



Gloversville Public Library  
Meeting of the Board of Trustees  
March 20, 2012  
6:30 pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of last annual meeting, February 21
2. Treasurer's Report
3. Budget and Finance
  - Budget hearing April meeting (4/17) @ 6:30 pm to be followed by regular meeting
4. Friends
5. Building and Grounds
  - Planning study and capital campaign report
  - Clean out the basement
  - Masonry cleaning?
6. AD HOC Policy
  - By-laws and purchasing updates
7. Personnel Committee
8. Program Committee
9. PR Committee
10. Director's Report
  - Trustee petitions due 3/30
  - Joint Automation agreement
11. President's Report
12. Foundation
13. Old Business
14. New Business
15. Adjourn



Barbara Madonna  
Library Director

2011-2011  
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

Christine Pesses

David Fisher

Hannah McAllister

Robin Lair

Karen S. Smith

Daniel R. Towne, Jr.

## Draft Minutes of The Groversville Public Library Board of Trustees Meeting

February 21, 2012

The Groversville Public Library Board of Trustees held a meeting on February 21, 2012 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Craig Clark, Robin Lair, Elizabeth Batchelor, Karen Smith, Hannah McAllister and David Fisher. Michael J. Frank, Financial and Recording Secretary and Barbara J. Madonna, Director of the Groversville Public Library also attended the meeting. Jay Ephraim and Daniel Towne, Jr. were excused from the meeting.

Mrs. Pesses, President of the Board, 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.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on January 17, 2012. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Ms. Smith, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of January 2012 and the fiscal year-to-date through January 31, 2012 with the Trustees. Mr. Frank commented that the Library's receipts and expenses through January 31, 2012 were pretty well on track with our budgeted amounts for this period. Mr. Frank asked if there were any questions or comments on the financials for the month of January or the year to date through January 31, 2012. Hearing none, Mrs. McAllister made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank reviewed the tax cap calculation that was prepared and submitted to the State Controller's office. This calculation came out to a possible tax levy increase of \$5,906, if approved by the voters, while staying within the limit of 2% plus an allowed amount for an expected increase in the Library's pension contribution. Ms. Smith made a motion to approve the Budget as presented. This was seconded by Mrs. Lair and approved all voting aye. Ms. Batchelor made a motion to approve a resolution to increase the Library's tax levy to \$259,106 for the fiscal year ending June 30, 2013. Mr. Fisher seconded this motion and it was approved all voting aye.

Mrs. Pesses informed the Trustees that the Friends of the Library would be hosting a fundraiser concert by the Inter Mountain Trio on May 20<sup>th</sup> at Skyheart Place.

Mrs. Pesses informed the Trustees that the Building Committee had been working on a list of 60-80 people to present to Ghiorso & Sorrenti, Inc., the firm that we have hired to do a Capital Campaign Planning Study for the Library, for them to contact to see if they would be willing to be interviewed to help gauge the temperature of the community as to fundraising possibilities.

Mrs. Pesses also informed the Trustees that we would once again be cleaning out the basement and possibly having a garage sale in the spring to dispose of unused items. Mr. Frank will be meeting with Mrs. Pesses to review financial records being kept.

Mrs. Pesses also discussed the availability of the public coming into our meetings after the Library has closed. Ms. Madonna said that for the time being we would have an employee available to let someone in if they came after closing hours and wanted access to the meeting. Other possibilities will be explored.

Ms. Madonna informed the Trustees that she had not heard anything yet from our attorney regarding changes to our by-laws and our purchasing policy.

Mrs. Lair reminded the Trustees that their Director's Evaluation forms were due to her as soon as possible so that the Personnel Committee could complete their yearly evaluation of our Director.

In Mr. Ephraim's absence, Ms. Madonna brought the Trustees up to date on the progress with "The Big Read Program" which is a program aimed at getting the community to all read the same book. Ms. Madonna presented a tentative schedule of events to be associated with the program. The Committee has been meeting weekly and is still considering possible books for the program.

Mr. Clark informed the Trustees that the Public Relations Committee met last week and that the first monthly newsletter had been completed. This is being distributed to various locations in the area and is also going to be available on our website.

Ms. Madonna informed the Trustees that Trustee Packets are now available to be picked up for anyone interested in running for the 2 seats up for election in May. The packets must be returned to the Library by March 30<sup>th</sup>.

Ms. Madonna informed the Trustees that she had attended a workshop last Thursday at BOCES with representatives from Park Terrace School to begin working on the Comic Writer program that was approved and funded under the Comics Connect Grant. More information on this will be forthcoming at a future meeting.

Ms. Madonna also informed the Trustees that the search for a new director for MVLS is continuing. Applications were reviewed with four candidates picked for interviews for the position. One dropped out and the other three will be interviewed soon.

Mr. Frank informed the Trustees that the Foundation had not met since their Annual Meeting in December.

Mrs. Pesses informed the Trustees that March 6<sup>th</sup> is Lobby Day in Albany. Anyone interested in going to voice his or her support of Libraries is encouraged to attend.

Under Old Business, some discussion was had as to any needed changes in our Mission Statement. Ms. Madonna informed the Trustees that our Mission Statement was on our website. Trustees were encouraged to submit any wording changes that should be considered for the next meeting.

Ms. Smith asked the Trustees if they would like her to be our BID representative since she already attends their meetings. The Trustees agreed to this suggestion.

The next meeting of the Trustees will be held on March 20, 2012 at 6:30 P.M.

Ms. Batchelor made a motion, seconded by Mr. Fisher to adjourn the meeting at 8:13 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Karen S. Smith  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

**RECEIPTS**

**FEBRUARY 2012**

	<u>Budget July 1, 2011 to June 30, 2012</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Year to Date</u>	<u>Remaining Balance to be Received</u>
Tax Levy	\$253,200.00	\$0.00	\$253,200.00	\$0.00
Investment Income	500.00	22.32	163.34	336.66
Gloversville Library Foundation Inc. - Int. & Div.	135,000.00	19,080.54	106,023.03	28,976.97
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	340.00	7,145.00	(2,145.00)
Government Affiliations	5,000.00	461.00	5,965.00	(965.00)
Fines & Miscellaneous Income	10,000.00	734.30	6,631.51	3,368.49
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>
<b>TOTAL RECEIPTS</b>	<u><b>\$418,700.00</b></u>	<u><b>\$20,638.16</b></u>	<u><b>\$389,127.88</b></u>	<u><b>\$29,572.12</b></u>
	<u>Income Cash Reconcilement</u>			
Income Cash Balance on February 1, 2012	\$409,740.98			
Plus: Receipts Per Report	20,638.16			
Less: Expenses Per Report	<u>28,111.06</u>			
Income Cash Balance on February 29, 2012	<u><u>402,268.08</u></u>			
Accounts Payable as of 02/29/12	0.00			
Prepaid Expenses as of 02/29/12	<u>(5,103.19)</u>			
Actual Cash Balance on February 29, 2012	<u><u>\$397,164.89</u></u>			

**BUILDING FUND**

Balance on February 1, 2012	\$132,987.50
Plus: Receipts:	
Interest on Money Market Account	7.54
Donations from Gloversville Library Foundation, Inc.	13,200.00
Less: Paid Outs:	
Ghorsi & Sorrenti, Inc.	<u>15,050.79</u>
Balance on February 29, 2012	<u><u>\$131,144.25</u></u>

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

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Submitted By,  
David R. Fisher, Treasurer

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE EXPENSES TO BUDGET**

**FEBRUARY 2012**

	Budget July 1, 2011 to June 30, 2012	Amount Expended Curr. Month	Amount Expended Year to Date	Unexpended Balance
Salaries - Full Time Employees	\$132,044.00	\$11,003.78	\$88,030.24	\$44,013.76
Salaries - Part Time Employees	84,217.00	6,284.36	53,673.15	30,543.85
Salaries - Custodians	12,531.00	964.00	8,435.00	4,096.00
F I C A & Medicare Tax	17,502.00	1,396.30	11,494.09	6,007.91
Unemployment Insurance	650.00	159.00	459.00	191.00
Disability Insurance	600.00	0.00	584.16	15.84
Medical Insurance	22,500.00	1,428.38	15,322.62	7,177.38
Pension Expense	25,000.00	0.00	16,196.75	8,803.25
Heat	12,250.00	1,539.60	4,208.85	8,041.15
Electricity	9,500.00	578.46	4,249.40	5,250.60
Telephone	650.00	206.65	1,457.10	(807.10)
Insurance	10,500.00	0.00	6,087.14	4,412.86
Books, Periodicals, etc.	45,000.00	1,156.44	34,719.77	10,280.23
Computer & Automation Services	16,000.00	1,086.33	8,886.86	7,113.14
Library, Building & Office Supplies	9,300.00	1,218.31	7,605.60	1,694.40
Maintenance & Repairs	13,700.00	105.00	537.08	13,162.92
Financial Secretary	7,800.00	650.00	5,200.00	2,600.00
Professional Fees	5,000.00	0.00	1,050.00	3,950.00
Election Expense	1,000.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	0.00	1,264.40	735.60
Events & Programming	4,000.00	225.00	1,911.94	2,088.06
Promotion Expense	2,000.00	0.00	883.50	1,116.50
General Expense	1,200.00	109.45	1,102.52	97.48
Restoration, etc. Expense	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSE</b>	<b><u>\$434,944.00</u></b>	<b><u>\$28,111.06</u></b>	<b><u>\$273,359.17</u></b>	<b><u>\$161,584.83</u></b>

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

**FEBRUARY 2012**

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,279.09)	\$701.20	FICA & Medicare Expense
		1,577.89	Payroll
3475	Michael Daly	50.00	Programming (Replace #3371)
3476	Donna J. Kuhner	250.00	Petty Cash
3477	Rosanne Melita	100.00	Events & Programming
3478	Gloversville Public Library	7,212.07	Payroll
3479	Business Card (338.32)	15.55	Medical Insurance
		95.15	Library Supplies
		166.32	A/V - CDs
		40.00	Serials
		21.30	Building Supplies
3480	Unique Management Services, Inc.	109.45	G/E - Collection Expense
3481	Electronic Office Products, Inc.	10.00	Library Supplies
3482	MVLS/SALS Joint Automation Project	1,086.33	Computer & Automation
3483	Baker & Taylor Books	235.36	Books
3484	National Grid (2,118.06)	1,539.60	Heat
		578.46	Electric
3485	Frontier Communications	206.65	Telephone
3486	First Nonprofit Unemployment Program (409.00)	250.00	Cash Reserve
		159.00	Unemployment Insurance
3487	Michael J. Frank	650.00	Financial Secretary
3488	Gloversville Public Library	7,137.02	Payroll
3489	Smart Apple Media	112.62	Books
3490	Broad Reach	92.80	Books
3491	Quill Corporation	1,091.86	Library Supplies
3492	Audio Editions	170.75	A/V - CDs
3493	Jay Ephraim	28.00	Books
3494	Center Point Large Print	54.59	Books
3495	The Hartford Steam Boiler Insp. & Insurance Co.	105.00	Maintenance & Repairs
3496	David Cook	75.00	Events & Programming
3497	Dana Robinson & Susan Robinson	50.00	Events & Programming
3498	M N O Books	50.00	Books
3499	Blue Shield of Northeastern New York	1,397.28	Medical Insurance
DM	E F T NYS & Local Retirement System	217.99	Pension - Withholdings
DM	E F T NYS Tax Department	533.80	Payroll
DM	E F T United States Treasury (2,268.47)	695.10	FICA & Medicare Expense
		1,573.37	Payroll
DMS	Jaeger & Flynn Associates, Inc. (Reimbursements)	15.55	Medical Insurance
	CHECK PAID OUTS - FEBRUARY 2012	<u>28,455.06</u>	
	PETTY CASH PAID OUTS - FEBRUARY 2012		
	Newspapers (Books)	<u>206.00</u>	
	<b>TOTAL FEBRUARY 2012 PAID OUTS</b>	<b><u><u>\$28,661.06</u></u></b>	
	Less: Void Check #3371 Lost	(50.00)	
	Less: Cash Reserve	(250.00)	
	Less: Petty Cash Check	<u>(250.00)</u>	
	<b>NET TO BALANCE TO EXPENSES</b>	<b><u><u>\$28,111.06</u></u></b>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS IN PROCESS

**SPECIAL LEGISLATIVE GRANT (Senator Farley)**

Balance as of February 1, 2012				\$768.73
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	<u>Amount</u>	
None			0.00	
Total Expenses				0.00
Balance of Grant Money Left at February 29, 2012				<u>\$768.73</u>

**BILL & MELINDA GATES GRANT**

Balance as of February 1, 2012				\$147.86
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 February 29, 2012				<u>\$147.86</u>

**STEWART'S FOUNDATION GRANT**

Balance as of February 1, 2012				\$50.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Ryan Richards			0.00	
Total Expenses				0.00
Balance of Grant Money Left at February 29, 2012				<u>\$50.00</u>

**WGY CHRISTMAS WISH GRANT**

Balance as of February 1, 2012				\$0.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Thomas Jones			0.00	
Total Expenses				0.00
Balance of Grant Money Left at February 29, 2012				<u>\$0.00</u>

**RESTORATION FUNDS RECONCILEMENT**

Balance as of February 1, 2012				\$754.38
Funds Received				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 February 29, 2012				<u>\$754.38</u>



## Gloversville Public Library

Director's Report: February 2012

Barbara Madonna – Director

Planning for GLOVERSVILLE READS! 2012 consumed a lot of time this month, but I think we are heading in the right direction to offer a terrific line up of programming. See attached draft program.

Work also progressed on the Capital Campaign Planning Study with Ghiorso & Sorenti. Revisions of the case study were edited and the list of initial interviewees was tweaked.

The Gazette, Leader-Herald, and WENT conducted interviews related to our 2012-13 budget and proposed tax levy increase. After completing the calculation provided by the Comptroller's office, our allowable increase under NYS' new tax cap is 2.33% or \$5,906. The remainder of the budget will come from the Library's income cash balance.

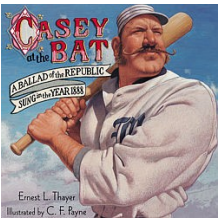
The annual inspection by the Fire Department drags on as issues with the fire alarm system prevent them from passing us. Jim Walsh, the City Electrician, is working on the problem as part of a proper turnover of the building to us.

### Meetings and Workshops

- Feb 1<sup>st</sup> GLOVERSVILLE READS! 2012 meeting
- Feb 2<sup>nd</sup>
  - 1) Sharon O'Brien
  - 2) Diana Robinson
  - 3) Mike Frank
  - 4) Friends of the Library meeting
- Feb 3<sup>rd</sup>
  - 1) Capital Campaign Planning Study meeting
  - 2) Meeting with Michael Hauser and David Karpinski, Gloversville Little League
  - 3) Mike Frank and David Fisher
- Feb 8<sup>th</sup>
  - 1) GLOVERSVILLE READS! 2012 meeting
  - 2) Glenn Vallach, Ghiorso & Sorenti
  - 3) Meghan Brennan, Butler, Rowland and Mays Architects
- Feb 9<sup>th</sup>
  - 1) Gloversville Fire Department inspection
  - 2) Proctor for Ann Taylor
- Feb 10<sup>th</sup> 1) MVLS Director's Search interview
- Feb 14<sup>th</sup>
  - 1) Proctor Michael Frederico
  - 2) Chris Pesses
- Feb 15<sup>th</sup> Book discussion, The Camel Club by David Baldacci
- Feb 16<sup>th</sup>
  - 1) GLOVERSVILLE READS! 2012 meeting
  - 2) Comics Connect Workshop
- Feb 17<sup>th</sup>
  - 1) MVLS Director's Search interviews
  - 2) PR Committee meeting
- Feb 20<sup>th</sup> Closed
- Feb 21<sup>st</sup>
  - 1) Gloversville Fire Department inspection
  - 2) Glenn Vallach, Ghiorso & Sorenti
  - 3) Board of Trustees' meeting
- Feb 22<sup>nd</sup>
  - 1) Chris Pesses
  - 2) Sue Miller, Department of Social Services
  - 3) Michael Lamendola, Gazette
  - 4) Tim Plumadore
- Feb 23<sup>rd</sup>
  - 1) GLOVERSVILLE READS! 2012 meeting
  - 2) Chris Pesses
  - 3) Amanda Whistle, Leader-Herald
  - 4) NYLA Website training



- 5) Fulton County Glass
- 6) Tom Tambasco, LLV Office Concepts, LLC
- Feb 24<sup>th</sup>
  - 1) Conference call with Glenn Vallach, MaryAnn Winter and Caryn Collier, Ghiorso & Sorenti
  - 2) Paul Mays, Butler, Rowland and Mays Architects
  - 3) Bonnie Howard
  - 4) B&T Lease Division
- Feb 28<sup>th</sup>
  - MVLS Search Committee meeting
- Feb 29<sup>th</sup>
  - 1) Program Committee meeting
  - 2) Gloversville Fire Department inspection



# GLOVERSVILLE READS! 2012

## Welcome to Gloversville's first community read!



A community read is about bringing a community together through a common book. By reading, discussing, and exploring the topic with related programming a community strengthens its commitment to reading while finding out new details about itself and its citizens. GLOVERSVILLE READS! 2012's titles are Shoeless Joe for adults and "Casey at the Bat," a poem, for children to focus on the long, rich and exciting history of baseball in Fulton County.

### Saturday, April 21 11:00am—1pm

Opening Day at the Gloversville Public Library  
"The opening pitch will be thrown out for a season of community reading."  
National Anthem & Take Me Out to the Ball Game  
How fast can you pitch?? Find out at the radar pitching station  
Play baseball related games and earn baseball cards  
Related crafts

### Thursday, April 26 10:30am

Story and Craft Hour

### Saturday, April 28

Visit us at the Gloversville Little League  
Opening Day at the Little League Field

### Friday, May 11 6pm

The Gloversville Senior Center  
Presents A League of Their Own  
Open to all

### Wednesday, May 16 10am

Book Discussion @ the Library led by Roz Melita  
Shoeless Joe by W.P. Kinsella  
An uplifting story of baseball, life, relationships and dreams

### Monday, May 21 6pm

"Casey at the Bat" by Ernest Thayer  
Family program with Professor Rob Edelman

### Friday, June 1 6pm

The Gloversville Senior Center presents Field of Dreams  
Open to all

### Monday, June 11 6pm

Baseball in Film: Family program  
Presented by Professor Rob Edelman

### Gloversville Public Library

58 East Fulton Street, Gloversville, New York 12078

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

### Thursday, June 14 10am

Book Discussion  
at the Gloversville Senior Center  
Led by Roz Melita  
Shoeless Joe by W.P. Kinsella

### Thursday, June 28 evening

Bus Trip to see a TriValley Cats game  
@ Joseph L. Bruno Field, Troy  
Premium seats & fireworks finale  
RESERVATIONS REQUIRED Deadline June 1  
\$27 per person

### Monday, July 2 6pm

Evening Book Discussion  
at the Gloversville Public Library  
Led by Roz Melita  
Shoeless Joe by W.P. Kinsella

### Friday, July 6 6pm

The Gloversville Senior Center presents The Rookie  
Open to all

### Monday, July 23 6pm

Book Discussion  
The Art of Fielding by Chad Harbuck  
Led by Rob Edelman  
Funded by NYSCA

### Thursday, July 26 all day

Cooperstown Hall of Fame bus trip  
with special educational programs just for us.  
RESERVATIONS REQUIRED Deadline: July 12  
\$40 per adult, \$25 age 18 and under

### Thank you to our partners

Gloversville Little League  
Senior Center of Gloversville and Fulton County  
Fulton County Historical Society and Museum  
Mohawk Valley Library Association  
Finnegan's Sports Cards





## Gloversville Public Library

Children's Room Report: February 2012

Sherry Gennett – Head of Children's Services

This month school children had their winter break from February 20th thru 25th. We were contacted by Barbara Lucas from WMHT with a midwinter program she could offer us. Her program included the story Bear Snores On by Karma Wilson. It's about a bear hibernating in his cave. Various animals stop by to warm up. While bear sleeps the animals make tea, popped corn, and even made a stew, yet the bear snores on.

Barbara read the book first then showed the DVD version. Discussion took place and time was set aside for parents to read to their kids. The next station was held in the FOL meeting room where crafts were set up. Parents and children had the chance to create a bear stick puppet and a mouse bag puppet. Everyone enjoyed themselves.

I attended the second workshop that was held February 16th at HFM BOCES for the "Comic Connect" grant. Author and illustrator of graphic novels Barbara Slate shared her story of how she began creating comics. She also discussed some of the children and teen programs she teaches.

One of the handouts describes highlights and key points of interest.

### Comics Connect: Using Graphic Novels to Boost Reading

- We're a visual culture!
- Comics contain the same story elements and literary devices as text-only stories.
- Comics provide built-in context clues that help less adept readers.
- Comics use inference.
- Kids need variety!
- Reading comics may lead to drawing and writing comics.
- Comics are fun!

I have already tried an experiment using this format. There was a young man visiting for a period of time just waiting for the parent with him. He was told to do some reading. Well, after using the computer and coloring some pages he was still left with time on his hands and he was not reading. I went to the shelf, grabbed some graphic novels and place them in front of the child. I said that if he would like to just look at them or not, either way is fine. I went back my desk. It did not take long before he got right into them. A joy to witness.

I also want to give Cathy, Sonny and Carol my deepest thanks for all they do.

**Gloversville Public Library**

**February 2012**

**Monthly Report**

Statistics for February 2012 are as follows (figures in parentheses represent comparable figures for February 2011):

	<b>2012</b>	<b>2011</b>
<b><u>VISITORS</u></b>	9,706	(10,020)

**CIRCULATION**

Adult Circulation	2,816	(3,044)
Teen Circulation	256	(299)
Juvenile Circulation	1,939	(2,431)
Other Materials	2,351	(1,690)
Subtotal	<u>7,362</u>	<u>(7,464)</u>
<u>In-House Use</u>		
Adult	400	(310)
Juvenile	670	(783)
Other Materials	1,341	(1,182)
Subtotal	<u>2,411</u>	<u>(2,275)</u>
<b>Total February Circulation</b>	<b>9,773</b>	<b>(9,739)</b>

<b><u>REFERENCE QUESTIONS</u></b>	551	(367)
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**MEETINGS/PROGRAMS/OUTREACH**

16 Adult programs and meetings with 180 people (12 Adult programs and meetings with 174 people)  
7 Juvenile programs with 128 children (8 Juvenile programs with 244 children)

<b><u>INTERLIBRARY LOAN</u></b>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	727	511
AV	159	11
Total	<u>886</u>	<u>522</u>

<b><u>COMPUTER USAGE</u></b>	1,068	(1,024) users
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**HISTORICAL ROOM**

Visitors	17
Books Used	35
Reference Questions	0
Telephone Reference	0
Letters	0
Computer usage	0

**Gloversville Public Library**

**February 2012**

**Monthly Report**

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16 Adult programs and meetings with 180 people (12 Adult programs and meetings with 174 people)  
7 Juvenile programs with 128 children (8 Juvenile programs with 244 children)

<b><u>INTERLIBRARY LOAN</u></b>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	727	511
AV	159	11
Total	<u>886</u>	<u>522</u>

<b><u>COMPUTER USAGE</u></b>	1,068	(1,024) users
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**HISTORICAL ROOM**

Visitors	17
Books Used	35
Reference Questions	0
Telephone Reference	0
Letters	0
Computer usage	0

Agreement between the Mohawk Valley Library System (MVLS) and the Southern  
Adirondack Library System (SALS) Joint Automation Project  
and the **Gloversville Public Library**

The Mohawk Valley Library System and the Southern Adirondack Library System have jointly provided integrated automation services to their member libraries since 1983 through the MVLS/SALS Joint Automation Project. The Agreement between the two systems articulates the vision and mission of the Project, stating:

**VISION:** We will achieve excellence in library and informational services in the communities of the eight counties through the use of technology.

**MISSION:** MVLS and SALS will collaboratively support and provide access to an integrated automated library system through a joint automation project. We will respond to and assist member libraries with technical support, training and resources by utilizing current and emerging technologies.

The Joint Automation Council was established in 2003 by the two library system boards to “initiate policies and decisions regarding library automation services to the member libraries, recommend policy and advise the two System Boards on issues related to the provision of library automation services including funding”.

The Joint Automation Council is a group of representatives from the member libraries and two systems and a ‘disinterested’ party. Libraries are encouraged to participate in the council and in its committees and users groups. A consortium requires involvement of all members so that common policies can be formed, local needs understood, appropriate budgets developed, and shared decision making occur.

The **Gloversville Public Library** understands that the MVLS/SALS Joint Automation Project is a cooperative project, sharing resources over the eight counties served by the two library systems and will work collaboratively with other member libraries, the Joint Automation Council, Joint Automation Staff and system staff to insure the efficient operation and security of the automated system for all participants.

With a shared patron database, each library is expected to enforce confidentiality laws and policies to insure that all personal information including borrowing, requests, and information searches remain private. The Joint Automation Project takes very seriously its responsibility to respect the privacy of every user and expects libraries to enact appropriate local policies, procedures, and necessary training to protect confidentiality.

Joint Automation Staff is the sole administrator of the Central Site Hardware and Software and network hardware and software. Joint Automation Staff is the designated official contact with Polaris Library Systems, our current automation provider.

To facilitate the use of the automated system by the member libraries of the Mohawk Valley Library System and the Southern Adirondack Library System, the Joint Automation Project provides automation services and support including, but not limited to:

- Provision of an online catalog, circulation, acquisitions, cataloging, and other functionality necessary to support library services

- Development, improvement and support of a wide area network connecting libraries to the JA network
- Security measures including appropriate firewalls to protect the JA network
- Payment of telecommunication fees to connect libraries to the JA network
- Full technical support of the network
- Support of member library automation needs during library hours and emergency support as needed
- Support of member library computers, including troubleshooting problems
- Loan of equipment for staff computers
- Hardware support for member library computer equipment including peripherals such as keyboards, barcode readers, and printers
- Hardware support for library local area networks
- Maintenance of appropriate files, reports, and other Polaris software applications responsive to member library needs
- User accounts on the Polaris System
- Graphical email accounts for library staff
- A Joint Automation Intranet providing information and support documentation about the automation system and services
- Coordinated purchase of computer equipment, peripherals, bar codes and other associated items
- Access to databases
- Consultation services on member library technology needs including wireless initiatives, local area networks, etc.

The provision of these and other services is funded through State Aid received by the Mohawk Valley Library System and the Southern Adirondack Library System and by fees paid by member libraries. Grant funds are also pursued for specific automation activities.

Project budgets and member library fees are determined by a structure approved by the Joint Automation Council and the MVLS and SALS Boards of Trustees. Member libraries are billed on a monthly basis. Changes in the fee structure are announced by the Joint Automation Council and the two System Directors no later than May 31 of the year preceding any change. Any changes become effective with the January billing (sent in February). Fees paid by the library to the MVLS/SALS Joint Automation Project represent resources used by that library and do not represent a financial equity in the system.

#### Library Responsibilities:

- Act in conformity with applicable New York State Law and Regulations of the Commissioner of Education
- Develop, approve and enforce a confidentiality policy that protects the privacy of all library users.
- Abide by the approved policies of the Joint Automation Project.
- Follow system conventions for the entry of patron and item information into the shared database
- Notify Joint Automation staff of problems with network performance or connectivity as soon as possible after the problem is experienced
- Notify Joint Automation staff to report equipment or software problems

- Provide training to library staff that explains the Joint Automation Project and the needs for appropriate security of database records, transactions, and public and staff computers
- Notify the Joint Automation staff of impending building or other facility changes or plans that will impact the provision of automated services
- Notify the Joint Automation staff of staff changes
- Pay fees and charges as expeditiously as possible
- Provide a contact person for the library in the event of network problems occurring during library closed hours

This agreement may be terminated by mutual agreement of the parties or a library may choose to withdraw from the Joint Automation Project with 180 days (6 months) notification to both the Joint Automation Council and to the appropriate System Director.

In the event of withdrawal from the Joint Automation Project, the library is entitled to an electronic file(s) of patrons who reside in the chartered area, bibliographic records and item records. These files will be provided by Joint Automation staff in standard format at no charge to the library. Should the library require custom programming of these files, the Joint Automation Council shall determine an equitable charge for this processing. No portion of fees paid will be refunded if a library opts out of the project.

**For the Gloversville Public Library**

\_\_\_\_\_  
 Board of Trustee President  
 ( Christine Pesses )

Date: \_\_\_\_\_

\_\_\_\_\_  
 MVLS Board President  
 ( Elizabeth Cleary )

Date: \_\_\_\_\_

\_\_\_\_\_  
 SALS Board President  
 ( Arnold Elman )

Date: \_\_\_\_\_



# **Joint Automation Council of Mohawk Valley Library System and Southern Adirondack Library System**

## **POLICIES AND PROCEDURES REGARDING DISCLOSURE OF LIBRARY RECORDS**

The Joint Automation Council of Mohawk Valley Library System and Southern Adirondack Library System supports our nation's efforts to preserve and protect the many hard-fought freedoms we enjoy as Americans. We have the responsibility of protecting the privacy of our patrons in accordance with New York State Law\*. Therefore, we will do our utmost to uphold the privacy and confidentiality of patrons' free access to information while responding to legitimate security concerns.

Library records, as defined by NYS law 4509, should not be released or made available in any format to a federal agent, law enforcement officer or other person unless a court of competent jurisdiction has entered a court order in proper form.

The Joint Automation Project does not record patron usage of database searches, individual member library computer use or interlibrary loan requests for materials outside of the systems.

Library records that are not necessary for the proper operation of member libraries and our systems are purged after 30 days.

It is the responsibility of library and system staff to purge their individual email and/or user files.

### **During a visit by a law enforcement officer to the Joint Automation Center at SALS:**

- If anyone approaches a staff member alleging to be a law enforcement official requesting information, **DO NOT DISCLOSE TO THAT INDIVIDUAL ANY INFORMATION**. Immediately contact your supervisor who will contact the SALS Director. If the SALS Director is not available, contact the MVLS Director.
- The Director will ask to see official identification and photocopy the ID.
- If law enforcement does not have a court order compelling the production of records, the Director should cite the state's confidentiality law (see below), and inform law enforcement that users' records are not available except when a proper court order in good form has been presented to the library system. Without a court order law enforcement has no authority to compel cooperation with an investigation or require answers to questions, other than the name and address of the person speaking to law enforcement.
- If law enforcement presents a subpoena, the Director will contact legal counsel.

MVLS/SALS Joint Automation Project  
Workstation Purchase and Support Policy  
**May 11, 2010**

**Statement**

The JA Council oversees and administers the automation project used by 58 libraries in eight counties. Therefore, public and staff computer workstations connected to the JA networks, network equipment, and software and hardware in each library building must meet certain standards for the security and privacy of all patron records and to keep the networks running efficiently and effectively.

The use of standard equipment speeds up installation, permits ease of troubleshooting problems, reduces repair and maintenance time, and simplifies training.

Purchasing equipment cooperatively reduces the costs of installation; this will help keep automation fees as low as possible.

Effective December 31, 2010, all PCs must be purchased via JA or meet the minimum requirements defined by JA. Only equipment that has been certified by JA can be connected to either the public or staff networks.

Member libraries are strongly encouraged to consult with JA staff before purchasing PCs from any outside source.

**Regulations**

1. JA will control access to the networks via MAC address filtering in the routers or via DHCP.
2. JA staff will provide a recommended minimum configuration for a computer workstation and disseminate it as necessary. These configurations will be sent at least annually to the member libraries.
3. JA staff will provide a price quote memo for computer workstations. JA staff will solicit bids from at least three vendors to insure cost effectiveness.
4. JA staff will facilitate group purchases of computer workstations.
5. JA staff will only support computer workstations that are purchased through the JA or are certified by JA staff.
6. JA staff will determine when they can no longer support or maintain a computer workstation because of its age, operating system or configuration. These requirements will be defined annually and disseminated to the member libraries.
7. JA staff has the right to refuse to maintain hardware or software modified without prior JA approval.

SALS/MVLS Joint Automation  
Data Retention Policy  
3/12/2003

Data files to be retained for up to 30 days:

- Circulation transaction log files
- All circulation system data files
- All reports that contain patron specific information, such as notices, fine reports, deleted and expired request reports
- Staff Email
- Staff user files
- DRA web2 transaction logs

Data files to be retained for up to 1 year:

- All operating system files and programs
- All DRA Classic programs and command procedures
- All DRA web2 programs (including html) and command procedures
- All custom programs and command procedures
- All reports not containing specific patron information
- Any statistical log files – on all servers (DRA Classic, Web, Email)

This data retention policy will be implemented by adding a second backup job once a month. All data will continue to be backed up daily to tapes that are rotated on a monthly basis. Therefore all data will be overwritten monthly. At the end of each month, a second backup job will be executed to backup all files that are to be retained for 1 year. Those tapes will be rotated annually.

## **Wireless Network Policy**

Revised 7/28/2006

Security of the patron and bibliographic databases and the automation network is the responsibility of the joint automation, system and member library staff.

Due to security and configuration requirements, library administrators choosing to set up a wireless network must work with the JA staff.

Wireless network access for the public must be on a separate Internet network than the network used for staff. This can be accomplished by having separate Internet connections or, in some cases, with appropriate network hardware. In order to separate a single Internet connection, it must have enough bandwidth to support the traffic and the provider must provide at least two IP addresses. In these situations, the public Internet traffic may have a negative affect on staff performance.

Library administration wishing to provide a wireless network for the public will need to purchase a second Internet connection or additional network hardware. The cost of the second Internet connection or additional hardware is the responsibility of the member library.

Joint Automation staff will assist library administrators to determine the available options and costs to best meet their patron's service needs. The JA staff will help set up and support the wireless network.

Wireless access for staff use only can be configured with the existing staff network connection. JA staff will assist in the network setup, configuration and ongoing support. The individual library is responsible for any additional hardware or software costs.

Adopted by Joint Automation Council on 12/7/2004

Revised 7/28/2006 to be formally adopted by Joint Automation Council at it's next meeting

## **EQUIPMENT DISPOSAL POLICY**

When a member library decides to replace staff or public computers, they either plan to dispose of them, or to donate them to someone else to use. In either case, sensitive library or MVLS/SALS data is left on the hard drive as well as library or MVLS/SALS licensed software packages. Access to this sensitive information, usernames, passwords and library software is available to anyone that uses the salvaged equipment. This is an unacceptable practice and the library could be held liable for the release of patron or library personal information and/or a violation of software licensing agreements.

It is Joint Automation policy that library staff destroy the hard drive in library owned computers that are being disposed, recycled or donated. JA or system staff will provide instructions on how to remove and physically destroy the hard drive.

For those computers being moved from staff to public use, send the equipment to the JA staff. The JA staff will purge any username/password information and remove any licensed software that should not be redistributed. It is the library staff's responsibility to ensure that all library and personal data files are deleted.

MVLS and SALS will dispose of computer equipment for the member libraries. If a library chooses not to adhere to this policy, the library will be responsible for any breach of security.

Approved by Joint Automation Council April 5, 2005

## **PATRON SOCIAL SECURITY NUMBER POLICY**

For the privacy and protection of the people in the patron database, no social security numbers will be entered into the database. Social Security numbers that are in the database will be withdrawn.

Approved by Joint Automation Council June 5, 2007

MVLS/SALS Joint Automation Project  
Identification information in Patron Registration

**Statement:**

The MVLS/SALS Joint Automation Patron Database is used by staff and volunteers in 48 libraries, 11 branches and two system headquarters. Consistent and complete patron records are needed to keep the database accurate and will safeguard the loaning of materials in a consortial environment.

**Regulation:**

All patron records will contain identification information in the *ID number field* and a birth date in the *Birth Date field*. ID numbers and birth dates must follow the documented formats. Examples and standards can be found on the JA Intranet.

If library staff cannot collect identification information the ID number field should remain empty and a free text block with the value "No ID recorded" will be added to the record through a nightly job. If a library has a patron for whom they are unable to record a valid ID number, they can add a free text block explaining the circumstances. They should not enter anything in the ID Number field, and the resulting "No ID recorded" free text block will be on the patron account, in addition to the free text block containing their explanation.

Approved by MVLS/SALS Boards 2009

# **Fines & Fees Policy**

## **Fees Collected on Behalf of Other Member Libraries**

In order to provide the best possible customer service, member libraries may collect fines and fees on behalf of other member libraries. To simplify bookkeeping, some of these fees may be retained by the collecting library, while others should be forwarded to the charging library.

1. The following fees should always be forwarded to the charging library:
  - Replacement Cost
  - Damage
  - Collection Agency
  - Credit Card Processing Charge
  - ILL
  
2. All other fines and fees may be retained by the collecting library unless the total of such fines and fees collected on behalf of a particular library in a single transaction exceeds \$25, in which case the full amount should be forwarded to the charging library.

**Note:** For purposes of this policy, a transaction is defined as activity performed on an individual patron account during a single interaction.