



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
January 21, 2020 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the December 2019 meeting
Accept minutes of the November 2019 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Foundation
6. Building and Grounds
Parking Lot
7. Policy
8. Outreach Committee
9. Personnel Committee
Leave of absence extension approval
10. Program Committee
11. Public Relations Committee
Advocacy Day
12. Director's Report
Federal Holidays
13. President's Report
Automation agreement
14. Old Business
15. New Business
Probation Building
2nd Election Clerk
16. Adjourn

Next Meeting: February 18, 2020 at 6:30 pm



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
November 19, 2019**

The Gloversville Public Library Board of Trustees held a meeting on November 19, 2019 at 6:30 PM in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, NY 12078. Present were Mr. Mike Frank, Ms. Merry Dunn-Brown, Mr. Charles "Ren" Reed, Ms. Barbara Madonna, Library Director, Mr. Richard Carlson, Mr. Christian Rohrs, Mr. Gregory Niforos, Mr. Frank Carangelo, Mr. Craig Clark, Mrs. Christine Pesses, Mrs. Jean LaPorta, Mr. John Blackmon, Ms. Nicole Hauser.

Mr. Clark called the meeting to order, and a special resolution acknowledging Mr. Frank's thirty years of service was recited. The board broke for recess to celebrate at 6:38 PM and resumed the meeting at 6:56 PM.

Mr. Clark asked if there were any public comment. Mr. John Blackmon commented about the departure of Ms. Barbara Madonna. Ms. Jean LaPorta announced, on behalf of the Friends, they had reluctantly accepted her letter of resignation.

Mr. Clark asked for a motion to accept the minutes for October. Mrs. Pesses motioned, with a second by Ms. Dunn-Brown. Additionally, Mr. Clark asked for a motion to approve minutes for the special meetings held in October and November, and Mrs. Pesses motioned, with a second motion made by Mr. Reed.

Mr. Clark asked Mr. Frank to review the Financial Report for the four-month period ending October 31, 2019. Mr. Frank informed the Trustees that our income for the current year-to-date was down approximately \$22,600 from last year due primarily to the decrease in the funds received from the Gloversville Library Foundation of \$65,000. This was partially offset by the Friends of the Library giving their \$10,000 for the current year's budget earlier than last year and the \$30,000 increase in the Tax Levy over last year. In the prior fiscal year, the Foundation gave the Library \$64,000 which has not been budgeted for in this fiscal year. Expenses for the year-to-date period of 2019 are up approximately \$47,400 due to higher salaries and salary related benefits, higher Insurance Expense and Utility Expense of approximately \$6,000 which the Library did not have in the prior year due to construction. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Pesses made a motion, seconded by Mr. Rohrs, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for November 2019 numbered 1929 through 1953 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. Mrs. Pesses made a motion, seconded by Mr. Carlson, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mrs. LaPorta delivered an update from the Friends of the Library, during which she thanked the Board for all the help with fundraising this year. The book sale in October raised \$1,300. Books that were not sold will be picked up by Discovery Books which takes discarded books, etc. This will free up space in the Friends Storage Room which will help with reorganization. It is requested that more shelving be installed in the Friends Room to help with organization efforts. The Basket Raffle raised nearly \$1,759.00 in funds. Ms. LaPorta was very appreciative for all who donated a basket to the effort, including the basket donated by the Trustees. The September barbecue raised just over \$800.00 in funds. There will be another fundraiser held at the Colonial Little Theatre in April, 2020 for which Ms. LaPorta requests as much help as possible. Friends Week was a success as they were able to provide thanks and goodies to staff. On Monday, Dec. 2nd, Peck's Florist will be at the library to decorate, and members of the Friends will work to decorate the tree.

When asked for an update for the Foundation, Ms. Pesses noted that they did not have a meeting; however, the Foundation will be holding an appeal to nearly 387 local donors. Additionally, a letter has been issued soliciting donations from the community. Letters will be

sent to all who had previously donated to the capital campaign. All appeals are different from the Capital Campaign.

Mr. Carangelo delivered the monthly report from the Buildings and Grounds Committee. The pigeon netting has been installed over the front entrance. The B&G committee will review the service contract with PASCOCO to service the software that controls the heating and cooling of the building. Barbara has met with a local contractor re: supplying loose gravel along the building and with storm drains. Regarding the noise about the air conditioning system in the building, a representative from the company suggests the sound can vibrate off hard, metallic surfaces in the unit. There isn't much that can be done; however, quick fixes like installation of acoustic panels, for example, can help reduce the noise created by these units. Other quick fixes include hanging a curtain or a moving blanket to help reduce the noise. Ms. Madonna also noted that the parking lot bid should be out before the 1st of the year: putting it out to bid with a walkthrough meeting December 4th at 2 PM (optional meeting), the bid opening on December 19th at 2PM at Steve Smith's, Project Date: April 16th, 2020, Substantial completion June 19th, 2020. This includes a retaining wall, paving, new electric service, and three light poles. Ms. Shrader inquired if new curbing would be necessary; however, Ms. Madonna noted that the curb cut is already there, and may not be necessary for next to the side of the building. Mr. Carlson requested to take a closer look at the plans. Motion to approve those dates: TABLED. Also, Ms. Madonna noted that the county has opened bidding for the probation building on January 15th at 2PM. Also, Ms. Madonna noted that the basement got flooded from the water in the pipes to the chiller. The water flooded the gravel, and subsequently flooded the alcove to the Friends room. The fire department was called, and Mazzone and Chris Hopf reviewed the plans to inspect how the water got in.

The Ad Hoc Policy committee presented the second reading of a minor change to the Patron Borrowing Policy. After discussion, Mr. Niforos motioned to pass the revision, with a second motion made by Ms. Dunn-Brown. The Ad Hoc Policy committee also reviewed the changes to the Bylaws, Tobacco Use Policy and Public Notice Policy. The second reading of those will occur in December.

Ms. Dunn-Brown provided an update for the Outreach Committee. Ms. Robin Lair attended the Community Resource Fair and Johnstown Retired Teachers took a tour of the library hosted by Ms. Betsy Batchellor and Mr. Reed. The Outreach Committee will be present at the Soroptimist Craft Fair. There will be a tote bag raffle and new ChapSticks are on the way. Next meeting will be in January.

Personnel met to discuss job description of Library Director. Mr. Clark inquired the comparison of the old job description to Civil Service requirements and job description. Ms. Madonna noted there is a little more oversight than action in the job description, therefore providing more supervisory requirements. The only part of the description that is different from the original job description was "original cataloguing"--a practice that is no longer in effect.

Mr. Reed noted that the Program Committee had not met; however, Ms. Madonna mentioned that there will be another Adult Open Craft Lab on December 7th. On December 14th, the Polar Express Event will be hosted in the Activity Room; Cocoa and Cookies will be served. Annual Jolly Readers Tea will be at 1PM on Sunday, December 15th.

Ms. Madonna delivered the Director's Report. More youth patrons were banned from the library today. However, on a positive note, a student who was banned came and apologized for misbehaving and was let back into the library. A local authors' event put on by the Library produced a lot of positive feedback heard by various members of the board.

During the President's Report, Mr. Clark requested to go into executive session. Mrs. Pesses made a motion, and Ms. Dunn-Brown made a second motion, and the board went into executive session at 8:29 PM. At 8:58, Ms. Pesses motioned to exit executive session, followed with a second motion made by Mr. Niforos.

Upon resuming the regular board meeting, Mr. Clark announced a resolution to accept the resignation of Library Director Barbara Madonna. She was recognized for her 21 years of service at the library, and it was widely noted how her efforts have shaped the library and its importance to the community. Ms. Pesses made a motion to accept, followed with a second motion made by Mr. Rohrs. The board approved with "aye".

Mr. Clark announced a resolution to appoint Ms. Nicole Hauser as interim director. Mr. Rohrs made a motion to accept, and Mr. Niforos provided a second motion. Again, the board unanimously voted in favor with "aye".

Mr. Clark requested a motion to adjourn. Mr. Reed made a motion to adjourn, and Mrs. Pesses made a second motion, and the November meeting adjourned at 9:14 PM.

Respectfully submitted,

Christian Rohrs, Secretary



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

December 18, 2019

The Gloversville Public Library Board of Trustees held a meeting on December 18, 2019 at 6:30 pm. The meeting had been postponed from the previously scheduled 3rd Tuesday of the month (December 17th) due to poor road conditions. The meeting was held in the Large Meeting Room at the Library, 58 E. Fulton St., Gloversville, NY. Present were Mr. Mike Frank, Treasurer, Ms. Merry Dunn-Brown, Mr. Charles (Ren) Reed, Mr. Gregory Niforos, Mr. Craig Clark, President, Mrs. Christine Pesses, Mr. John Blackmon, Claims Auditor, and Mrs. Nicole Hauser, Interim Director. Absent were Mrs. Sue Shrader, Mr Christian Rohrs, and Mr. Frank Carangelo.

Mr. Clark called the meeting to order, and the first order of business was to give the oath of office to Nicole Hauser for each of her positions as Interim Director and as Library District Clerk (election clerk). The oath was read, and signed by Nicole

Mr. Clark asked if there was any public comment. Seeing none, the meeting continued.

Mr. Clark asked for a motion to accept the minutes for November's meeting, the Special Meeting held on November 25, 2019 and the Special Meeting held on December 6, 2019. Ms. Dunn-Brown noted that there should be a correction made to the November minutes in her report. The event that the OR committee members attended at FMCC was the Community Resource Fair, not the Fall Fest as reported in the minutes. The motion to accept the minutes as amended was made by Ms. Dunn-Brown, seconded by Mr. Carlson. The motion was passed.

Mr. Clark asked Mr. Frank to review the Financial Report for the five-month period ending November 30, 2019. Mr. Frank informed the Trustees that our income for the current year-to-date was down approximately \$32,500 from last year due primarily to the decrease in the funds received from the Gloversville Library Foundation of \$62,200. This was partially offset by the \$30,000 increase in the Tax Levy over last year. In the prior fiscal year, the Foundation gave the Library \$64,000 which has not been budgeted for in this fiscal year. Expenses for the year-to-date period of 2019 are up approximately \$42,900 due to higher salaries and salary related benefits, higher Insurance Expense and Utility Expense of approximately \$7,300 which the Library did not have in the prior year due to construction. It was noted that \$2,756 was turned over to the Library from the Foundation for small donations. One large expense was noted of \$25,655 that was due to the NYS Pension fund by Dec. 15th. This is for the period of April 1, 2019-March 31, 2020. We are on the state's fiscal year schedule for the Pension expense, which means that we will be getting another smaller bill in June for the next fiscal year. The total of the pension bill will be \$33,504 with the rest of it accrued at the end of June. The Baker and Taylor lease is slowly being switched to Ingram as our major supplier. After much review of costs, and effort by the staff to bar code, shelve, and then retrieved and boxed and returned, the cost of outright purchasing from Ingram will be comparable, with less effort. Their books come already bar coded. We will still do the lease program with Baker and Taylor, just not at the level we have done in the past. Their program works well for the new and popular. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Reed made a motion, seconded by Mr. Niforos, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for December 2019 numbered 1954 through 1981 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. Ms. Dunn-Brown 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. Reed reported on the Finance Committee's initial budget meeting. They have discussed and prepared a first draft of a budget for the Library's next fiscal year beginning July 1, 2020, ending June 31, 2021. Total Expenditures are a little over \$700,000 and income is approximately \$522,000, incurring a deficit of \$183,000, which he noted is 1/4th of the total budget. This budget includes all the maintenance contracts, amounting to a little more than \$26,000, and a large increase from previous years in the cost of the insurance for the building and its contents. There is at present \$200,000 fund balance that could possibly be used to offset the deficit. There is a little over \$800,000 in the money market account, but that is the cushion that is supposed to help us through the period of time that the Foundation is not sending us any funds to support our operating budget as they pay down the loan that they incurred on our behalf. Mr. Frank went on to explain how he hopes to reduce the amount of the loan that will be turned over into a term loan on January 31, 2020 to \$1,400,000 with an interest rate of approximately 4.5%. The Foundation has done well this past year, gaining back \$6-700,00 of the \$1,000,000 that was taken out of their portfolio to reduce the loan which had already reached its borrowing limit. However, the Foundation will not be able to contribute to the Library's operating budget while paying off the loan. It is their hope to pay off the loan as quickly as possible so that the amount of interest being paid will be reduced. The Finance committee will be meeting again before our January meeting to clear some questions and to present to the board a more complete financial picture. At present the budget includes a \$30,000 increase in the tax levy.

Mr. Reed also noted that we need a second signer for PO's. Up until the present, Barb Madonna and Nicole Hauser were the two with permission to sign PO's. A motion to set the signers for PO's to be Nicole Hauser and Sally Fancher until July 1, 2020 was made by Mr. Reed and seconded by Mr. Niforos. The motion was passed by all saying aye.

Mrs. Jean LaPorta was not present to give a report from the Friends. The report was read by Mr. Clark. Mr. Clark stated that the Friends' newsletter was coming out this month and that the Friends' are planning a fundraiser in April 2020 at Colonial Theatre. The next Friends' meeting will be January 2, 2020 at 6 p.m. Also reported on was a fundraiser in January to sell reusable grocery tote bags instead of single use plastic grocery bags currently used in most stores as the law is changing in March 2020 regarding use of single use plastic bags.

Mr. Frank reported that the Foundation had its December/Annual meeting on Thursday, December 12 at 3:00 pm in the Large Meeting Room. Three Directors, Karen Smith, George Doherty, and Mike Ponticello were re-elected to new terms, and Jay Wood was re-elected as President. Their first annual fundraising letter campaign has raised approximately \$13,000 so far and has been deemed a successful venture. They are planning to continue to do an appeal each year.

Mr. Carangelo was not present to give a Buildings and Grounds report, instead Mrs. Hauser reported on the leak in the Children's room that occurred last Tuesday, December 10. Chris Hopf, our construction manager from UWMarx came on Wednesday to view the site of leaking and try to determine the cause. Since, despite many heaving rains this past spring, we have not experienced a leak there before. After taking pictures and reviewing what could possibly be the cause, he felt that there could be some minor pin holes in the flashing above the windows, that if re-sealed, could potentially eliminate the problem. Bunkoff came on Friday to view what might need to be done, and were going to come back to do it in the next few days. A suggestion was made that with the unusually large snowfall at one time, and then the quick drop in temperatures right after, the collection of snow on the protective grate over the greenhouse windows could not melt and so it lay up against the brick, and as it melted, slowly seeped into those holes creating the leak. A possible solution would be to put heat tape on the grate to speed up the melting process and not have snow and ice sit on the grate. Bunkoff, however, would not be the ones to do that.

Mr. Carlson reported that we should set the process in motion to go out to bid on the parking lot, with moving the previous dates as stated in the November meeting up a month. A motion was made by Mr. Niforos and seconded by Mr. Carlson to allow Mrs. Hauser to contact Steve Smith to start the process and set the calendar for going out to bid, setting the dates starting in January for the advertising, the walk-through, and the bid deadline date and opening dates.

Mr. Niforos presented for the 2nd reading two policies and the By-Laws. The changes were discussed at the November meeting, and there had been no changes requested at that meeting or since. A motion was made by Mr. Reed and seconded by Mr. Clark to accept the By-Laws, the Tobacco Use Policy and the Public Notice Policy as written with the changes. The motion was passed unanimously.

Ms. Dunn-Brown gave a report regarding activity by the OR committee. They have not had any other events since attending the Soroptimist Craft Fair on the Sunday before Thanksgiving. However, we had two larger group tours of the Library with Mrs. Pesses leading the tours. A tour on Tuesday, December 10 was given to 9 people, including 4 from the Hearing Loss Association of America, Albany Chapter, the Assistant Director of the Albany Public Library, the Tech Librarian at Guilderland Public Library, Eric Trahan of MVLS, Sharon O'Brian of MVLS, and the President of the Capital District Library Council. They came to find out more about the Hearing Loop that we have installed and how it works, and our experience with it. The other tour was given on Thursday, December 12 to the HFM BOCES School Librarians for their monthly meeting. They used the Carnegie Room for their meeting and desired a tour of the library as part of their meeting. There were 9 of them. All tours have elicited tremendous admiration for the beauty and functionality of our new building.

Mr. Niforos reported that the Personnel Committee is working through the Employee Handbook. It is an arduous task since it has not been reviewed since 2009 and needs updating and language simplification. This will take some time. Mrs. Hauser reported on slow progress with Civil Service regarding the full-time Library Assistant position that Ms. Madonna had been working on for quite some time. A new list needed to be made, requiring a new announcement, new test, and then those that take the test will have to be ranked, and then we will get a list. Then, and only then, can we start interviewing.

Mr. Reed reported that the Program committee has not met, and the staff will be attending the Summer Reading Workshop on January 30th. We have another Author Visit scheduled on January 6th with Carol Bryan Freeman, a former graduate of GHS and daughter of Dr. Harold Bryan the optometrist. The Synagogue will be contacted by Chris Pesses to inform them ahead of time about her coming. The PR Committee has not met, but will soon and as Mr. Clark noted, it needs another member from the Board to be in compliance with our By-Laws.

Ms. Hauser gave her first Board report as our new Interim Director. She thanked everyone for the words of encouragement and support as she embarked on her first week as interim. A lot happened that week. She reported that the inventory process is almost complete with missing items noted and the system updated. The greatest number of items missing are from the non-fiction collection, around 200 items. These are items that will be taken off circulation so we are not paying to have them on the automated system. She reported that the Library received the DHPSNY report, all 60 pages of it, regarding our Historical Collection. She has not yet had time to read and absorb it.

President Clark reported that he is hounding Civil Service regarding two items: listing our Director's position, and also allowing Barb Madonna to contract with us for services to complete some of the grants and items associated with the Capital project. He will continue to hound.

In new business, Mrs. Pesses asked for a motion from the Board to allow her to take the old picture frames that held the portraits of the former board members (30+ items) and bring them to a friend who will try to sell them on e-Bay. A motion was made by Ms. Dunn-Brown, and seconded by Mr. Niforos to allow her to take the frames and try to have her friend sell them. They will not charge us for their time and effort.

The money will go in the Restoration Funds.

A motion to adjourn was made by Mr. Reed and seconded by Ms. Dunn-Brown, and the meeting was adjourned at 7:50 pm

Minutes were taken by Christine Pesses in the absence of Christian Rohrs, Secretary

Respectfully submitted,

Christian Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

DECEMBER 2019

	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	183.80	947.36	11.10	(747.36)
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	564.30	6,807.98	7,960.01	192.02
Fines & Miscellaneous Income	9,000.00	557.13	5,862.95	5,622.17	3,137.05
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>\$1,305.23</u>	<u>\$480,069.29</u>	<u>\$517,358.28</u>	<u>\$9,825.71</u>
	Income Cash Reconcilement				
Income Cash Balance on December 1, 2019	<u>\$492,765.29</u>				
Plus: Receipts Per Report	1,305.23				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>54,497.90</u>				
Income Cash Balance on December 31, 2019	<u>439,572.62</u>				
Accounts Payable as of 12/31/19	0.00				
Prepaid Expenses as of 12/31/19	<u>(4,090.36)</u>				
Actual Cash Balance on December 31, 2019	<u>\$435,482.26</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 December 1, 2019	\$465,445.03
Plus: Receipts:	
Interest on Money Market Account	183.27
Tax Levy	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	50,000.00
Balance on December 31, 2019	<u>\$415,628.30</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on December 1, 2019	\$803,466.65
Plus: Receipts:	
Interest on Money Market Account	510.72
Transfer from Construction Account	0.00
Less: Paid Outs:	
Meerkat Pest Control	5,800.00
Balance on December 31, 2019	<u>\$798,177.37</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on December 1, 2019	\$174,521.34
Plus: Receipts:	
Interest Earned	2.89
Grant Money Received	0.00
Less: Paid Outs:	
Rozell East, Inc.	21,845.23
Accent	1,906.07
Balance on December 31, 2019	<u>\$150,772.93</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on December 1, 2019	\$224.69
Plus: Receipts:	
Interest Earned	0.01
Less: Paid Outs:	
None	0.00
Balance on December 31, 2019	<u>\$224.70</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

DECEMBER 2019

	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	\$ 24,181.42	\$ 131,639.12	\$ 111,532.28	\$151,738.88
Salaries - Part Time Employees	77,177.00	6,402.63	31,810.87	22,987.92	45,366.13
Salaries - Custodians	29,329.00	2,444.10	14,664.60	14,027.52	14,664.40
F I C A & Medicare Tax	29,826.00	2,513.57	13,546.59	11,284.54	16,279.41
Unemployment Insurance	800.00	0.00	386.00	358.00	414.00
Disability & Family Leave Insurance	1,000.00	0.00	473.24	377.73	526.76
Medical Insurance & Reimbursements	48,600.00	3,539.20	24,962.21	18,814.46	23,637.79
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	298.37	431.88	356.41	3,568.12
Electricity	20,000.00	1,426.91	8,563.36	1,274.08	11,436.64
Telephone	6,720.00	536.22	3,224.80	1,997.92	3,495.20
Insurance	16,300.00	908.49	21,663.01	9,215.93	(5,363.01)
Books, Periodicals, etc.	46,500.00	5,529.10	26,898.92	24,175.02	19,601.08
Computer & Automation Services	11,400.00	913.69	5,943.64	18,627.41	5,456.36
Library, Office Supplies & Postage	9,500.00	622.11	2,285.23	5,291.92	7,214.77
Maintenance, Repairs & Bldg. Supplies	3,000.00	2,044.95	5,889.64	383.26	(2,889.64)
Maintenance Contracts	10,000.00	1,375.00	3,925.71	0.00	6,074.29
Treasurer	8,600.00	750.00	4,300.00	4,300.00	4,300.00
Professional Fees	8,000.00	0.00	0.00	20.00	8,000.00
Election Expense	1,150.00	0.00	0.00	0.00	1,150.00
Professional Meetings & Travel	3,200.00	0.00	701.78	227.84	2,498.22
Events & Programming	5,500.00	5.49	1,972.25	2,586.29	3,527.75
Promotion Expense	4,500.00	944.00	2,373.00	2,157.49	2,127.00
General Expense	1,300.00	62.65	701.76	3,861.72	598.24
TOTAL EXPENSE	\$665,280.00	\$54,497.90	\$335,656.14	\$278,390.45	\$329,623.86

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

DECEMBER 2019

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (3,353.02)	\$1,107.01	FICA & Medicare Expense
			2,246.01	Payroll
6267		Gloversville Public Library	11,165.37	Payroll
6268	1954	Nicole Hauser	439.00	Petty Cash
6269	1955	Michael J. Frank	750.00	Treasurer
6270	1956	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6271	1957	M V P Health Care, Inc.	3,479.34	Medical Insurance
6272	1958	United Health Care	17.40	Medical Insurance
6273	1959	Frontier Communications	536.22	Telephone
6274	1960	National Grid (1,725.28)	1,426.91	Electricity
			298.37	Natural Gas
6275	1961	Baker & Taylor Books	1,042.82	Books
6276	1962	The Leader-Herald	294.00	Promotion Expense
6277	1963	Philadelphia Insurance Companies	908.49	General Insurance
			749.51	Prepaid Expense
6278	1964	Gloversville True Value Hardware	44.95	Maintenance & Repairs
6279	1965	Mohawk Valley Library System (4,319.48)	893.69	Computer & Automation
			1,712.90	E Books
			1,712.89	Prepaid Expense
6280	1966	Ingram Library Services	142.74	Books
6281	1967	Mechanicville District Public Library	28.99	Fines, etc.
6282	1968	Schenectady County Public Library	62.07	Fines, etc.
6283	1969	Johnstown Public Library	17.30	Fines, etc.
6284	1970	Plymouth Rocket, Inc.	650.00	Promotion Expense
6285		Void	-	
6286	1972	Kids Reference Company, Inc.	50.97	Books
6287	1973	Blackstone Publishing	284.83	A/V - DVDs
6288	1974	Quill Corporation	552.40	Library Supplies
6289	1975	Business Card (536.39)	20.00	Computer & Automation
			225.85	A/V - DVDs
			25.20	Library Supplies
			265.34	Advocacy Grant
6290	1976	Unique Management Services, Inc.	62.65	G/E-Collection Expense
6291	1977	Derby Office Equipment, Inc.	34.51	Library Supplies
6292	1978	Center Point Large Print	608.99	Books
6293	1979	Evapco, Inc. (3,375.00)	2,000.00	Maintenance & Repairs
			1,375.00	Maintenance Contracts
6294	1971	World Book, Inc.	999.00	Books
6295		Gloversville Public Library	13,817.13	Payroll
DM		Invesco Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	370.60	Pension - Withholdings
DM		E F T NYS Tax Department	1,313.70	Payroll
DM		E F T United States Treasury (4,685.96)	1,406.56	FICA & Medicare Expense
			3,279.40	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	59.86	Medical Insurance
		CHECK AND EFT PAID OUTS - DECEMBER 2019	<u>57,296.51</u>	
		PETTY CASH PAID OUTS - DECEMBER 2019		
		Events & Programming	5.49	
		Library Supplies	10.00	
		Newspapers (Books)	461.00	
			<u>461.00</u>	
		TOTAL DECEMBER 2019 PAID OUTS	<u>\$57,773.00</u>	
		Less: Fines, etc.	(108.36)	
		Less: Advocacy Grant	(265.34)	
		Less: Prepaid Expense	(2,462.40)	
		Less: Petty Cash Check	(439.00)	
			<u>(3,274.10)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$54,497.90</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of December 1, 2019			\$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 December 31, 2019			\$60.47

W G Y CHRISTMAS WISH GRANT

Balance as of December 1, 2019			\$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 December 31, 2019			\$371.62

ADVOCACY GRANT

Balance as of December 1, 2019			\$961.05
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Business Card	6289	Promo. Exp.	265.34
Total Expenses			265.34
Balance of Grant Money Left at December 31, 2019			\$695.71

APPROPRIATION FOR FUTURE AUDIT

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

RESTORATION FUNDS RECONCILEMENT

Balance as of December 1, 2019			\$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 December 31, 2019			\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of December 1, 2019			\$559.25
Funds Received - Donation			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Colorton Funds Left at December 31, 2019			\$559.25

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
December 31, 2019

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

Balance Per Bank Statement \$ 7,875.77

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
12/17/19	6270	The Paul Revere Life Insurance Company	278.54	
12/17/19	6281	Mechanicville Dist. Public Library	28.99	
12/17/19	6282	Schenectady County Public Library	62.07	
12/17/19	6283	Johnstown Public Library	17.30	
12/17/19	6294	World Book, Inc.	999.00	
12/17/19	6288	Quill Corporation	552.40	
12/31/19	DM	EFT - NYS & Local Employees Ret. System	370.60	
12/31/19	DM	EFT - Invesco - 403b	540.00	
		Total Outstanding Checks		<u>2,848.90</u>

Other Items:

None -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS

\$ 5,026.87

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

Balance Per Bank Statement \$ 12,576.99

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
12/13/19	5186	Kathy Van Volkenburg	70.14	
12/13/19	5188	Kimberly A. Collar	386.27	
12/31/19	5192	Barbara J. Madonna	3,825.68	
12/31/19	5193	Nicole L. Hauser	1,594.76	
12/31/19	5195	Sally A. Fancher	1,135.58	
12/31/19	5196	Linda B. Conroy	352.51	
12/31/19	5197	Jameson M. Duross	811.24	
12/31/19	5200	Linda J. Callahan	169.76	
12/31/19	5201	Sally L. Ostrander	856.22	
12/31/19	5202	Kathy Van Volkenburg	99.54	
12/31/19	5203	Christine T. Prokopiak	220.44	
12/31/19	5204	Kimberly A. Collar	518.36	
12/31/19	5205	Patricia A. Devereaux	520.60	
12/31/19	5206	Kelly S. Lawlor	606.71	
12/31/19	5207	Bailey J. Darling	409.18	
		Total Outstanding Checks		<u>11,576.99</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 \$ 415,628.30

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 415,628.30

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

Balance Per Bank Statement \$ 798,177.37

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 798,177.37

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 152,679.00

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
12/17/19	1182	ACCENT	1,906.07
Total Outstanding Checks			1,906.07

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 150,772.93

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



My term as Interim Director started off with a bang. On December 10 there was a leak in the Children's Room behind the staff desk, which dried up before the end of the day. After meeting with 3 different contractors to try and figure out the problem, it was decided that Bunkoff would seal some questionable spots on the exterior wall where the water may have seeped in. The contractor returned on December 22 to apply the sealant. There has been no leaking since, but we have also not had similar weather conditions since.

We received our report about the local history room from DHPSNY and as of yet have not had a chance to review it.

The bulk of the inventory project, which began in November, was completed. Out of approximately 35,000 items only 324 were not located, which is about 0.9% of the entire collection. We are still trying to catch the stragglers returning home through the end of January. Below you can see a breakdown of the collections with approximate collection size numbers for comparison.

Collection	# of Missing Items	Collection	# of Missing Items
Adult Paperbacks	0	J Board Books	2 out of 182 = 1.1%
Adult Holiday	0	J Graphic Novels	3 out of 383 = 0.78%
Adult Holiday	0	J Audiobooks	2 out of 46 = 4.35%
Adult Fiction	38 out of 6,700 = 0.57%	J Video	12 out of 458 = 2.62%
Adult Audiobooks	1 out of 1,300 = 0.07%	J Magazines	4 out of 27 = 14.81%
Adult N/P Fiction	8 out of 375 = 2.13%	J Holiday	10 out of 500 = 2%
Adult N/P NonFiction	3 out of 238 = 1.26%	J Picture Books	4 out of 3,000 = 0.13%
Adult Non Fiction	111 out of 6,300 = 1.76%	J Easy Readers	3 out of 1,200 = 0.25%
Adult Music	2 out of 367 = 0.55%	J Fiction	7 out of 3,000 = 0.23%
Adult Magazines	8 out of 310 = 2.58%	J Non Fiction	29 out of 3,700 = 0.78%
Adult DVD	51 out of 2,700 = 1.89%	TEEN Fiction and Non Fiction	13 out of 1700 = 0.76%
Braille	0	TEEN Graphic	13 out of 155 = 8.39%

Staffing has been another time consuming challenge this month. We began the month with 16 employees, 13 of which can work the circulation desks. The last 2 full weeks of the month we had 4 circulation staff out at the same time for various reasons, and of the remaining 9, only 2 were senior or administrative in capacity. A slightly saving grace was that during these 2 weeks we were closed for Christmas and New Year's Day and only open until 1 on the Eves, so we did not have to staff 6 full days for those 2 weeks. Since we've moved back into a much larger building we have had to figure out appropriate levels of staffing. We have discovered that the bare minimum number of circulation staff required at the desks at any time is 4 and we prefer not to have less than 5 staff in the building at any time. But in order to be away from the desks (to file books, straighten shelves, supervise patrons, special projects, etc,) it requires more staff. To make sure the administrative side of things are getting done, we need additional staff on top of the 4 or 5, who are not tied to the desk. This building is much larger and more

difficult to staff than it was before the renovation. We are beginning 2020 with 15 employees, 12 of which can work the circulation desks. I am looking forward to a more stable staffing situation in January.

My Librarian duties were put on hold as I stepped into the role of Interim Director. I am hoping to get back to the most essential of those duties in January in addition to continuing the essential Director duties.

Meetings & Programs

1. 12/4/19 – Budget Meeting with Mike Frank & Barb Madonna
2. 12/7/19 – Open Craft Lab
3. 12/9/19 – Staff Meeting
4. 12/9/19 – Joy of Coloring
5. 12/10/19 – Personnel Committee Meeting
6. 12/10/19 – Patricia Devereaux
7. 12/11/19 – Building Committee Meeting
8. 12/11/19 – Chris Hopf, UWMarx
9. 12/11/19 – Mike Frank
10. 12/12/19 – Eric Trahan, Director MVLS
11. 12/12/19 – Craig Clark, Agenda for board meeting
12. 12/13/19 – Contractor from Bunkoff
13. 12/13/19 – Mike Frank
14. 12/16/19 – Staff Meeting
15. 12/16/19 – Finance Committee Meeting
16. 12/18/19 – Craft: Shoulder Pad Angels
17. 12/18/19 – Craft: Shoulder Pad Angels
18. 12/18/19 – Board of Trustees Meeting
19. 12/19/19 – Director's Council @ Johnstown Public Library
20. 12/20/19 – Professional Fire Protection Inspection



Gloversville Public Library

Children's Room Report: December, 2019

Sally Fancher – Head of Children's Services

The Youth Center spent the month gearing up for, and hosting events for the holidays. Along with programs on and off site, we completed two grant requests that we hope will supplement our programming in the coming year. We have specifically requested funds for STEAM learning kits and Autism Friendly programming.

December 7 was an outreach event at the Fulton County museum. The Library facilitated an ornament craft hour to go with the Festival of Trees at the museum. This was attended by some of our regular Library families, all who showed their creativity. It should be noted that every ornament was unique, we even had a very sparkly Christmas taco.

The Gloversville Recreation Commission partnered with the Library to host a "Polar Express" event. We had many volunteers from the Rec Commission as well as community volunteers from members of the Friends of the Library, Berkshire Volunteer Fire Departments and Fonda-Fultonville school. Over 200 people passed through the Youth Center and made crafts, sang some songs and were treated to a performance reading of "The Polar Express" by our own conductor, Sonny Dross. This event's success was due to the numerous meetings and communications between the Library and the Rec Commission.

On December 21 we held a Puppet Show Story Time, organized by Sonny Dross. This event also included a book swap for kids and was well attended. We hope to have these performers again.

On December 26, a middle school student, Gwen Mongin, visited the Youth Center and job shadowed for a half day. This was part of a class project. While here, she learned about cataloging, shelving, sign making, planning and executing a story time and public relations.

December 28, "Make a Change" story time was a great time. Kids learned about good and bad changes and made butterflies!

The "Anonymous Reader" shelf seems to be a hit in the Teen Room. We have had several borrowers and returners of the items on this shelf. We will be adding to the collection.

Summer Reading planning has begun.

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

	2019	2018
VISITORS	5,280	(4,048)
CIRCULATION		
Adult Circulation	1,315	(1,652)
Teen Circulation	118	(162)
Juvenile Circulation	1,001	(1,190)
Audiobooks	285	(217)
eBooks	565	(441)
Music	5	(47)
Periodicals	68	(63)
Videos	1,491	(1,545)
Museum Passes	2	(1)
Subtotal	4,850	(5,318)
In-House Use		
Adult	20	(35)
Juvenile	60	(74)
Other Materials	1,175	(251)
Subtotal	1,255	(360)
Total Circulation	6,105	(5,678)
REFERENCE QUESTIONS	132	(1,106)
MEETINGS/PROGRAMS/OUTREACH		
38 Adult programs and meetings with 240 people		(33 Adult programs and meetings with 264 people)
23 Juvenile programs and meetings with 488 people		(11 Juvenile programs and meetings with 165 people)
7 Teen programs and meetings with 22 people		(4 Teen programs and meetings with 51 people)
INTERLIBRARY LOAN		
Material Borrowed	739	(643)
Material Loaned	605	(504)
Total	1,344	(1,147)
COMPUTER USAGE	1,499	(2,076)
HISTORICAL ROOM *	Temporarily Closed	
Visitors		
Books Used		
Reference Questions		

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

Statistics for October, November, and December 2019 are as follows:

	October	November	December
VISITORS	6,697	5,994	5,280
CIRCULATION			
Adult Circulation	1,868	1,622	1,315
Teen Circulation	165	135	118
Juvenile Circulation	1,144	1,177	1,001
Audiobooks	418	347	285
eBooks	571	590	565
Music	22	33	5
Periodicals	59	100	68
Videos	1,824	1,640	1,491
Museum Passes	3	2	2
Subtotal	6,074	5,646	4,850
In-House Use			
Adult	16	17	20
Juvenile	48	49	60
Other Materials	1,359	1,251	1,175
Subtotal	1,423	1,317	1,255
Total Circulation	7,497	6,963	6,105
REFERENCE QUESTIONS	170	163	132
MEETINGS/PROGRAMS/OUTREACH			
October	79 Adult programs and meetings with 640 people 22 Juvenile programs and meetings with 152 people 8 Teen programs and meetings with 34 people		
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		
INTERLIBRARY LOAN			
Material Borrowed	781	705	739
Material Loaned	755	620	605
Total	1,536	1,325	1,344
COMPUTER USAGE	1,867	1,761	1,499
*HISTORICAL ROOM (in storage while in temporary location)			
Visitors	0	1	0
Books Used	0	4	0
Reference Questions	0	1	0

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

January 2020 Building Committee Report

- 1) Parking lot bid dates: Bids can be picked up beginning 1/8/20. Pre-bid meeting (site visit) 1/20/20 @ 2 pm. Bids due and opening 1/29/20 @ 2 pm.
- 2) Probation Building bid information.
- 3) Leak in Children's Room Bunkoff: Bunkoff contractor stopped by on 12/13/19 to take a look and promised to be back in a couple of days to do the sealing. As of 12/20/19 he had not been back. After reaching out to Bunkoff again today I found out the contractor had been here on 12/22/19 to seal.
- 4) Professional Fire Protection: We had our first sprinkler inspection on 12/20/19 and are waiting for a proposal for the yearly and/or twice yearly inspections that we will need.
- 5) Salt bin dumped on front steps morning of 12/26/19 & both salt bins dumped on morning of 12/28/19.
- 6) Electrician: Contacted me about having the electrician stop by to finish up some warranty issues from construction. I responded with some dates and have not heard back.
- 7) Checklists
- 8) PASCO contract: Have updated proposal, finally. Will be coming out to provide on-site training.

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

The Mohawk Valley Library System and the Southern Adirondack Library System have jointly provided integrated automation services to their member libraries since 1983 through the MVLS/SALS Joint Automation Project. The Agreement between the two systems articulates the vision and mission of the Project, stating:

VISION: We will achieve excellence in library and informational services in the communities of the eight counties through the use of technology.

MISSION: MVLS and SALS will collaboratively support and provide access to an integrated automated library system through a joint automation project. We will respond to and assist member libraries with technical support, training and resources by utilizing current and emerging technologies.

The Joint Automation Council was established in 2003 by the two library system boards to “initiate policies and decisions regarding library automation services to the member libraries, recommend policy and advise the two System Boards on issues related to the provision of library automation services including funding”.

The Joint Automation Council is a group of representatives from the member libraries and two systems and an ‘unaffiliated’ party. Libraries are encouraged to participate in the council and in its committees and users groups. A consortium requires involvement of all members so that common policies can be formed, local needs understood, appropriate budgets developed, and shared decision making occur.

The _____ understands that the MVLS/SALS Joint Automation Project is a cooperative project, sharing resources over the eight counties served by the two library systems and will work collaboratively with other member libraries, the Joint Automation Council, Joint Automation Staff and system staff to insure the efficient operation and security of the automated system for all participants.

With a shared patron database, each library is expected to enforce confidentiality laws and policies to insure that all personal information including borrowing, requests, and information searches remain private. The Joint Automation Project takes very seriously its responsibility to respect the privacy of every user and expects libraries to enact appropriate local policies, procedures, and necessary training to protect confidentiality.

Joint Automation Staff is the sole administrator of the Central Site Hardware and Software and network hardware and software. Joint Automation Staff is the designated official contact with Polaris Library Systems, Innovative Interfaces (III), our current automation provider.

To facilitate the use of the automated system by the member libraries of the Mohawk Valley Library System and the Southern Adirondack Library System, the Joint Automation Project provides automation services and support including, but not limited to:

- Provision of an online catalog, circulation, acquisitions, cataloging, and other functionality necessary to support library services

- Development, improvement and support of a wide area network connecting libraries to the JA network
- Security measures including appropriate firewalls to protect the JA network
- Payment of telecommunication fees to provide staff connectivity to the ILS
- Full technical support of the network
- Support of member library automation needs during library hours and emergency support as needed
- Support of member library computers purchased through JA or with JA approval, including troubleshooting problems
- Loan of equipment for staff computers
- Hardware support for member library computer equipment including peripherals such as keyboards, barcode readers, and printers
- Hardware support for library local area networks
- Maintenance of appropriate files, reports, and other Polaris software applications responsive to member library needs
- User accounts on the Polaris System
- Email accounts for library staff
- A Joint Automation Intranet providing information and support documentation about the automation system and services
- Coordinated purchase of computer equipment, peripherals, bar codes and other associated items
- Assistance with access to databases, if needed
- Consultation services on member library technology needs including wireless initiatives, local area networks, etc.

The provision of these and other services is funded through State Aid and system funds received by the Mohawk Valley Library System and the Southern Adirondack Library System and by fees paid by member libraries. Grant funds are also pursued for specific automation activities.

Project budgets and member library fees are determined by a structure approved by the Joint Automation Council and the MVLS and SALS Boards of Trustees. Member libraries are billed on a monthly basis. Changes in the fee structure are announced by the Joint Automation Council and the two System Directors no later than March 1 of the year preceding any change. Any changes become effective with the January billing (sent in February). Fees paid by the library to the MVLS/SALS Joint Automation Project represent resources used by that library and do not represent a financial equity in the system.

Library Responsibilities:

- Act in conformity with applicable New York State Law and Regulations of the Commissioner of Education
- Develop, approve and enforce a confidentiality policy that protects the privacy of all library users. All staff and volunteers will need to sign a JA security policy.
- Abide by the approved policies of the Joint Automation Project.
- Follow system conventions for the entry of patron and item information into the shared database
- Notify Joint Automation staff of problems with network performance or connectivity as soon as possible after the problem is experienced

- Notify Joint Automation staff to report equipment or software problems
- Provide training to library staff that explains the Joint Automation Project and the needs for appropriate security of database records, transactions, and public and staff computers. The library staff member providing this training must have been trained by JA staff or the System trainers.
- Notify the Joint Automation staff of impending building or other facility changes or plans that will impact the provision of automated services
- Notify the Joint Automation staff of staff changes
- Pay fees and charges as expeditiously as possible
- Provide a contact person for the library in the event of network problems occurring during library closed hours

This agreement may be terminated by mutual agreement of the parties or a library may choose to withdraw from the Joint Automation Project with 180 days (6 months) notification to both the Joint Automation Council and to the appropriate System Director.

In the event of withdrawal from the Joint Automation Project, the library is entitled to an electronic file(s) of patrons who reside in the chartered area, bibliographic records and item records. These files will be provided by Joint Automation staff in standard format at no charge to the library. Should the library require custom programming of these files, the Joint Automation Council shall determine an equitable charge for this processing. No portion of fees paid will be refunded if a library opts out of the project.

For the _____

Board of Trustee President

Date: _____

MVLS Board President
()

Date: _____

SALS Board President
()

Date: _____

FORMER COUNTY PROBATION BUILDING

Notes from 1/15/20 walkthrough inspection and subsequent discussion

Property description:

The building, built c. 1960, sits on a parcel which includes parking for approximately 16 vehicles. It has been unoccupied since March, 2019 when the county moved all its probation monitoring activities to the county building across the street. The county has been maintaining and heating the building (kept at 65 degrees) since then. Overall the building currently appears to be in a state of reasonably good repair. Operating and maintenance costs when the building was occupied were in line with normal upkeep: annual water bill \$240, average gas bill \$116/month, average electric bill \$219/month.

The building's roof is approximately 20 years old and does not leak but it is nearing the end of its expected useful life. The county had been considering a window replacement project (they estimated the cost to be \$15,000) but dropped those plans when it decided to sell the building. The building's HVAC system dates from the early 1990's and currently requires only routine maintenance but it is nearing 30 years old. The building is serviced with city water and sewage and there is currently unused telephone service.

The building's floor plan primarily consists of numerous small closed off interview rooms which were used by the probation department. There is a larger reception area near the front entrance but the building does not have any large meeting rooms. None of the interior walls appear to be load bearing but this needs to be verified. The building has two rest rooms and a small utility area with a sink; these are located along the east side of the building. There are no lunchroom facilities. The building appears to be fully handicapped accessible.

Potential immediate uses:

If the library purchased the property it could be used to address some immediate needs without requiring any major renovations, but these uses would be constrained by the current floor plan. Among the potential uses discussed after the walkthrough were:

- Storage space to accommodate needs not readily addressed in our building
- Space which better accommodates the Friends book sale and their storage needs
- Additional parking spaces closer to our building that would complement the coming parking lot project

Potential longer term uses:

A number of potential future uses of the building were discussed, but these all would require a reconfiguration of the building's floor plan and possibly other significant renovations. These future uses include:

- Additional meeting space to accommodate groups (the popularity of our facility has only grown since the building project was completed, to the point where we may soon be faced with turning groups away routinely)
- Meeting space which can be used to accommodate groups outside of normal library hours
- Additional resource capacity to support our expanded community outreach efforts and other aspects of our Plan of Service
- Potential space which we could make available to nonprofits which we cannot presently offer within our existing building
- Potential office space which we could lease to generate revenue to offset increased operating costs

These are all possible uses but they require further discussion and additional evaluation of the building to better gauge their feasibility and desirability. It was agreed that it would be useful to contact our architect to work with the board to continue this discussion if we elect to pursue submitting a bid for the property.

Potential benefits the building's purchase would provide the Library:

- Additional resource capacity to support the Library's programs
- Greater presence in the community to support the outreach efforts identified in the Plan of Service
- Additional off street parking adjacent to the Library
- Control over the property (we wouldn't have to worry about competition over parking spaces, potential conflicting uses, etc.).

But can we afford to purchase the property?:

The county has set a minimum bid price of \$75,000 for the property, to be submitted 2/12/20. While that is a small number when compared to the cost of our recent building project its purchase would come at a time when we are working to identify a multi-year budget and revenue stream which sustains our existing operations and supports the initiatives identified in our Plan of Service. The county has previously indicated that they will not consider other options which might help in the short term such as lease with the option to buy. In addition we know that the building will most likely require a roof replacement in the near future. Also, taking on an additional building to operate and maintain brings on additional annual costs not currently covered.

Offsetting those concerns is the fact that this is an opportunity which is unlikely to present itself again in the future. Also, the purchase price could possibly be applied towards the local match required for any grant programs which the Library could avail itself for future building renovations.

Following the walkthrough Barb Madonna provided additional information concerning potentially available financial resources:

1. We have \$100,000 outstanding from our SHPO construction grant. Wrapping up this grant and getting this money is being held up by a DOL case against a subcontractor of Bunkoff. Until the case is settled, we've been ordered by DOL to NOT pay Bunkoff's retainer. Until we pay that final bill we cannot submit the paperwork to the grant agency.
2. We still have a small amount, less than \$10,000, outstanding with Division of Library Development for construction. We need to wrap up the interior signs.
3. We still have \$500,000 outstanding with Empire State Development. I've had conversations with them about the staffing situation. The Library is down 2 FT employees at this point, the director and the Library Assistant for Youth Programming. Civil Service is working on their end of both of these positions to get the Library names to interview. Hopefully, both positions will be filled by the end of June 2020. The grant agency will be looking for an update then. It sounds possible that the Library might still get the \$500,000.
4. The Library might be able to submit a new application for library construction funding in September to help with some of the renovation or upgrade costs and, as mentioned above, use the purchase price as the Library's required match.
5. It will **not** be possible to get a cost for upgrades before the bids are due.

Next Steps:

- Discussion at the Finance Committee meeting 1/17/20
- Discussion at the Board of Trustees meeting 1/21/20