



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
February 19, 2019 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the January 2019 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
2019-2020 budget
4. Friends
5. Foundation
6. Building and Grounds
7. AD HOC Policy
Meeting Room – 2nd reading
Ethics – 2nd reading
Fixed and Intangible Assets – 2nd reading
8. Personnel Committee
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report
Plan of Service – next step: goals
Library history – photos of gentlemen & boxes – plan
13. Old Business
14. New Business
Fine free discussion
15. Adjourn

Next Meeting: March 19, 2019



58 East Fulton Street
 Gloversville, NY 12078
 518-725-2819
 gloversvillelibrary.org

MARCH 2019 CALENDAR OF EVENTS

REGULAR HOURS
 MON: 3 PM-8 PM
 TUE-WED: 10 AM-7 PM
 THU-FRI: 10 AM-6 PM
 SAT: 10 AM-4 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 CLOSED	4 Enthusiastic Kids Book Club @3:30-4:30 PM "Famously Infamous: Fulton County's Notorious Murderers" Presentation @7 PM	5	6 Teen Writing & Art Group @3:30-4:30 PM	7 Story Time @10:30 AM Craft Club for TWEENS @3:30 PM Knitting Group @4 PM	8	9 Story Time & Craft Hour @10:30 AM
10 CLOSED	11 Enthusiastic Kids Book Club @3:30-4:30 PM	12 Writer's Unblocked @11 AM-1 PM Gentle Intro to Fitness @5:30 PM Drop-In Tech Help @5:30-6:45 PM	13 Teen Writing & Art Group @3:30-4:30 PM	14 Story Time @10:30 AM Craft Club for TWEENS @3:30 PM Knitting Group @4 PM	15 Eat Healthy. Be Active. SHINE Community Workshop #1: "Enjoy Healthy Food that Tastes Great" @1:30 PM	16 "Can't Seem to Get Your Foot in the Door?" Career Workshop @1 PM
17 CLOSED	18 Enthusiastic Kids Book Club @3:30-4:30 PM Joy of Coloring @5:30 PM	19 Writer's Unblocked @11 AM-1 PM Gentle Intro to Fitness @5:30 PM Drop-In Tech Help @5:30-6:45 PM Trustees Meeting @6:30 PM	20 LAST DAY FOR PIE ORDERS AND PAYMENT Jolly Readers @10:30 AM (<i>Small Great Things</i> by Jodi Picoult) Teen Writing & Art Group @3:30-4:30 PM	21 Story Time @10:30 AM "10 Warning Signs of Alzheimer's" Presentation @2 PM Craft Club for TWEENS @3:30 PM Knitting Group @4 PM	22 Eat Healthy. Be Active. SHINE Community Workshop #2: "Quick, Healthy Meals and Snacks" @1:30 PM	23 "Lights Out" Story Time @10:30 AM
24 CLOSED	25 Enthusiastic Kids Book Club @3:30-4:30 PM	26 Writer's Unblocked @11 AM-1 PM Gentle Intro to Fitness @5:30 PM Drop-In Tech Help @5:30-6:45 PM	27 Adult "Button Trees" Craft 1:30 PM & 5:30 PM ***REG. REQ'D***	28 Story Time @10:30 AM Knitting Group @4 PM	29	30
31 CLOSED						

MARCH MONTHLY & SPECIAL EVENTS

3/4

"Famously Infamous: Fulton County's Notorious Murderers" Presentation @ 7 PM

A housewife. A jealous boyfriend. A butcher. A teenager. A traveling jewelry salesman. What do they all have in common? They all committed violent crimes. Join Fulton County Historian Samantha Hall-Saladino in an exploration of some of Fulton County's most notorious murders throughout history.

3/7

FOL Meeting @ 6 PM

The Friends of the Gloversville Public Library is a not-for-profit organization that supports the library in its mission of serving this community. The Friends hold this monthly business meeting on the first Thursday of January, March, May, August, September and November at 6 PM.

3/9

Story Time & Craft Hour @ 10:30 AM

Listen to a story, make a craft, and have a snack! Great way for little ones to be introduced to the Library, meet new people, and have fun! Provided by The Friends of the Library.

3/15

Eat Healthy. Be Active. SHINE Community Workshop #1: "Enjoy Healthy Food that Tastes Great"

@1:30 PM

SHINE = Seniors' Health Improvement and Nutrition Education.

Participants of the workshop series will learn about the latest dietary guidelines, tips for staying active, taste testing healthy foods and recipes, how to eat healthy on a budget and how to be more mindful in our era of supersized portions. All are welcome. Facilitated by nutrition educator, Molly Capito.

3/16

"Can't Seem To Get Your Foot In The Door?" Workshop @ 1 PM (Sign-Up is NOT Required)

Meeting and talking with people who work in your field(s) of interest can truly expand opportunities. This workshop will delve into the "HOW-TOs" of finding and connecting with potential "door openers". You will leave with tips on how to initiate a conversation with potential "door openers", how to make the most of a "networking" conversation, and learn the skills for opening doors with greater confidence.

Following the workshop, slots for One-on-One Career/Workplace Coaching Sessions and Resume Evaluations will be available for sign-up.

3/18

Joy of Coloring @ 5:30 PM

Recent research suggests that coloring is a great way for adults to reduce stress and relax. Join us for a relaxing hour of coloring while listening to Celtic Music. Patterns and pencils provided. Ages 14+. Please register online or by calling 518-725-2819.

Trustees Meeting @ 6:30 PM

The Public is welcome at these monthly meetings that meet on the third Tuesday of each month. A copy of the board packet may be found on the Trustees' page on our website: gloversvillelibrary.org

3/20

Jolly Readers @ 10:30 AM (Small Great Things by Jodi Picoult)

This group meets monthly to discuss a specific book.

3/21

10 Warning Signs of Alzheimer's @ 2 PM

Presentation by Megan DeMento of the Alzheimer's Association.

3/22

Eat Healthy. Be Active. SHINE Community Workshop #2: "Quick, Healthy Meals and Snacks" @1:30 PM

SHINE = Seniors' Health Improvement and Nutrition Education.

Participants of the workshop series will learn about the latest dietary guidelines, tips for staying active, taste testing healthy foods and recipes, how to eat healthy on a budget and how to be more mindful in our era of supersized portions. All are welcome. Facilitated by nutrition educator, Molly Capito.

3/23

"Lights Out" Story Time @ 10:30 AM

A special monthly Story Time provided by library staff every fourth Saturday for the enjoyment of children and their parents & caregivers. This month's theme is "Lights Out".

3/27

Adult "Button Trees" Craft @ 1:30 PM & 5:30 PM

REGISTRATION REQUIRED

Join us as we make this month's artsy craft!! We will paint a tree trunk on a 5x7 canvas board and glue on buttons as the leaves to create a one of a kind tree!! Please register online or by calling 518-725-2819.

MARCH WEEKLY EVENTS

MONDAYS

Enthusiastic Kids Book Club @ 3:30-4:30 PM

Welcome to your Book Club for Enthusiastic Kids! An experience of reading any and all books with interest and fun!! For Ages 8-11 & Grades 3-5. Facilitated by Dary Hillertzy.

TUESDAYS

Writer's Unblocked @ 11 AM-1 PM

This is a creative writing group for adult writers ranging from amateur to experienced. This group meets weekly to share their work, offer advice and encouragement, and perform creative writing exercises.

Gentle Intro to Fitness Class @ 5:30 PM

(3/12, 3/19, 3/26, 4/2, 4/9, 4/16)

Beginning a fitness or exercise routine can be an intimidating task. Not knowing where to start and having the anxieties of joining a gym can stop you in your tracks. Not this time! This is your opportunity to not have to take that first step alone.

A gentle introduction to fitness with Certified Personal Trainer and Specialist in Fitness Nutrition Jarrod Johnson. Learn to use body weight exercises and modifications to build strength and muscular endurance. Increase your total body flexibility with the incorporation of a solid stretching routine that will set you on the path to success with your health and wellness goals.

Drop-In Tech Help @ 5:30-6:45 PM

Bring your device and questions to the library and we will try to assist you (laptop, tablet, phone, digital camera, etc.) on a first come, first serve basis. Or, call 518-725-2819 to set up an appointment for a more convenient time.

WEDNESDAYS

Teen Writing & Art Group @ 3:30-4:30 PM

Need an outlet for your creativity? This creative program is for TEENS ages 13-18 yrs. Teens are invited to gather, create, and share original writing and artwork here at the library! Come create something amazing with us!!

THURSDAYS

Story Time @ 10:30 AM

Listen to stories and make a craft! This is a great way for little ones to be introduced to the Library and to socialize with others. Provided by The Friends of the Library.

Craft Club for TWEENS @ 3:30 PM

Are you a tween that's bored after school and don't know what to do (besides your homework)? Come join us for a fun craft! This craft club is for tweens in upper elementary through middle school.

Knitting Group @ 4 PM

Adult members of all skill levels meet to knit, crochet, and discuss projects. There is no registration or fee required to join this group.



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting January 15, 2019

The Gloversville Public Library Board of Trustees held a meeting on January 15, 2019 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, Merry Dunn Brown, Susan Shrader, Frank Carangelo, Lisa Buggeln, Charles Reed, Elizabeth Batchelor, Christian Rohrs and Craig Clark. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, Jean La Porta, President of The Friends of the Gloversville Public Library, and Christopher Hopf, Construction Manager from U.W. Marx, Inc., also attended 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.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on December 18, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Reed made a motion, seconded by Mrs. Shrader, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of December 2018 and the year-to-date period ending December 31, 2018. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$35,000 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru December 31, 2018 are up approximately \$23,500 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies and higher General Expense which have been offset by lower book and DVD purchases and lower Rent Expense in the current year due primarily to the time involved with moving back into the Library building and the expenses involved with the temporary location in the prior year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln 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 January 2019 numbered 1606 through 1642 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. Frank informed the Trustees that he had included four bills on the Warrant List for approval with payment to be made when Grant Funds are received. After review of the Warrants Ms. Batchelor made a motion, seconded by Mr. Carangelo, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims except for Warrant numbers 1639 through 1642 which will be paid when Grant monies are received to cover same. This motion was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had agreed to ask NBT Bank to release \$975,000 from their money market account to be used to pay down their line of credit from \$2,975,000 to \$2,000,000. This reduction should put the Foundation in a good position next January when the line of credit comes due and will need to be put into a term loan for a period of 15 or 20 years.

Mr. Clark informed the Trustees that the Finance Committee had not met since the last Board meeting but that a meeting was scheduled for January 30, 2019 at 4:00 PM to work on the Budget for the fiscal year ending June 30, 2020.

Mrs. La Porta informed the Trustees that the Friends were doing a pie sale again this year and that order forms would be available soon. Orders will be due by March 20, 2019 and will be ready for pickup on April 5, 2019. Mrs. La Porta also informed the Trustees that the Friends are planning a spaghetti dinner for April 10, 2019. Mrs. La Porta also informed the Trustees that the Friends are planning to have a Basket Raffle during Friends week this fall. Mrs. La Porta also informed the Trustees that the Friends are looking into having a barbeque in the fall and having a fundraiser again at the Colonial Little Theater this fall. Mrs. La Porta also informed the Trustees that the Friends are now accepting books for a book sale again but that no date has been set at this time. Mrs. La Porta also informed the Trustees that the Friends will again be offering a scholarship this year to a Gloversville High School graduate in the Spring.

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

*Serving Gloversville
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

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

Mr. Carangelo informed the Trustees that the Building and Grounds Committee had met and that no bids had been received for snow removal. The Committee decided to solicit more bids for snow removal. Mr. Carangelo also informed the Trustees that the staff was having problems with misbehaving teenagers in the Library. The Trustees agreed that if this continues the police should be notified. Mr. Carangelo also mentioned that the Probation Building next door might become available soon and that we might investigate what the County intends to do with it.

Mrs. Buggeln presented the Patron Borrowing Policy and the Computer and Internet Policy for the second reading. Mrs. Shrader made a motion, seconded by Ms. Dunn Brown, to approve the Policies as presented. This was approved all voting aye. Mrs. Buggeln also presented the Meeting Room Policy for the first reading. The Trustees discussed the possibilities of charging fees for room use. The feeling was that it might depend on whether the organization wanting to use a room was a for profit or not for profit organization. The consensus was that we would not address fees at this time for inclusion in the Policy. Mrs. Buggeln presented the Ethics Policy for the first reading. No changes were recommended, and it will be presented at the February meeting for the second reading and approval. Mrs. Buggeln presented the Fixed and Intangible Assets Policy for the first reading and after discussion it was decided to table this Policy to a future meeting.

Ms. Batchelor expressed her concerns about the need to get the \$2,000,000 DASNY Grant information in so we can wrap up our contractor bills and furniture bills. Ms. Madonna said that she would complete the required information and get it in to them soon.

Mrs. Buggeln informed the Trustees that she had met with Ms. Madonna to review her evaluation and that she had accepted it. Ms. Madonna also informed the Trustees that we have a new Library Clerk starting on the 25th of January to work approximately 24 hours per week.

Mr. Reed informed the Trustees that the Program Committee had met and that they had come up with six tentative goals for the Plan of Service.

Ms. Dunn Brown informed the Trustees that the Public Relations Committee will be meeting on Friday at 10 AM and that they are working on goals for the Plan of Service. The Committee will also be working on goals to bring more children into the Library.

Ms. Madonna informed the Trustees that it was once again time to approve and sign the Automation Agreement with the Mohawk Valley Library System. Mr. Clark made a motion, seconded by Mrs. Buggeln, to approve and sign the Automation Agreement with Mohawk Valley Library System. This was approved all voting aye.

Mrs. Pesses informed the Trustees that the various Committees were doing well with developing goals for the Plan of Service. Mrs. Pesses also informed the Trustees that she will be meeting with Wade Abbott soon to review our progress. Mrs. Pesses also informed the Trustees that February 27, 2019 will be Advocacy Day in Albany.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had not met since the last Board of Trustees meeting.

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Ms. Batchelor said that she felt that we now have excessive lighting and was concerned about our electric bill. Ms. Madonna and Mr. Frank will be reviewing this as we occupy the renovated building. Mrs. Buggeln made a motion to adjourn the meeting at 8:16 PM. This motion was seconded by Mrs. Shrader and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday February 19, 2019 at 6:30 PM. at the Library Building at 58 East Fulton Street, Gloversville, New York.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JANUARY 2019

	<u>Budget July 1, 2018 to June 30, 2019</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	\$423,695.00	\$0.00	\$423,695.00	\$393,695.00	\$0.00
Investment Income	200.00	1.41	12.51	113.26	187.49
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	6,070.00	2,163.00	3,930.00
Government Affiliations	7,000.00	0.00	7,960.01	7,714.44	(960.01)
Fines & Miscellaneous Income	9,000.00	856.54	6,478.71	5,185.58	2,521.29
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$523,895.00</u>	<u>\$857.95</u>	<u>\$518,216.23</u>	<u>\$482,871.28</u>	<u>\$5,678.77</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on January 1, 2019	\$612,056.84				
Plus: Receipts Per Report	857.95				
Less: Capital Expenditures - Furniture	985.05				
Less: Capital Expenditures - Work In Progress	0.00				
Less: Expenses Per Report	<u>50,245.18</u>				
Income Cash Balance on January 31, 2019	<u><u>561,684.56</u></u>				
Accounts Payable as of 01/31/19	0.00				
Prepaid Expenses as of 01/31/19	<u>(8,023.72)</u>				
Actual Cash Balance on January 31, 2019*	<u><u>\$553,660.84</u></u>				
*Note - Amount of Balance Loaned to Construction Account at 01/31/19	\$ 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 January 1, 2019	\$1,750.47
Plus: Receipts:	
Interest on Money Market Account	0.07
Refund Builder's Risk Insurance	2,641.00
Less: Paid Outs:	
Transfer to Construction Account	3,500.00
National Grid - Parking Lot Service	58.66
	<hr/>
Balance on January 31, 2019	<u><u>\$832.88</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on January 1, 2019	\$849.71
Plus: Receipts:	
Interest Earned	0.55
Grant Money Received	192,489.47
Campaign Funds from Library Foundation	58,000.00
Principal Cash from Foundation	0.00
Bullet Aid	4,000.00
Transfer From Building Fund	3,500.00
Less: Paid Outs:	
Bank Wire Fee	15.00
Butler Rowland Mays Architects, LLP	1,422.40
Naglee Moving & Storage, Inc.	14,750.00
SRI Fire Sprinkler, LLC	4,423.20
DLC Electric, LLC	5,937.50
Mazone Plumbing & Heating, Inc.	27,618.40
Bunkoff General Contractors, Inc.	198,602.60
	<hr/>
Balance on January 31, 2019	<u><u>\$6,070.63</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on January 1, 2019	\$131.24
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on January 31, 2019	<u><u>\$131.24</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JANUARY 2019

	Budget July 1, 2018 to June 30, 2019	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$197,581.00	\$ 20,581.68	\$ 132,113.96	\$ 113,666.00	\$65,467.04
Salaries - Part Time Employees	134,728.00	3,157.45	26,145.37	23,051.67	108,582.63
Salaries - Custodians	28,055.00	2,337.92	16,365.44	15,622.32	11,689.56
F I C A & Medicare Tax	27,568.00	1,981.66	13,266.20	11,561.58	14,301.80
Unemployment Insurance	725.00	0.00	358.00	355.50	367.00
Disability & Family Leave Insurance	1,200.00	473.24	850.97	575.43	349.03
Medical Insurance & Reimbursements	43,644.00	3,673.47	22,487.93	20,020.35	21,156.07
Worker's Compensation Insurance	3,400.00	0.00	3,254.21	3,558.79	145.79
Pension Expense	34,755.00	0.00	21,278.50	20,636.50	13,476.50
Heat	5,941.00	574.48	930.89	0.00	5,010.11
Electricity	5,530.00	1,786.94	3,061.02	0.00	2,468.98
Rent	0.00	0.00	0.00	20,000.00	0.00
Telephone	3,600.00	724.93	2,722.85	1,662.52	877.15
Insurance	11,600.00	5,223.38	14,439.31	8,871.67	(2,839.31)
Books, Periodicals, etc.	46,500.00	4,050.04	28,225.06	31,987.82	18,274.94
Computer & Automation Services	17,500.00	1,173.35	19,800.76	5,675.38	(2,300.76)
Library, Office Supplies & Postage	13,000.00	1,920.34	7,212.26	3,435.47	5,787.74
Maintenance, Repairs & Bldg. Supplies	12,000.00	931.30	1,314.56	719.90	10,685.44
Treasurer & Recording Secretary	8,600.00	700.00	5,000.00	4,900.00	3,600.00
Professional Fees	8,000.00	60.00	80.00	1,440.00	7,920.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	48.00	275.84	1,398.66	2,724.16
Events & Programming	5,500.00	44.15	2,630.44	2,139.32	2,869.56
Promotion Expense	4,500.00	701.00	2,858.49	2,940.54	1,641.51
General Expense	2,000.00	101.85	3,963.57	473.98	(1,963.57)
TOTAL EXPENSE	\$619,927.00	\$50,245.18	\$328,635.63	\$294,693.40	\$291,291.37

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

JANUARY 2019

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,955.66)	\$1,006.83	FICA & Medicare Expense
			1,948.83	Payroll
5926		Gloversville Public Library	10,262.55	Payroll
5927	1606	Nicole Hauser	437.38	Petty Cash
5928	1607	Michael J. Frank	700.00	Treasurer & Rec. Sec.
5929	1608	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5930	1609	M V P Health Care, Inc.	2,179.72	Medical Insurance
5931	1610	United Health Care	17.40	Medical Insurance
5932	1611	The Arch Insurance Group (946.48)	473.24	Dis. & Family Leave Insurance
			473.24	Prepaid Expense
5933	1612	Liberty Mutual Insurance (7,440.03)	5,223.38	General Insurance
			2,216.65	Prepaid Expense
5934	1613	Blackstone Publishing	200.66	A/V - DVDs
5935	1614	Unique Management Services, Inc.	26.85	G/E - Collection Expense
5936	1615	The Leader-Herald	40.00	Promotion Expense
5937	1616	Center Point Large Print	51.74	Books
5938	1617	Sally Fancher	85.24	Pension Refund
5939	1618	Mohawk Valley Library System (4,887.40)	1,153.35	Computer & Automation
			250.00	Library Supplies
			1,642.03	E Books
			1,642.02	Prepaid Expense
			200.00	A/V - DVDs
5940	1619	National Grid (2,361.42)	574.48	Heat - Natural Gas
			1,786.94	Electricity
5941	1620	Johnstown Public Library	6.80	Fines, etc.
5942	1621	Book Page	576.00	Promotion Expense
5943	1622	Baker & Taylor Books	1,156.56	Books
5944	1623	Kathryn McCary	60.00	Professional Fees
5945	1624	Qull Corporation (1,301.11)	1,002.30	Library Supplies
			254.66	Maintenance & Repairs
			44.15	Events & Programming
5946	1625	Kapco	371.85	Library Supplies
5947	1626	Schenectady County Public Library	28.00	Fines, etc.
5948	1627	Mohawk Valley Library System	18.99	Fines, etc.
5949	1628	Upper Hudson Library System	48.00	Professional Meetings & Travel
5950	1629	Business Card (2,311.38)	291.55	A/V - DVDs
			190.88	Library Supplies
			263.49	Postage
			20.00	Computer & Automation
			54.95	WGY Christmas Wish Grant
			408.88	Office Expense
			96.58	Building Supplies
			985.05	Furniture & Equipment
5951	1630	Frontier Communications	724.93	Telephone
5952	1631	Whitney Radio Broadcasting, Inc.	85.00	Promotion Expense
5953	1632	Fulton Mont. Reg. Chamber of Commerce	75.00	G/E - Annual Dinner
5954	1643	M V P Health Care, Inc.	1,089.86	Medical Insurance
5955		Gloversville Public Library	9,857.12	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	298.98	Pension - Withholdings
DM		E F T NYS Tax Department	982.80	Payroll
DM		E F T United States Treasury (2,865.66)	974.83	FICA & Medicare Expense
			1,890.83	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	403.89	Medical Insurance
		CHECK AND EFT PAID OUTS - JANUARY 2019	<u>55,673.00</u>	
		PETTY CASH PAID OUTS - JANUARY 2019		
		Library Supplies	13.00	
		Newspapers (Books)	<u>507.50</u>	
		TOTAL JANUARY 2019 PAID OUTS	<u>\$56,193.50</u>	
		Less: Prepaid Expense	(4,331.91)	
		Less: Petty Cash Check	(437.38)	
		Less: Pension Refund	(85.24)	
		Less: Fines, etc.	(53.79)	
		Less: Furniture & Equipment	(985.05)	
		Less: WGY Christmas Wish Grant	<u>(54.95)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$50,245.18</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of January 1, 2019			\$45.47
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, 2019			\$45.47

W G Y CHRISTMAS WISH GRANT

Balance as of January 1, 2019			\$391.57
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Business Card	5950	Programming	54.95
Total Expenses			54.95
Balance of Grant Money Left at January 31, 2019			\$336.62

ADVOCACY GRANT

Balance as of January 1, 2019			\$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 January 31, 2019			\$1,585.75

WORKFORCE LITERACY GRANT

Balance as of January 1, 2019			\$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, 2019			\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of January 1, 2019			\$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 January 31, 2019			\$3,325.00

RESTORATION FUNDS RECONCILEMENT

Balance as of January 1, 2019			\$2,684.18
Funds Received - Garage Sale			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, 2019			\$2,684.18

PARK TERRACE PTA - COLORTON

Balance as of January 1, 2019			\$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 January 31, 2019			\$559.25

GLOVERSVILLE PUBLIC LIBRARY
 BANK RECONCILIATIONS
 January 31, 2019

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

Balance Per Bank Statement				\$ 44,719.00
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
01/15/19	5929	The Paul Revere Life Insurance Company	278.54	
01/15/19	5930	MVP Health Care, Inc.	2,179.72	
01/15/19	5931	United Health Care	17.40	
01/15/19	5941	Johnstown Public Library	6.80	
01/15/19	5947	Schenectady County Public Library	28.00	
01/30/19	5954	MVP Health Care, Inc.	1,089.86	
01/31/19	DM	NYS & Local Employees' Retirement System	298.98	
		Total Outstanding Checks		<u>3,899.30</u>

Other Items: None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS \$ 40,819.70

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

Balance Per Bank Statement				\$ 8,810.66
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
01/15/19	4864	Kathy Van Volkenburg	131.63	
01/31/19	4867	Barbara J. Madonna	1,818.62	
01/31/19	4868	Nicole L. Hauser	1,240.87	
01/31/19	4870	Sally A. Fancher	1,096.36	
01/31/19	4871	Linda B. Conroy	1,157.22	
01/31/19	4872	Jameson M. Duross	707.83	
01/31/19	4873	Shari L. Peto	736.63	
01/31/19	4875	Linda J. Callahan	118.30	
01/31/19	4876	Sally L. Ostrander	410.03	
01/31/19	4877	Kathy Van Volkenburg	94.37	
01/31/19	4878	Christine T. Prokopiak	278.30	
01/31/19	4880	Patricia A. Devereaux	20.50	
		Total Outstanding Checks		<u>7,810.66</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				\$ 497.23
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 \$ 497.23

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

Balance Per Bank Statement				\$ 832.88
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 \$ 832.88

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement				\$ 204,673.23
Outstanding Checks:				
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
01/31/19	1155	Bunkoff General Contractors, Inc.	198,602.60	
		Total Outstanding Checks		<u>198,602.60</u>

Other Items: None -

BALANCE IN LEDGER AND QUICKBOOKS \$ 6,070.63

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: January 2019

Barbara Madonna – Director

Seventy-five percent of the smaller State and Municipal Facilities Grant was received in January. A second request for the balance was submitted as was the request for the for \$2,000,000. I anticipate the bulk, if not the balance, of these two grants to arrive at the end of February.

We had our annual weather closing in January. And it turns out, the roof on the east addition leaks. Masonry joints are the issue, but warmer weather is needed for the caulk to be effective.

Federal tax forms for the public arrived before the end of the month. The IRS has consolidated the individual forms into just the 1040 and our selection of schedules gets smaller every year. The staff has the ability to print additional forms, but the push to have people file on-line increases every year.

The 2020 Census is also moving to electronic reporting. There is a bill being put before the state legislature in this session to provide \$40M in state funding for broadband and access to the internet in support of the Census.

Advocacy is needed once again this year. Governor Cuomo slashed state aid back to 2000 levels and cut construction aid by 60%. Though our project is wrapping up, we could have never accomplished it without the state's grant support. This includes \$1.25 million in funding from the New York State Public Library Construction Aid, this funding pot.

https://www.nyla.org/max/userfiles/Advocacy/2019_NYLA_Advocacy_Agenda_12-11-18.pdf

The Carnegie Room saw some action this month. First we hosted an MVLS workshop about collecting statistics for the state annual report and ideas on how to use that information in our advocacy efforts. Next, the Caroga Arts Consortium held a winter concert wrapping up its first winter residency. And the Gloversville Police Department held its annual meeting at the end of the month. All of the officers, detectives, leadership and Mayor DeSantis were in attendance.

Meetings

- January 2nd David Briggs, NBT Insurance
- January 3rd
 - 1) Interview Patricia Devereaux
 - 2) Policy Committee meeting
 - 3) Friends of the Library meeting
- January 7th Staff meeting
- January 8th Program Committee meeting
- January 9th Buildings and Grounds Committee meeting
- January 10th
 - 1) MVLS workshop
 - 2) Director's Counsel meeting
 - 3) Matt Dziedzic and Kip Hoag, Allstate
- January 11th Barb Hillabrandt, Leader-Herald
- January 14th Staff meeting
- January 15th Board meeting
- January 17th
 - 1) MVLS Board meeting
 - 2) Chris Pesses
- January 18th
 - 1) Chris Hopf, UW Marx
 - 2) PR Committee meeting
- January 22nd
 - 1) Meeting about going Fine Free, MVLS
 - 2) Paul Mays, Butler Rowland Mays Architects
 - 3) Chris Hopf
- January 23rd
 - 1) Michael Frank
 - 2) Nicole Hauser

January 23th Closed – weather
January 24th 1) Michael Frank
2) Patricia Devereaux
January 28th Staff meeting
January 29th 1) Chris Hopf, UW Marx
2) Chris Mazone, Mazone Plumbing and Heating
3) Chief Porter and Lt. Shaffer, Gloversville Police Department
January 30th Finance Committee meeting
January 31st 1) Michael Frank
2) Chris Hopf, UW Marx
3) David Briggs, NBT Insurance



Gloversville Public Library

Children's Room Report: January 2019

Sally Fancher – Head of Children's Services

January was a very busy month here in the Youth Center. We had two Pre-K tours re-scheduled due to snow delays. With the flexibility of Sonny Duross and Kim Collar, we were able to arrange schedules to meet the needs of Broadalbin-Perth, and still cover our regular duties. It was a super effort from everyone. A storm in late January also led to a rescheduling of the Rainbow Playschool visit to a February date.

The January program schedule speaks for itself- 23 programs:

Jan. 3- Crafts for Tweens

Jan. 9- Teen Writing and Art Group

Jan. 10- Crafts for Tween

Jan. 11- a. Two Pre-k tours for Broadalbin-Perth

b. Story Time for Ful-Mont Mental Health After School Program

Jan. 15- Two Pre-k tours for Broadalbin-Perth

Jan. 16 a. One Pre-k tour for Broadalbin-Perth

b. Jolly Readers book discussion

c. Teen Writing and Art group

Jan. 17 a. Outreach to Bright Futures Learning Center- 4 groups

b. Crafts for tweens

Jan. 18 Outreach to Fulton Rehabilitation Center

Jan. 23 a. Outreach to Whispering Pines preschool, two classes

b. Teen Writing and Art Group

Jan. 24 Crafts for Tweens

Jan. 26 Themed Story Time

Jan. 30 Meeting with book vendor

Jan. 31 Story Time on a two-hour school delay day

Crafts for Tweens

We are in the end stages of planning and hosting a special day for our Home School families. We expect to have many families visit and learn about all of the services and programs at their disposal.

The quiet presence of adults in the upper fiction is appreciated, and it is a deterrent to bad behavior. Many young people have used their networks to let each other know that inappropriate behavior is not tolerated, and quiet behavior is not disturbed by adults. The upcoming school breaks will be especially challenging as the students are out of school all day, not just after 3pm.

Along with all of that, we are doing all of the regular things that you would expect.

Statistics for January 2019 are as follows (figures in parentheses are comparable figures for 2018)

	2019	2018
VISITORS	3,923	5,765

CIRCULATION

Adult Circulation	1,971	1,675
Teen Circulation	149	68
Juvenile Circulation	1,215	889
Audiobooks	138	265
eBooks	545	435
Music	54	1
Periodicals	69	66
Videos	1,849	1,408
Museum Passes	-	-
Subtotal	5,990	4,807
In-House Use		
Adult	39	38
Juvenile	60	48
Other Materials	1,258	1,231
Subtotal	1,357	1,317
Total Circulation	7,347	6,124

REFERENCE QUESTIONS	237	88
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MEETINGS/PROGRAMS/OUTREACH

31 Adult programs and meetings with 238 people	(30 Adult programs/meetings with 162 people)
20 Juvenile programs and meetings with 296 people	(14 Juvenile programs with 169 children)
4 Teen programs and meetings with 40 people	(4 Teen programs with 21 people)

INTERLIBRARY LOAN

Material Borrowed	877	722
Material Loaned	718	887
Total	1,595	1,609

COMPUTER USAGE	1,942	1,270
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HISTORICAL ROOM

Visitors
Books Used
Reference Questions

*The local history room is still boxed up, though staff have limited access.

Statistics for November, December 2018, and January 2019 are as follows:
 (The Library was closed from October 15-November 5 to move back to 58 E. Fulton St.)

	November	December	January
VISITORS	4,740	4,048	3,923
CIRCULATION			
Adult Circulation	1,688	1,652	1,971
Teen Circulation	175	162	149
Juvenile Circulation	1,237	1,190	1,215
Audiobooks	249	217	138
eBooks	379	441	545
Music	37	47	54
Periodicals	60	63	69
Videos	1,199	1,545	1,849
Museum Passes	4	1	0
Subtotal	5,028	5,318	5,990
In-House Use			
Adult	18	35	39
Juvenile	122	74	60
Other Materials	1,158	251	1,258
Subtotal	1,298	360	1,357
Total Circulation	6,326	5,678	7,347

REFERENCE QUESTIONS	301	1,106	237
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MEETINGS/PROGRAMS/OUTREACH

- 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
- December** 33 Adult programs and meetings with 264 people
 11 Juvenile programs and meetings with 165 people
 4 Teen programs and meetings with 51 people
- January** 31 Adult programs and meetings with 238 people
 20 Juvenile programs and meetings with 296 people
 4 Teen programs and meetings with 40 people

INTERLIBRARY LOAN

Material Borrowed	652	643	877
Material Loaned	632	504	718
Total	1,284	1,147	1,595

COMPUTER USAGE	1,818	2,076	1,942
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***HISTORICAL ROOM (in storage while in temporary location)**

Visitors	0	0	0
Books Used	0	5	0
Reference Questions	0	1	0

*The local history room is still boxed up, though staff have limited access.

Gloversville Public Library

President's Report, February 14, 2019

Plan of Service:

First off, I wish to thank all the committees for their work on setting goals for the future of the Library. Apparently, we get a gold star for our work since many of the other libraries just ignore this requirement.

Wade Abbott and Eric Trahan have reviewed the Goals that each committee wrote for our future Plan of Service. They felt that many of our "goals" are actually closer to objectives and so therefore, we are very close to being done! Congratulations us!

- What we need to do next is have a small group of 2 board members, the board president, Barb, and two staff members meet possibly the first week of March to hammer out and clean up what we have, and then the staff will put in the activities that meet those objectives.

We can potentially be done with this by presenting to the Board at the April meeting and if the Board approves it, we can consider our job done with this part. The part after this is using the Plan of Service that we approve to guide the board and the staff in planning.

Local History Room:

Barb and Nicole have been working on unloading boxes that had no place else to be when we moved in. They are working on cleaning out stuff that shouldn't be there, and figuring out projects that the staff could work on when they can get in the room. This is a project that we can't do too much with unless it is just helping to move stuff. What we could help with are the large framed photos of what I call "the old guys". There are 33 framed photographic portraits of people that had something to do with the library when it was built...not exactly positive if all of them are connected that way, but hopefully they all had something to do with the library. They are difficult to display, would not make any sense to display as is, but if they were important to the library, need to have something done regarding their availability to the public.

Several ideas have been suggested...hang a few at a time, with a bio and then find a permanent home for them after display. I had thought of removing them from the frames, and placing them in a portfolio protective sleeve (the kind you see displaying historic posters) with a bio on each man explaining who they are and how they are important to the library.

Ren Reed said he would be willing to research the guys for bios, and we might be able to find relatives of the old guys who could give us a more personal bio (Nancy Luey's great grandfather is one of them and she would be willing to help).

- I need the board to approve removing the photos from their frames so that they can be preserved in acid free paper and so that the public can see them. They were stacked in the basement before we moved in the corner for years.
- I would also need the board to be willing to use money for restorations from our garage sales to purchase the proper display folio. Nancy was willing to research that as well. Obviously, final approval for the purchase would be from the board.
- If anyone is willing to research some of these old guys, that would also be great. There are 33 of them.

Late Fines:

Merry and Barb will discuss this with the board during the meeting.

Other things:

For our advocacy campaign/get out the vote campaign efforts we need you all to do two things:

- Begin to make a list of 10-20 friends that you believe would be positive supporters of the library. Please make your list and include phone numbers and addresses. These will be cross referenced and duplicates will be noted.
- Think about events/programs at the library that you feel could be highlighted to demonstrate our value to the public. Write them down. Share them at the next board meeting.

Gloversville Library

	Actual		Draft	
	2017-2018	2018-2019	2019-2020	

EXPENSES

Salaries FT	219,451.61	\$ 225,636.00	\$ 285,952.60	Personel
Salaries PT	45,023.29	\$ 134,728.00	\$ 82,330.60	Building
SS/Medicare Taxes	20,073.97	\$ 27,568.00	\$ 28,173.66	Collection
Unemployment Insurance	713.50	\$ 725.00	\$ 800.00	Computers
Disability/NYSFL Insurance	575.43	\$ 1,200.00	\$ 1,000.00	Programing
Subtotal	\$ 285,837.80	\$ 389,857.00	\$ 398,256.86	Other

Worker's Comp	\$ 2,578.27	\$ 3,400.00	\$ 3,000.00	
Medical Insurance	29,458.30	\$ 43,644.00	\$ 48,600.20	
Pension Expense	28,463.00	\$ 29,105.00	\$ 32,500.00	
Subtotal	\$ 60,499.57	\$ 76,149.00	\$ 84,100.20	

Natural Gas	\$ -	\$ 5,941.00	\$ 6,000.00	Guess, no basis
Electricity	\$ -	\$ 5,530.00	\$ 18,000.00	
Rent	\$ 25,000.00	\$ -	\$ -	
Telephone	\$ 2,856.80	\$ 3,600.00	\$ 6,000.00	
Insurances	\$ 8,871.67	\$ 11,600.00	\$ 16,300.00	
Subtotal	36,728.47	26,671.00	46,300.00	

Books	\$ 44,861.11	\$ 46,500.00	\$ 46,500.00	
Computer Services	\$ 10,239.61	\$ 17,500.00	\$ 11,400.00	
Library/Office Supplies	\$ 7,830.96	\$ 13,000.00	\$ 9,500.00	

Building, Maint., Repairs	\$ 1,735.05	\$ 12,000.00	\$ 13,000.00	snow + boiler, sprinkler, elevator, extinguishers, roof
Accounting/Fin. Sec.	\$ 8,400.00	\$ 8,600.00	\$ 8,600.00	
Professional fees (audit/at	\$ 7,860.00	\$ 8,000.00	\$ 8,000.00	
Election Expense	\$ 1,018.36	\$ 1,000.00	\$ 1,150.00	
Professional Meetings and	\$ 2,719.63	\$ 3,000.00	\$ 3,200.00	
Events & Programming	\$ 3,896.49	\$ 5,500.00	\$ 5,500.00	
Promotional Expense	\$ 4,415.03	\$ 4,500.00	\$ 4,500.00	
General Expense	\$ 875.01	\$ 2,000.00	\$ 1,300.00	
Subtotal	\$ 93,851.25	\$ 121,600.00	\$ 112,650.00	

Total Expenses	\$ 476,917.09	\$ 614,277.00	\$ 641,307.06	
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REVENUE

GESD Tax Levy	\$ 393,695.00	\$ 423,695.00	\$ 453,695.00	
Gloversville Library Found	\$ 114,000.00	\$ 64,000.00	\$ -	
Foundation - donations	\$ 9,583.00	\$ 10,000.00	\$ 10,000.00	
Income from Investments	\$ 641.05	\$ 200.00	\$ 200.00	
Affiliations & Grants	\$ 8,274.44	\$ 7,000.00	\$ 7,000.00	
Fines & Misc. Income	\$ 9,734.60	\$ 9,000.00	\$ 9,000.00	
Friends of the Library	\$ 10,000.00	\$ 10,000.00	\$ -	
Cash Available	\$ -	\$ -	\$ -	
Total Revenue	\$ 545,928.09	\$ 523,895.00	\$ 479,895.00	

Surplus/(deficit)	\$ 69,011.00	\$ (90,382.00)	\$ (161,412.06)	
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~~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.~~

The Library's public meeting rooms are provided free of charge and may be used for either private meetings or public programs. ~~whose purpose is literary, education, philanthropic or civic.~~ At the time of booking the room the Director must be informed of the topic of ~~public~~ programs presented to the general public. ~~Public 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 use of Library equipment ~~such as a piano, VCR/DVD player, video projector, TV or laptop computer~~ may be requested on the same form. ~~Equipment available is listed on the meeting room request form.~~

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. Such activity shall be grounds for immediate expulsion and may 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 cases, 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. ~~Equipment available is listed on the meeting room request form.~~

Use of the kitchenette

- Groups using the Library's meeting rooms may also use the kitchenette, kitchenette supplies and equipment.
- Damage to the kitchenette or abuse of the free supplies and equipment provided, may incur a fee. Fees may also be charged depending upon extent of the mess left behind.
- The Library must be informed if the group is unable to clean with the supplies on hand.
- 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

gpr@ci.gloversville.ny.us

Revised February 2019

Trustees shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of the Library or its users.

Trustees may not benefit either personally or financially from a relationship with any vendor serving the Library.

Trustees may not make decisions for the Library based solely on personal or financial relationships with vendors.

Whenever the appearance of or a conflict of interest exists, it is incumbent upon any trustee to disqualify himself/herself immediately [as outlined by the Conflicts of Interest Policy](#).

Trustees will receive reimbursement for Library-related expenses only with the approval of the Board.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all the functions of library trustees.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library from the *Ethics Statement for Public Library Trustees* of the Association for Library Trustees and Advocates (ALTA)

Revised January 2010

Revised January 2019

PURPOSE

To provide management with library policy and procedures governing accounting for the acquisition and disposition of the library’s fixed assets and intangible assets.

BACKGROUND

As a general rule, a large expenditure should be capitalized if it benefits future accounting years and/or extends the useful or productive life of an asset. Capitalized expenditures are categorized as Fixed Assets and Intangible Assets. Assets are long-lived assets acquired for the use in the operation of the library and are not intended for resale to customers. The most common examples of fixed assets are land and land improvements, leasehold improvements, furniture and fixtures, office equipment. Intangible assets are assets that are used in the operation of the library but which have no physical substance and are noncurrent assets. Leading examples are goodwill, leaseholds, copyrights, franchises, licenses and trademarks.

The library is committed to properly evaluating the economic feasibility of all proposed capital expenditures or acquisitions. Short-term and long range planning shall be utilized to ensure that investments in capital assets contribute to the organization’s overall missions and goals. The library is also committed to establishing and maintaining uniform accountability for fixed assets and intangible properties. Standards should be established to provide accurate accounting records for the acquisition, maintenance, control and disposition of properties. Strong internal controls shall be maintained to protect against loss and unauthorized use of the assets.

SCOPE

The policy applies to all library personnel.

POLICY

PROVISIONS

1. Investments in capitalized assets should contribute to the library’s missions and goals. A cost benefit analysis may be required by the Treasurer or Trustees to ensure that the expected benefit derived from the purchase or acquisition of certain assets will equate to a positive , annual net cash flow over time. Typically, purposed capital expenditures and acquisitions will be included in the annual budgetary process.
2. The Library Board of Trustees must approve all capital expenditures, which is normally done through the annual budget process.
3. The cost of a fixed asset should be accurately reported. The value capitalized is cost. Total cost includes all expenditures reasonable and necessary in acquiring the assets and placing it in a position and condition for use in the operations of the library.
4. A fixed asset must have an expected useful life greater than one year. The useful life assigned to an asset should be applied consistently within other fixed asset categories. Buildings and equipment should be depreciated over their estimated useful lives using the straight-line depreciation method. Leasehold improvements should be amortized using the straight-line depreciation method over the term prescribed in FAS 13 (i.e. estimated useful life or the term of the lease depending on the type of the lease and the conditions met or not met under paragraph 7 of (FAS 13).
5. An intangible asset must benefit future accounting periods, and the cost of an intangible asset should be accurately reported. The cost capitalized typically includes the purchase price, legal and government fees, registration fees, as well as similar costs. The period of amortization is generally based on the estimated period of benefit, but not more than 40 years, using the straight line amortization method.
6. Purchases and the acceptance of donations will be made according to the Public Purchasing Policy and the Donations, Bequests and Gifts Policy.

7. The threshold for depreciation is to be \$500 or more per individual item updated annually. The policy provides that capital expenditures under these thresholds shall be charged to expense rather than capitalized and depreciated. However, the purchase of individual assets valued below this threshold may in certain circumstances, also be grouped together that the overall purchase is then classified as capital expenditures. For example, the block purchase of items such as computer laptops may be capitalized even through individual items are valued well below the de-minimus limit.

8. Depreciation and useful life:

The treasurer will assign an estimated useful life to all assets for the purpose of recording depreciation. The Suggested Useful Lives schedule is used to establish lives of most assets.

- Software 3 years
- Computers and technology 5 years
- Office equipment 7 years
- Other equipment 7 years
- Leasehold improvements - life of the lease
- Buildings and improvements 39 years
- Building components 10 to 15 years

Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected meet current service demands. Adjustments should be properly documented. Depreciation is recorded based on the straight line or accelerated or expense method as determined by the Board of Trustees annually using actual month convention and depreciation down to the asset salvage value.

9. All fixed assets must be inventoried annually by the Library Director. Assets not in use or idle for an extended or indefinite period of time, and obsolete assets should be removed from inventory. The Library Director is responsible for notifying the Treasurer of equipment dispositions and lost or stolen properties when they occur.

10. All portable fixed assets greater than xxx should be tagged, such as computers, printers, cash registers, fax machines, TVs, cameras, and refrigerators. If the item is fixed or non-movable the item should not be tagged e.g. workstation panels, overheads, and file pedestals.

11. The Library Director is responsible for disposing of damaged or unused furniture, fixtures, and equipment. An effort should be made to ensure that residual or salvage values are effectively realized, and all cash proceeds should be deposited immediately with the Treasurer.

12. The Treasurer is responsible for the accuracy of the accounting records as reported by the Library Director and the tracking of equipment in accordance with policy regulations. (we do not have this) Adjustments to property subsidiary records should be reviewed and approved by the Treasurer.

13. All library capitalized assets shall be adequately insured to cover estimated replacement values or fixed costs. Maintenance contracts for large equipment purchases should be obtained when appropriate.

Approved February 2019



58 East Fulton Street
 Gloversville, NY 12078
 518-725-2819
 gloversvillelibrary.org

MARCH 2019 CALENDAR OF EVENTS

REGULAR HOURS
 MON: 3 PM-8 PM
 TUE-WED: 10 AM-7 PM
 THU-FRI: 10 AM-6 PM
 SAT: 10 AM-4 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 CLOSED	4 Enthusiastic Kids Book Club @3:30-4:30 PM "Famously Infamous: Fulton County's Notorious Murderers" Presentation @7 PM	5	6 Teen Writing & Art Group @3:30-4:30 PM	7 Story Time @10:30 AM Craft Club for TWEENS @3:30 PM Knitting Group @4 PM	8	9 Story Time & Craft Hour @10:30 AM
10 CLOSED	11 Enthusiastic Kids Book Club @3:30-4:30 PM	12 Writer's Unblocked @11 AM-1 PM Gentle Intro to Fitness @5:30 PM Drop-In Tech Help @5:30-6:45 PM	13 Teen Writing & Art Group @3:30-4:30 PM	14 Story Time @10:30 AM Craft Club for TWEENS @3:30 PM Knitting Group @4 PM	15 Eat Healthy. Be Active. SHINE Community Workshop #1: "Enjoy Healthy Food that Tastes Great" @1:30 PM	16 "Can't Seem to Get Your Foot in the Door?" Career Workshop @1 PM
17 CLOSED	18 Enthusiastic Kids Book Club @3:30-4:30 PM Joy of Coloring @5:30 PM	19 Writer's Unblocked @11 AM-1 PM Gentle Intro to Fitness @5:30 PM Drop-In Tech Help @5:30-6:45 PM Trustees Meeting @6:30 PM	20 LAST DAY FOR PIE ORDERS AND PAYMENT Jolly Readers @10:30 AM (<i>Small Great Things</i> by Jodi Picoult) Teen Writing & Art Group @3:30-4:30 PM	21 Story Time @10:30 AM "10 Warning Signs of Alzheimer's" Presentation @2 PM Craft Club for TWEENS @3:30 PM Knitting Group @4 PM	22 Eat Healthy. Be Active. SHINE Community Workshop #2: "Quick, Healthy Meals and Snacks" @1:30 PM	23 "Lights Out" Story Time @10:30 AM
24 CLOSED	25 Enthusiastic Kids Book Club @3:30-4:30 PM	26 Writer's Unblocked @11 AM-1 PM Gentle Intro to Fitness @5:30 PM Drop-In Tech Help @5:30-6:45 PM	27 Adult "Button Trees" Craft 1:30 PM & 5:30 PM ***REG. REQ'D***	28 Story Time @10:30 AM Knitting Group @4 PM	29	30
31 CLOSED						

MARCH MONTHLY & SPECIAL EVENTS

3/4

"Famously Infamous: Fulton County's Notorious Murderers" Presentation @ 7 PM

A housewife. A jealous boyfriend. A butcher. A teenager. A traveling jewelry salesman. What do they all have in common? They all committed violent crimes. Join Fulton County Historian Samantha Hall-Saladino in an exploration of some of Fulton County's most notorious murders throughout history.

3/7

FOL Meeting @ 6 PM

The Friends of the Gloversville Public Library is a not-for-profit organization that supports the library in its mission of serving this community. The Friends hold this monthly business meeting on the first Thursday of January, March, May, August, September and November at 6 PM.

3/9

Story Time & Craft Hour @ 10:30 AM

Listen to a story, make a craft, and have a snack! Great way for little ones to be introduced to the Library, meet new people, and have fun! Provided by The Friends of the Library.

3/15

Eat Healthy. Be Active. SHINE Community Workshop #1: "Enjoy Healthy Food that Tastes Great"

@1:30 PM

SHINE = Seniors' Health Improvement and Nutrition Education.

Participants of the workshop series will learn about the latest dietary guidelines, tips for staying active, taste testing healthy foods and recipes, how to eat healthy on a budget and how to be more mindful in our era of supersized portions. All are welcome. Facilitated by nutrition educator, Molly Capito.

3/16

"Can't Seem To Get Your Foot In The Door?" Workshop @ 1 PM (Sign-Up is NOT Required)

Meeting and talking with people who work in your field(s) of interest can truly expand opportunities. This workshop will delve into the "HOW-TOs" of finding and connecting with potential "door openers". You will leave with tips on how to initiate a conversation with potential "door openers", how to make the most of a "networking" conversation, and learn the skills for opening doors with greater confidence.

Following the workshop, slots for One-on-One Career/Workplace Coaching Sessions and Resume Evaluations will be available for sign-up.

3/18

Joy of Coloring @ 5:30 PM

Recent research suggests that coloring is a great way for adults to reduce stress and relax. Join us for a relaxing hour of coloring while listening to Celtic Music. Patterns and pencils provided. Ages 14+. Please register online or by calling 518-725-2819.

Trustees Meeting @ 6:30 PM

The Public is welcome at these monthly meetings that meet on the third Tuesday of each month. A copy of the board packet may be found on the Trustees' page on our website: gloversvillelibrary.org

3/20

Jolly Readers @ 10:30 AM (Small Great Things by Jodi Picoult)

This group meets monthly to discuss a specific book.

3/21

10 Warning Signs of Alzheimer's @ 2 PM

Presentation by Megan DeMento of the Alzheimer's Association.

3/22

Eat Healthy. Be Active. SHINE Community Workshop #2: "Quick, Healthy Meals and Snacks" @1:30 PM

SHINE = Seniors' Health Improvement and Nutrition Education.

Participants of the workshop series will learn about the latest dietary guidelines, tips for staying active, taste testing healthy foods and recipes, how to eat healthy on a budget and how to be more mindful in our era of supersized portions. All are welcome. Facilitated by nutrition educator, Molly Capito.

3/23

"Lights Out" Story Time @ 10:30 AM

A special monthly Story Time provided by library staff every fourth Saturday for the enjoyment of children and their parents & caregivers. This month's theme is "Lights Out".

3/27

Adult "Button Trees" Craft @ 1:30 PM & 5:30 PM

REGISTRATION REQUIRED

Join us as we make this month's artsy craft!! We will paint a tree trunk on a 5x7 canvas board and glue on buttons as the leaves to create a one of a kind tree!! Please register online or by calling 518-725-2819.

MARCH WEEKLY EVENTS

MONDAYS

Enthusiastic Kids Book Club @ 3:30-4:30 PM

Welcome to your Book Club for Enthusiastic Kids! An experience of reading any and all books with interest and fun!! For Ages 8-11 & Grades 3-5. Facilitated by Dary Hillertzy.

TUESDAYS

Writer's Unblocked @ 11 AM-1 PM

This is a creative writing group for adult writers ranging from amateur to experienced. This group meets weekly to share their work, offer advice and encouragement, and perform creative writing exercises.

Gentle Intro to Fitness Class @ 5:30 PM

(3/12, 3/19, 3/26, 4/2, 4/9, 4/16)

Beginning a fitness or exercise routine can be an intimidating task. Not knowing where to start and having the anxieties of joining a gym can stop you in your tracks. Not this time! This is your opportunity to not have to take that first step alone.

A gentle introduction to fitness with Certified Personal Trainer and Specialist in Fitness Nutrition Jarrod Johnson. Learn to use body weight exercises and modifications to build strength and muscular endurance. Increase your total body flexibility with the incorporation of a solid stretching routine that will set you on the path to success with your health and wellness goals.

Drop-In Tech Help @ 5:30-6:45 PM

Bring your device and questions to the library and we will try to assist you (laptop, tablet, phone, digital camera, etc.) on a first come, first serve basis. Or, call 518-725-2819 to set up an appointment for a more convenient time.

WEDNESDAYS

Teen Writing & Art Group @ 3:30-4:30 PM

Need an outlet for your creativity? This creative program is for TEENS ages 13-18 yrs. Teens are invited to gather, create, and share original writing and artwork here at the library! Come create something amazing with us!!

THURSDAYS

Story Time @ 10:30 AM

Listen to stories and make a craft! This is a great way for little ones to be introduced to the Library and to socialize with others. Provided by The Friends of the Library.

Craft Club for TWEENS @ 3:30 PM

Are you a tween that's bored after school and don't know what to do (besides your homework)? Come join us for a fun craft! This craft club is for tweens in upper elementary through middle school.

Knitting Group @ 4 PM

Adult members of all skill levels meet to knit, crochet, and discuss projects. There is no registration or fee required to join this group.