



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
January 15, 2019 6:30pm

Pledge to the Flag  
Public Comment

1. Accept minutes of the December 2018 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant  
2019-2020 budget
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
7. AD HOC Policy  
Computer and Internet – 2<sup>nd</sup> reading  
Patron Borrowing – 2<sup>nd</sup> reading  
Meeting Room – 1<sup>st</sup> reading  
Ethics – 1<sup>st</sup> reading  
Fixed and Intangible Assets – 1<sup>st</sup> 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
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: February 19, 2019



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting December 18, 2018

The Gloversville Public Library Board of Trustees held a meeting on December 18, 2018 in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Susan Shrader, Frank Carangelo, Lisa Buggeln, Charles Reed, Elizabeth Batchelor, 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 John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Merry Dunn Brown was excused from the meeting.

Barbara Madonna  
Library Director

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.

2018-2019  
Board of Trustees

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on November 20, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mr. Clark, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of November 2018 and the year-to-date period ending November 30, 2018. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$31,200 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru November 30, 2018 are up approximately \$20,700 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, Mr. Rohrs made a motion, seconded by Mr. Reed, to accept the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Christine Pesses

Mr. Frank distributed the Warrants list for December 2018 numbered 1569 through 1605 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. After considerable discussion, Ms. Batchelor made a motion, seconded by Mr. Clark, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims with the exception of Warrant number 1603 which will be held for review until the January 2019 meeting. This motion was approved all voting aye.

Charles Reed

Christian Rohrs

Mr. Frank informed the Trustees that the Gloversville Library Foundation had agreed to give the Library \$60,000 from the proceeds of the securities sold in December to help pay construction bills and that the Foundation had also given the Library a check for \$71,000 from the Capital Campaign Account for furniture bills related to the renovation project.

Susan Shrader

Mr. Clark informed the Trustees that the Finance Committee had met and started to discuss the budget for the fiscal year ending June 30, 2020. Mr. Clark informed the Trustee that the Committee agreed that we should ask for a \$30,000 increase in the Tax Levy as part of the 2019-2020 budget. The Trustees were receptive to this recommendation.

Mrs. La Porta informed the Trustees that the Friends newsletter would be out soon. Mrs. La Porta also informed the Trustees that the Membership Drive is going well with lots of new memberships coming in and renewals of current members. Mrs. La Porta informed the Trustees that the Friends had provided staff recognitions for the holidays and that she felt that the Grand Reopening was a huge success. Mrs. La Porta also informed the Trustees that the Friends new meeting schedule was in place and that they were beginning to plan fundraisers for 2019 and hoping to start their book sales again soon.

Mr. Carangelo informed the Trustees that the Building and Grounds Committee had held two meetings since the last Trustees Meeting and that they had checked on the three largest snow removal companies in the area and were seeking bids to take care of snow removal at the Library. Bids are due back to the

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Library by December 22, 2018. Ms. Madonna informed the Trustees that James Esper had agreed to take care of it until we had a chance to put it out for bids. Mr. Carangelo also informed the Trustees that they were working on how to control the heat in all the different rooms of the Library and that they were also working on a list of maintenance items to be done and how often they should be done. Mr. Carangelo also informed the Trustees that the parking lot, east of the Probation office, would need to be paved and lighting installed by August 2019 and that it would provide approximately 19 additional parking spaces. The Committee is also planning to meet again on January 9, 2019.

Mrs. Buggeln presented the Patron Borrowing, Computer and Internet, and Meeting Room Policies with changes noted for the first reading. The Trustees approved the first reading of the Patron Borrowing and Computer and Internet policies and these will be presented for the second reading and acceptance at the January 2019 meeting. There was sufficient discussion of the Meeting Room Policy that it was returned to the Committee for more discussion.

Mrs. Buggeln informed the Trustees that no Personnel Committee meeting has been held since the last Trustee's meeting and that they needed to get together with Ms. Madonna to review her evaluation.

Mr. Reed informed the Trustees that no meeting of the Program Committee had been held since the last Trustee's meeting but that one is scheduled for January 8, 2019 at 3:00 PM.

In Ms. Dunn Brown's absence, Mrs. Hauser informed the Trustees that the next meeting of the Public Relations Committee is scheduled for January 15, 2019 at 3:00 PM. Mrs. Hauser also informed the Trustees that there was a concert last night and that the Polar Express program is set for this Friday at 4:00 PM.

Ms. Madonna informed the Trustees that the staff has been having some problems with teenagers running and misbehaving in the Library Building. The Trustees agreed that if this problem continues, she should notify the Police Department.

Mrs. Pesses discussed the Library's need to work on getting our Plan of Service completed with the next step being to plan goals. Mrs. Pesses felt that each of the Committees should discuss their goals and be prepared to review them with the full Board of Trustees. Mrs. Pesses also informed the Trustees that since we have several new trustees that some Trustee training is warranted. Mrs. Pesses informed the Trustees that there are four different modules that are each 45 minutes long to help with this training. A scheduling time will be decided soon but perhaps it might be done prior to several Board of Trustee meetings.

Mr. Frank informed the Trustees that the Foundation Finance Committee and Full Board had met on December 12, 2018 and had reviewed their current financial picture as of November 30, 2018. The Finance Committee decided to sell approximately \$1,000,000 of the Endowment portfolio due to the current volatility in the stock market. If the DASNY Grant money comes thru timely these funds will be used to pay down the Line of Credit with NBT bank which is currently at \$2,975,000.

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. Hearing none, Mrs. Buggeln made a motion to adjourn the meeting at 8:35 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 January 15, 2019 at 6:30 PM. at the Library Building at 58 East Fulton Street, Gloversville, New York.

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**DECEMBER 2018**

	<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	2.18	11.10	107.37	188.90
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	5,100.00	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	976.70	5,622.17	4,631.48	3,377.83
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	10,000.00	10,000.00	<u>0.00</u>
<b>TOTAL RECEIPTS</b>	<u><b>\$523,895.00</b></u>	<u><b>\$6,078.88</b></u>	<u><b>\$517,358.28</b></u>	<u><b>\$482,311.29</b></u>	<u><b>\$6,536.72</b></u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on December 1, 2018	\$652,339.90				
Plus: Receipts Per Report	6,078.88				
Less: Capital Expenditures - Furniture	6,258.16				
Less: Capital Expenditures - Work In Progress	0.00				
Less: Expenses Per Report	<u>40,103.78</u>				
Income Cash Balance on December 31, 2018	<u><u>612,056.84</u></u>				
Accounts Payable as of 12/31/18	0.00				
Prepaid Expenses as of 12/31/18	<u>(3,691.81)</u>				
Actual Cash Balance on December 31, 2018*	<u><u>\$608,365.03</u></u>				
*Note - Amount of Balance Loaned to Construction Account at 12/31/18	\$ 500,000.00				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on December 1, 2018	\$2,072.47
Plus: Receipts:	
Interest on Money Market Account	0.05
Funds Borrowed By Foundation for Bldg Fund	0.00
Less: Paid Outs:	
Frontier Communications - Internet Hookup - Contractors	49.99
National Grid - Construction Trailer Hook Up	272.06
	<hr/>
Balance on December 31, 2018	<u>\$1,750.47</u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on December 1, 2018	\$3,942.52
Plus: Receipts:	
Interest Earned	0.49
Grant Money Received	0.00
Campaign Funds from Library Foundation	71,000.00
Principal Cash from Foundation	60,000.00
Loan From Income Cash Account	0.00
Funds Borrowed By Foundation for Construction	0.00
Less: Paid Outs:	
Egan Visual International, Inc.	781.89
Virco, Inc.	726.40
Herman Miller, Inc.	5,728.00
Exemplis, LLC	833.76
Cabot Wrenn	21,983.85
Moduform	29,409.68
Metro Sound Pros, Inc.	20,000.00
Datum Filing Systems	520.56
Versteel	582.72
Business Card	3,017.21
Trevell Millworks	15,450.00
Leland International	20,080.16
Ryan Biggs   Clark Davis	216.85
Butler Rowland Mays Architects, LLP	14,762.22
	<hr/>
Balance on December 31, 2018	<u>\$849.71</u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on December 1, 2018	\$131.24
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on December 31, 2018	<u>\$131.24</u>

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**DECEMBER 2018**

	<u>Budget July 1, 2018 to June 30, 2019</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Unexpended Balance</u>
Salaries - Full Time Employees	\$197,581.00	\$ 20,581.68	\$ 111,532.28	\$ 97,428.00	\$86,048.72
Salaries - Part Time Employees	134,728.00	2,735.09	22,987.92	18,921.40	111,740.08
Salaries - Custodians	28,055.00	2,337.92	14,027.52	13,390.56	14,027.48
F I C A & Medicare Tax	27,568.00	1,949.40	11,284.54	9,845.93	16,283.46
Unemployment Insurance	725.00	0.00	358.00	355.50	367.00
Disability & Family Leave Insurance	1,200.00	0.00	377.73	197.70	822.27
Medical Insurance & Reimbursements	43,644.00	2,908.03	18,814.46	17,752.98	24,829.54
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	356.41	356.41	0.00	5,584.59
Electricity	5,530.00	1,274.08	1,274.08	0.00	4,255.92
Rent	0.00	0.00	0.00	15,000.00	0.00
Telephone	3,600.00	442.29	1,997.92	1,424.39	1,602.08
Insurance	11,600.00	908.49	9,215.93	7,963.18	2,384.07
Books, Periodicals, etc.	46,500.00	3,286.83	24,175.02	28,691.55	22,324.98
Computer & Automation Services	17,500.00	1,473.47	18,627.41	4,765.37	(1,127.41)
Library, Building & Office Supplies	13,000.00	390.62	5,291.92	2,931.92	7,708.08
Maintenance & Repairs	12,000.00	0.00	383.26	536.90	11,616.74
Treasurer & Recording Secretary	8,600.00	750.00	4,300.00	4,200.00	4,300.00
Professional Fees	8,000.00	0.00	20.00	1,440.00	7,980.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	67.58	227.84	1,318.32	2,772.16
Events & Programming	5,500.00	475.14	2,586.29	1,972.83	2,913.71
Promotion Expense	4,500.00	122.00	2,157.49	2,106.86	2,342.51
General Expense	<u>2,000.00</u>	<u>44.75</u>	<u>3,861.72</u>	<u>402.38</u>	<u>(1,861.72)</u>
<b>TOTAL EXPENSE</b>	<u><u>\$619,927.00</u></u>	<u><u>\$40,103.78</u></u>	<u><u>\$278,390.45</u></u>	<u><u>\$254,841.06</u></u>	<u><u>\$341,536.55</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**  
**CHECK AND CASH DISBURSEMENTS**

**DECEMBER 2018**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,849.42)	\$961.21	FICA & Medicare Expense
			1,888.21	Payroll
5902		Gloversville Public Library	9,748.28	Payroll
5903	1569	Nicole Hauser	528.87	Petty Cash
5904	1570	Frontier Communications (6,700.45)	442.29	Telephone
			6,258.16	Furniture & Equipment
5905	1571	Michael J. Frank	750.00	Treasurer & Rec. Sec.
5906	1572	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5907	1573	M V P Health Care, Inc.	2,179.72	Medical Insurance
5908	1574	United Health Care	17.40	Medical Insurance
5909	1575	Blackstone Publishing	605.67	A/V - DVDs
5910	1576	Unique Management Services, Inc.	44.75	G/E - Collection Expense
5911	1577	The Leader-Herald	37.00	Promotion Expense
5912	1578	Derby Office Equipment, Inc.	24.33	Library Supplies
5913	1579	Center Point Large Print	557.95	Books
5914	1580	Whitney Radio Broadcasting, Inc.	85.00	Promotion Expense
5915	1581	National Grid (1,630.49)	356.41	Heat - Natural Gas
			1,274.08	Electricity
5916	1582	Sally Fancher (121.35)	33.79	Professional Meetings & Travel
			87.56	Pension Refund
5917	1583	Nicole Hauser	33.79	Professional Meetings & Travel
5918	1584	Philadelphia Insurance Companies (1,658.00)	908.49	General Insurance
			749.51	Prepaid Expense
5919	1585	Mohawk Valley Library System (1,457.47)	1,433.47	Computer & Automation
			24.00	Library Supplies
5920	1586	The Penworthy Company, LLC	556.27	Books
5921	1587	Baker & Taylor Books	906.32	Books
5922	1588	Pam Tisch	100.00	Events & Programming
5923		Void	-	
5924	1589	Business Card (1,189.10)	236.62	A/V - DVDs
			14.20	Library Supplies
			361.76	Events & Programming
			40.00	Computer & Automation
			208.43	WGY Christmas Wish Grant
			126.99	Office Expense
			201.10	Building Supplies
5925		Gloversville Public Library	10,042.83	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	242.10	Pension - Withholdings
DM		E F T NYS Tax Department	973.20	Payroll
DM		E F T United States Treasury (2,912.32)	988.19	FICA & Medicare Expense
			1,924.13	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	728.31	Medical Insurance
		CHECK AND EFT PAID OUTS - DECEMBER 2018	47,498.93	
		PETTY CASH PAID OUTS - DECEMBER 2018		
		Events & Programming	13.38	
		Newspapers (Books)	424.00	
		<b>TOTAL DECEMBER 2018 PAID OUTS</b>	<b>\$47,936.31</b>	
		Less: Prepaid Expense	(749.51)	
		Less: Petty Cash Check	(528.87)	
		Less: Pension Refund	(87.56)	
		Less: Furniture & Equipment	(6,258.16)	
		Less: WGY Christmas Wish Grant	(208.43)	
		<b>NET TO BALANCE TO EXPENSES</b>	<b>\$40,103.78</b>	

**GLOVERSVILLE PUBLIC LIBRARY**

**GRANTS AND OTHER ITEMS IN PROCESS**

**STEWART'S GRANT**

Balance as of December 1, 2018			\$45.47
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			<u>0.00</u>
Total Expenses			<u>0.00</u>
Balance of Grant Money Left at December 31, 2018			<u><u>\$45.47</u></u>

**W G Y CHRISTMAS WISH GRANT**

Balance as of December 1, 2018			\$600.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Business Card	5924	Programming	<u>208.43</u>
Total Expenses			<u>208.43</u>
Balance of Grant Money Left at December 31, 2018			<u><u>\$391.57</u></u>

**ADVOCACY GRANT**

Balance as of December 1, 2018			\$1,585.75
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			<u>0.00</u>
Total Expenses			<u>0.00</u>
Balance of Grant Money Left at December 31, 2018			<u><u>\$1,585.75</u></u>

**WORKFORCE LITERACY GRANT**

Balance as of December 1, 2018			\$193.73
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			<u>0.00</u>
Total Expenses			<u>0.00</u>
Balance of Grant Money Left at December 31, 2018			<u><u>\$193.73</u></u>

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of December 1, 2018			\$3,325.00
Appropriation Provided For In 2018-2019 Budget			0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			<u>0.00</u>
Total Expenses			<u>0.00</u>
Balance of Appropriation Funds Left at December 31, 2018			<u><u>\$3,325.00</u></u>

**RESTORATION FUNDS RECONCILEMENT**

Balance as of December 1, 2018			\$2,584.18
Funds Received - Garage Sale			100.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			<u>0.00</u>
Total Expenses			<u>0.00</u>
Balance of Restoration Funds Left at December 31, 2018			<u><u>\$2,684.18</u></u>

**PARK TERRACE PTA - COLORTON**

Balance as of December 1, 2018			\$559.25
Funds Received - Donation			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			<u>0.00</u>
Total Expenses			<u>0.00</u>
Balance of Colorthon Funds Left at December 31, 2018			<u><u>\$559.25</u></u>



**GLOVERSVILLE PUBLIC LIBRARY**  
**BANK RECONCILIATIONS**  
**December 31, 2018**

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

Balance Per Bank Statement \$ 97,971.42

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
12/18/18	5906	The Paul Revere Life Insurance Company	278.54	
12/18/18	5907	MVP Health Care, Inc.	2,179.72	
12/18/18	5908	United Health Care	17.40	
		Total Outstanding Checks		<u>2,475.66</u>

Other Items:

None -

**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS**

\$ 95,495.76

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

Balance Per Bank Statement \$ 1,645.06

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
12/14/18	4838	Kathy Van Volkenburg	88.17	
12/28/18	4849	Linda J. Callahan	171.81	
12/28/18	4851	Kathy Van Volkenburg	106.78	
12/28/18	4852	Christine T. Prokopiak	278.30	
		Total Outstanding Checks		<u>645.06</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 \$ 497.19

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**

\$ 497.19

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

Balance Per Bank Statement \$ 1,750.47

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 1,750.47

**NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715**

Balance Per Bank Statement

\$ 110,742.36

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
12/18/18	1135	Egan Visual International, Inc.	781.89
12/18/18	1136	Virco, Inc.	726.40
12/18/18	1137	Herman Miller, Inc.	5,728.00
12/18/18	1138	Exemplis, LLC	833.76
12/18/18	1139	Cabot Wrenn	21,983.85
12/18/18	1140	Moduform	29,409.68
12/18/18	1141	Metro Sound Pros, Inc.	20,000.00
12/18/18	1145	Trevett Millworks	15,450.00
12/18/18	1148	Ryan Biggs   Clark Davis	216.85
12/18/18	1149	Butler Rowland Mays Architects, LLP	14,762.22
		Total Outstanding Checks	<u>109,892.65</u>

109,892.65

Other Items:

None

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**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 849.71

**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	<u>-</u>
		Total Outstanding Checks	<u>-</u>

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**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 131.24

\_\_\_\_\_  
Prepared By,  
Michael J. Frank, Treasurer

\_\_\_\_\_  
Reviewed and Approved By,  
Craig Clark  
Vice President of Finance



Contractors continued to work on punch list items throughout December. Some training was conducted, including the software that controls the HVAC system and how to disable the fire alarm system. The construction manager worked half time and the architect performed the exterior punch list. And paperwork was submitted for the State and Municipal grant award of \$250,000.

The Library was included in the Rising Downtowns video produced by Gregory Hitchcock, a documentary filmmaker. The short film also made its debut in the Carnegie Room with a Q&A after. Approximately 25 people attended. We held another concert, a photography lecture, a technology class about smartphones, and Joy of Coloring and crafts continued. Santa Project from Gloversville High School sang carols in the Library again and were given a special tour of the Teen Space.

Planning for 2019 included lining up programs for the Library Moon Walk health grant, career counseling workshops for the Adult Literacy Grant, more concerts, more crafts, and approving quite a few room requests from outside organizations. Things are picking up.

Nicole and I also spent a little time in the Local History Room. This is going to be the proverbial elephant that we need to eat bite by bite.

The Library partnered with the Fulton Montgomery Chamber of Commerce for some special PR. First, Mark Kilmer, President of the Chamber, conducted a radio interview with me about the project and our new plans. This was followed by an interview with Jessica Ford, the Chamber's editor for Newsline. She is a freelance writer and I believe could be a valuable resource as we develop and roll out a communications plan.

## Meetings

- Dec 4<sup>th</sup>
  - 1) Matt Boyd, PASCO Systems
  - 2) Gregory Hitchcock
  - 3) Policy Committee meeting
- Dec 5<sup>th</sup>
  - PR Committee meeting
- Dec 7<sup>th</sup>
  - Kali Angel, Accent Furniture
- Dec 8<sup>th</sup>
  - WENT meet and greet
- Dec 11<sup>th</sup>
  - 1) Kali Angel, Accent Furniture
  - 2) Mark Kilmer, Fulton Montgomery Chamber of Commerce
  - 3) Betsy Batchelor
  - 4) Matt Boyd, PASCO Systems
  - 5) Finance Committee meeting
  - 6) Staff Program Committee meeting
- Dec 12<sup>th</sup>
  - 1) Chris PEsses
  - 2) Foundation meeting
- Dec 17<sup>th</sup>
  - Rob Luchesi, SRI
- Dec 18<sup>th</sup>
  - 1) Gregory Hitchcock
  - 2) Board of Trustees meeting
- Dec 19<sup>th</sup>
  - 1) Tour with Gloversville Police Department's Sergeants
  - 2) Joe Mazone, Sr., Mazone Plumbing and Heating
  - 3) Barbara Hillabrandt, Leader-Herald
  - 4) Shane, SRI
  - 5) Johnson Controls (Fire Alarm System)
  - 6) Chris HOpf, UW Marx
  - 7) Keith Whitman, DLC Electric

8) Rising Downtowns – film

Dec 20<sup>th</sup>

- 1) Stephen O'Sick, Bricklayers & Allied Craftworkers Local #2NY
- 2) Curtis Lumber tour
- 3) Sam Masi, Egan

Dec 21<sup>st</sup>

- 1) Lisa Bugglen
- 2) Lisa Hayes, Butler Rowland Mays Architects

Dec 26<sup>th</sup>

- 1) Lisa Hayes, Butler Rowland Mays Architects
- 2) Jessica Ford, J. Ford Designs



## Gloversville Public Library

Youth Center Report: December 2018

Sally Fancher – Head of Children's Services

We began very well in our new space, and word has gotten around to the local kids that the Library is a cool place to hang out. Unfortunately, some of our new patrons do not respect Library rules or policies. I have had to speak severely to a small group of "tweens" and gone so far as giving a 1 week time out to three young men. Our efforts are hampered by the lack of information on these few- we do not have any contact information for the parents. I was able to speak to one parent, but it did little good in facilitating a change in the child's behavior. We are exploring positive ways to maintain the Library environment. My worst fear is that the respectful patrons will avoid us in order to avoid the bad examples set by a few.

On a positive note, we are back in the mode of increasing our collections. The MVLS "best of the year" book workshop was very informative. In the first week of December alone, I have added over 100 titles to Teen and Children's collections.

December 4 was the CDCCC program "Bubble Fun". This was perfect for the toddler crowd and the lower activity room allowed us to go all out with the bubbles with no fear of having a mess that couldn't be easily contained or cleaned up.

On December 12 we had a special story time for two classes from HFM BOCES. Nineteen students and 13 adults attended and enjoyed singing, stories and a special craft. The students were also able to explore the lower level during our quiet morning hours. I expect that we will become a regular field trip for these classes.

The Teen space is not only being used after school, but we also have several families that home school, who bring their teens to the Library to do work. I believe that the proposed change to the age requirement for computer use will be appreciated by these families, as well as all of the teens.

A representative from the Broadalbin-Perth school district visited to help plan a tour for the Pre-k classes. We did a walk through and solidified the plans for a three-day event. Sonny and I are very excited for this field trip.

The fifth annual reading of "The Polar Express" was held on December 22. We had over 36 people attend. Young and old enjoyed Sonny's "Conductor" as well as cocoa and cookies. The activity room was perfect for this program.

Craft Club for Tweens, on Thursdays, seems to be going well. We are averaging over a dozen kids each week. Our repeat patrons are enjoying crafts that are a little more advanced than the story time variety, but still relatively easy. We have successfully sewn fleece hats and made some great optical illusion art.

We are looking forward to a very busy January, and to the start of our Summer Reading plans.

Statistics for December 2018 are as follows (figures in parentheses are comparable figures for 2017)

	2018	2017
<b>VISITORS</b>	4,048	(5,181)

#### CIRCULATION

Adult Circulation	1,652	(1,454)
Teen Circulation	162	(63)
Juvenile Circulation	1,190	(554)
Audiobooks	217	(247)
eBooks	441	(367)
Music	47	(3)
Periodicals	63	(98)
Videos	1,545	(1,415)
Museum Passes	1	(2)
Subtotal	5,318	(4,203)
In-House Use		
Adult	35	(13)
Juvenile	74	(47)
Other Materials	251	(1,118)
Subtotal	360	(1,178)
<b>Total Circulation</b>	<b>5,678</b>	<b>(5,381)</b>

<b>REFERENCE QUESTIONS</b>	1,106	(84)
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#### MEETINGS/PROGRAMS/OUTREACH

33 Adult programs and meetings with 264 people  
 11 Juvenile programs and meetings with 165 people  
 4 Teen programs and meetings with 51 people

30 Adult programs and meetings with 219 people  
 10 Juvenile programs and meetings with 156 people  
 3 Teen programs and meetings with 19 people

#### INTERLIBRARY LOAN

Material Borrowed	643	(496)
Material Loaned	504	(617)
Total	1,147	(1,113)

<b>COMPUTER USAGE</b>	2,076	(1,111)
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#### LOCAL HISTORY ROOM

Visitors	0*	(0)
Books Used	5	(0)
Reference Questions	1	(0)

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

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

	<b>October</b>	<b>November</b>	<b>December</b>
<b>VISITORS</b>	4,009	4,740	4,048
<b>CIRCULATION</b>			
Adult Circulation	806	1,688	1,652
Teen Circulation	59	175	162
Juvenile Circulation	356	1,237	1,190
Audiobooks	191	249	217
eBooks	411	379	441
Music	14	37	47
Periodicals	18	60	63
Videos	583	1,199	1,545
Museum Passes	2	4	1
Subtotal	2,440	5,028	5,318
In-House Use			
Adult	19	18	35
Juvenile	31	122	74
Other Materials	545	1,158	251
Subtotal	595	1,298	360
<b>Total Circulation</b>	<b>3,035</b>	<b>6,326</b>	<b>5,678</b>
<b>REFERENCE QUESTIONS</b>	65	301	1,106
<b>MEETINGS/PROGRAMS/OUTREACH</b>			
<b>October</b>	19 Adult programs and meetings with 355 people 3 Juvenile programs and meetings with 39 people 0 Teen programs and meetings with 0 people		
<b>November</b>	32 Adult programs and meetings with 880 people 12 Juvenile programs and meetings with 223 people 1 Teen programs and meetings with 7 people		
<b>December</b>	33 Adult programs and meetings with 264 people 11 Juvenile programs and meetings with 165 people 4 Teen programs and meetings with 51 people		
<b>INTERLIBRARY LOAN</b>			
Material Borrowed	136	652	643
Material Loaned	367	632	504
Total	503	1,284	1,147
<b>COMPUTER USAGE</b>	1,352	1,818	2,076
<b>HISTORICAL ROOM (in storage while in temporary location)</b>			
Visitors	0	0	0*
Books Used	0	0	5
Reference Questions	0	0	1

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

Statistics for December 2018, 2017 and 2016 are as follows:  
 (The Library was in the temporary location in December 2017)

	<b>2018</b>	<b>2017</b>	<b>2016</b>
<b>VISITORS</b>	4,048	5,181	6,166
<b>CIRCULATION</b>			
Adult Circulation	1,652	1,454	1,708
Teen Circulation	162	63	154
Juvenile Circulation	1,190	554	994
Audiobooks	217	247	243
eBooks	441	367	274
Music	47	3	20
Periodicals	63	98	75
Videos	1,545	1,415	1,366
Museum Passes	1	2	-
Subtotal	<u>5,318</u>	<u>4,203</u>	<u>4,834</u>
In-House Use			
Adult	35	13	23
Juvenile	74	47	41
Other Materials	251	1,118	1,297
Subtotal	<u>360</u>	<u>1,178</u>	<u>1,361</u>
<b>Total Circulation</b>	<b>5,678</b>	<b>5,381</b>	<b>6,195</b>

<b>REFERENCE QUESTIONS</b>	1,106	84	231
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**MEETINGS/PROGRAMS/OUTREACH**

<b>2018</b>	33 Adult programs and meetings with 264 people 11 Juvenile programs and meetings with 165 people 4 Teen programs and meetings with 51 people
<b>2017</b>	30 Adult programs and meetings with 219 people 10 Juvenile programs and meetings with 156 people 3 Teen programs and meetings with 19 people
<b>2016</b>	38 Adult programs and meetings with 251 people 13 Juvenile programs and meetings with 140 people 6 Teen programs and meetings with 70 people

**INTERLIBRARY LOAN**

Material Borrowed	643	496	669
Material Loaned	504	617	671
Total	<u>1,147</u>	<u>1,113</u>	<u>1,340</u>

**COMPUTER USAGE** 2,076

**HISTORICAL ROOM (in storage while in temporary location)**

Visitors	0*	0	3
Books Used	5	0	-
Reference Questions	1	0	-

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



~~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 easels, equipment, and materials, as the Library will not supply such.~~
- The Library is not responsible for ~~personal items lost, stolen or damaged during an event~~ ~~any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.~~
- The use of Library equipment ~~such as a piano, VCR/DVD player, video projector, TV or laptop computer~~ may be requested when applying for the use of a room. ~~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

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

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