



Gloversville Public Library
Meeting of the Board of Trustees
December 17, 2013
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of last meeting, November 2013
2. Treasurer's Report
3. Budget and Finance
 - Minimum wage increases
 - Budget for 2014-15
 - Comptroller's audit
4. Friends
5. Building and Grounds
 - Windows update
 - Construction Documents - Geotechnical
6. AD HOC Steering Committee
7. AD HOC Policy
 - Circulation (damaged books) & donation plaques
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
 - Stolen laptop
12. President's Report
13. Foundation
14. Old Business
 - hours
15. New Business
16. Adjourn

Next Meeting: January 15, 2014



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

November 19, 2013

The Gloversville Public Library Board of Trustees held a meeting on November 19, 2013 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Jay Ephraim, Vincent De Santis, Hannah McAllister, Christine Pesses, Elizabeth Batchelor, David Fisher and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and Jean LaPorta, President of the Friends of the Gloversville Public Library also attended the meeting. Craig Clark and Eleanor Brooks were excused from the meeting.

Mr. Fisher, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Fisher asked if there was anything anyone from the Public wished to present at this time. Hearing nothing, the regular meeting was convened.

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on October 15, 2013. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Lair, 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 October 2013 and the fiscal year-to-date through October 31, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through October 31, 2013 is down from last year due primarily to not having received our Tax Levy from the Gloversville School District yet and also not having received our Medical Insurance Credit Refund from the United States Treasury yet for the current year. Expenses this year are up approximately \$18,000 over the prior year due primarily to payroll and payroll related benefits and expenses. Library Supplies are also up over last year due primarily to the purchase of a new copier. Mr. Frank asked if there were any questions or comments on the financials for the month of October 2013 or the year to date through October 31, 2013. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Fisher informed the Trustees that the Finance Committee had started to work on the Budget for the fiscal year ending June 30, 2015. Mr. Fisher informed the Trustees that the New York State minimum wage would be increasing by \$.75 on December 31, 2013, an additional \$.75 on December 31, 2014 and an additional \$.25 on December 31, 2015 bringing the minimum wage to \$9.00 as of December 31, 2015. Mr. Fisher asked Mr. Frank to distribute his worksheet and review it with the Trustees. Mr. Frank reviewed the thoughts of the Finance Committee as incorporated in his worksheet and the results if implemented into the current year's budget and the 2014-2015 budget. The impact in the 2014-2015 budget would be an increase of approximately \$11,000 of salary expense. Additional items of income and expense were reviewed but no decision was made at this point as we do not have budget income estimations from the Friends of the Gloversville Public Library or the Gloversville Library Foundation yet.

Mr. Fisher informed the Trustees that we had not received any additional information from the NYS Comptroller's Office regarding their planned audit of the Library.

Mrs. LaPorta informed the Trustees that the Friends had a very successful Friends Week in October this year and that the Friends fundraisers at Friendly's and McDonalds brought in over \$300. The Friends Book and Bake sale in October also earned over \$1,700. A basket was presented to the first baby born at Nathan Littauer Hospital during Friends week. Mrs. LaPorta informed the Trustees that the Friends newsletter would be coming out soon and any articles that the Trustees would like to submit would be appreciated.

Ms. Madonna informed the Trustees that the window specifications that Eastern Building and Restoration, Inc. has submitted are currently at Butler Rowland and Mays, the architects for the project, for review and that there is a question regarding the outside paint being proposed. Once this is approved the next step will be the shop drawings for the project. Ms. Madonna also informed the Trustees that Butler, Rowland and Mays has started the Construction Document phase. A Geotechnical review will need to be completed to check soil content, etc in order to determine the best plans for support of the renovation work.

Barbara Madonna
Library Director

2013-2014
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Mrs. Pesses reviewed her Steering Committee report from the November meeting with the Trustees. Mrs. Pesses informed the Trustees that the "Friends and Family" solicitation was finished and that the next phase of solicitations will be the Leadership Gifts solicitations. Mrs. Pesses also informed the Trustees that we will be discussing with Mathew Blumenfeld the proper timing of transferring funds from the Capital Campaign checking account to the Library's Building Fund account.

Mr. Fisher presented the Bylaws update regarding Article 6 for the second reading pertaining to a change in name from The Budget and Finance Committee to The Budget, Finance and Audit Committee. Also added is the task of conducting a monthly audit. The Trustees felt that these changes would accomplish the requirement of having an Audit Committee. Mrs. Pesses made a motion, seconded by Mrs. Lair, to approve these changes to Article 6 of the Library's Bylaws. This motion was approved all voting aye.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee has been working on changes to our Circulation Policy regarding damaged books and is developing a policy about recognition plaques for donations and should have first drafts ready for the December meeting.

Mrs. Lair informed the Trustees that there was no report from the Personnel Committee.

Mr. Ephraim informed the Trustees that the Program Committee had met and reviewed the Plan of Service as to what impact it would have on the Program Committee. Mr. Ephraim also informed the Trustees that nominations for a book for the 2014 Gloversville Reads Program are now open and can be submitted until November 26th for book choices for next year's read.

Mrs. McAllister informed the Trustees that the Promotion Committee had met and also reviewed the Plan of Service. Mrs. McAllister informed the Trustees that the Committee felt that we should continue to include the hours that the Library is open on all promotional brochures and that we should consider some posters that would promote all the things that are going on at the Library on a regular basis.

Ms. Madonna informed the Trustees that we now have a Daisy Girl Scout group meeting here on Thursdays and a new Tween group meeting here on Saturdays. Ms. Madonna also informed the Trustees that the person who stole a laptop from the Library has been caught and arrested. Ms. Madonna also informed the Trustees that our new wireless system is done.

Ms. Madonna reviewed the Library's current hours with the Trustees and asked for thoughts on changes, etc. Several suggestions were made and will be reviewed at a later date.

Mr. Fisher informed the Trustees that he had nothing else to report for his President's Report.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Finance Committee will be meeting on December 2, 2013 and a full Board meeting is planned for December 11th provided a quorum is available.

Mr. Fisher asked if there was any old or new business to come before the meeting. Hearing none Ms. Batchelor made a motion, seconded by Mrs. Pesses, to adjourn the meeting at 8:48 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on December 17, 2013 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

NOVEMBER 2013

	Budget July 1, 2013 to June 30, 2014	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	\$264,579.00	\$0.00	\$0.00	\$259,106.00	\$264,579.00
Investment Income	200.00	4.25	28.02	82.24	171.98
Gloversville Library Foundation Inc. - Int. & Div.	142,000.00	19,569.43	61,952.09	63,311.90	80,047.91
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	6,608.50	8,252.50	3,490.00	(3,252.50)
Government Affiliations	6,060.00	0.00	4,879.04	4,765.15	1,180.96
Fines & Miscellaneous Income	16,000.00	1,381.30	5,135.82	4,020.20	10,864.18
U.S. Treasury - Medical Ins. Credit Refunds	6,333.00	0.00	0.00	7,482.00	6,333.00
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>\$450,172.00</u>	<u>\$37,563.48</u>	<u>\$90,247.47</u>	<u>\$352,257.49</u>	<u>\$359,924.53</u>

	Income Cash Reconcilement
Income Cash Balance on November 1, 2013	<u>\$166,738.05</u>
Plus: Receipts Per Report	37,563.48
Less: Expenses Per Report	<u>52,407.12</u>
Income Cash Balance on November 30, 2013	<u>151,894.41</u>
Accounts Payable as of 11/30/13	0.00
Prepaid Expenses as of 11/30/13	<u>(2,544.17)</u>
Actual Cash Balance on November 30, 2013	<u>\$149,350.24</u>

BUILDING FUND

Balance on November 1, 2013	\$390,136.05
Plus: Receipts:	
Interest on Money Market Account	9.60
Friends of the Gloversville Free Library, Inc.	24,477.07
Less: Paid Outs:	
Mohawk Valley Library System - Wireless Service Hardware	<u>10,114.20</u>
Balance on November 30, 2013	<u>\$404,508.52</u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

NOVEMBER 2013

	Budget July 1, 2013 to June 30, 2014	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$164,326.00	\$ 13,735.04	\$ 68,675.20	\$53,956.63	\$95,650.80
Salaries - Part Time Employees	63,753.00	4,451.80	23,115.05	30,721.56	40,637.95
Salaries - Custodians	22,277.00	1,856.42	9,282.10	8,164.75	12,994.90
F I C A & Medicare Tax	19,152.00	1,533.32	7,732.02	7,102.61	11,419.98
Unemployment Insurance	660.00	0.00	324.50	318.00	335.50
Disability Insurance	781.00	0.00	292.08	337.44	488.92
Medical Insurance	35,827.00	2,476.21	15,219.49	11,778.23	20,607.51
Pension Expense	34,632.00	19,541.25	19,541.25	19,895.50	15,090.75
Heat	9,500.00	235.49	447.56	473.24	9,052.44
Electricity	8,160.00	466.56	2,438.14	2,624.81	5,721.86
Telephone	663.00	217.94	1,087.94	858.72	(424.94)
Insurance	10,000.00	0.00	9,410.67	7,638.93	589.33
Books, Periodicals, etc.	45,900.00	4,742.96	25,450.16	23,377.10	20,449.84
Computer & Automation Services	17,680.00	1,037.60	4,570.43	6,147.81	13,109.57
Library, Building & Office Supplies	9,579.00	201.25	7,172.93	4,143.25	2,406.07
Maintenance & Repairs	13,974.00	566.99	2,746.22	2,530.21	11,227.78
Financial Secretary	8,000.00	650.00	3,300.00	3,300.00	4,700.00
Professional Fees	7,140.00	0.00	330.00	750.00	6,810.00
Election Expense	1,020.00	0.00	0.00	0.00	1,020.00
Professional Meetings & Travel	2,040.00	138.44	1,302.62	946.75	737.38
Events & Programming	4,590.00	100.00	722.00	387.50	3,868.00
Promotion Expense	2,040.00	376.25	1,486.20	1,107.09	553.80
General Expense	1,700.00	79.60	754.12	868.45	945.88
TOTAL EXPENSE	<u>\$483,394.00</u>	<u>\$52,407.12</u>	<u>\$205,400.68</u>	<u>\$187,428.58</u>	<u>\$277,993.32</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

NOVEMBER 2013

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,408.78)	\$766.94	FICA & Medicare Expense
		1,641.84	Payroll
4116	Gloversville Public Library	7,323.09	Payroll
4117	NYS Child Support Processing Center	235.08	Child Support
4118	Business Card (214.71)	95.21	Library Supplies
		20.00	Computer & Automation
		99.50	Promotion Expense
4119	Cheryl Bielli	25.00	Program Expense
4120	Michael Daly	25.00	Program Expense
4121	Carol Cownie	25.00	Program Expense
4122	Nicole Bullock	37.29	Travel Reimbursement
4123	Sherry J. Gennett	65.55	Travel Reimbursement
4124	Baker & Taylor Books	556.52	Books
4125	Center Point Large Print	73.41	Books
4126	Warren Electric Supply	111.95	Maintenance & Repairs
4127	Audio Editions	65.56	A/V - CD's
4128	National Grid (702.05)	235.49	Heat
		466.56	Electric
4129	Board of Water Commissioners	137.89	Maintenance & Repairs
4130	Mohawk Valley Library System	1,017.60	Computer & Automation
4131	Quill Corporation	47.88	Library Supplies
4132	The Leader-Herald	276.75	Promotion Expense
4133	Palmateer Trucking & Container Service	142.00	Maintenance & Repairs
4134	Unique Management Services, Inc.	79.60	G/E - Collection Expense
4135	Gloversville True Value Hardware	45.25	Maintenance & Repairs
4136	Betsy Hastings	2.83	Workforce Literacy Grant
4137	Frontier Communications	217.94	Telephone
4138	Gloversville Public Library	7,301.36	Payroll
4139	Donna J. Kuhner	300.00	Petty Cash
4140	Barbara J. Madonna	35.60	Travel Reimbursement
4141	Michael Daly	25.00	Program Expense
4142	NYS Child Support Processing Center	235.08	Child Support
4143	Michael J. Frank	650.00	Treasurer & Recording Secretary
4144	Broad Reach	710.19	Books
4145	Betsy Hastings	2.83	Workforce Literacy Grant
4146	C D P H P	3,102.60	Medical Insurance
4147	Stewart & Bergen Co., Inc.	129.90	Maintenance & Repairs
4148	Quality Books, Inc.	621.39	Books
4149	Center Point Large Print	30.00	Books
4150	Mohawk Valley Library System	200.00	A/V - CD's
4151	Ebsco Subscription Services	1,349.25	Serials
4152	Librarians' Book Express	539.51	Books
4153	Bank of America	168.34	Workforce Literacy Grant
4154	N Y S & Local Retirement System (26,890.00)	7,348.75	Accounts Payable
		19,541.25	Pension Expense
4155	Quill Corporation	52.05	Library Supplies
4156	Quality Books, Inc.	209.63	Books
DM	Oppenheimer Funds - 403b Plan	150.00	Payroll
DM	E F T NYS & Local Retirement System	262.97	Pension - Withholdings
DM	E F T NYS Tax Department	656.72	Payroll
DM	E F T United States Treasury (2,411.66)	766.38	FICA & Medicare Expense
		1,645.28	Payroll
DMS	Jaeger & Flynn Associates, Inc. (Reimbursements)	454.88	Medical Insurance
	CHECK AND EFT PAID OUTS - NOVEMBER 2013	60,325.69	
	PETTY CASH PAID OUTS - NOVEMBER 2013		
	Postage	6.11	
	Newspapers (Books)	387.50	
	TOTAL NOVEMBER 2013 PAID OUTS	<u>\$60,719.30</u>	
	Less: Workforce Literacy Grant	(174.00)	
	Less: Cobra Reimbursement Bucholtz	(489.43)	
	Less: Accounts Payable	(7,348.75)	
	Less: Petty Cash Check	<u>(300.00)</u>	
	NET TO BALANCE TO EXPENSES	<u>\$52,407.12</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

FARLEY GRANT - BULLET AID

Balance as of November 1, 2013		\$2,451.00
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, 2013		\$2,451.00

WGY CHRISTMAS WISH GRANT

Balance as of November 1, 2013		\$300.00
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, 2013		\$300.00

WORKFORCE LITERACY GRANT

Balance as of November 1, 2013		\$1,177.55
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Betsy Hastings	4,136	Travel 2.83
Betsy Hastings	4,145	Travel 2.83
Bank of America	4,153	Supplies 168.34
Total Expenses		174.00
Balance of Grant Money Left at November 30, 2013		\$1,003.55

APPROPRIATION FOR FUTURE AUDIT

Balance as of November 1, 2013		\$9,000.00
Appropriation Provided For In 2013-2014		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, 2013		\$9,000.00

RESTORATION FUNDS RECONCILEMENT

Balance as of November 1, 2013		\$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 November 30, 2013		\$754.38



Gloversville Public Library
Director's Report: November 2013
Barbara Madonna – Director

The Finance Committee began meeting about the 2014-15 budget including a discussion of how mandated minimum wage increases will impact salaries.

The Nomination period for the 2014 Gloversville READS! Ended in November. 29 titles were nominated, several more than last year, and we acquired a new committee member.

The new wireless system was installed and is working very well. We had 695 sessions by 284 individuals who downloaded 176 GB of data. The Children's Room access point provided service to the most number of users, 170, and the largest amount of downloads, 99.4 GB. The Reference Room was second, Friends' Room third and Donna's Office fourth.

The PR and Program committees reviewed the Library's hours and the Board had a full discussion at the Board meeting. Circulation is the only automated measurement that can provide hourly figures.

Weeding continues as we approach the December 31 date approaches. Each year the Joint Automation project takes a snap shot of our collection size on December 31 to be multiplied by the per item fee rate for the next year so it is important to remove items that are missing, damaged, worn and not circulating before that cut off.

The Children's Room is also undertaking a new collection organization project. Picture books and non fiction titles at a picture book level will be sorted into kid-friendly categories, the spines will have a color label and they will eventually be shelved together by the categories so children will have an easier time finding books they like. For example, the pink label will be associated with *Fancy Nancy* and *Pinkalicious* titles and books about ballet. Children will then be able to seek out the pink spine labels to find books in these series and on these topics.

Meetings and Workshops

Meetings

- | | |
|-----------------------|---|
| Nov 1 st | Rick Bamburger, Quality Books |
| Nov 6 th | 1) Donna Kenny, <u>Leader-Herald</u>
2) Lisa Hayes, Butler, Rowland and Mays Architects
3) Kiwanis Meeting |
| Nov 7 th | 1) Chris Mundell, Joint Automation
2) Friends of the Library meeting |
| Nov 8 th | 1) Michael Frank |
| Nov. 12 th | Finance Committee meeting |
| Nov. 13 th | 1) Sue Rokos, MVLS
2) Policy Committee meeting
3) Dave Fisher |
| Nov. 14 th | Staff meeting |
| Nov. 15 th | 1) Michael Frank
2) Paul Mays and Lisa Hayes - Butler Rowland Mays Architects
3) Tax credit conference call with Paul Mays and Lisa Hayes – Butler Rowland Mays Architects, Matt Blumenfeld - Fund Development Agency, Darris Lis and Nick Ratti – Cohn Resnick and Mark Lomardo – Olshan Law |
| Nov. 19 ^h | 1) Finance Committee meeting
2) Board of Trustees meeting |
| Nov. 20 th | 1) Staff meeting
2) Book Discussion, <u>Flight Behavior</u> by Barbara Kingsolver
3) Steering Committee meeting
4) NYS of Heath webinar
4) Lenore Evans |
| Nov. 21 st | 1) MVLS Board meeting
2) MVLS Services Committee meeting |



Gloversville Public Library

Children's Room Report: November 2013

Sherry Gennett – Head of Children's Services

A major change is taking place in the Children's Room. I know Barb is sending details regarding this change which is titled "Picture Book City". I was at a MVLS work shop sitting across from Johnstown staff members. After a long conversation I felt more comfortable about this new arrangement of books. I took a field trip over to Johnstown Library to see what their Children's Room now looks like. Then I set up a visit with Sue Rokos from MVLS who explained in more depth. She also gave me PR material along with colored labels so I could begin.

After talking with Barb, we agreed to move ahead with this project. So far I have labeled Thanksgiving and Christmas books. It takes time to figure out where to place each book, picture and non-fiction.

This report is short yet very interesting information planned for our room.

Sherry Gennett

Gloversville Public Library

November 2013

Monthly Report

Statistics for November 2013 are as follows (figures in parentheses represent comparable figures for November 2012)

	2013	2012
<u>VISITORS</u>	7,298	(8,798)

CIRCULATION

Adult Circulation	2,404	(2,541)
Teen Circulation	277	(442)
Juvenile Circulation	1,478	(1,971)
Audiobooks	272	(319)
eBooks	226	(176)
Music	55	(25)
Periodicals	78	(135)
Videos	1,036	(1,852)
Museum Passes	0	0
Subtotal	<u>5,826</u>	<u>(7,461)</u>
<u>In-House Use</u>		
Adult	383	(389)
Juvenile	396	(698)
Other Materials	1,139	(1,223)
Subtotal	<u>1,918</u>	<u>(2,310)</u>
Total November Circulation	7,744	(9,771)

<u>REFERENCE QUESTIONS</u>	534	(544)
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MEETINGS/PROGRAMS/OUTREACH

5 Adult programs and meetings with 40 people (10 Adult programs and meetings with 79 people)

18 Juvenile programs with 58 children (13 Juvenile programs with 128 children)

3 Teen programs with 18 people

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	659	510
AV	125	0
Total	<u>784</u>	<u>510</u>

<u>COMPUTER USAGE</u>	1,139	(1,166) users
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HISTORICAL ROOM












Visitors	18
Books Used	25
Reference Questions	8
Telephone Reference	0
Letters	0
Computer usage	0

Welcome to **Picture Book City**,

Home to Your Library's Name picture books!

Picture Book City is a collection of picture books arranged into neighborhoods by subject. By allowing your child to find books he or she is interested in, this collection will help you to develop your young child's pre-literacy skills.

Our eleven picture book neighborhoods are:

-  **All About Me - Light Blue** Books with light blue labels share a child's experience of the world. Topics include going to school, losing a tooth, new siblings, and other situations children face.
-  **Animals - Light Green** Books with light green labels share stories about animals and dinosaurs.
-  **Build, Drive, Ride - Blue** Books with blue labels include books about building and things that go: trains, trucks, cars, airplanes and construction equipment.
-  **Concepts - Orange** Books with orange labels share stories designed to introduce young children to basic ideas: ABCs, numbers, colors, shapes, time, and opposites.
-  **Favorites - Yellow** Books with yellow labels include popular series, great read-alouds, staff picks, award winners, and classic picture book authors and illustrators.
-  **Folk & Fairy Tales - Purple** Books with purple labels introduce young children to folk and fairy tales. Magic pumpkins, giant beanstalks and mischievous creatures abound!
-  **Holidays & Celebrations -Red** Books with red labels share stories of holidays, birthdays, and other events we celebrate.
-  **Nature - Green** Books with green labels share stories about plants and the earth, weather, and space in our natural world.
-  **Pink - Pink** Books with pink labels share stories of princesses, fairies, dancing, and the color pink.
-  **Rhymes & Songs - Dark Orange** Books with dark orange labels are stories you can read and sing, like Mother Goose, nursery rhymes and classic folk songs.
-  **Stories - Light Purple** Books with light purple labels tell great stories about real kids, pirates, and other topics that don't fit in another neighborhood.



Mohawk Valley Library System

Picture Book Reorganization Project

Why would we do this?

- Child and adult friendly
- Visual and browsable
- Intuitive
- Discover similar books to favorites
- Empowers all staff to do successful customer service
- Increase circulation

For your consideration:

- 11 Neighborhood Category standardization (POLARIS):

○ All About Me	Light Blue
○ Animals	Light Green
○ Build, Drive, Ride	Blue
○ Concepts	Orange
○ Favorites	Yellow
○ Folk & Fairy Tales	Purple
○ Holidays & Celebrations	Red
○ Nature	Green
○ Pink	Pink
○ Rhymes & Songs	Dark Orange
○ Stories	Light Purple
- Suggested neighborhood/categories and what sub categories are included; criteria sheet
- Label covers from Demco, size 1 ¼ by 3 1/8
- Placement of picture book fiction labels
- Placement of picture book non-fiction; cover nonfict label with color, shelve in dewey order after fiction picture books
- Shelving during conversion: Temporary signs will acclimate patrons to new system as well as allow them to self-serve
- Classification lists
- POLARIS: location will be listed under Shelf Location, Collection will remain Picture Book, note that once non-fiction is moved into the Picture Book Neighborhoods, their classification will change to Picture Book.

Where do we put this book?

- Firm classification
- Skim book to quickly determine neighborhood/category
- Consider:
 - How the book best fits into a neighborhood
 - Be consistent
 - Series books trumps holidays (or, be consistent at your own library)
 - If a book falls into more than one neighborhood, choose the one that you think will be the most helpful for patrons – when in doubt, ask them, both kids and adults!
- If unsure, check other library systems/catalogs for placement!
 - Stark County, Ohio
 - Darian Library, CT
 - MVLS/JOH catalog, SHO/MID/SHS/FTP to come
 - UHLS – Altamont PL, Hoosick Falls PL
 - Ask us!

Workflow:

- Weed!
- Label books
 - Start with books as returned
 - Move to fiction on shelves
 - Move to non-fiction
- Put out “Why are we creating a rainbow in our library?” signage. Be ready to explain!

When close to all labeled, and AT ALMOST THE SAME TIME:

- Create record sets for each neighborhood category
 - Picture Books first – zap all picture book barcodes
 - Send to Sharon to bulk change shelf location in POLARIS
 - Sharon will be able to pull Picture Book fiction (without a shelf location) that is circulating to change their shelf location at a later date
 - Then, non-fiction moving to picture book neighborhoods – Zap barcodes, AND place a black dot on the barcode label.
 - Send to Sharon to bulk change shelf location in POLARIS
 - As non-fiction labeled books are returned, zap them into record sets, and send to Sharon to bulk change periodically. (She can't pull these out separately)
Improvements? Share with us!
- **SHIFT!**
 - Look at shelf break logic for categories
 - Put in Neighborhood order that makes sense within your space and logistics – alphabetical or not!
 - Descriptive signs for each neighborhood available through MVLS, sized 4 by 6 or 8 ½ by 11
 - Shelf endcap signs available as well

Success!

- Physically post updated neighborhood category list
- Know why you are doing this project and what you hope to accomplish so you can measure your success
- Be sure to have before and after circ stats
- Reportage coming in spring from JA for POLARIS shelf location stats
- Track hours staff members worked on project, great to use for annual goals
- Publicize change and why on social media

What to expect after:

- Increase in picture book circulation
- Compliments from teachers and parents about new arrangement
- Children discovering and returning to their favorite section of books
- Patrons being introduced to many new books that they have not seen before
- Empowers all staff to do successful customer service

With thanks to Picture Book Reorganization Projects at the Darian Public Library, Picture Book Project/California libraries, Stark County Ohio Public Library, YSS Spring Conference Program with Altamont Public Library, Onondaga Free Library, Farmingdale Public Library, and Storytime Katie's Picture Book City Blog! It takes a neighborhood.....



Picture Book City



Draft - Donor Recognition Policy

Donor recognition is a crucial component of fundraising. Through proper recognition, the Gloversville Public Library can acknowledge financial support in a consistent and meaningful way. The Library encourages cash gifts, gifts of securities and securities transfers, matching gifts, memorials and tributes, bequests, charitable gift annuities, charitable remainder trusts.

Visible and tangible recognition of gifts allows the Gloversville Public Library to recognize its most generous donors and provides examples of generosity for others to emulate. The Library will, however, respect and abide by a donor's wish to remain anonymous.

The Library Director and her designees are responsible for all donor recognition and for the consistent implementation of these policies.

Donor Recognition Objectives

The donor recognition policy is intended to:

- Provide appropriate, timely and donor-centered recognition of all charitable donations
- Cultivate future support among the current donor base
- Stimulate interest and support amount potential donors

General Recognition Practices

Recognition policies apply to gifts received from individuals, corporations, foundations, and/or selected government entities recognized as a single donor. Gifts from a group of family members will be recognized as a single donor for the combined total of gifts from the individual family members.

Only gifts accepted in accordance with Gloversville Public Library's guidelines (see appendix A: Acceptance Guidelines) will qualify for recognition.

Due to the unique nature of donor relationships, exceptions to the stated recognition policy may be appropriate and may be approved by the Library Board.

Donor Recognition Boards

Donor recognition boards or other recognition vehicles will be created for Historic Gifts, Campaign Gifts, Lifetime Gifts, and general donations and will be placed in a location that will maximize impact visibility. Individual, corporate, foundation, governments and other benefactors will be recognized on the donor recognition boards according to the level of their respective support.

Appendix A: Guidelines

These guidelines apply to monetary gifts. For more information about donation of books and other items see the Donations Policy. Monetary gifts may be made in the forms of cash, checks and securities payable and/or transferable to the Gloversville Library Foundation, Inc.

Definitions

Historic Gifts: Fall within the first 100 years of the Library's history, 1880-1980

Campaign Gifts: Refer to specific fundraising efforts and recognition will be defined at the beginning of each campaign.

Lifetime Gifts: Lifetime gifts recognize a special devotion to the Library on the behalf of the donor and are meant to honor long term dedication. Lifetime gifts will be acknowledged when the giving has occurred a minimum of five (5) times and the total of the gifts has reached the \$10,000 threshold. This recognition is independent of campaign recognition.

General donations: General donations are an important part of the Library's annual operating budget and help fund programs and services. They are often in memory or in honor of a loved one who valued the Library. Donors who give over \$5,000 be given permanent recognition. Donors who give under \$5,000 are personally thanked with no recognition unless the donation is for books in honor or in memory of someone. Then a bookplate is added to the items purchased with the funds.

DRAFT UPDATE - CIRCULATION POLICY

The Gloversville Public Library is a school district public library with its chartered service area defined as the boundaries of the Gloversville Enlarged School District. An in-district borrower is someone who resides within the Gloversville Enlarged School District or someone who pays taxes to the school district and can produce a tax bill in his or her name. All others are considered out-of-district borrowers.

To obtain a Gloversville Public Library card, a person 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, or automobile insurance card. Those using a PO Box will still need proof of a street address. A fee will be charged for replacement cards.

Applications must be filled out at the Library.

Cards for juvenile borrowers, those ages 5 - 13 or in kindergarten, and for teen patrons, those ages 14 - 17, require permission of a parent, guardian, or caregiver. Teen borrowers have all the rights and responsibilities of adult borrowers. Anyone 18 or older may obtain an adult card.

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 the Director for details.

To be in good standing, a borrower cannot have any outstanding Library debt as defined by the Fee and Charges Appendix.

Borrowing Limits

In-district and out-of-district borrowers have the same privileges. New cardholders aged 14 and older may borrow up to 7 items at a time during the first 3 months of membership. After 3 months, these cardholders may borrow a maximum of 25 items from either the children or adult department, which includes a maximum of 5 DVDs.

Borrowers using a juvenile card (kindergarten to age 13) may borrow a maximum of 7 books from either department. It is the responsibility of the parents, guardians, or caregivers to oversee their child's selections.

Loan Periods

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

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

Fees

The Gloversville Public Library charges a fee for late, lost and damaged material. Overdue accounts may be referred to a collection agency for the purpose of additional collection procedures.

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.

The Library director will forward any law-enforcement request for patron information to the Board of Trustees who will refer the matter to an attorney. 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

Appendix

Outstanding Debt

A charge of \$3 or more on any adult or teen card and a charge of \$1.50 on any juvenile card from any library in MVLS/SALS will result in the cardholder losing all privileges until the account is brought below those monetary thresholds.

Lost and Stolen Cards

The initial card is free. Replacement cards with a new barcode 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 the patron will receive a bill. The computer automatically tallies fines based on the patron's borrower 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 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 \$3.00 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

Any item that is overdue 14 days is considered lost. Patrons will automatically be charged a replacement fee for lost books. The replacement fee is the current full replacement value of the item, not its original cost. If a lost item is found and returned in good condition the patron will be refunded the replacement fees and charged only the overdue fine.

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 borrower will be charged a fee equal to 25% of the book's replacement value. If an item is damaged and according to the Library staff cannot be repaired to a condition that makes it suitable for circulation, the borrower will be charged 100% of the book's replacement value. Books borrowed from other libraries and returned damaged to GPL will have condition and fees assessed by the owning library.

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.