



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
December 18, 2018
6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the November 2018 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
2019-2020 budget
4. Friends
5. Building and Grounds
snow removal
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report
Plan of Service – next step: goals
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: January 15, 2018



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting November 20, 2018

The Gloversville Public Library Board of Trustees held a meeting on November 20, 2018 in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Susan Shrader, Frank Carangelo, Lisa Buggeln, Charles Reed, Elizabeth Batchelor, Merry Dunn Brown and Craig Clark. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Christian Rohrs was 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. Ms. Madonna informed the Trustees that the Amsterdam Public Library had sent a letter of appreciation for the wonderful job the Trustees and others had done with the restoration work on the Library building.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on October 16, 2018 and the Special Meeting of the Trustees held on November 6, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mr. Reed made a motion, seconded by Mr. Carangelo, 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 October 2018 and the year-to-date period thru October 31, 2018. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$411,600 from last year due primarily to receiving our tax levy money in October this year. This money was not received until November in the last fiscal year. This was slightly offset by not getting the \$10,000 from the Friends of the Library yet this year. Expenses for the year-to-date period thru October 31, 2018 are up approximately \$4,100 due to higher salaries and salary related benefits which have been offset by lower book and DVD purchases in the current year due primarily to the time involved with moving back into the Library building. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Shrader made a motion, seconded by Ms. Dunn Brown, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for November 2018 numbered 1529 through 1568 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. Mr. Reed made a motion, seconded by Ms. Dunn Brown, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This motion was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had to draw \$410,000 on their Line of Credit with NBT Bank in November 2018. The Foundation subsequently passed these funds up to the Library to cover construction bills approved in November 2018. The Line of Credit balance that the Foundation currently owes to NBT Bank is \$2,975,000. The Line Limit is \$3,000,000.

Ms. Madonna informed the Trustees that we needed to pass a resolution approving the overriding of the tax cap as part of our budget planning for next year in case it becomes necessary to do it in preparing the budget. Mr. Clark made a motion, seconded by Ms. Batchelor approving the Library overriding the tax cap as part of the 2019-2020 Budget. This was approved all voting aye.

Mr. Frank reviewed the Library's 990 Tax Return with the Trustees. Ms. Batchelor made a motion, seconded by Mrs. Schrader, to approve the filing of the 990 tax return with the Internal Revenue Service. This was approved all voting aye.

Mr. Frank informed the Trustees that our annual audit had been completed by Philip Beckett CPA with just a few comments. Ms. Madonna will send out a copy of these comments for review at the December Trustee's meeting.

In Mrs. La Porta's absence, Mrs. Pesses read a report from the Friends prepared by Mrs. La Porta. This report included the following: The Friends held a meeting on November 1st at the Library and were thrilled "to be back" in the Library Building. The Membership Drive is continuing and renewals are coming in

Barbara Madonna
Library Director

2018-2019
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

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Since 1880*

58 East Fulton Street, Gloversville, New York 12078

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regularly. The Tee Shirt and Tote Bag sale netted a small profit. The Newsletter should be coming out in December with focus on the Grand Reopening of the Library with photos included. The Friends will be decorating the Library for the Christmas season on November 26th at 10 AM. The Friends approved payment of \$10,000 to the Library for the current operating budget. Planning for fundraising in 2019 is underway.

Mr. Carangelo reviewed the snow removal situation with the Trustees. After considerable discussion, it was decided that Ms. Madonna would contact James Esper to see if he would be willing to take care of it until we had a chance to put it out for bids.

Mrs. Buggeln informed the Trustees that the Grand Reopening on November 11, 2018 went very well. Mrs. Pesses thanked her for the excellent job done with all the planning that was needed.

Mrs. Buggeln informed the Trustees that no AD HOC Policy Committee meeting has been held since the last Trustee's meeting.

Mrs. Buggeln informed the Trustees that no Personnel Committee meeting has been held since the last Trustee's meeting.

Mr. Reed informed the Trustees that no meeting of the Program Committee had been held since the last Trustee's meeting.

Ms. Dunn Brown informed the Trustees that an Advocacy table was set up Sunday at the Soroptimists Fair at the Gloversville High School. Another meeting of the Public Relations Committee is planned for December.

Ms. Madonna informed the Trustees that the Wi Fi count on the October report should be 25 higher than reported due to the move. Ms. Madonna also reported that she and the staff were getting settled in to the building with some things still needing to be completed by the contractors. Ms. Madonna also informed the Trustees that she and the Finance Committee would need to meet soon to begin working on the budget for the fiscal year ending June 30, 2020. Ms. Madonna also informed the Trustees that the garage sale was successful with the funds received being earmarked as restoration funds for future projects.

Mrs. Pesses discussed the Library's need to work on getting our Plan of Service completed. Mrs. Pesses felt that each of the Committees should discuss their goals and be prepared to review them with the full Board of Trustees.

Mr. Frank informed the Trustees that the Foundation had not met since the last Trustee's meeting but that a Finance Committee meeting will be held soon and the Annual Meeting should be held in December.

Mrs. Pesses asked if there was any old business to come before the meeting. Mrs. Shrader informed the Trustees that the Children's Story Time held last Thursday had 17 children in attendance. Mrs. Pesses asked if there was any new business to come before the meeting. Ms. Dunn Brown commented that she felt that the speakers at the Grand Reopening were wonderful. The Trustees all agreed.

Mr. Reed made a motion to adjourn the meeting at 7:50 PM. This motion was seconded by Ms. Batchelor and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday December 18, 2018 at 6:30 PM. at the Library Building at 58 East Fulton Street.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

NOVEMBER 2018

	Budget July 1, 2018 to June 30, 2019	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$423,695.00	\$0.00	\$423,695.00	\$393,695.00	\$0.00
Investment Income	200.00	3.43	8.92	83.57	191.08
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	0.00	64,000.00	64,000.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	970.00	2,163.00	9,030.00
Government Affiliations	7,000.00	2,004.00	7,960.01	6,314.44	(960.01)
Fines & Miscellaneous Income	9,000.00	2,016.04	4,645.47	3,820.91	4,354.53
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$523,895.00</u>	<u>\$14,023.47</u>	<u>\$511,279.40</u>	<u>\$480,076.92</u>	<u>\$12,615.60</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on November 1, 2018	\$723,775.65				
Plus: Receipts Per Report	14,023.47				
Less: Capital Expenditures - Furniture	8,712.93				
Less: Capital Expenditures - Work In Progress	316.59				
Less: Expenses Per Report	<u>76,429.70</u>				
Income Cash Balance on November 30, 2018	<u><u>652,339.90</u></u>				
Accounts Payable as of 11/30/18	0.00				
Prepaid Expenses as of 11/30/18	<u>(2,942.30)</u>				
Actual Cash Balance on November 30, 2018*	<u><u>\$649,397.60</u></u>				
*Note - Amount of Balance Loaned to Construction Account at 11/30/18	\$ 500,000.00				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

BUILDING FUND MONEY MARKET ACCOUNT

Balance on November 1, 2018	\$3,521.18
Plus: Receipts:	
Interest on Money Market Account	0.09
Funds Borrowed By Foundation for Bldg Fund	0.00
Less: Paid Outs:	
National Grid - Library Building & Construction Hook Up	1,231.20
Board of Water Commissioners	217.60
	<hr/>
Balance on November 30, 2018	<u>\$2,072.47</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on November 1, 2018	\$12,159.90
Plus: Receipts:	
Interest Earned	1.13
Grant Money Received	0.00
Campaign Funds from Library Foundation	0.00
Principal Cash from Foundation	0.00
Loan From Income Cash Account	0.00
Funds Borrowed By Foundation for Construction	410,000.00
Less: Paid Outs:	
Bunkoff General Contractors, Inc.	319,131.60
DLC Electric, LLC	19,351.50
Rozell East, Inc.	25,401.10
Mazone Plumbing & Heating, Inc.	0.00
Ryan Biggs Clark Davis	554.20
SRI Fire Sprinkler, LLC	10,592.50
Adirondack Cabling, Inc. & Adirondack Security	23,339.76
U.W. Marx, Inc. - Construction Manager	15,472.00
Butler Rowland Mays Architects, LLP	4,375.85
	<hr/>
Balance on November 30, 2018	<u>\$3,942.52</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on November 1, 2018	\$131.24
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on November 30, 2018	<u>\$131.24</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

NOVEMBER 2018

	<u>Budget July 1, 2018 to June 30, 2019</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Unexpended Balance</u>
Salaries - Full Time Employees	\$197,581.00	\$ 21,243.56	\$ 90,950.60	\$ 81,190.00	\$106,630.40
Salaries - Part Time Employees	134,728.00	2,597.18	20,252.83	15,626.72	114,475.17
Salaries - Custodians	28,055.00	2,337.92	11,689.60	11,158.80	16,365.40
F I C A & Medicare Tax	27,568.00	1,989.41	9,335.14	8,194.05	18,232.86
Unemployment Insurance	725.00	0.00	358.00	355.50	367.00
Disability & Family Leave Insurance	1,200.00	0.00	377.73	197.70	822.27
Medical Insurance & Reimbursements	43,644.00	3,958.30	15,906.43	15,659.56	27,737.57
Worker's Compensation Insurance	3,400.00	0.00	3,254.21	3,558.79	145.79
Pension Expense	34,755.00	21,278.50	21,278.50	20,636.50	13,476.50
Heat	5,941.00	0.00	0.00	0.00	5,941.00
Electricity	5,530.00	0.00	0.00	0.00	5,530.00
Rent	0.00	0.00	0.00	10,000.00	0.00
Telephone	3,600.00	459.58	1,555.63	1,186.18	2,044.37
Insurance	11,600.00	697.97	8,307.44	7,963.18	3,292.56
Books, Periodicals, etc.	46,500.00	2,956.73	20,888.19	24,905.73	25,611.81
Computer & Automation Services	17,500.00	13,550.10	17,153.94	3,921.99	346.06
Library, Building & Office Supplies	13,000.00	1,678.42	4,901.30	2,602.62	8,098.70
Maintenance & Repairs	12,000.00	214.17	383.26	536.90	11,616.74
Treasurer & Recording Secretary	8,600.00	700.00	3,550.00	3,500.00	5,050.00
Professional Fees	8,000.00	120.00	20.00	1,440.00	7,980.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	0.00	160.26	1,263.75	2,839.74
Events & Programming	5,500.00	1,374.96	2,111.15	1,942.83	3,388.85
Promotion Expense	4,500.00	1,005.00	2,035.49	1,360.24	2,464.51
General Expense	<u>2,000.00</u>	<u>267.90</u>	<u>3,816.97</u>	<u>382.18</u>	<u>(1,816.97)</u>
TOTAL EXPENSE	<u><u>\$619,927.00</u></u>	<u><u>\$76,429.70</u></u>	<u><u>\$238,286.67</u></u>	<u><u>\$217,583.22</u></u>	<u><u>\$381,640.33</u></u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

NOVEMBER 2018

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (3,184.56)	\$1,017.88	FICA & Medicare Expense
			2,166.68	Payroll
5870		Gloversville Public Library	10,118.09	Payroll
5871	1529	Nicole Hauser	514.00	Petty Cash
5872	1530	Frontier Communications	459.58	Telephone
5873	1531	Michael J. Frank	700.00	Treasurer & Rec. Sec.
5874	1532	Baker & Taylor Books	752.60	Books
5875	1533	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5876	1534	M V P Health Care, Inc.	2,179.72	Medical Insurance
5877	1535	United Health Care	17.40	Medical Insurance
5878	1536	Mohawk Valley Library System (14,131.43)	12,971.47	Computer & Automation
			1,159.96	Furniture & Equipment
5879	1537	Unique Management Services, Inc.	17.90	G/E - Collection Expense
5880	1538	Johnstown Public Library	12.20	Fines, etc.
5881	1539	NYS & Local Employees' Retirement System (29,105.00)	21,278.50	Pension Expense
			7,826.50	Accounts Payable
5882	1540	Center Point Large Print	104.88	Books
5883	1541	Blackstone Publishing	286.35	A/V - DVDs
5884	1542	The Dutchmaster's Joinery, Ltd.	250.00	G/E - Restoration Funds
5885	1543	Whitney Radio Broadcasting, Inc.	85.00	Promotion Expense
5886	1544	The Leader-Herald	20.00	Promotion Expense
5887	1545	Quill Corporation	1,538.54	Library Supplies
5888	1546	Kathryn Mc Cary	120.00	Professional Fees
5889	1547	Kay Olan	100.00	Events & Programming
5890	1548	Derby Office Equipment, Inc.	70.00	Library Supplies
5891	1549	Marni Gillard	200.00	Events & Programming
5892	1550	Sondra Bronka - Bells & Motley	700.00	Events & Programming
5893	1551	Paul Rosenberg - Homespun Occasions	350.00	Events & Programming
5894	1552	Palmateer Trucking & Container Service	189.00	Maintenance & Repairs
5895	1553	Business Card (8,803.66)	7,552.97	Furniture & Equipment
			316.59	Const. Work in Progress
			298.83	A/V - DVDs
			31.68	Library Supplies
			24.96	Events & Programming
			578.63	Computer & Automation
5896	1554	Ebsco Information Services	1,048.57	Serials
5897	1555	Plymouth Rocket	900.00	Promotion Expense
5898	1556	David Engel Entertainment	550.00	Stewart's Grant
5899	1557	Northville Public Library	7.99	Fines, etc.
5900	1558	Liberty Mutual Insurance (965.00)	697.97	General Insurance
			267.03	Prepaid Expense
5901		Gloversville Public Library	9,807.06	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	329.66	Pension - Withholdings
DM		E F T NYS Tax Department	1,018.70	Payroll
DM		E F T United States Treasury (2,874.06)	971.53	FICA & Medicare Expense
			1,902.53	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	1,778.58	Medical Insurance
		CHECK AND EFT PAID OUTS - NOVEMBER 2018	94,108.07	
		PETTY CASH PAID OUTS - NOVEMBER 2018		
		Maintenance & Repairs	25.17	
		Library Supplies	31.55	
		Postage	6.65	
		Newspapers (Books)	465.50	
		TOTAL NOVEMBER 2018 PAID OUTS	\$94,636.94	
		Less: Fines, etc.	(20.19)	
		Less: Prepaid Expense	(267.03)	
		Less: Petty Cash Check	(514.00)	
		Less: Accounts Payable	(7,826.50)	
		Less: Construction Work In Progress	(316.59)	
		Less: Furniture & Equipment	(8,712.93)	
		Less: Stewart's Grant	(550.00)	
		NET TO BALANCE TO EXPENSES	\$76,429.70	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of November 1, 2018			\$595.47
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
David Engel Entertainment	5898	Program	550.00
Total Expenses			550.00
Balance of Grant Money Left at November 30, 2018			\$45.47

W G Y CHRISTMAS WISH GRANT

Balance as of November 1, 2018			\$600.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at November 30, 2018			\$600.00

ADVOCACY GRANT

Balance as of November 1, 2018			\$1,585.75
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at November 30, 2018			\$1,585.75

WORKFORCE LITERACY GRANT

Balance as of November 1, 2018			\$193.73
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at November 30, 2018			\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of November 1, 2018			\$3,325.00
Appropriation Provided For In 2018-2019 Budget			0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Appropriation Funds Left at November 30, 2018			\$3,325.00

RESTORATION FUNDS RECONCILEMENT

Balance as of November 1, 2018			\$1,049.18
Funds Received - Garage Sale			1,285.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
The Dutchmaster's Joinery, LTD.	5884	Clock Move, etc.	250.00
Total Expenses			(250.00)
Balance of Restoration Funds Left at November 30, 2018			\$2,584.18

PARK TERRACE PTA - COLORTHON

Balance as of November 1, 2018			\$559.25
Funds Received - Donation			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Colorthon Funds Left at November 30, 2018			\$559.25

GLOVERSVILLE PUBLIC LIBRARY
 BANK RECONCILIATIONS
 November 30, 2018

NBT BANK - GENERAL FUND CHECKING - Acct. No. 0151115619

Balance Per Bank Statement				\$ 141,861.17
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
11/20/18	5875	The Paul Revere Life Insurance Company	278.54	
11/20/18	5876	MVP Health Care, Inc.	2,179.72	
11/20/18	5880	Johnstown Public Library	12.20	
11/20/18	5882	Center Point Large Print	104.88	
11/20/18	5884	The Dutchmaster's Joinery, Ltd.	250.00	
11/20/18	5890	Derby Office Equipment, Inc.	70.00	
11/20/18	5894	Palmateer Trucking & Container Service	189.00	
11/20/18	5896	Ebsco Information Services	1,048.57	
11/20/18	5897	Plymouth Rocket	900.00	
		Total Outstanding Checks		<u>5,032.91</u>

Other Items: None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS \$ 136,828.26

NBT BANK - PAYROLL FUND CHECKING - Acct. No. 0151115606

Balance Per Bank Statement				\$ 7,988.73
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
11/15/18	4810	Kathy Van Volkenburg	91.27	
11/30/18	4815	Barbara J. Madonna	1,817.62	
11/30/18	4816	Nicole L. Hauser	1,237.97	
11/30/18	4818	Sally A. Fancher	1,055.74	
11/30/18	4819	Linda B. Conroy	1,155.22	
11/30/18	4820	Jameson M. Duross	757.71	
11/30/18	4823	Linda J. Callahan	101.40	
11/30/18	4824	Sally L. Ostrander	351.10	
11/30/18	4825	Kathy Van Volkenburg	81.94	
11/30/18	4826	Christine T. Prokopiak	338.76	
		Total Outstanding Checks		<u>6,988.73</u>

Other Items: None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS \$ 1,000.00

NBT BANK - GENERAL FUND MONEY MARKET - Acct. No. 0181003996

Balance Per Bank Statement				\$ 497.18
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
		None	-	
		Total Outstanding Checks		<u>-</u>

BALANCE IN LEDGER AND QUICKBOOKS \$ 497.18

NBT BANK - BUILDING FUND MONEY MARKET - Acct. No.8500210428

Balance Per Bank Statement				\$ 2,072.47
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
		None	-	
		Total Outstanding Checks		<u>-</u>

BALANCE IN LEDGER AND QUICKBOOKS \$ 2,072.47

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement				\$ 4,496.72
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
11/20/18	1132	Ryan Biggs Clark Davis	554.20	
		Total Outstanding Checks		<u>554.20</u>

Other Items: None -

BALANCE IN LEDGER AND QUICKBOOKS \$ 3,942.52

NBT BANK - AMAZON SMILE SAVINGS ACCOUNT - Acct. No. 8003654274

Balance Per Bank Statement				\$ 131.24
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
		None	-	
		Total Outstanding Checks		<u>-</u>

BALANCE IN LEDGER AND QUICKBOOKS \$ 131.24

Prepared By,
 Michael J. Frank, Treasurer

Reviewed and Approved By,
 Craig Clark
 Vice President of Finance



Gloversville Public Library

Director's Report: November 2018

Barbara Madonna – Director

Unlike the move to 34 West Fulton Street in 2017, November and our move back did not go as smoothly as planned. Everyone involved was a trooper, but it was difficult and frustrating as the contractors were still working while the flooring guy was trying to put down carpet while the furniture installers were trying to assemble and place shelves while the painters were trying to paint walls while the movers were trying to relocate everything we own while the staff was trying to unpack. I can't thank everyone, especially the staff, enough for their patience, hard work and humor.

Settling in has been the biggest adjustment. Patrons are delighted with the building and only one keeps offering 'suggestions' so apparently the staff are pulling it off. As we head into December there are only a couple big subjects that need to be addressed – locks and keys being one.

Our next steps will be solving new challenges as they arise and moving proactively forward. Some will be directly related to the building, others will be opportunities created by all of the new accessible space, and some will be looking at the list of things we've been putting off 'because'. We all have lengthy to do lists and I hope the new plan of service will help focus and prioritize them.

Meetings

Oct 15-Nov 4 th	Moving
Nov 1 st	Friends of the Library
Nov 15 th	MVLS Storytelling workshop
Nov 20 th	Kathy Gundry, CDLC and Sue Rokos and Sharon O'Brien, MVLS Kali Angel, Accent Furniture Kathryn McCary, McCary and Huff David Briggs, NBT Insurance Torrance Fish Board of Trustees meeting
Nov 23 rd	1) Mark Yost, Fulton County Buildings and Highways 2) Jon Stead, Fulton County Executive
Nov 26 th	Jim Esper
Nov 27 th	Mike Schaus, WENT AM 1340
Nov 28 th	Building Committee meeting Nicole Hauser
Nov 29 th	Greg Hitchcock Chris Pesses Nicole Hauser Torrance Fish
Nov 30 th	Frank Carangelo East Greenbush Window Coverings



Gloversville Public Library

Children's Room Report: November 2018

Sally Fancher – Head of Children's Services

"Remember Remember the fifth of November"- This is the first time in years that I did not celebrate Guy Fawkes Day. The entire Library staff and many subcontractors were running around like crazy to get the building ready for the public. We did it, and we had a great crowd. Our patrons, and soon to be new patrons, spent a great deal of time wandering, exploring and asking a lot of questions. Everyone was impressed and excited to see the renovation.

The new Youth Center was busy with parents and young ones, and we have a host of middle school and high school kids using the space. Mr. Rohrs has bribed his classes with extra credit, if they visit the Youth Center, and they have taken advantage of the offer.

The Youth Center staff has been diligent in supervision with the new crowd and is working very hard to keep a nice library environment for everyone. The children, young and old, have responded well to reminders about noise levels and behavior. For many, the new space is a great treat and they find it hard to contain their excitement. The teens, especially, enjoy the space!

We have resumed our visits to local daycares and had four Story Times at Bright Futures. We have also scheduled visits for December at Whispering Pines, and the Fulton Center.

Grand Opening week was a great success. Mr. Matt of Turtle Dance Music Company drew a huge crowd, on November 12. Kids ranging age from new-born to 12 years old, along with their grown-ups, had a wonderful time.

November 17 was "Pirate School" and we had another great show. The only negative was that the elevator was not working that morning and one adult had to miss the show as it was not accessible. Library staff made sure that the young man that was with this person was supervised and able to enjoy the show. We understand that we are not always in control of technology, and we have seen an increase in attendance because we have eliminated accessibility issues.

On November 15 our Library hosted a workshop for youth services Librarians. We were able to utilize the Carnegie room and the new technology. A dozen area Librarians attended to gain new information in regard to making the most out of story times. I found it to be a worthwhile workshop. At one point I slipped out to check on our own story time, and found that we needed to move some chairs into the Activity Room. The Friends had a record crowd and were having a wonderful time.

While it is a month away, we are gearing up for a three-day event: The Broadalbin-Perth Pre-k will be visiting for a program and tour in January. This takes a great deal of preparation on the part of the Library staff, as well as the Broadalbin-Perth teachers. We hope that this will lead to more visits from Elementary schools. Gloversville is on board for visits this coming Spring.

Holiday collections that had been previously stored until their respective seasons, are now in circulation all year, due to our bigger space. The patrons are very happy that they can find these items throughout the year.

Overall, the transition to our building has been great. We are looking forward to all of the new programs and services that we can provide with the updated technology and renovations.

Statistics for November 2018 are as follows (figures in parentheses are comparable figures for 2017)
 (The Library reopened at 58 E. Fulton Street on November 5, 2018)

	2018	2017
VISITORS	4,740	(5,799)

CIRCULATION

Adult Circulation	1,688	(1,642)
Teen Circulation	175	(73)
Juvenile Circulation	1,237	(966)
Audiobooks	249	(250)
eBooks	379	(362)
Music	37	(8)
Periodicals	60	(55)
Videos	1,199	(1,415)
Museum Passes	4	(2)
Subtotal	5,028	(4,773)
In-House Use		
Adult	18	(18)
Juvenile	122	(76)
Other Materials	1,158	(1,184)
Subtotal	1,298	(1,278)
Total Circulation	6,326	(6,051)

REFERENCE QUESTIONS	301	(96)
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MEETINGS/PROGRAMS/OUTREACH

32 Adult programs and meetings with 880 people	(40 Adult programs/meetings with 306 people)
12 Juvenile programs and meetings with 223 people	(14 Juvenile programs with 211 children)
1 Teen programs and meetings with 7 people	(5 Teen programs with 73 people)

INTERLIBRARY LOAN

Material Borrowed	652	(588)
Material Loaned	632	(670)
Total	1,284	(1,258)

COMPUTER USAGE	1,818	(1,368)
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HISTORICAL ROOM

Visitors	-	(0)
Books Used	-	(0)
Reference Questions	-	(0)

(The Local History Collection remains boxed up and inaccessible.)

Statistics for September, October and November 2018 are as follows:

(The Library was closed from October 15-November 5 to move back to 58 E. Fulton St.)

	September	October	November
VISITORS	6,208	4,009	4,740
CIRCULATION			
Adult Circulation	1,855	806	1,688
Teen Circulation	123	59	175
Juvenile Circulation	802	356	1,237
Audiobooks	243	191	249
eBooks	430	411	379
Music	21	14	37
Periodicals	88	18	60
Videos	1,090	583	1,199
Museum Passes	4	2	4
Subtotal	4,656	2,440	5,028
In-House Use			
Adult	52	19	18
Juvenile	55	31	122
Other Materials	1,111	545	1,158
Subtotal	1,218	595	1,298
Total Circulation	5,874	3,035	6,326
REFERENCE QUESTIONS	145	65	301
MEETINGS/PROGRAMS/OUTREACH			
September	28 Adult programs and meetings with 220 people 10 Juvenile programs and meetings with 122 people 2 Teen programs and meetings with 41 people		
October	19 Adult programs and meetings with 355 people 3 Juvenile programs and meetings with 39 people 0 Teen programs and meetings with 0 people		
November	32 Adult programs and meetings with 880 people 12 Juvenile programs and meetings with 223 people 1 Teen programs and meetings with 7 people		
INTERLIBRARY LOAN			
Material Borrowed	636	136	652
Material Loaned	680	367	632
Total	1,316	503	1,284
COMPUTER USAGE	1,497	1,352	1,818
HISTORICAL ROOM (in storage while in temporary location)			
Visitors	0	0	0
Books Used	0	0	0
Reference Questions	0	0	0

The Library's public meeting rooms are provided for the benefit of all and may be used by a publicly recognized organization as the space is available. A publicly recognized organization is one which is incorporated, holds regular meetings, and/or is affiliated with an incorporated organization.

Public meeting rooms are provided free of charge and may be used for both private meetings or public programs whose purpose is literary, education, philanthropic or civic. The Director must be informed of the topic of public programs presented to the general public at the time of booking the room. Programs offered in the room must be open to all.

Permission granted to use public meeting rooms in no way constitutes endorsement of the policies or beliefs of any group or organization.

To use a Library meeting room an application must be submitted to the Library (see attachments). The Library reserves the right to deny applications for use based on the availability of space and/or the frequency or appropriateness of use as determined by the Director. The Library reserves the right to set aside meeting rooms during specific blocks of time for use by the Library staff. The Library is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the Library's control.

Rules governing use of Library meeting rooms by outside groups:

- Public meeting rooms may be used only during Library hours unless approved by the Director.
- Groups must vacate the meeting room at least ten minutes before the closing of the building.
- Library meeting rooms and kitchenette must be restored to their original condition at the conclusion of the event.
- Unlawful or inappropriate activity shall not be permitted in meeting rooms and such activity shall be a basis to deny future use of the public meeting rooms by any organization violating this policy.
- Meetings may be terminated if they are disruptive to Library services.
- Activities for minors, age 17 and under, must be supervised by responsible adults.
- Permission to use public meeting rooms is not transferable by any organization whose application is approved.
- Public meeting room users agree to pay for any and all damages to Library property incurred while the applicant is using such property.
- ~~Groups may provide light refreshments and may use the kitchenette, including the refrigerator. No smoking is allowed.~~
- Users are requested to bring their own easels, equipment, and materials, as the Library will not supply such.
- The Library is not responsible for ~~personal items lost, stolen or damaged during an event any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.~~
- The use of Library equipment such as a piano, ~~VCR/DVD~~ player, video projector, TV or laptop computer may be requested when applying for the use of a room.

Use of the kitchenette

- Groups using the Library's meeting rooms may also use the kitchenette, supplies and equipment.
- Groups are expected to clean...
- Damage to the kitchenette or abuse of the free supplies and equipment provide, may incur a fee. Fees may also be charged depending upon extent of the mess left behind.
- If there is a mess that the group is unable to clean with the supplies on hand, they must inform the Library.
- Any items left behind will be considered property of the Library
- Groups may bring supplies for a program no more than 1 day prior to the program.
- The Library is not responsible for securing items left in the kitchenette

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Revised January 2007

Revised July 2011

Revised November 2011

Revised December 017

Revised January 2019

The Gloversville Public Library provides its cardholders with access to computers and the internet as part of its ongoing commitment to make information available in a variety of formats and from a variety of sources. [Cardholders in good standing may use the library's computers based on the type of card they possess. To be in good standing a cardholder can not have any outstanding debt as defined by the Patron Borrowing Policy.](#)

The Library's computers on the Main and Upper Levels are available to patrons with an adult library card. Adults patrons are provided with 90 minutes of computer time per day. For adult patrons needing a computer for tasks relating to education, training, or employment the [Reservations](#) computer on the Main Level may be used and extensions may be provided on a case by case basis if no other patrons are waiting.

The computers in the Youth Center (Lower Level) are available to patrons with a juvenile or teen library card. Teen patrons are provided with 90 minutes of computer time per day and Juvenile patrons are provided with 30 minutes of computer time per day. Extensions may be provided on a case by case basis if no other patrons are waiting.

Patrons with a juvenile or teen library card must have [permission from a parent or guardian](#) on file with the Library to access the Internet. Parents and guardians are responsible for sites their children access. The Library staff cannot and does not act *in loco parentis*. Parents and guardians are encouraged to continue to participate in their child's learning by helping their child select materials that parents or guardians feel are appropriate.

Guest passes are available to visitors on a limited basis.

Users may not modify Library hardware, delete or modify Library software nor install software on Library computers. Only the CD and USB drives may be used for accessing and saving personal files.

The Library cannot control the information available through the Internet and does not accept responsibility for its quality, accuracy, or timeliness. Library computers do not have filters. Internet users who release personal information do so at their own risk. Anything accessed or entered on the Library's computers is not secure and may be accessible to others.

The Library is a public space that is shared by patrons of all ages. The Library's [internet workstations devices](#) may not be used for illegal, harmful, or damaging purposes; may not be used to access potentially offensive information or images, and must be used in compliance with this policy.

A patron's internet privileges will be suspended or revoked if, in the opinion of the Library Director, use and/or behavior at the internet workstations is not in accordance with this policy. Illegal acts involving the Library's internet connection may be subject to prosecution by local, state, or federal authorities. Users will be held responsible for their actions using the internet.

The Library also provides wireless access to anyone having a device with wireless capability. Devices are not provided by the Library. Wireless users are bound by the same usage guidelines as patrons using the Library's equipment.

For printing on the [Main and Upper Levels](#), 10¢/page is charged for black and white pages and 25¢/page for color. For printing in the [Youth Center](#), [juvenile and teen patrons](#) will receive 3 free pages per visit for homework related printing. After which any additional printing will be charged 10¢/page for black and white pages and 25¢/page for color. Patrons are responsible for the cost of pages printed even if printed in error.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library
Revised February 2008
Revised January 2012
Revised June 2018
Revised July 2018
[Revised January 2019](#)

To obtain a Gloversville Public Library card, anyone 18 or older must produce an identification card with their photo, name and address **PLUS** another item with their name and current address, such as a utility bill, check book, automobile insurance card. Those using a PO box, will still need proof of a street address. A fee will be charged for replacement cards.

To obtain a card for juvenile patrons, those ages 5 - ~~13~~ 12 or in kindergarten, and for teen patrons, those ages ~~14~~ 13 - 17, a parent, guardian, or care-giver is required to come into the library with identification and complete an application for the minor.

Applications must be filled out at the Library.

The library card is not transferable. Only the person issued the card may use it. By registering for a card, the applicant agrees to follow the rules and policies established by the Gloversville Public Library and to be responsible for all materials borrowed on their card.

Corporate cards for businesses, educational institutions and non-profits are available. See Director for details.

To be in good standing, a patron can not have any outstanding debt as defined by the Fee and Charges Appendix.

Borrowing Limits

New adult and teen patrons may borrow up to 7 items at a time during the first 3 months of membership, which includes a maximum of 5 DVDs. After 3 months, adult and teen cardholders may borrow a maximum of 25 items, which includes a maximum of 5 DVDs.

Patrons with a juvenile card may borrow a maximum of 7 books from either department. Juvenile patrons may not borrow audio-visual items. It is the responsibility of the parents/guardians/care givers to oversee their child's selections.

Loan Periods

4 weeks: Adult non-fiction, older adult fiction, juvenile and teen books, large print items, music cds and audio books
2 weeks: New adult fiction and magazines
1 week: DVDs

Loan periods for eBooks and eAudiobooks can be set by the patron for 7 or 14 days. eMagazines do not have a limit.

Items may be renewed through patron accounts online via the Polaris web catalog (<http://pac.sals.edu>), by email or telephone.

Fees

The Gloversville Public Library charges a fee for late, lost and/or damaged materials. Overdue accounts may be referred to a collection agency for the purpose of additional collection procedures. ~~This~~ The referral to the collection agency includes a non-refundable processing fee.

CONFIDENTIALITY

The Board of Trustees of the Gloversville Public Library recognizes that its circulation records and other records identifying the names of library users to be confidential. The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information revealing the name of a person and his/her library use without a properly executed subpoena from a court of law.

All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations and will not be disclosed to others unless pursuant to a subpoena or court order, or where otherwise permitted by law. This policy

applies to all resources regardless of their format or means of delivery as well as to all services offered by the Library.

When the Library Director receives any law-enforcement request for patron information the Director will consult with the Mohawk Valley Library System, Joint Automation and the Library's attorney. The Director will also keep the Board of Trustees informed. Under no circumstances will library staff release the name of a patron who has an item checked out, or other identifiable information of library users.

Confidentiality of library records is governed by New York CPLR 4509 (see Appendix D).

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Revised December 2006

Revised February 2009

Revised January 2012

Revised December 2012

Revised December 2013

Revised November 2015

Revised October 2016

Revised November 2017

Revised January 2018

Outstanding Debt

Any adult or teen card with a charge \$3 or more, and any juvenile card with a charge \$1.50 or more, to any library in MVLS/SALS, will have all privileges at the Gloversville Public Library suspended until the account is brought below those monetary thresholds.

Lost and Stolen Cards

The initial card is free. Replacement cards will cost \$1.00 for adults and teens, and \$.50 for children.

Overdue Notices and Bills

When an item is one (1) week overdue, the patron will receive a reminder phone call or an email. When an item is two (2) weeks overdue, the patron will receive a second reminder phone call or an email. When an item is four (4) weeks overdue the patron will receive a bill. The computer automatically tallies fines based on the patron's patron class (Adult, Teen, Juvenile) and the number of days an item is overdue. After six (6) weeks overdue accounts may be referred to a collection agency for the purpose of additional collection procedures. A non-refundable processing fee of \$10 will be added to all accounts in collection.

Fines and Lost Item Charges

Adults and teens are charged 20¢ per day with a maximum fine of \$5.00 per item. Adult and teen patrons owing \$3.00 or more will not be in good standing. Juvenile patrons are charged 5¢ per day with maximum of \$1.50 per item. Juvenile patrons owing \$1.50 or more will not be in good standing.

Replacement Fee

An item that is overdue 4 weeks is considered lost. Patrons will automatically be charged a replacement fee for lost items. The replacement fee is the price listed by the circulation system for that item.

If a lost Gloversville Public Library owned item is returned in good condition and the replacement fee was not paid, the fee will be waived, but the overdue fine will stand. If a lost Gloversville Public Library owned item is returned in good condition within 180 days of being labeled lost, and the replacement fee was paid, the patron will be refunded the replacement fee only, the overdue fine will stand.

Any audio-visual item missing a disc is considered damaged.

A patron may only provide a replacement item in lieu of paying the replacement fee for an item owned by the Gloversville Public Library if the replacement is in very good condition, the same title, of the same format (hardcover for hardcover, paperback for paperback, DVD for DVD, etc.) and equivalent edition. (5th ed., extended version, bonus disc, etc.)

Items borrowed from other libraries will have fees assessed by the library that owns the item.

Damaged Materials

It is a patron's responsibility to return items in the same condition they were in when borrowed.

If an item is damaged and can be repaired to a condition that makes it suitable for circulation, the following fees will be assessed:

- Books - a fee equal to 25% of the book's replacement value will be charged.
- DVD cases/covers - a \$3 fee will be charged.
- Audiobook cases - a \$5 fee will be charged.
- Replacement audiobook discs - an \$8 fee per disc will be charged. If replacement discs can not be purchased, the item can not be repaired to a condition that makes it suitable for circulation and whole item is considered damaged beyond repair.

Damaged Materials continued

- If an item is damaged and can not be repaired to a condition that makes it suitable for circulation, 100% of the item's replacement value will be charged. Items borrowed from other libraries and returned damaged to GPL will have condition and fees assessed by the library that owns the item.
- A damaged item will be held for **30** days for a patron to examine its condition.

NY CLS CPLR § 4509 (2001) § 4509. Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.