



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
February 18, 2020 6:30pm

Pledge to the Flag

Public Comment

Oath of Office for Deputy Library District Clerk

1. Accept minutes of the January 2020 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
2020-21 Budget
4. Friends
5. Foundation
6. Building and Grounds
Parking Lot
Vandalism
7. Outreach Committee
8. Personnel Committee
Director Leave of Absence
Interview Process
Library Assistant Position
Summer Assistant
9. Policy Committee
Sale & Disposal Policy Review
Audit Policy Review
General Accounting Policy Review
Payment Authorization Policy Review
Purchasing Policy & Procedures 1st Reading
Budget Development & Expenditure Policy 1st Reading
10. Program Committee
11. Public Relations Committee
Advocacy Day
12. Director's Report
13. President's Report
14. Old Business
15. New Business
16. Adjourn

Next Meeting: March 17, 2020 at 6:30 pm

Your Library: a gathering place to learn, grow and enjoy.



Nicole Hauser
Interim Director

2019-2020
Board of Trustees

Merry Dunn Brown

Frank Carangelo

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

January 21, 2020

The Gloversville Public Library Board of Trustees held a meeting on January 21, 2020 at 6:30 PM in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078

President Craig Clark called the meeting to order at: 6:30 PM. Present were Mr. Michael Frank, Treasurer, Mrs. Christine Pesses, Vice President Ms. Merry Dunn-Brown, Mr. Frank Carangelo, Mr. Charles "Ren" Reed, Mrs. Susan Shrader, Mr. Gregory Niforos, Mr. Christian Rohrs, Mr. Richard Carlson, Mr. Craig Clark, President, Interim Director Mrs. Nicole Hauser, Mrs. Jean LaPorta from the Friends of the Library, and Claims Auditor Mr. John Blackmon.

When asked for public comment, there was none.

Mr. Clark asked for a motion to approve the revised minutes for November. The minutes were revised due to an error caused by Mr. Rohrs regarding attendance. Mr. Reed motioned, with a second motion by Ms. Dunn-Brown. Mr. Clark then asked for a motion to approve the December board meeting minutes. Mrs. Pesses made a motion, followed with a second motion by Mr. Carlson. All motions were approved with "aye" by the board.

Mr. Clark asked Mr. Frank to review the Financial Report for the six-month period ending December 31, 2019. Mr. Frank informed the Trustees that our income for the current year-to-date was on target with our budget with the exception of budgeted donations. The income being earned on our money market account is making up some of this shortfall. Mr. Frank reviewed the expenses for the year-to-date period. With the year half over our expenses in total are close to 50% of the expense budget. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Shrader, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for January 2020 numbered 1982 through 2007 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mr. Reed made a motion, seconded by Mr. Niforos to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mr. Clark asked Mr. Reed to deliver the minutes from the Budgets and Finance Committee meeting. Mr. Reed indicated there was a Budget meeting whereas it was discussed asking the taxpayers in the next budget vote for a \$30,000 increase. This equates to about \$.04/1,000 assessment and will cover the increases in wages due to the NYS minimum wage increase and other wage/benefit increases for the staff. This will regulate current budgetary standing.

Mr. Clark asked Mrs. LaPorta to report on the Friends of the Library. Mrs. LaPorta announced the Friends are conducting a tote bag sale. Order forms are available at the main lobby desk at the library. She also mentioned that with the change in single-use plastic bag laws, eco-friendly totes would be beneficial. Mrs. LaPorta also reported that dates are set for fundraisers throughout the year. Friends of the Library are still working to scheduling the book sale. Volunteers are needed to help organize this effort for a

tentative date in October. Mrs. LaPorta also mentioned that the Membership Drive is still occurring, as well.

Mr. Clark asked Mr. Frank to report on the Library Foundation. Mr. Frank informed the Trustees that the Finance Committee of the Gloversville Library Foundation had met and had sold some securities in order to pay down their line of credit to \$1,000,000 by January 31, 2020. NBT Bank is preparing a 15-year term loan for the \$1,000,000 balance which will require a monthly payment of approximately \$7,500. The Foundation expects to pay this off sooner as other funds are received.

Mr. Clark asked Mr. Carangelo to report on behalf of the Buildings and Grounds Committee. Mr. Carangelo indicated the water leak in the Children's Room has been corrected and there haven't been any problems. The holes in the seams have been sealed and the problem will be monitored. December 20th was the first sprinkler inspection, where it was also noted that inspections need to be done twice a year at \$250.00 per visit with a backflow test once per year at \$100.00 a year. Mr. Carangelo also noted the front salt bin was dumped on the front steps on December 26th, and two days later, two salt bins were dumped on the steps. Mr. Carangelo also noted that the servicing electrician, expected to complete some finishing work, was given dates and has completed projects except for three items. Mr. Carangelo and Mrs. Hauser also indicated that PASCO gave an updated estimate for \$4,755.00/year for 5 years for software maintenance and updates of the HVACC system which also includes two site visits, two hours of telephone service, and staff training regarding use of the system each year. Mrs. Hauser also noted she will attend the training and would like custodial staff, another staff member, and a board member to attend. This training will be Tuesday, March 3rd in the afternoon.

Mr. Carangelo also reported that two contractors came on 1/20 to discuss the paving of the parking lot. Bids are due 1/29 at 2:00 PM and must be sent to Steven Smith. The parking lot work should begin April 1, 2020 and completed by August 15th, 2020.

Mr. Clark asked if there was a Policy Committee meeting, where it was noted there has not been a policy meeting, and there needs to be a Finance policy reread. These policies will be reviewed after the tax levy vote.

Mr. Clark asked Ms. Dunn-Brown to report on the Outreach Committee. The Outreach Committee met the previous week where it was discussed the committee would like to promote the Carnegie Room and its availability for use. Also, the Outreach Committee would like to promote the top-ten most borrowed DVD's, along with other options to promote literacy in the community with outreach opportunities on which the committee will work to promote. Additionally, Mrs. Pesses suggested promotion of the Hearing Loop system in the local newspaper. Mrs. LaPorta also offered space in the Friends of the Library Newsletter to include information about the Hearing Loop accessibility.

When asked to discuss the Personnel Committee, Mr. Clark discussed an extension for an employee's unpaid time off request with approximate dates of mid to end of February. This request was motioned by Mrs. Pesses, seconded by Mr. Rohrs. The board voted all in favor with "aye".

Mr. Clark also noted the director's position has not been posted via Civil Service; however, the job description and application deadlines will be assembled soon. Mr. Clark assembled necessary documents; however, per the original timeline, the process is "on track". Also, when Mr. Clark last spoke with Civil Service, they indicated the position would be posted requiring a promotional exam for internal candidates and an open competitive exam for external candidates. These openings will be posted on their website. The list of eligible candidates will be forwarded to the Board/interview committee from which to choose. Mrs. Shrader inquired about the Library Assistant position. Mrs. Hauser indicated the test is being administered right now. Civil Service is also working on former Library Director Barbara Madonna's special projects position. Mrs. Shrader also indicated the Personnel committee is working on the Employee Handbook and the next meeting will be February 19th, 2020.

When asked to report on the Program committee, Mr. Reed indicated that the committee has not met since the last meeting. The Staff Program Committee is attending the Summer Reading Workshop next Thursday held at the Schenectady Public Library. The theme is "Imagine Your Story".

Mrs. Pesses reported on behalf of the Personnel Committee, whereas she noted that February 25th is Advocacy Day where people gather at the Capital to Lobby for public libraries. There will be a packet pick up and sign in at 8:30, a rally at noon, and meetings will be scheduled with legislators as organized by MVLS (Seward, Amedore, Tedisco, etc.) She also mentioned that the GPL advocacy focus for the past several years has been for library construction grants.

Mr. Clark asked Mrs. Hauser to deliver the Director's Report. Mrs. Hauser noted that July 4th is on a Saturday, and it will be observed on the 3rd. She also noted that December 25th is a Friday, on which the Library is closed, and the trustees agreed to close on Saturday December 26th as well. Therefore, the Gloversville Public Library will be closed July 3rd and December 26th.

Mrs. Hauser also presented the results from the inventory. Mrs. Pesses asked "How often should we be conducting an inventory?" Mrs. Hauser indicated this should be done once every few years.

In the President's Report, Mr. Clark asked for a motion and a vote to approve the Automation Agreement. Mrs. Pesses made a motion, seconded by Mr. Rohrs. All voted in favor with "aye".

Mr. Clark asked if there was any Old Business to be discussed. Mrs. Hauser discussed the perpetual issues regarding disruptive and unruly youth patrons. New practice and protocol is in effect to divert misbehaviors and this temporary policy was met with great support from the board.

When asked for any New Business, Mrs. Hauser suggested appointing a second election clerk for the GPL election and tax levy vote. The board can appoint a deputy clerk for this vote. Sally Fancher has expressed interest in performing duties assigned to this role.

At 7:53, Mr. Clark requested the board enter Executive Session, motioned by Mrs. Pesses, seconded by Mr. Reed. The request was met in a resounding vote of "aye".

At 8:22, Mr. Clark asked the board leave Executive Session, motioned by Mrs. Pesses, Seconded by Mrs. Shrader. Again, this request was met with "aye".

Mr. Clark moved to adjourn the meeting at 8:24 PM, which was motioned by Mr. Rohrs, seconded by Mr. Carangelo. The board voted with "aye".

Respectfully submitted,

Christian Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JANUARY 2020

	Budget July 1, 2019 to June 30, 2020	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$453,695.00	\$0.00	\$453,695.00	\$423,695.00	\$0.00
Investment Income	200.00	172.65	1,120.01	12.51	(920.01)
Gloversville Library Foundation Inc. - Int. & Div.	0.00	0.00	0.00	64,000.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	2,756.00	6,070.00	7,244.00
Government Affiliations	7,000.00	13,000.00	19,807.98	7,960.01	(12,807.98)
Fines & Miscellaneous Income	9,000.00	906.55	6,769.50	6,478.71	2,230.50
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$489,895.00</u>	<u>\$14,079.20</u>	<u>\$494,148.49</u>	<u>\$518,216.23</u>	<u>(\$4,253.49)</u>
	Income Cash Reconcilement				
Income Cash Balance on January 1, 2020	<u>\$439,572.62</u>				
Plus: Receipts Per Report	14,079.20				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>38,411.84</u>				
Income Cash Balance on January 31, 2020	<u>415,239.98</u>				
Accounts Payable as of 01/31/20	0.00				
Prepaid Expenses as of 01/31/20	<u>(4,944.01)</u>				
Actual Cash Balance on January 31, 2020	<u>\$410,295.97</u>				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Charles W. Reed, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on January 1, 2020	\$415,628.30
Plus: Receipts:	
Interest on Money Market Account	172.39
Tax Levy	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	30,000.00
	<hr/>
Balance on January 31, 2020	<u>\$385,800.69</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on January 1, 2020	\$798,177.37
Plus: Receipts:	
Interest on Money Market Account	508.43
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on January 31, 2020	<u>\$798,685.80</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on January 1, 2020	\$150,772.93
Plus: Receipts:	
Interest Earned	2.57
Grant Money Received	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on January 31, 2020	<u>\$150,775.50</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on January 1, 2020	\$224.70
Plus: Receipts:	
Interest Earned	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on January 31, 2020	<u>\$224.70</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JANUARY 2020

	Budget July 1, 2019 to June 30, 2020	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$283,378.00	\$ 16,950.76	\$ 148,589.88	\$ 132,113.96	\$134,788.12
Salaries - Part Time Employees	77,177.00	5,249.87	37,060.74	26,145.37	40,116.26
Salaries - Custodians	29,329.00	2,444.10	17,108.70	16,365.44	12,220.30
F I C A & Medicare Tax	29,826.00	1,872.08	15,418.67	13,266.20	14,407.33
Unemployment Insurance	800.00	0.00	386.00	358.00	414.00
Disability & Family Leave Insurance	1,000.00	853.65	1,326.89	850.97	(326.89)
Medical Insurance & Reimbursements	48,600.00	1,252.19	26,214.40	22,487.93	22,385.60
Worker's Compensation Insurance	3,000.00	0.00	3,643.53	3,254.21	(643.53)
Pension Expense	32,500.00	0.00	25,655.00	21,278.50	6,845.00
Heat	4,000.00	551.65	983.53	930.89	3,016.47
Electricity	20,000.00	1,888.45	10,451.81	3,061.02	9,548.19
Telephone	6,720.00	529.03	3,753.83	2,722.85	2,966.17
Insurance	16,300.00	0.00	21,663.01	14,439.31	(5,363.01)
Books, Periodicals, etc.	46,500.00	3,306.92	30,205.84	28,225.06	16,294.16
Computer & Automation Services	11,400.00	952.24	6,895.88	19,800.76	4,504.12
Library, Office Supplies & Postage	9,500.00	397.67	2,682.90	7,212.26	6,817.10
Maintenance, Repairs & Bldg. Supplies	3,000.00	432.00	6,321.64	1,314.56	(3,321.64)
Maintenance Contracts	10,000.00	0.00	3,925.71	0.00	6,074.29
Treasurer	8,600.00	700.00	5,000.00	5,000.00	3,600.00
Professional Fees	8,000.00	0.00	0.00	80.00	8,000.00
Election Expense	1,150.00	0.00	0.00	0.00	1,150.00
Professional Meetings & Travel	3,200.00	83.08	784.86	275.84	2,415.14
Events & Programming	5,500.00	25.00	1,997.25	2,630.44	3,502.75
Promotion Expense	4,500.00	860.50	3,233.50	2,858.49	1,266.50
General Expense	1,300.00	62.65	764.41	3,963.57	535.59
TOTAL EXPENSE	<u>\$665,280.00</u>	<u>\$38,411.84</u>	<u>\$374,067.98</u>	<u>\$328,635.63</u>	<u>\$291,212.02</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

JANUARY 2020

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,761.82)	\$936.91	FICA & Medicare Expense
			1,824.91	Payroll
6296	1982	Arch Insurance Group (1,707.30)	853.65	Dis. Ins & PFL Insurance
			853.65	Prepaid Expense
6297		Gloversville Public Library	9,763.90	Payroll
6298	1983	Nicole Hauser	476.49	Petty Cash
6299	1984	Michael J. Frank	700.00	Treasurer
6300	1985	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6301	1986	M V P Health Care, Inc.	2,319.56	Medical Insurance
6302	1987	United Health Care	17.40	Medical Insurance
6303	1988	Frontier Communications	529.03	Telephone
6304	1989	National Grid (2,440.10)	1,888.45	Electricity
			551.65	Natural Gas
6305	1990	Baker & Taylor Books	1,027.47	Books
6306	1991	The Leader-Herald	487.00	Promotion Expense
6307	1992	Unique Management Services, Inc.	62.65	G/E-Collection Expense
6308	1993	Nicole Hauser	35.08	Professional Meetings & Travel
6309	1994	Mohawk Valley Library System (1,358.24)	932.24	Computer & Automation
			48.00	Professional Meetings & Travel
			200.00	A/V - DVDs
			178.00	Library Supplies
6310	1995	Sally Fancher	25.00	Events & Programming
6311	1996	Sebco Books	56.45	Books
6312	1997	Lake Pleasant Public Library	22.00	Fines, etc.
6313	1998	Book Page	373.50	Promotion Expense
6314	1999	Quill Corporation	212.20	Library Supplies
6315	2000	Center Point Large Print	51.04	Books
6316	2001	Linda K. Hinkle	584.80	Advocacy Grant
6317	2002	Business Card (377.49)	20.00	Computer & Automation
			275.49	A/V - DVDs
			82.00	Maintenance & Repairs
6318	2003	Johnstown Public Library	6.50	Fines, etc.
6319	2004	Blackstone Publishing	360.58	A/V - DVDs
6320	2005	Professional Fire Protection, Inc.	350.00	Maintenance & Repairs
6321	2006	Kids Reference Company, Inc.	208.45	Books
6322	2007	The Penworthy Company, LLC	575.44	Books
6323		Gloversville Public Library	9,767.90	Payroll
DM		E F T NYS & Local Retirement System	365.51	Pension - Withholdings
DM		E F T NYS Tax Department	819.40	Payroll
DM		E F T United States Treasury (2,742.34)	935.17	FICA & Medicare Expense
			1,807.17	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	92.41	Medical Insurance
		CHECK AND EFT PAID OUTS - JANUARY 2020	<u>40,955.59</u>	
		PETTY CASH PAID OUTS - JANUARY 2020		
		Library Supplies	7.47	
		Newspapers (Books)	<u>552.00</u>	
		TOTAL JANUARY 2020 PAID OUTS	<u><u>\$41,515.06</u></u>	
		Less: Fines, etc.	(28.50)	
		Less: Medical Insurance Rebate - Larry Johnson	(1,159.78)	
		Less: Advocacy Grant	(584.80)	
		Less: Prepaid Expense	(853.65)	
		Less: Petty Cash Check	<u>(476.49)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$38,411.84</u></u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of January 1, 2020			\$60.47
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, 2020			\$60.47

W G Y CHRISTMAS WISH GRANT

Balance as of January 1, 2020			\$371.62
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, 2020			\$371.62

ADVOCACY GRANT

Balance as of January 1, 2020			\$695.71
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Linda K. Hinkle	6316	Promotion Exp.	584.80
Total Expenses			584.80
Balance of Grant Money Left at January 31, 2020			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of January 1, 2020			\$3,325.00
Appropriation Provided For In 2019-2020 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, 2020			\$3,325.00

RESTORATION FUNDS RECONCILEMENT

Balance as of January 1, 2020			\$2,507.18
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, 2020			\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of January 1, 2020			\$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 Colorton Funds Left at January 31, 2020			\$559.25

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
January 31, 2020

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

Balance Per Bank Statement \$ 10,376.85

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
01/21/20	6300	The Paul Revere Life Insurance Company	278.54	
01/21/20	6318	Johnstown Public Library	6.50	
01/21/20	6320	Professional Fire Protection, Inc.	350.00	
01/21/20	6322	The Penworthy Company, LLC	575.44	
		Total Outstanding Checks	<u>1,210.48</u>	<u>1,210.48</u>

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS \$ 9,166.37

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

Balance Per Bank Statement \$ 8,125.16

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
01/15/20	5217	Kathy Van Volkenburg	53.81	
01/31/20	5223	Nicole L. Hauser	1,594.76	
01/31/20	5225	Sally A. Fancher	1,135.58	
01/31/20	5226	Linda B. Conroy	1,198.74	
01/31/20	5227	Jameson M. Duross	811.24	
01/31/20	5230	Linda J. Callahan	151.90	
01/31/20	5231	Sally L. Ostrander	433.69	
01/31/20	5232	Kathy Van Volkenburg	57.07	
01/31/20	5233	Christine T. Prokopiak	170.66	
01/31/20	5234	Kimberly A. Collar	333.02	
01/31/20	5235	Patricia A. Devereaux	466.53	
01/31/20	5236	Kelly S. Lawlor	403.84	
01/31/20	5237	Bailey J. Darling	314.32	
		Total Outstanding Checks	<u>7,125.16</u>	<u>7,125.16</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 \$ 385,800.69

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 385,800.69

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

Balance Per Bank Statement \$ 798,685.80

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 798,685.80

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 148,869.43

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

Other Items:

ACCENT check deposited twice - Paid back 2/20 1,906.07

BALANCE IN LEDGER AND QUICKBOOKS

\$ 150,775.50

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

Balance Per Bank Statement \$ 224.70

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 224.70

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Charles W. Reed
Vice President of Finance



Gloversville Public Library

Director's Report: January 2020

Nicole Hauser – Interim Director

The beginning of January saw an increase in the number of room requests, the lull caused by the holiday season has ended.

Sonny Duross and I have been working on updating our computer inventory. This helps us keep track of the technology in the building, when it was purchased, when it needs to be replaced, etc. Part of what prompted this is that Windows 7 is no longer supported as of January 2020 and we needed to see if we had any machines running Windows 7. As a result, 2 of our staff laptops needed to be retired and we realized the inventory needed to be updated as well.

The NYS Annual Report has been opened and we have begun the time consuming task of filling it out. Thanks to Sally Ostrander and Linda Conroy's hard work of keeping track of statistics throughout the year, this is a much easier process than before, but still quite detailed and time consuming.

Ingram ordering has begun! Our account with Ingram has finally been setup, tested and approved for us to begin using. As I placed our first order with the guidance of Sharon O'Brien at MVLS, we ran into a few stumbling blocks. As a result, the first order took a few days to complete. The second order was completed smoothly and the third order was completed without Sharon's help. I have begun to teach Sally Fancher and written up step by step directions for the process. It is still a new process, but it already feels simpler and easier to order books. Having books come in that already have their barcode and spine label on them, and are already set in Polaris, feels very different as well, in a good way. We still have a couple of kinks to work out, and to figure out our process for when the books arrive, but we are well on our way and it's kind of exciting!

The summer reading workshop was at the end of January and summer reading planning has begun! This year's theme is "Imagine Your Story". Think fantasy, fairy tales and mythology.

Progress is being made on the Local History Room thanks to the hard work of Chris Pesses and Ren Reed. The collection has been inaccessible to the public for more than 2 years.

Meetings & Programs

1. 1/6/20 – Staff Meeting
2. 1/6/20 – Joy of Coloring
3. 1/8/20 – Buildings and Grounds Committee Meeting
4. 1/8/20 – Mike Frank
5. 1/9/20 – Best of the Best Workshop @ MVLS
6. 1/9/20 – Donna Kenney, Leader Herald
7. 1/10/20 – Keith, DLC Electric
8. 1/10/20 – Barb Madonna
9. 1/13/20 – Staff Meeting
10. 1/14/20 – Personnel Committee Meeting
11. 1/15/20 – Probation Building Site Visit
12. 1/15/20 – Craig Clark
13. 1/17/20 – Finance Committee Meeting
14. 1/20/20 – Site Visit for parking lot
15. 1/21/20 – Barb Madonna
16. 1/21/20 – Board of Trustees Meeting
17. 1/22/20 – Craft Class
18. 1/22/20 – Linda Conroy
19. 1/22/20 – Craft Class
20. 1/23/20 – Chris Pesses and Ren Reed

21. 1/24/20 – Chris Pessess and Ashley Onyon, Leader Herald
22. 1/28/20 – Policy Committee Meeting
23. 1/28/20 – Craig Clark
24. 1/29/20 – Stacy Welsey
25. 1/29/20 – Bid Opening for parking lot
26. 1/30/20 – Summer Reading Workshop at SCP
27. 1/31/20 – Barb Madonna



Gloversville Public Library

Children's Room Report: January, 2020

Sally Fancher – Library Assistant- Head of Children's Services

Happy New Year. We started out the month with our annual visits from the Broadalbin-Perth Pre-k classes. This involved 5 days of tours and story times for the classes. The students all left with information on how to get library cards, calendars, bracelets, and feathers. We also had a special visit from Rainbow Playschool and a class of adult learners from Lexington. Both Rainbow Playschool and Lexington reached out to the Library for their programs, after hearing about our special tours.

We are beginning to update and standardize the spine labels in the Youth Center. This is a very long and time consuming process, our team will work this in anytime we have "down-time". We are also implementing the system from Ingram for our collection development. This process will become SOP and we have anticipated and made some of the changes that will be necessary in processing our new items.

(written January 16) Today we made the decision to close the TEEN ROOM and ban any unaccompanied middle or high school students from the Library and its property. This change came after an adult patron was accosted and threatened in our parking lot by two young men (middle schoolers) who had just left the youth center. The police were called, but the young men fled before they arrived. We have identified the perpetrators and decided to enforce a "group contingency" punishment. I spent the afternoon of the 16th greeting youth and sending them packing: explaining that we will not babysit people their age and we will not tolerate the behavior that had occurred Wednesday night in the parking lot. While I have always advocated open discussions and allowing kids to learn from their mistakes and apologize, there is no gray area when it comes to threatening people. The first several kids took it poorly, but knew exactly what happened and relayed the information to others. They do not like being punished for others' actions.

After reviewing the "Behavior and Environment" policy of the Library, we have begun a process of contacting parents who have allowed their children to come to the Library unattended. We get a working phone number and full contact information (just once) and keep a list. If minors are not on this list, they may not "hang-out" unsupervised. This is in line with:

"...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."

I feel that getting parental contact information beforehand, allows us to follow the policy of contacting parents. If we do not have this information, then we can't adhere to our own policy. It may be time consuming at first, but for now, this seems to be working. We have about 17 kids whose parents are on board, and have given us their info thus far. I have researched the idea of having a permission slip, and this is actually a problem liability-wise. Our current process is in line with our written public policy and should not present any legal issues.

On a positive note, Summer Reading preparation has begun in full! Expect to see great performers and a series of "Fairy Tale" Olympic events.

Statistics for January 2020 are as follows (figures in parentheses are comparable figures for 2019)

	2020	2019
VISITORS	5,635	(3,923)

CIRCULATION

Adult Circulation	1,822	(1,971)
Teen Circulation	157	(149)
Juvenile Circulation	1,238	(1,215)
Audiobooks	353	(138)
eBooks	586	(545)
Music	24	(54)
Periodicals	85	(69)
Videos	1,588	(1,849)
Museum Passes	2	(0)
Subtotal	<u>5,855</u>	<u>(5,990)</u>
In-House Use		
Adult	10	(39)
Juvenile	46	(60)
Other Materials	1,310	(1,258)
Subtotal	<u>1,366</u>	<u>(1,357)</u>
Total Circulation	7,221	(7,347)

REFERENCE QUESTIONS	236	(237)
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MEETINGS/PROGRAMS/OUTREACH

52 Adult programs and meetings with 324 people	(31 Adult programs and meetings with 238 people)
18 Juvenile programs and meetings with 307 people	(20 Juvenile programs and meetings with 296 people)
6 Teen programs and meetings with 17 people	(4 Teen programs and meetings with 40 people)

INTERLIBRARY LOAN

Material Borrowed	960	(877)
Material Loaned	760	(718)
Total	<u>1,720</u>	<u>(1,595)</u>

COMPUTER USAGE	1,790	(1,942)
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HISTORICAL ROOM * Temporarily Closed

Visitors
Books Used
Reference Questions

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

Statistics for November 2019, December 2019, and January 2020 are as follows:

	November	December	January
VISITORS	5,994	5,280	5,635
CIRCULATION			
Adult Circulation	1,622	1,315	1,822
Teen Circulation	135	118	157
Juvenile Circulation	1,177	1,001	1,238
Audiobooks	347	285	353
eBooks	590	565	586
Music	33	5	24
Periodicals	100	68	85
Videos	1,640	1,491	1,588
Museum Passes	2	2	2
Subtotal	5,646	4,850	5,855
In-House Use			
Adult	17	20	10
Juvenile	49	60	46
Other Materials	1,251	1,175	1,310
Subtotal	1,317	1,255	1,366
Total Circulation	6,963	6,105	7,221
REFERENCE QUESTIONS	163	132	236
MEETINGS/PROGRAMS/OUTREACH			
November	51 Adult programs and meetings with 345 people 16 Juvenile programs and meetings with 212 people 13 Teen programs and meetings with 37 people		
December	38 Adult programs and meetings with 240 people 23 Juvenile programs and meetings with 488 people 7 Teen programs and meetings with 22 people		
January	52 Adult programs and meetings with 324 people 18 Juvenile programs and meetings with 307 people 6 Teen programs and meetings with 17 people		
INTERLIBRARY LOAN			
Material Borrowed	705	739	960
Material Loaned	620	605	760
Total	1,325	1,344	1,720
COMPUTER USAGE	1,761	1,499	1,790
*HISTORICAL ROOM (in storage)			
Visitors	1	0	0
Books Used	4	0	0
Reference Questions	1	0	0

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

February Building Committee Report

- 1) Sally Fancher's door and the bookdrop room fob readers needed batteries replaced.
- 2) Electrician came on 1/10 and took care of some punch list items. Still needs to come back to cut the old fire alarm cable outside, replace dimmer switches in the Teen Room and Activity Room, and swap/add a diffuser.
- 3) A panel on the base under the heat vents in the Carnegie Room has popped.
- 4) A cabinet door in the Teen Room was removed because of broken hinges.
- 5) Tour of probation building was on 1/15/20.
- 6) Getting our recycling picked up since we moved back has been an issue. After looking at a couple of different options, we have given a gate key to the dumpster area to the Solid Waste Department and they should begin picking recycling up on a regular basis beginning 2/11 or 2/12.
- 7) At the site visit for the parking lot we had 2 contractors show up. At the bid opening, 2 contractors showed up and 3 bids were opened.
- 8) Chris Carrigan from Bunkoff checked in on 1/21 to see if Mike Barker had been back to take care of missing trim and the bubble from leak, and to return the fob. Mike was here on Wednesday 1/22 and he measured the trim and sanded the bubble spot. On 1/25 Mike was back and painted the bubble spot. He still needs to come back to put in trim in the staff workroom window and also found that a piece of trim on the vestibule was missing.
- 9) Extra bulletin board was installed in reading room on 1/28.
- 10) The damaged footstool from the Teen Room was looked at on 1/28.

Draft
2020-2021

EXPENSES

Salaries FT	\$ 301,889.80
Salaries PT	\$ 86,124.80
SS/Medicare Taxes	\$ 29,683.12
Unemployment Insurance	\$ 800.00
Disability/NYSFL Insurance	\$ 2,000.00
Subtotal	\$ 420,497.72
Worker's Comp	\$ 3,000.00
Medical Insurance	\$ 61,214.89
Pension Expense	\$ 35,000.00
Subtotal	\$ 99,214.89
Natural Gas	\$ 4,000.00
Electricity	\$ 20,000.00
Telephone	\$ 6,720.00
Insurances	\$ 25,000.00
Subtotal	55,720.00
Books	\$ 46,500.00
Computer Services	\$ 13,200.00
Library/Office Supplies	\$ 11,500.00
Building, Maint., Repairs	\$ 3,000.00
Building Contracts	\$ 27,299.00
Accounting/Fin. Sec.	\$ 8,800.00
Professional fees (audit/at	\$ 8,000.00
Election Expense	\$ 1,150.00
Prof. Meetings & Travel	\$ 1,000.00
Events & Programming	\$ 5,000.00
Promotional Expense	\$ 4,800.00
General Expense	\$ 1,300.00
Subtotal	\$ 131,549.00
Total Expenses	\$ 706,981.61
REVENUE	
GESD Tax Levy	\$ 483,695.00
Gloversville Library Found [*]	
Foundation - donations	\$ 10,000.00
Income from Investments	\$ 2,600.00
Affiliations & Grants	\$ 7,000.00
Fines & Misc. Income	\$ 9,000.00
Friends of the Library ^{**}	**
Cash Available	
Total Revenue	\$ 512,295.00
Surplus/(deficit)	\$ (194,686.61)

*The Gloversville Library Foundation secured a line of credit from NBT Bank to assist the Library with cash flow during the renovation of the Carnegie building. A significant portion of the project's funding came from state grants and a majority were reimbursements rather than cash up front. The Library is unable to give any of the grant funding to the Foundation for repayment on the line of credit therefore all of the Foundation's income is needed to pay the bank. The Library will instead use the grant funding to offset operational expenses until the Foundation is able to resume its contribution to the Library's operating budget.

**The Friends of the Library have not yet stated its willingness to contribute to the 2020-2021 operating budget and so the Library's budget does not include any support from them at this time.

Gloversville Public Library has established this purchasing policy to comply with General Municipal Law §104-b.

General

Only the Library Director may commit the library to purchases. All purchases require the proper preparation of a purchase order. It is the responsibility of the Library Director to secure the appropriate bids or to investigate alternative suppliers to ensure the most economical purchase of required items. The Library Director shall have the final authority on all purchase decisions.

Library Materials

The Director has the discretion to purchase books, magazines, audio-visual, and other materials intended for patron use from vendors offering a state contract, volume discounts or materials available only from the publisher.

General Purchases

The following schedule is for purchases involving the acquisition of materials, supplies, equipment or professional services for which there are stated prices and sufficient budget appropriations. Catalogs or price lists may be substituted for verbal or written quotes. If the item is offered under state contract and the price is equal to or less than the state contract price, no quotes are required.

Up to \$5,000	Discretion of the Library Director
\$5,000-\$19,999	Minimum of three documented quotes or a documented reasonable alternative approved by the Board of the Trustees prior to purchase
\$20,000 or more	Formal bid process. If a bid other than the lowest is accepted written justification and documentation must accompany the purchase paperwork.

Public Works The following schedule is for public works projects involving services, labor, or construction. Prevailing wage regulations apply to all public works projects.

Up to \$5,000	Discretion of the Library Director
\$5,000-\$34,999	Minimum of three documented quotes or a documented reasonable alternative approved by the Board of the Trustees prior to purchase
\$35,000 or more	Formal bid process. If a bid other than the lowest is accepted written justification and documentation must accompany the purchase paperwork.

Items Not Subject to Bid

- Professional services which involve specialized expertise, use of professional judgment and/or a high degree of creativity, such as attorney, architect, engineer, land surveyor
- Emergencies arising from: an accident or other unforeseen occurrence; a situation in which public buildings, property, or residents are at risk; or immediate action is required that cannot await competitive bidding
- State contracts which are regulated by the Office of General Services
- Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to the public interest

A memo should be attached to purchase orders for items not subject to competitive bidding detailing why the procurement was not competitively bid.

Purchase Orders

The Finance Committee, in consultation with the library’s auditors and with their approval, shall be responsible for establishing procedures for the proper and cost-effective preparation of purchase orders.

Appropriations

All purchases must have a budgetary appropriation.

Financial Reporting

The Library Director [or other board approved designee](#) shall authorize the payment of all claims made for purchases. The Vice President for Finance shall report such activity to the Board of Trustees on a monthly basis.

Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of General Municipal Law, §104-b shall not be grounds to void action taken or give rise to a cause of action against the Gloversville Public Library or any officer or employee thereof.

Approved: October 2012

Reviewed: February 1, 2017

Revised: [March 17, 2020](#)

Reference

Section 104-b provides that:

"2. Such policies and procedures shall contain provisions which, among other things:

a. prescribe a procedure for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law;

b. provide that, except for procurements made [through the County, off State Contract, or through the Department of Correctional Services], or the policies and procedures adopted pursuant to paragraph f of this subdivision, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of this section;

c. set forth when each such method of procurement will be utilized, taking into account which method will best further the purposes of this section and the cost-effectiveness of the method;

d. require adequate documentation of actions taken in connection with each such method of procurement;

e. require justification and documentation of any contract awarded to other than the lowest responsible dollar offer or, setting forth the reasons such an award furthers the purpose of this section; and

f. identify the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially.

g. set forth any circumstances when, or types of procurements for which, in the sole discretion of the governing body (or in the case of cities with a population of one million or more, the procurement policy board), the solicitation of alternative proposals or quotations will not be in the best interest of the political subdivision or district therein."

It is the responsibility of the Board of Trustees to adopt an annual budget. The development of the budget for the Library is the responsibility of the Board of Trustees with the assistance of the Director and the Treasurer.

Funds for the Library's operating budget come primarily from the tax levy. [The Gloversville Enlarged School District collects the voter approved tax and distributes it to the Library. Any changes in the tax levy must be approved by the voters of the Gloversville Enlarged School District during the annual election run by the Library.](#) Some additional funds may come from and the Gloversville Library Foundation, Inc.. ~~The Gloversville Enlarged School District collects the voter approved tax and distributes it to the Library. Any changes in the tax levy must be approved by the voters of the Gloversville Enlarged School District during the annual election run by the Library.~~ The Gloversville Public Library Foundation gives the Library the earned interest and dividends from its investments, minus expenses.

Additional funds for the Library budget may come from [other organizations such as](#) the surrounding municipalities which use the Library, the Fulton County Youth Bureau, per capita State aid, and MVLS as well as donations by individuals and by the Friends of the Gloversville Public Library.

The Director is responsible for operating the Library using the funds as described by the annual budget. The Trustees are responsible for budgetary oversight and may authorize an adjustment in spending as circumstances dictate.

All checks or withdrawals drawn on the Library accounts must ~~be signed by one two officers of the Board of Trustees and or one officer and the Treasurer co-signed.~~ [Eligible signatories are the officers and the Treasurer of the Board. \(from the by-laws\)](#) ~~All checks on the Payroll Account must be signed by one officer and the Treasurer.~~

See Education Law Section 259

See Education Law Section 259

Adopted: June 2006
Revised: July 2013
Revised: December 2016
Revised: [March 17, 2020](#)

Library real property may only be sold with the prior approval of the Board of Trustees. The sale of Library property must occur in a public venue or be conducted by an agent authorized by the Trustees. The net proceeds from the sale of Library property will be used at the direction of the Board of Trustees.

Library property that is surplus, obsolete, or unusable including but not limited to furniture, books, and computers as well as items which could not otherwise be sold, may be disposed of at the discretion of the Director.

Any gift donated to the Gloversville Public Library becomes the property of the Library (see *Donations, Bequests, and Gifts Policy*) and, therefore, may be disposed of at the discretion of the Board of Trustees.

Approved May 2, 2009

Revised: September 20, 2016

Reviewed: [February 18, 2020](#)

The Board of Trustees of the Gloversville Public Library will contract with a professional auditing firm for the purpose of engaging in an annual review or a full audit of the Library's financial statements. The Board will determine the type of service needed and select the firm to do the audit. In all cases, the auditing firm shall be employed by and shall report to the Board of Trustees, and shall be fully independent of the Gloversville Public Library.

Whenever there is a change of person holding the position of Treasurer, the Board of Trustees will conduct a full audit of the financial records for that fiscal year.

Adopted: December 20, 2016

Reviewed: February 18, 2020

The purpose of Financial Policies is to support the mission of the Gloversville Public Library, to inform the public, and to direct the Board of Trustees, the Director, and Treasurer as to the policies that protect the financial operations of the Library. These policies are based on various laws, including the Internal Revenue Code sections 170 and 501 © (3); NYS General Municipal Law, Education Law and Not for Profit Corporation Law and on the opinions and guidelines of the NYS Comptroller's Office.

Administrative Guidelines and Procedures are outlined in the Financial Procedure manual.

The Gloversville Public Library's finance policies and procedures conform with Generally Accepted Accounting Principles with the guidelines developed by the NYS Comptroller's Office. The Board of Trustees, Treasurer and the board's selected outside auditing firm all bear responsibility for insuring that GPL complies with these principles and OSC's guidelines.

The Treasurer will maintain records and will follow accepted accrual accounting procedures.

Adopted: December 20, 2016

Reviewed: [February 18, 2020](#)

The Gloversville Public Library maintains control over the payment of claims with specific requirements for check inventory, payment approval, separation of duties, and bank reconciliation procedures. All payments are reviewed by the Claims Auditor prior to the authorization by the Board of Trustees. Claims are made through a controlled system of purchase orders and receipts.

The Treasurer prepares the claims, Claims Auditor reviews all claims and warrants. The Board of Trustees approves the claims on the warrant list at their monthly board meetings. The Treasurer writes the checks. All checks require 2 signatories as per the Budget Development Policy.

The Payroll Account and the General Account are separate checking accounts.

Authorized signatories are appointed at the annual Organizational meeting.

Adopted: December 20, 2016

Reviewed: [February 18, 2020](#)