



Gloversville Public Library
Meeting of the Board of Trustees
February 21, 2017
6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the January 2017 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
Future budgets update
4. Friends
5. Building and Grounds
Temporary space
Bids
Haz Mat
Resolution for Building Committee
6. AD HOC Steering Committee
7. AD HOC Policy
Support Organizations – 1st reading
Behavior and Environment – 1st reading
Collection Development – 1st reading
Donations – 1st reading
Donor Recognition – 1st reading
8. Personnel Committee
Civil Service – Library Clerk, Library Assistant, Senior Library Clerk
9. Program Committee
10. Public Relations Committee
11. Director's Report
Flashcard Facts
Advocacy Day March 1st in Albany
2016 State Annual Report
Annual Joint Automation Agreement
12. President's Report
13. Foundation

14. Old Business

15. New Business

16. Adjourn

Next Meeting: March 21, 2017 6:30 pm

GLOVERSVILLE PUBLIC LIBRARY

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

JANUARY 2017

	<u>Budget July 1, 2016 to June 30, 2017</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$393,695.00	\$0.00	\$393,695.00	\$276,321.00	\$0.00
Investment Income	200.00	13.55	57.26	39.86	142.74
Gloversville Library Foundation Inc. - Int. & Div.	63,910.00	0.00	63,910.00	91,417.76	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	320.00	2,130.00	3,275.00	7,870.00
Government Affiliations	7,000.00	0.00	8,120.00	6,976.00	(1,120.00)
Fines & Miscellaneous Income	13,000.00	1,099.25	10,469.42	6,752.33	2,530.58
U.S. Treasury - Medical Ins. Credit Refunds	6,000.00	0.00	0.00	7,399.15	6,000.00
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u><u>\$503,805.00</u></u>	<u><u>\$1,432.80</u></u>	<u><u>\$488,381.68</u></u>	<u><u>\$402,181.10</u></u>	<u><u>\$15,423.32</u></u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on January 1, 2017	<u>\$561,559.37</u>				
Plus: Receipts Per Report	1,432.80				
Less: Expenses Per Report	<u>36,725.78</u>				
Income Cash Balance on January 31, 2017	<u><u>526,266.39</u></u>				
Accounts Payable as of 01/31/17	0.00				
Prepaid Expenses as of 01/31/17	<u>(4,974.80)</u>				
Actual Cash Balance on January 31, 2017	<u><u>\$521,291.59</u></u>				

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 January 1, 2017	\$346,464.95
Plus: Receipts:	
Interest on Money Market Account	5.90
Less: Paid Outs:	
Butler Rowland Mays Architects LLP - Masonary Repairs, etc.	5,340.78
Gloversville Public Library - Open Construction Account	1,000.00
Fulton County Center for Regional Growth - Rent	<u>5,000.00</u>
Balance on January 31, 2017	<u><u>\$335,130.07</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on January 1, 2017	\$0.00
Plus: Receipts:	
Deposit to Open Account from Building Fund	1,000.00
Interest Earned	0.00
Less: Paid Outs:	
Bank Fee for Checks and Deposit Tickets	<u>125.59</u>
Balance on January 31, 2017	<u><u>\$874.41</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on January 1, 2017	\$0.00
Plus: Receipts:	
Deposit to Open Account from General Fund Fund	50.00
Interest Earned	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on January 31, 2017	<u><u>\$50.00</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JANUARY 2017

	Budget July 1, 2016 to June 30, 2017	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$187,032.00	\$ 15,585.98	\$ 109,101.86	\$ 93,604.54	\$77,930.14
Salaries - Part Time Employees	52,902.00	3,164.40	21,617.22	31,170.11	31,284.78
Salaries - Custodians	25,507.00	2,125.60	14,879.20	14,587.44	10,627.80
F I C A & Medicare Tax	20,306.00	1,583.81	11,085.34	10,661.26	9,220.66
Unemployment Insurance	725.00	0.00	342.50	360.50	382.50
Disability Insurance	500.00	0.00	395.40	417.65	104.60
Medical Insurance	46,053.00	2,171.74	17,771.40	20,278.46	28,281.60
Pension Expense	30,000.00	0.00	19,680.50	6,057.25	10,319.50
Heat	9,000.00	718.33	1,459.78	1,878.86	7,540.22
Electricity	8,500.00	474.61	2,429.48	4,512.07	6,070.52
Telephone	2,880.00	235.86	1,718.70	1,691.91	1,161.30
Insurance	12,500.00	0.00	11,294.80	11,896.87	1,205.20
Books, Periodicals, etc.	46,500.00	3,124.64	31,683.33	28,280.35	14,816.67
Computer & Automation Services	16,000.00	1,472.84	17,902.35	5,922.82	(1,902.35)
Library, Building & Office Supplies	10,000.00	1,230.14	5,465.76	4,292.78	4,534.24
Maintenance & Repairs	9,000.00	2,670.52	3,334.13	1,394.58	5,665.87
Treasurer & Recording Secretary	8,400.00	700.00	4,900.00	4,750.00	3,500.00
Professional Fees	5,000.00	150.00	1,878.75	(297.50)	3,121.25
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	66.34	1,211.96	1,950.54	1,788.04
Events & Programming	4,500.00	592.87	2,512.03	1,782.99	1,987.97
Promotion Expense	2,500.00	578.50	1,834.82	2,257.50	665.18
General Expense	2,000.00	79.60	690.62	756.27	1,309.38
TOTAL EXPENSE	<u>\$503,805.00</u>	<u>\$36,725.78</u>	<u>\$283,189.93</u>	<u>\$248,207.25</u>	<u>\$220,615.07</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JANUARY 2017

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,455.68)	\$770.84	FICA & Medicare Expense
			1,684.84	Payroll
5250		Gloversville Public Library	7,524.12	Payroll
5251	790	Nicole L. Hauser	443.58	Petty Cash
5252	791	Frontier Communications	235.86	Telephone
5253	792	National Grid (1,192.94)	718.33	Heat
			474.61	Electric
5254	793	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5255	794	Kathryn Mc Cary, Esq.	150.00	Professional Fees
5256	795	Baker & Taylor Books	750.11	Books
5257	796	Unique Management Services, Inc.	79.60	G/E-Collection Expense
5258	797	The Leader-Herald	50.50	Promotion Expense
5259	798	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5260	799	United Healthcare	29.75	Medical Insurance
5261	800	M V P Health Care, Inc.	1,891.84	Medical Insurance
5262	801	The Penworthy Company, LLC	345.19	Books
5263	802	James Esper Landscaping	2,300.00	Maintenance & Repairs
5264	803	Johnstown Public Library	28.65	Fines, etc.
5265	804	Amsterdam Public Library	32.89	Fines, etc.
5266	805	Business Card (1,437.24)	40.00	Computer & Automation
			831.95	A/V - DVDs
			53.88	Events & Programming
			118.46	Books
			392.95	Library Supplies
5267	806	Plymouth Rocket, Inc.	650.00	Computer & Automation
5268	807	Jan Way Company USA, Inc.	121.05	Events & Programming
5269	808	Mohawk Valley Library System (1,425.78)	782.84	Computer & Automation
			225.00	A/V - DVDs
			417.94	Events & Programming
5270	809	Barbara J. Madonna	33.17	Professional Meetings & Travel
5271	810	Palmateer Trucking & Container Service	150.00	Maintenance & Repairs
5272	811	Gloversville True Value Hardware	20.52	Maintenance & Repairs
5273	812	Book Page	528.00	Promotion Expense
5274	813	Nicole L. Hauser	33.17	Professional Meetings & Travel
5275	814	Quill Corporation	836.87	Library Supplies
5276	815	Audio Editions	325.12	A/V - DVDs
5277	816	Center Point Large Print	52.29	Books
5278	817	Commissioner of Finance	200.00	Maintenance & Repairs
5279	818	Quality Books, Inc.	59.77	Books
5280		Gloversville Public Library	50.00	Open Amazon Smile Account
5281		Gloversville Public Library	7,888.02	Payroll
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	421.54	Pension - Withholdings
DM		E F T NYS Tax Department	841.20	Payroll
DM		E F T United States Treasury (2,620.94)	812.97	FICA & Medicare Expense
			1,807.97	Payroll
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	279.90	Medical Insurance
		CHECK AND EFT PAID OUTS - JANUARY 2017	<u>36,863.83</u>	
		PETTY CASH PAID OUTS - JANUARY 2017		
		Library Supplies	0.32	
		Newspapers (Books)	<u>416.75</u>	
		TOTAL JANUARY 2017 PAID OUTS	<u>\$37,280.90</u>	
		Less: Fines, etc.	(61.54)	
		Less: Check to Open Amazon Smiles Account	(50.00)	
		Less: Petty Cash Check	<u>(443.58)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$36,725.78</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of January 1, 2017		\$1,005.75
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 January 31, 2017		\$1,005.75

WGY CHRISTMAS WISH GRANT

Balance as of January 1, 2017		\$0.00
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 January 31, 2017		\$0.00

STEWART'S FOUNDATION GRANT

Balance as of January 1, 2017		\$0.00
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 January 31, 2017		\$0.00

WORKFORCE LITERACY GRANT

Balance as of January 1, 2017		\$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 January 31, 2017		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of January 1, 2017		\$4,425.00
Appropriation Provided For In 2016-2017 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 January 31, 2017		\$4,425.00

RESTORATION FUNDS RECONCILEMENT

Balance as of January 1, 2017		\$5,540.18
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 January 31, 2017		\$5,540.18



Gloversville Public Library

Director's Report: January 2017

Barbara Madonna – Director

First, I would like to thank the Board for its support of my vacation in January. It was a fabulous time and while not quite relaxing, it was energizing...an warm.

The Board's committees were off to a terrific start working on their various assignments outlined in the new Plan of Service. The PR Committee submitted a grant application to MVLS for advocacy support and was awarded \$1,400. The Policy Committee is performing a systematic review of all of the library's policies, many which have not been reviewed since they were passed in 2006. The Finance Committee's first assignment was the 2017-2018 budget, but will be moving on to a 3-5 year budget projection to plan for costs associated with the temporary space and renovated library.

I met with Kucel Contractors, the winners of the bid for the renovation of the temporary space, to select paint and carpeting. They began work at the end of the month along with Fulton County Electric and Adirondack Cabling.

Joint Automation staff made a visit to resolving some issues we have been having with the public printers. We are currently running Windows 7 on some of the public computers and Windows 10 on others. There is no one print driver that will support both operating systems and this has caused a number of issues with printing. They are resolved now.

Ambient Environmental was hired to perform an updated survey of our hazardous materials prior to designing the Haz Mat abatement plan and they made a site visit to take additional samples.

Butler Rowland Mays Architects and UW Marx are working with SHPO to update the renovations bid packets so we can put the project out to bid.

Nicole and I have been working on a plan to reassign existing staff and add additional staff to support the Plan of Service and renovation's Empire State Development grant.

Programming in both departments is going well. The Writer's Unblocked on Tuesdays has really picked up a number of new members.

Meetings

- | | |
|--|---|
| Jan. 5 th | 1) 2016 Best of the Best Workshop at MVLS
2) Director's Council
3) Friends of the Library meeting |
| Jan. 6 th -18 th | Vacation |
| Jan. 19 th | 1) MVLS board meeting
2) new MVLS Communications Committee meeting
3) Kucel Contractors
4) Finance Committee meeting |
| Jan. 20 th | 1) Staff meeting
2) Chamber of Commerce Annual Dinner |
| Jan. 23 rd | Joint Automation visit |
| Jan. 24 th | 1) Chris Pesses
2) PR Committee meeting
3) Board of Trustees meeting |
| Jan. 27 th | Staff meeting |
| Jan. 30 th | Ambient Environmental |
| Jan. 31 st | Policy Committee meeting |



Gloversville Public Library

Children's Room Report: January 2017

Sally Fancher – Head of Children's Services

Nicole, Barb and I attended the MVLS "2016 Best of the Best" workshop and got information about titles relevant to our collections. This information goes a long way in helping add to the collection in the Children's and Teen sections.

Every Child Ready to Read is off to a start, albeit slow. Each of the two workshops had low attendance, but connected us with groups that would like to have the presentation "in house". We are making plans to bring this workshop to these groups, while at the same time, continuing to schedule a session each month.

Traveling Story Time continues to be a big success. Bright Futures now has two sessions per month, one each for the toddlers and pre-school age children. We also visited the pre-k class at Park Terrace, and supplemented the "clothing" theme with stories about hats and made some very festive headwear. Check out the picture on Facebook.

Rainbow Playschool called and asked for a tour and story session. We had over 20 four year olds and their grown-ups singing, dancing and listening to stories after a quick tour of the building.

Nicole and I participated in a grant writing webinar. This was a very well done presentation and will be very useful. We used our new information to apply for the 2017 WGY "Make a Wish Grant". We also applied for a 2017 Stewart's "Holiday Match" grant.

This month's themed Story Time focused on "Chinese New Year". We had 8 children learn about the background of this holiday, some traditions and we created our own dragons.

The Maker Cart is a huge success! We not only have parents engaging with their kids, but children who are thinking outside of the box. We have had kids use the beads to create mosaics along with jewelry. We echo the GESD elementary school manta "Be respectful, responsible and safe". The kids are practicing good manners and using teamwork every day.

A large number of students have been looking for information and reference materials for their reports. Many parents forget that we can order materials through interlibrary loan and are grateful for the reminder and the access to other collections. One young man stopped in just to let us know the grade he received, "A" of course. Something like that visit is what we are striving for. We want our patrons to know that we are not just advocating for ourselves, but that we genuinely care that we are providing useful services and that we are interested in the outcomes.

January Programing (*some not listed on the event calendar)

1/4-Every Child Ready to Read workshop

1/11-Every Child Ready to Read workshop

1/12- Bright Futures Daycare*- Toddlers- Community Helpers , stories and finger plays

Bright Futures Daycare-Preschool*- Stories, songs and craft

1/13-Park Terrace Pre-K*- Supplemented "Clothing" unit with hat related stories and craft

Salvation Army After School Program*- "Winter" unit, snow stories, snowflake craft

1/19-Rainbow Playschool tour and story time*- Tour or main floor and services, interactive stories and songs.

1/24-Fulton Center- Story Hour for residents*- Non-fiction stories

1/28-Themed Story hour-Chinese New Year, non-fiction and fiction stories, dancing and creating dragon puppets.

Statistics for January 2017 are as follows (figures in parentheses are comparable figures for 2016)

	2017	2016
VISITORS	6,525	(6,832)

CIRCULATION

Adult Circulation	1,781	(1,914)
Teen Circulation	242	(129)
Juvenile Circulation	1,298	(1,178)
Audiobooks	307	(300)
eBooks	320	(229)
Music	42	(22)
Periodicals	99	(79)
Videos	1,726	(1,573)
Museum Passes	-	-
Subtotal	5,815	(5,424)
In-House Use		
Adult	66	(3)
Juvenile	112	(49)
Other Materials	1,298	(290)
Subtotal	1,476	(342)
Total Circulation	7,291	(5,766)

REFERENCE QUESTIONS	140	(305)
----------------------------	-----	-------

MEETINGS/PROGRAMS/OUTREACH

21 Adult programs and meetings with 117 people	(13 Adult programs/meetings with 60 people)
10 Juvenile programs and meetings with 200 people	(16 Juvenile programs with 195 children)
4 Teen programs and meetings with 22 people	(4 Teen programs with 32 people)

INTERLIBRARY LOAN

Material Borrowed	880	(716)
Material Loaned	839	(680)
Total	1,719	(1,396)

COMPUTER USAGE	2,119	(2,076)
-----------------------	-------	---------

HISTORICAL ROOM

Visitors	8	(3)
Books Used	9	
Reference Questions		

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

Board of Trustees President

Date: _____

MVLS Board President

Date: _____

SALS Board President

Date: _____

Approved by MVLS and SALS Board of Trustees and JA Council 2006

The Gloversville Public Library encourages people of all ages to visit the Library. Those using the Library and its resources have the right to expect a safe, smoke free, and comfortable environment that supports appropriate library services.

Library patrons must engage in activities associated with the use of a public library. Those who do not may be required to leave the building.

To ensure the security and comfort of people entering and exiting the building, people are not allowed to congregate at or near the entrances. Blocking the entrances is not permitted.

For the safety of all, roller-skating, rollerblading, and skate boarding are not permitted on the grounds or in the building. In addition to roller skates, roller blades and skateboards, bicycles and scooters are also not allowed in the building. A bike rack is provided outside the Library for patrons' convenience. Patrons are encouraged to use bike locks since the Library is not responsible for any stolen property.

Proper attire, including shirts and shoes, must be worn by anyone entering the Library.

People using the Library must respect the rights of all other people using the Library; therefore, Library patrons are expected to conduct themselves in an orderly and considerate manner. Any behavior that disrupts the orderly use of the Library is prohibited, including behavior that constitutes a nuisance or presents a safety and/or security hazard or affects the ability of the Library staff to provide service to its patrons.

Other prohibited behaviors include, without being limited to: soliciting; sleeping; intoxication; use of tobacco; card playing; littering; making excessive noise; using offensive language; eating; drinking; talking on a cell phone; behaving in a manner which unreasonably interferes with other patrons' use of the Library.

Animals are not permitted in the Library with the exception of guide dogs, assistance dogs, and those animals which have been brought in for a special purpose which has been pre-approved by the Library Director.

Patrons may not deface, mar, or in any way destroy or damage library materials, furnishings, walls, machines, or any other Library property either inside or outside the Library.

Any Library materials removed from the building must be checked out on a valid Library card and returned by the item's due date. Removal of any library or personal property is illegal and will be prosecuted to the full extent of the law. Fines will be levied for overdue materials (see *Circulation Policy*).

Patrons who violate any of these guidelines will be given notice of this policy. A violation may result in a patron's expulsion from the Library, suspension of Library privileges, criminal prosecution or other legal action as appropriate.

Child Behavior and Supervision

The Library Board and staff are eager for children to use the Library and welcome those who do so. Service to children is an important part of the Library's mission. The Library is free and open to unaccompanied children who are independent enough to use the resources for recreation,

information and education.

Parents should be aware, however, that the Library is a public building open to all individuals. It is not the Library staff's function or purpose to provide supervision or to care for children while parents, guardians or caregivers are outside the Library. Staff will not monitor children leaving the Library.

Children up to age seven must have a parent, guardian, or caregiver in their immediate vicinity. An exception is made for children attending a library program such as chaperoned class visit.

Children ages seven through 17 may use the library on their own. They are, however, expected to adhere to the same standards of conduct expected of adults. All Library users are required to respect Library property and to act in a manner appropriate to the use and function of the Library. Children who do not use the Library appropriately or who require excessive staff attention or supervision will be informed of the rules. If inappropriate behavior continues, the child will be asked to leave the building and the parent, guardian, or caregiver will be contacted. If necessary, the police will be contacted.

Caregivers are expected to be aware of the opening and closing times of the Library, bearing in mind that these can and do change. Furthermore, power failures or other emergencies can occur and may require unexpected closing of the building. Since children left alone outside the Library could be vulnerable, every effort will be made to contact the parent, guardian, or caregiver prior to closing. If, however, a child is left at the Library after closing time or as the result of an emergency closing, the police will be called. Under no circumstances will a staff member take a child out of the building or transport children to another location.

~~Children ages seven through 17 may use the library on their own. They are, however, expected to adhere to the same standards of conduct expected of adults. All Library users are required to respect Library property and to act in a manner appropriate to the use and function of the Library. Children who do not use the Library appropriately or who require excessive staff attention or supervision will be informed of the rules. If inappropriate behavior continues, the child will be asked to leave the building and the parent, guardian, or caregiver will be contacted. If necessary, the police will be contacted.~~

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library
Revision October 18, 2011
Revised November 15, 2011
Revised March 21, 2017

The Gloversville Public Library commits itself to the citizens of the Gloversville Enlarged School District to be a community resource that provides access to information and technology as well as educational and cultural events while remaining a center for research and literary pursuits.

~~The Library is identified and defined principally by its holdings of materials and information resources.~~ The Library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining, and providing access to a collection of materials, both print and non-print, and to electronic resources that address the interests and needs of the members of our diverse and complex community.

Intellectual Freedom

The Library supports the "Library Bill of Rights" and the "Freedom to Read" statements adopted by the American Library Association. These documents are included as Appendices.

The Library makes available a wide diversity of ideas and viewpoints in support of an informed citizenry and a democratic society. The Library supports the individual choice and judgment of its users in seeking information, and upholds the freedom of library users to read, view, and listen to materials of their choosing.

Materials are not marked, labeled or sequestered to show approval, disapproval, or judgments as to suitability of content for a particular audience.

Materials are not excluded, removed, proscribed, or suppressed because of their creator's origin, background, or views, or because they represent a particular aspect of life, frankness of expression, or controversial subject matter.

Concerns about Library material should be made to the Director. Objections not resolved in discussion may then be made in writing, using the *Request for Reconsideration of Library Materials* form. Upon receipt of a completed form, the Director will review the material, make a decision, and notify the complainant. The library user may appeal that decision to the Board of Trustees.

No challenged library material will be removed from the Library under any legal or extra-legal pressure. Only under court order will library materials be removed from the shelves.

Materials Selection

The Library provides a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Decisions to select or retain an item are based on the merits of each work or information source as it relates to the goals and coverage of the collection. The Library considers the value of each item in its entirety and within the context of the collection, not on specific passages or sections within the item itself.

The Library maintains three collection development goals:

- to furnish current material for both adult and juvenile patrons readers
- to provide access current reference material
- to maintain a local history collection

Book and/or library materials selection is the responsibility of the Library Director ~~in accordance with the selection policies as adopted by the Board of Trustees. Inclusion of an item does not constitute endorsement by the Board of Trustees.~~ The Director may authorize members of the Library's staff to aid in material selection.

The main points to be considered in the selection of materials are:

- individual merit
- popular demand
- suitability for the Library's clientele
- existing Library and consortium holdings
- budget

Suggestions for purchase from the public are welcome and will be given serious consideration within the limits of these policies (see also *Donations, Bequests and Gifts Policy*).

Selection of materials for adults is not constrained by possible exposure to children or young adults. Responsibility for children's use of Library collections rests with parents, guardians, or caregivers (see *Circulation Policy*).

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

Reconsideration of Materials

Whenever possible, a library user expressing concern about library materials should be referred to the Director. The Director should explain the library's selection policies and criteria and why the item(s) in question have, or have not, been added to our materials collection.

If the patron still has concerns about the material after discussing it with appropriate staff or if the complainant does not wish to discuss the material with a selector, the complainant is invited to complete a "Patron Request for Reconsideration of Library Materials" form. Upon receipt of a completed form, the Director will appoint a Reconsideration Committee made up of materials selectors and subject specialists to review the material. The Reconsideration Committee will make a decision about the item in question and will notify the complainant of that decision. If that decision is unsatisfactory, the complainants may appeal the decision to the Director and, if desired, ultimately to the Board of Trustees.

"REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS"
Gloversville Public Library

Title: _____

Type (circle one): Book/Periodical/Other: _____

Author: _____

Publisher: _____

Request initiated by: _____

Address: _____

Do you represent (circle one):

 Yourself

 An organization (name, address and phone): _____

 Other group (name) _____

Please use the back of this form or attach another form for the following questions;

1. To what in the work do you object? (Please be specific; cite pages)
2. Did you read the entire work? What parts?
3. What do you feel might be the result of reading this work?
4. For what age group would you recommend this book?
5. What do you believe is the theme of this work?
6. Are you aware of judgments of this book by literary critics?
7. What would you like your library to do about this work?
 - Do not lend it to my child
 - Return it to the staff selection committee/department for re- evaluation.
 - Other (please explain)
8. In its place, what would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature: _____

Date: _____

The Gloversville Public Library welcomes gifts of books and other materials. Materials will be evaluated using the same criteria as materials that are purchased. Once donated, items become the property of the Gloversville Public Library. Donated items will not be returned to the donor. The Library can not accept any item that is not an outright gift.

The Library will not set fair market or appraisal values for donated items. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Items will be added to the collection in accordance with the [Collection Development Policy](#) ~~selection policy~~ of the Library. Those materials that are added to the collection will be classified and shelved according to standard procedures. The Library reserves the right to decide when a gift added to the collection must be withdrawn.

Materials which are in good condition and of value but are not needed by the Library may be offered to the Friends of the Library for their book sale or offered to another organization.

Gifts of personal property, including art, antiques, and memorial plaques are not encouraged and will be accepted only on a case-by case basis upon the recommendation of the President of the Board and the Library Director followed by the approval of the Library Board of Trustees.

[Gifts of real property will not be accepted.](#)

Any gift which will cause the Library to incur annual or periodic maintenance costs must be separately endowed by the donor to the satisfaction of the Library. The Library reserves the right to liquidate, relocate, remove, or dispose of any accepted gift at any time.

The Library may also accept unsolicited monetary contributions of any amount. Unrestricted monetary contributions may be used as determined by the Director, as authorized by the Board of Trustees, within the limits of the law. Restricted contributions will be accepted if they reflect the Library's mission and goals.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library
Revised March 21, 2017

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 [his](#)/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.~~

Adopted: January 21, 2014

Revised March 21, 2017

The Friends of the Gloversville Public Library is an independent organization, separate and distinct from the Library and the Library board. The purpose of the Friends is to maintain an association of persons interested in the Library, to support the Library, and to aid in the Library's contributions to the community.

The Gloversville Library Foundation manages its assets for the maximum benefit of the Gloversville Public Library. It will pay over all dividends and interest income earned by the Foundation on its assets, less any Foundation expenses, to the Gloversville Public Library and will raise funds for the Foundation so as to benefit the Gloversville Public Library.

The Mohawk Valley Library System, of which the Gloversville Public Library is a member, is a cooperative public library system providing professional technical assistance as well as other services to the Library.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library
Revised March 21, 2017