Friends' 3rd Annual Celebration will cover the expenses of new lighting for the lobby and around the adult circulation desk.

Working in conjunction with the City Council, the Library hired Steven E. Smith, PE and Bombard Excavating to remediate the basement moisture problems. Some funding from the Library's portion of the City's 2008 Capital projects budget, grant funding and money from the Library's own building fund will be used to complete the project.

After interviewing four architectural firms, the Board hired Butler, Rowland and Mays Associates from Ballston Spa to complete a new master renovation plan. Work with them began in the spring and will continue into the 2009-2010 fiscal year.

GOVERNANCE AND ADMINISTRATION

Staff

The most surprising news was that Sherry Teetz left the Library's employment in March after 36 years of service. We wish her well in her new endeavors. Roberta Ambrosino returned to help while we wander through the confusing world of Civil Service, and the rest of the staff deserve a standing ovation for stepping up to the challenge of being down one full time position. It has been difficult on everyone and I can not thank them enough for constantly going the extra mile to serve the public and share the burden so it did not become overwhelming to any one person.

In February, the staff and I, along with many others in the community, were honored by Gloversville Central Council PTA at their annual Founder's Day dinner for the work we perform on behalf of the children of the Gloversville Enlarged School District.

I would also like to thank Roberta and Mary Jo Smith, staff member from the Johnstown Public Library, for completing a database clean up on our patron records in preparation for policy changes forthcoming in the 2009-2010 fiscal year.



Finally, the Friends of the Gloversville Public Library honored the staff with a small holiday gathering with appetizers and Chamber gift certificates on December 19th.

Staff for the 2008-2009 Fiscal Year

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

Board of Trustees

The Board held a special meeting in September to choose a new trustee to replace Michael Ponticello who resigned with one year remaining on his term. Four candidates submitted letters of interest and Robin Lair was selected. The annual election was held on Tuesday, May 5th. Jay Ephraim was re-elected and Robin Lair was formally elected to a 5 year term.

The Building Committee was busy with the roof, lobby, basement and master plan work. The Policy Committee work hard on revisions to our Circulation, Program and Internet and Computer Use policies to incorporate the MVLS Direct Access Plan to address the use of the Library by municipalities that do not contribute to our operating budget.

Trustees for the 2008-2009 Fiscal Year

President – Christine Pesses	Treasurer – David C. Heacock
Vice-President – David Fisher	Secretary – Elizabeth Batchelor
Jay Ephraim	Robin Lair
Karen S. Smith	

AUXILIARY ORGANIZATIONS

Friends of the Gloversville Public Library

The Friends were very busy during 2008-2009. The 2nd annual Celebration, “Celebrating the Talents of Fulton County,” was a huge success. 25 raffle baskets, 22 artisan-donated auction items and sponsorship contributions generated over \$22,000 for restoration of the Library’s lobby. They sponsored a Fulton County Regional Chamber of Commerce Business After Hours to help promote the Library and the Celebration.

The Friends hosted a fall concert by The Muses, a Celtic duo from Colorado on tour in our area. Over 80 people enjoyed the lively concert arranged by Sunday Blackmon and refreshments from the Friends’ refreshment volunteers organized by Wanda Ellis. Both book sales did well, with \$1,100 earned in the fall and over \$1,600 in the spring. Thursday Story Time and Saturday Craft and Stories brought lots of children and parents in for songs, stories, snacks and crafts.

National Friends of the Libraries week is held in October and the Friends tied their annual apple crisp social for the week to the unveiling of our new National Register of Historic Places plaque. Assemblyman Marc Butler and an aide, a representative from Senate Hugh T. Farley’s office, and Councilman-at-Large Jim Handy joined Chris Pesses, Dave Heacock, Karen Smith, and myself for a dedication and photo session.

The Friends donated \$17,500 toward the Library’s 2008-2009 operating budget and purchased a new refrigerator for the kitchen.

Friends Executive Board

President – Virginia Mazur	Treasurer – Barbara Reppenhagen	Director - Dorothy Andrist
Vice-President – Lynn Kisinski	Secretary – Linda Callahan	Director - Wanda Ellis
		Director - Lillian Pierson-Cohen

Gloversville Library Foundation, Inc.

The Gloversville Library Foundation, Inc. updated their promotional brochure and shared copies with lawyers, CPAs, funeral homes and estate planners in the community.

Foundation Board Members for 2008-2009

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	Karen S. Smith
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Non-voting members

Library Director Barbara Madonna	Friends' President Virginia Mazur
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Statistics for the year fiscal year July 2008-June 2009 are as follows (figures in parentheses represent comparable figures for 2007-2008 & 2006-2007):

	2008-2009	2007-2008	2006-2007
<u>VISITORS</u>	105,495	(98,699)	(102,928)
<u>CIRCULATION</u>			
Books			
Adult Fiction	27,595	(26,979)	(25,803)
Adult Nonfiction	13,395	(13,980)	(13,815)
Subtotal	40,990	(40,959)	(39,618)
Teen Fiction	3,582	(3,114)	(2,510)
Juvenile Fiction	18,854	(20,175)	(17,331)
Juvenile Nonfiction	4804	(5,302)	(5,367)
Subtotal	23,658	(25,477)	(22,698)
Other Materials	20,175	(16,037)	(13,650)
Total Circulation	88,405	(85,587)	(78,476)
<u>IN-HOUSE USE</u>			
Books			
Adult	6,840	(6,488)	(6,165)
Juvenile	6,226	(5,789)	(5,273)
Other Materials	13,306	(13,198)	(13,841)
Subtotal	26,372	(25,475)	(25,279)
Grand Total Collection Use	114,777	(111,062)	(103,755)

	2008-2009	2007-2008	2006-2007
<u>REFERENCE QUESTIONS</u>			
Adult	5,292	(5,017)	(4,023)
Juvenile	1,615	(1,367)	(1,362)
	<u>6,907</u>	<u>(6,384)</u>	<u>(5,385)</u>

ADULT MEETINGS AND PROGRAMS

2008-2009	151 Adult Programs with 1714 people
2007-2008	163 Adult programs with 1029 people
2006-2007	92 Adult programs with 931 people

JUVENILE PROGRAMS

2008-2009	134 Children's programs with 2943 people
2007-2008	155 Children's programs with 4485 people
2006-2007	131 Children's programs with 6296 people

INTERLIBRARY LOANMaterial Borrowed

Books/Serials	8,975	(8,419)	(6,894)
Audio/Visual	658	(607)	(559)
Total	9,633	(9,026)	(7,453)

Material Loaned

Books/Serials	3,571	(2,834)	(2,519)
Audio/Visual	321	(358)	(251)
Total	3,892	(3,192)	(2,770)

HISTORICAL ROOM

Visitors	260	(303)	(231)
Books Used	337	(375)	(541)
Reference Questions	51	(49)	(63)
Telephone Reference	15	(28)	(23)
Letters/Emails	20	(21)	(23)

<u>COMPUTER USAGE</u>	9,071	(9,102)	(8,417)
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REGISTRATION

New Patrons

Adult	635	(679)	(612)
Juvenile	277	(293)	(267)
Total	912	(972)	(879)

Total Patrons

Resident	6,313	(5,893)	(5,584)
Non-Resident	2,205	(2,125)	(2,130)
Total	8,518	(8,018)	(7,714)

	2008-2009	2007-2008	2006-2007
<u>ADDITIONS TO COLLECTION</u>	4,703	(5,793)	(5,261)
<u>LIBRARY HOLDINGS</u>			
Books	<u>Volumes</u>	<u>Volumes</u>	<u>Volumes</u>
Adult Fiction	14,085	(10,297)	(10,777)
Adult Nonfiction	18,209	(20,317)	(19,187)
Teen Fiction	1,341	(1,067)	(928)
	<hr/>	<hr/>	<hr/>
	33,635	(31,681)	(30,892)
Juvenile Fiction	8,272	(7,612)	(7,339)
Juvenile Nonfiction	6,615	(5,530)	(5,875)
Subtotal	<hr/>	<hr/>	<hr/>
	14,887	(13,142)	(13,214)
Book Total	48,522	(44,823)	(44,106)
Other Materials	2,382	(3,931)	(5,982)
Holdings Total	50,904	(48,754)	(50,088)

FISCAL YEAR ENDING JUNE 30, 2009

RECEIPTS

	Budget July 1, 2008 to June 30, 2009	Amount Received to Date	Over/(Under) Budget
Tax Levy	\$198,200.00	\$198,200.00	\$0.00
Investment Income	6,000.00	3,599.71	(2,400.29)
Gloversville Library Foundation, Inc. - Int. & Div.	153,600.00	141,505.26	(12,094.74)
Gloversville Library Foundation, Inc. - Donations	5,000.00	5,332.55	332.55
Government Affiliations	8,500.00	8,022.00	(478.00)
Fines & Miscellaneous Income	4,000.00	9,851.75	5,851.75
Income From Garage Sale & Other Items Sold	0.00	3,560.00	3,560.00
Friends of the Gloversville Public Library, Inc.	17,500.00	17,500.00	0.00
TOTAL RECEIPTS	<hr/> \$392,800.00	<hr/> \$387,571.27	<hr/> (\$5,228.73)

	Public Library General Fund
Cash Balance on July 1, 2008	\$223,975.46
Plus: Receipts Per Report	387,571.27
Less: Expenses Per Report	<hr/> 370,587.54
Cash Balance on June 30, 2009	<hr/> \$240,959.19
Accounts Payable as of 6/30/09	5,422.32
Prepaid Expenses as of 6/30/09	<hr/> (7,623.20)
Adjusted Cash Balance on June 30, 2009	<hr/> \$238,758.31

**FISCAL YEAR ENDING JUNE 30, 2009
DISBURSEMENTS**

	Budget July 1, 2008 to June 30, 2009	Amount Disbursed to Date	Over/(Under) Budget
Salaries - Full Time Employees	\$148,000.00	\$143,480.97	(\$4,519.03)
Salaries - Part Time Employees	52,100.00	50,962.74	(1,137.26)
Salaries - Custodians	11,800.00	11,804.00	4.00
F I C A & Medicare Tax	16,200.00	15,777.92	(422.08)
Unemployment Insurance	600.00	570.50	(29.50)
Disability Insurance	700.00	448.08	(251.92)
Medical Insurance	25,000.00	25,356.44	356.44
Pension Expense	14,500.00	12,241.50	(2,258.50)
Heat	11,500.00	10,159.79	(1,340.21)
Electricity	11,500.00	7,255.19	(4,244.81)
Telephone	2,500.00	701.77	(1,798.23)
Insurance	10,000.00	8,001.58	(1,998.42)
Books, Periodicals, etc.	45,000.00	45,050.13	50.13
Computer & Automation Services	13,000.00	12,371.87	(628.13)
Library, Building & Office Supplies	9,300.00	7,018.95	(2,281.05)
Maintenance & Repairs	2,500.00	4,072.06	1,572.06
Financial Secretary	7,400.00	7,400.00	0.00
Accounting & Auditing Expense	1,500.00	215.56	(1,284.44)
Election Expense	2,000.00	918.54	(1,081.46)
Professional Meetings & Travel	2,200.00	1,909.99	(290.01)
Events & Programming	2,000.00	2,132.51	132.51
Promotion Expense	1,500.00	1,643.69	143.69
General Expense	2,000.00	1,093.76	(906.24)
TOTAL EXPENSE	\$392,800.00	\$370,587.54	(\$22,212.46)

STATEMENT OF CONDITION

ASSETS:

Cash - General Fund	\$ 226,950.95
Cash - Building Fund	228,599.49
Due from Farley Legislative Grant	15,000.00
Prepaid Expenses	7,623.20
Other Assets	2.00
TOTAL ASSETS	\$ 478,175.64

LIABILITIES & CAPITAL:

Accounts Payable	\$ 5,422.32
Due to Stewart's Foundation Grant	27.30
Due to Bill & Melinda Gates Foundation Grant	3,165.34
Net Worth	472,753.32
TOTAL LIABILITIES & CAPITAL	\$ 478,175.64

**FISCAL YEAR ENDING JUNE 30, 2009
BUILDING FUND - RECEIPTS & DISBURSEMENTS**

Balance on July 1, 2008	\$190,766.94
Plus: Receipts:	
Interest on Money Market Account	961.84
Interest on Certificate of Deposit	1,877.83
Friends of the Gloversville Public Library, Inc.	22,000.00
Argersinger Trust Fund	2,500.00
Kingsboro Garden Club	50.00
Golub Foundation	500.00
State Construction Matching Grant	10,177.00
The Lucius N. Littauer Foundation	3,000.00
Frank Perrella	2,000.00
Fulton County Mineral Club	200.00
William Gundry Broughton Char. Private Foundation	15,000.00
The Wal-Mart Foundation	1,500.00
Less: Paid Outs:	
Fire Alarm System Supplies	128.80
Water Cooler	1,298.00
Architects - Master Plan	14,262.24
Lighting Design - Lobby	3,620.13
Lobby Painting & Repair	2,624.95
	\$228,599.49
Balance on June 30, 2009	\$228,599.49

STATUS OF GRANTS

SPECIAL LEGISLATIVE GRANT (SENATOR FARLEY):

RECEIPTS	\$ 5,000.00
DISBURSEMENTS:	
Lobby Restorations	20,000.00
Total Disbursements	20,000.00
Net Due To/(From) Special Legislative Grant	\$ (15,000.00)

TRI-COUNTY ARTS COUNCIL GRANT

RECEIPTS	\$ 540.00
DISBURSEMENTS:	
Programming	540.00
Total Disbursements	540.00
Net Due To/(From) Tri-County Arts Council Grant	\$ 0

**FISCAL YEAR ENDING JUNE 30, 2009
STATUS OF GRANTS CONT.**

STEWART'S FOUNDATION GRANT:

Balance Left in Grant at 7/01/08	\$ 111.35
RECEIPTS	250.00
DISBURSEMENTS:	
Books	39.15
Library Supplies	294.90
Total Disbursements	294.90
Net Due To/(From) Stewart's Foundation Grant	\$ 27.30

BILL & MELINDA GATES GRANT

RECEIPTS	\$ 11,400.00
DISBURSEMENTS:	
Computer & Automation Expense	8,234.66
Total Disbursements	8,234.66
Net Due To/(From) Bill & Melinda Gates Grant	\$ 3,165.34

NOTES TO FINANCIAL STATEMENTS

1. Investment Income and Interest and Dividends received from the Gloversville Library Foundation, Inc. were down considerably from the budgeted amount for the year ended June 30, 2009. The lower investment income was primarily the result of lower than anticipated interest rates on money market accounts and certificates of deposit during the fiscal year ended June 30, 2009 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, 2009 were approximately \$300 above the budgeted amount for the year ended June 30, 2009. 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 \$500 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 \$5,900 over the budgeted amount for the year ended June 30, 2009. 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, 2009 the Board of Trustees decided to continue to sell obsolete and unused items from the Library in an effort to provide more usable space for technology and other Library functions. The sale of various items, based on appraised values, netted the Library approximately \$3,600 during the fiscal year ending June 30, 2009. 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.

FISCAL YEAR ENDING JUNE 30, 2009
NOTES TO FINANCIAL STATEMENTS CONT.

6. Salary expense was below budget by approximately \$5,700 primarily due to one full time employee retiring during April 2009 and the position being covered through June 30, 2009 by the part time staff.
7. F I C A and Medicare Tax expense was under budget by approximately \$400 due to lower salary expense.
8. Pension expense was under budget by approximately \$2,300. 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 2009-2010 budget year.
9. Heat expense was under budget by approximately \$1,300 due mainly to the milder winter weather than was expected at the time of the budget preparation.
10. Electricity expense was under budget by approximately \$4,200 due to lower than expected rates and several energy saving projects that were done during the fiscal year.
11. Telephone expense was under budget by approximately \$1,800 due to an E-Rate grant received during the fiscal year ending June 30, 2009 in the amount of \$1,900.
12. Insurance was under budget by approximately \$2,000 due primarily to the lower rates for Worker's Compensation insurance during the fiscal year and the change of companies for our fire and liability coverage.
13. Computer and Automation expense was under budget by approximately \$600 due mainly to rates not being as high as expected for our automation service through Mohawk Valley Library System.
14. Library, Building and Office Supply expense was under budget by approximately \$2,300 due mainly to not needing to purchase new patron cards in the fiscal year ending June 30, 2009 and other cost saving measures implemented.
15. Maintenance and Repair expense exceeded the budgeted amount by approximately \$1,600 due mainly to window repairs and cleaning of all windows.
16. 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, 2009.
17. Election Expense was under budget by approximately \$1,100 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.
18. Professional Meetings and Travel expense was under budget by approximately \$300 due primarily to the lower IRS mileage rate for the second half of the fiscal year ending June 30, 2009.
19. General expense was under budget by approximately \$900 due to lower collection costs regarding items borrowed and not returned and delinquent fines owed to the Library.