



Gloversville Public Library
Meeting of the Board of Trustees
November 15, 2016
6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the October 2016 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
Tax Cap Resolution
4. Friends
5. Building and Grounds
Lease for temporary space
Bids
Hardware resolution
6. AD HOC Steering Committee
7. AD HOC Policy
Finance: Audit Policy 1st reading
Finance: Budget Development and Expenditure Policy 1st reading
Finance: Claims Auditor Policy 1st reading
Finance: Investment Policy 1st reading
8. Personnel Committee
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report
Plan of Service
13. Foundation
14. Old Business
Board vacancies
15. New Business
16. Adjourn

Next Meeting: December 20, 2016 6:30 pm



Barbara Madonna
Library Director

2016-2017
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

October 18, 2016

The Gloversville Public Library Board of Trustees held a meeting on October 18, 2016 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Robin Lair, Jay Ephraim, Wanda Prew, Patricia Donovan, Merry Dunn Brown, Elizabeth Batchelor and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean LaPorta, President of the Friends of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Lisa Buggeln was excused from the meeting.

Mrs. Pesses, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mrs. Pesses asked if there was anything anyone from the public wished to present at this time. Hearing nothing, the regular meeting was convened at this point.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on September 20, 2016. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Donovan made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meetings as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of September 2016 and the three month period ending September 30, 2016. Mr. Frank informed the Trustees that our income for the year to date is down approximately \$6,500 from last year due primarily to not having received the funds from the Friends of the Gloversville Public Library yet this year that were received in September 2015. This was partially offset by receipts from the garage sale held in August 2016. Expenses this year are up approximately \$3,800 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016 and higher book expense in the current year. These increases were partially offset by lower medical insurance expense due to fewer employees in the plan in the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Prew made a motion, seconded by Ms. Batchelor, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for October 2016 numbered 704 through 729 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. Batchelor made a motion, seconded by Ms. Dunn Brown, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mr. Frank also reviewed an Audit Engagement Letter received from our auditing firm, Philip Beckett, CPA, P.C. with the Trustees. Mr. Frank reviewed the terms of the letter and the proposed services to be rendered in connection with an audit of our books and records for each of the next three years beginning with the year ending June 30, 2017. Mr. Beckett is proposing an estimated fee of approximately \$4,500 for each year which is comparable to the fee for the year ending June 30, 2016. Ms. Dunn Brown made a motion, seconded by Ms. Batchelor, to have Mrs. Pesses sign the Audit Engagement Letter on behalf of the Board of Trustees. This was approved all voting aye.

Ms. Madonna distributed a worksheet detailing the effect of a 2% salary increase for the part time employees in conjunction with beginning to work on a budget for the fiscal year ending June 30, 2018. Also included in this worksheet is an increase of \$.70 per hour for the part time employees as a comparison to the overall cost to the Library on an annual basis with the fact that the minimum wage is going up another \$.70 per hour effective December 31, 2017. The Trustees agreed that we should put together a proposed budget with the \$.70 per hour increase.

Mrs. LaPorta expressed her thanks to the Trustees and Staff of the Library for their support of the various programs sponsored by the Friends of the Library. The most recent fundraiser with the Colonial Little Theater in Johnstown raised \$8,000. Mrs. LaPorta reminded the Trustees that this was Friends week and that a book raffle for children would be held on Friday. Also Wednesday will be Staff recognition day and Friday will be Patrons recognition day. Mrs. LaPorta also reminded the Trustees that a wreath making workshop with a limit of 15 people will be held later this fall at a cost of \$20 for each attendee. Also another barbecue is being planned for May 2017 which will feature chicken and ribs. Mrs. LaPorta also expressed her thanks to Mary Ephraim for her help with this year's barbecue.

Ms. Madonna also informed the Trustees that she has been getting estimates from moving companies regarding moving into our temporary space but nothing had been finalized yet. Mrs. Pesses informed the Trustees that some garage sale items that did not sell would be put out on Craig's list when she returns after November 1st. Ms. Madonna also informed the Trustees that the Planning Board and Historical Review Board have given their approval for our building project. Ms. Madonna also informed the Trustees that repair to the stone work around the front entrance and roof line will need to be done as a separate part of the renovation work. Butler Rowland Mays Architects LLP has given us a quote of \$37,900 to do the architect and engineering work in conjunction with these repairs. Mrs. Donovan made a motion, seconded by Ms. Dunn Brown, to approve going ahead with this proposal. This was approved all voting aye.

Ms. Batchelor informed the Trustees that the New Markets Tax Credits will not work as part of the funding for the Master Renovation Plan. After considerable review the Steering Committee and U W Marx, the project manager, felt that the next step is to put the project out for bids as soon as possible to get a firm figure on the cost of the project. Lisa Hayes at Butler Rowland Mays Architects said that the bid packets would be ready by the first week in November and that we should give potential bidders three weeks to respond. This should give Butler Rowland Mays Architects time to evaluate the bids and present to the Trustees at the December meeting. Mrs. Donovan made a motion, seconded by Mrs. Lair, to put out the bid packets as soon as they are ready. This was approved all voting aye. Ms. Batchelor also informed the Trustees that Lisa Buggeln is planning an open house in the new temporary location and also another one for the renovated Library after we move back into the building.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting the Circulation Policy for the second reading. Mrs. Pesses asked if there were any corrections or questions regarding this Policy. Hearing none, Mrs. Donovan made a motion, seconded by Mrs. Prew, to approve the Policy as presented. This was approved all voting aye. Mrs. Pesses also presented the Sale and Disposal Policy for the second reading. Mrs. Pesses asked if there were any corrections or questions regarding this Policy. Hearing none, Mrs. Prew made a motion, seconded by Mr. Ephraim, to approve the Policy as presented. This was approved all voting aye. Mrs. Pesses also informed the Trustees that Financial Policies will be sent out prior to the November meeting for review.

Ms. Madonna informed the Trustees that Nicole Hauser had taken the Civil Service test for the position of Librarian 1 and had finished second on the list so we are able to keep her without interviewing anyone else for the position. Ms. Madonna also informed the Trustees that Cathy Ellis and Bonnie Howard had taken the Library Clerk Test. No results have been made available yet for this test.

Ms. Dunn Brown informed the Trustees that the Program Committee had not met since the last Board of Trustees meeting. Ms. Madonna distributed a calendar of programs scheduled for the month of November 2016.

Mr. Ephraim informed the Trustees that the Public Relations Committee had met on October 6, 2016. Mr. Ephraim informed the Trustees that the Steering Committee had approved \$694 for one month of advertising the Library's move to temporary quarters during the renovation. Mr. Ephraim also informed the Trustees that we have applied for a \$400 Grant from Mohawk Valley Library System for advertising. A suggestion was also made that we have signing for our new temporary quarters. This will be reviewed as we get closer to moving.

Ms. Madonna informed the Trustees that since Linda Conroy has taken over compiling use statistics for at the Library and the number of attendees at these meetings the numbers reported this month more accurately reflect what is actually going on at the Library.

Mrs. Pesses informed the Trustees that she will be sending out a new Plan of Service for the period of our temporary relocation for the Trustees to review. This must be completed by December 31, 2016. Mrs. Pesses also reviewed a request that we help to support a 259 Fund that would support any action taken to overturn a previously approved Education Law 259 that allows Association Libraries to put tax levy votes before their communities for approval. The consensus was that we cannot use Public Funds to support this fund.

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

Mrs. Pesses asked if there was any old business to come before the meeting. Mrs. Donovan announced that we have four Letters of Interest for the Board of Trustees vacancy created by Vincent De Santis' resignation last month. Each candidate will be interviewed and recommendations will be brought to the meeting in November.

Mrs. Pesses asked if there was any new business to come before the meeting. Hearing none, at 8:21 PM Mrs. Lair made a motion to go into Executive Session to discuss real estate. This motion was seconded by Ms. Dunn Brown and approved all voting aye. At 8:38 PM Mrs. Prew made a motion to come out of Executive Session. This motion was seconded by Ms. Dunn Brown and approved all voting aye.

Mrs. Donovan tendered her resignation at this time. The Trustees accepted it with regret and thanked her for her services to the Library.

Ms. Batchelor made a motion, seconded by Mrs. Prew, to allow the Executive Committee to approve the temporary quarters lease with a limit of \$100,000 on costs for needed renovations for this space. This was approved all voting aye.

Mr. Ephraim made a motion to adjourn the meeting at 8:45 PM. This motion was seconded by Ms. Dunn Brown and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on November 15, 2016 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

OCTOBER 2016

	<u>Budget July 1, 2016 to June 30, 2017</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$393,695.00	\$0.00	\$0.00	\$0.00	\$393,695.00
Investment Income	200.00	4.15	19.07	16.90	180.93
Gloversville Library Foundation Inc. - Int. & Div.	63,910.00	10,164.83	48,955.70	48,898.04	14,954.30
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	185.00	1,370.00	9,815.00
Government Affiliations	7,000.00	0.00	5,098.47	6,240.90	1,901.53
Fines & Miscellaneous Income	13,000.00	687.57	7,798.19	4,209.71	5,201.81
U.S. Treasury - Medical Ins. Credit Refunds	6,000.00	0.00	0.00	0.00	6,000.00
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
TOTAL RECEIPTS	<u>\$503,805.00</u>	<u>\$10,856.55</u>	<u>\$62,056.43</u>	<u>\$70,735.55</u>	<u>\$441,748.57</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on October 1, 2016	<u>\$254,206.28</u>				
Plus: Receipts Per Report	10,856.55				
Less: Expenses Per Report	<u>31,289.79</u>				
Income Cash Balance on October 31, 2016	<u><u>233,773.04</u></u>				
Accounts Payable as of 10/31/16	6,794.50				
Prepaid Expenses as of 10/31/16	<u>(2,670.40)</u>				
Actual Cash Balance on October 31, 2016	<u><u>\$237,897.14</u></u>				

BUILDING FUND

Balance on October 1, 2016	\$369,839.53
Plus: Receipts:	
Interest on Money Market Account	6.39
Bullet Aid 2016 - Senator Farley	15,000.00
Less: Paid Outs:	
Callanan Industries, Inc. - Balance Due on 66 E. Fulton Street	3,376.00
Carson Block Consulting, Inc. - Balance of Technology Contract	<u>8,000.00</u>
Balance on October 31, 2016	<u><u>\$373,469.92</u></u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Lisa Buggeln, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

OCTOBER 2016

	Budget July 1, 2016 to June 30, 2017	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$187,032.00	\$ 15,585.98	\$ 62,343.92	\$ 48,459.40	\$124,688.08
Salaries - Part Time Employees	52,902.00	2,842.98	12,476.56	21,095.08	40,425.44
Salaries - Custodians	25,507.00	2,125.60	8,502.40	8,335.68	17,004.60
F I C A & Medicare Tax	20,306.00	1,559.20	6,360.94	5,958.59	13,945.06
Unemployment Insurance	725.00	171.25	342.50	360.50	382.50
Disability Insurance	500.00	0.00	197.70	219.95	302.30
Medical Insurance	46,053.00	1,138.49	10,991.70	14,293.15	35,061.30
Pension Expense	30,000.00	0.00	0.00	0.00	30,000.00
Heat	9,000.00	61.25	179.96	230.81	8,820.04
Electricity	8,500.00	395.05	1,332.51	2,145.73	7,167.49
Telephone	2,880.00	236.28	1,011.12	993.18	1,868.88
Insurance	12,500.00	0.00	10,586.30	11,188.38	1,913.70
Books, Periodicals, etc.	46,500.00	2,027.70	19,703.92	19,317.53	26,796.08
Computer & Automation Services	16,000.00	2,499.15	4,442.17	3,248.59	11,557.83
Library, Building & Office Supplies	10,000.00	840.71	3,632.09	2,558.03	6,367.91
Maintenance & Repairs	9,000.00	3.73	239.33	408.91	8,760.67
Treasurer & Recording Secretary	8,400.00	700.00	2,800.00	2,700.00	5,600.00
Professional Fees	5,000.00	765.00	558.75	(297.50)	4,441.25
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	75.60	817.56	637.49	2,182.44
Events & Programming	4,500.00	12.82	1,314.26	1,158.49	3,185.74
Promotion Expense	2,500.00	199.00	1,020.82	744.00	1,479.18
General Expense	2,000.00	50.00	503.52	526.92	1,496.48
TOTAL EXPENSE	<u>\$503,805.00</u>	<u>\$31,289.79</u>	<u>\$149,358.03</u>	<u>\$144,282.91</u>	<u>\$354,446.97</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

OCTOBER 2016

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,498.12)	\$784.56	FICA & Medicare Expense
			1,713.56	Payroll
5162		Bonnie Howard	50.96	Replace Ck #5069
5163		Gloversville Public Library	7,681.93	Payroll
5164	000704	Barbara J. Madonna	390.00	Petty Cash
5165	000705	Frontier Communications	236.28	Telephone
5166	000706	National Grid (456.30)	61.25	Heat
			395.05	Electric
5167	000707	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5168	000708	Kathryn Mc Cary, Esq.	765.00	Professional Fees
5169	000709	Baker & Taylor Books	693.89	Books
5170	000710	Unique Management Services, Inc.	50.00	G/E-Collection Expense
5171	000711	First Nonprofit Unemployment Program (421.25)	250.00	Cash Reserve
			171.25	Unemployment Insurance
5172	000712	World Book, Inc.	300.00	Books
5173	000713	Business Card (299.66)	12.82	Events & Programming
			40.00	Computer & Automation
			74.33	A/V - DVDs
			172.51	Books
5174	000714	M V P Health Care, Inc.	1,016.86	Medical Insurance
5175	000715	Taste of Home	32.98	Books
5176	000716	The Leader-Herald	169.00	Promotion Expense
5177	000717	Port Jackson Media, LLC	30.00	Promotion Expense
5178	000718	Mohawk Valley Library System (2,545.15)	2,459.15	Computer & Automation
			86.00	Library Supplies
5179	000719	United Healthcare	29.75	Medical Insurance
5180	000720	Sebco Books	289.80	Books
5181	000721	Johnstown Public Library	231.33	Fines, etc.
5182	000722	Schenectady County Public Library	13.90	Fines, etc.
5183	000723	Nicole Hauser	38.88	Professional Meetings & Travel
5184	000724	Quill Corporation	743.91	Library Supplies
5185	000725	Center Point Large Print	53.69	Books
5186	000726	Gloversville True Value Hardware	3.73	Maintenance & Repairs
5187	000729	Barbara J. Madonna	36.72	Professional Meetings & Travel
5188		Gloversville Public Library	7,553.41	Payroll
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	416.03	Pension - Withholdings
DM		E F T NYS Tax Department	792.70	Payroll
DM		E F T United States Treasury (2,463.28)	774.64	FICA & Medicare Expense
			1,688.64	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	400.17	Medical Insurance
		CHECK AND EFT PAID OUTS - OCTOBER 2016	<u>31,804.68</u>	
		PETTY CASH PAID OUTS - OCTOBER 2016		
		Library Supplies	10.80	
		Newspapers (Books)	<u>410.50</u>	
		TOTAL OCTOBER 2016 PAID OUTS	<u>\$32,225.98</u>	
		Less: Cash Reserve	(250.00)	
		Less: Fines, etc.	(245.23)	
		Less: Voided Ck # 5069	(50.96)	
		Less: Petty Cash Check	<u>(390.00)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$31,289.79</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of October 1, 2016		\$1,005.75
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at October 31, 2016		\$1,005.75

WGY CHRISTMAS WISH GRANT

Balance as of October 1, 2016		\$405.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at October 31, 2016		\$405.00

STEWART'S FOUNDATION GRANT

Balance as of October 1, 2016		\$565.25
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 October 31, 2016		\$565.25

WORKFORCE LITERACY GRANT

Balance as of October 1, 2016		\$193.73
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at October 31, 2016		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of October 1, 2016		\$4,425.00
Appropriation Provided For In 2016-2017 Budget		0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Appropriation Funds Left at October 31, 2016		\$4,425.00

RESTORATION FUNDS RECONCILEMENT

Balance as of October 1, 2016		\$5,540.18
Funds Received		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Restoration Funds Left at October 31, 2016		\$5,540.18



Gloversville Public Library

Children's Room Report: April 2016

Sally Fancher – Head of Children's Services

October 4th and 5th were our last Open House outreach events. Bonnie Howard and I were able to visit McNab, Boulevard and Park Terrace to promote the Library and services. We also used this time to talk to parents about our "Craft Days" and 1000 Books Before Kindergarten. Many of our summer patrons recognized us and were reminded that we are helpful during the school year too.

October 7 was "All Day Crafts". This is a program that we provide to help out on the days when school is not in session. Kids can drop in any time during the day and we provide supplies and guidance to make different crafts. This program attracted over 80 patrons and we made some great crafts. This was something that we did last year during school breaks and will continue to do. Many parents use this time for a "play date" for their school age children. (We are also cleaning craft supplies out of the basement before the move.)

Friends' Story Hour has had a great turn-out this fall. People are making it a regular part of their routines. I believe that our regular Thursday programming over the summer helped to keep us in the minds of the parents and we became a healthy habit!

Traveling Story time was at the Fulton Center on the 11th. There was a special request for "spooky stories" and several residents made the trip to the activity room for the first time - for the ghost stories.

The Children's Room staff helped with the Celebration of National Friends of the Library Week. We distributed tickets for a book raffle. There were 5 different age categories for prizes, all generously provided by the Friends of the Library.

We were visited by a board member from the Hawn Memorial Library in Clayton, NY. This board member was interested in our 1000 Books Before Kindergarten program and our AWE computers in the Children's Room. Libraries in the North Country Library System don't have the funding for the 1,000 books program. I will be updating her on our programs, as she is interested in bringing some of these to her library. Also, she is my mom, and I do what I am told.

The rainy weather made it difficult for the Salvation Army afterschool kids to have their monthly visit, so we went there. We had stories and a team monster-building game. October 22 was Themed Story Hour and Bonnie Howard hosted an hour of "Fall" stories and crafts. She reported that we have a new bunch of 2 year olds; they plan on making this a regular part of their routines.

I was able to attend the Mini Maker Fair at SUNY Fredonia. There were over 100 exhibitors and many of these had stations that can translate to Library programs. Next summer's reading theme is "Build a Better World", and we can incorporate these once we know our available "space" in the temporary building.

While doing routine work we discovered that a large number of books have been catalogued as "pick up at Gloversville only" which means that interlibrary loan was not happening. The Children's Room staff has been systematically checking and correcting the item records. MVL has also helped in making a "bulk change." This has already increased our collection use.

Every Child Ready to Read, the initiative to partner with local schools for early literacy, is progressing well. I will be ready to offer workshops by New Year. If the timing is right, this could be a great way to bring people to our temporary location, and continue our promotion of early literacy.

We are working every day to promote Library services and literacy in the community.

Statistics for October 2016 are as follows (figures in parentheses are comparable figures for 2015)

	2016	2015
VISITORS	7,417	(7,684)
CIRCULATION		
Adult Circulation	1,955	(1,962)
Teen Circulation	208	(186)
Juvenile Circulation	1,216	(1,263)
Audiobooks	331	(352)
eBooks	308	(245)
Music	20	(9)
Periodicals	104	(83)
Videos	1,567	(1,581)
Museum Passes	-	(1)
Subtotal	5,709	(5,682)
In-House Use		
Adult	95	(52)
Juvenile	71	(130)
Other Materials	1,441	(233)
Subtotal	1,607	(415)
Total Circulation	7,316	(6,097)
REFERENCE QUESTIONS	129	(386)
MEETINGS/PROGRAMS/OUTREACH		
39 Adult programs and meetings with 243 people		(13 Adult programs/meetings with 113 people)
11 Juvenile programs and meetings with 507 people		(19 Juvenile programs with 1001 children)
4 Teen programs and meetings with 24 people		(5 Teen programs with 35 people)
INTERLIBRARY LOAN		
Material Borrowed	718	(645)
Material Loaned	732	(665)
Total	1,450	(1,310)
COMPUTER USAGE	2,434	(2,120)
HISTORICAL ROOM		
Visitors	10	(10)
Books Used	60	(47)
Reference Questions		(2)

Policy Manuel

Finance: Budget Development and Expenditure (additions are in red)

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

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

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

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

All checks ~~or withdrawals~~ drawn on the Library accounts must be signed by ~~one~~ two officers of the Board of Trustees ~~and~~ ~~or one officer and~~ the Treasurer. ~~All checks on the Payroll Account must be signed by one officer and the Treasurer.~~

The financial records will be reviewed annually and audited whenever there is a change of person holding the position of Treasurer. this sentence will be put into the external audit policy.

See Education Law Section 259

Policy Manual

Finance: General Accounting Policy

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

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

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

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

Policy Manual

Finance: Payment Authorization (new)

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

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

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

Authorized signatories are appointed at the annual Organizational meeting.

Policy Manuel: Finance

External Audit (new policy)

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

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