



Gloversville Public Library
Meeting of the Board of Trustees
March 20, 2012
6:30 pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of last annual meeting, February 21
2. Treasurer's Report
3. Budget and Finance
 - Budget hearing April meeting (4/17) @ 6:30 pm to be followed by regular meeting
4. Friends
5. Building and Grounds
 - Planning study and capital campaign report
 - Clean out the basement
 - Masonry cleaning?
6. AD HOC Policy
 - By-laws and purchasing updates
7. Personnel Committee
8. Program Committee
9. PR Committee
10. Director's Report
 - Trustee petitions due 3/30
 - Joint Automation agreement
11. President's Report
12. Foundation
13. Old Business
14. New Business
15. Adjourn



Barbara Madonna
Library Director

2011-2011
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

Christine Pesses

David Fisher

Hannah McAllister

Robin Lair

Karen S. Smith

Daniel R. Towne, Jr.

Draft Minutes of The Groversville Public Library Board of Trustees Meeting

February 21, 2012

The Groversville Public Library Board of Trustees held a meeting on February 21, 2012 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Craig Clark, Robin Lair, Elizabeth Batchelor, Karen Smith, Hannah McAllister and David Fisher. Michael J. Frank, Financial and Recording Secretary and Barbara J. Madonna, Director of the Groversville Public Library also attended the meeting. Jay Ephraim and Daniel Towne, Jr. were excused from the meeting.

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

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

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on January 17, 2012. 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 Ms. Smith, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of January 2012 and the fiscal year-to-date through January 31, 2012 with the Trustees. Mr. Frank commented that the Library's receipts and expenses through January 31, 2012 were pretty well on track with our budgeted amounts for this period. Mr. Frank asked if there were any questions or comments on the financials for the month of January or the year to date through January 31, 2012. Hearing none, Mrs. McAllister made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank reviewed the tax cap calculation that was prepared and submitted to the State Controller's office. This calculation came out to a possible tax levy increase of \$5,906, if approved by the voters, while staying within the limit of 2% plus an allowed amount for an expected increase in the Library's pension contribution. Ms. Smith made a motion to approve the Budget as presented. This was seconded by Mrs. Lair and approved all voting aye. Ms. Batchelor made a motion to approve a resolution to increase the Library's tax levy to \$259,106 for the fiscal year ending June 30, 2013. Mr. Fisher seconded this motion and it was approved all voting aye.

Mrs. Pesses informed the Trustees that the Friends of the Library would be hosting a fundraiser concert by the Inter Mountain Trio on May 20th at Skyheart Place.

Mrs. Pesses informed the Trustees that the Building Committee had been working on a list of 60-80 people to present to Ghiorso & Sorrenti, Inc., the firm that we have hired to do a Capital Campaign Planning Study for the Library, for them to contact to see if they would be willing to be interviewed to help gauge the temperature of the community as to fundraising possibilities.

Mrs. Pesses also informed the Trustees that we would once again be cleaning out the basement and possibly having a garage sale in the spring to dispose of unused items. Mr. Frank will be meeting with Mrs. Pesses to review financial records being kept.

Mrs. Pesses also discussed the availability of the public coming into our meetings after the Library has closed. Ms. Madonna said that for the time being we would have an employee available to let someone in if they came after closing hours and wanted access to the meeting. Other possibilities will be explored.

Ms. Madonna informed the Trustees that she had not heard anything yet from our attorney regarding changes to our by-laws and our purchasing policy.

Mrs. Lair reminded the Trustees that their Director's Evaluation forms were due to her as soon as possible so that the Personnel Committee could complete their yearly evaluation of our Director.

In Mr. Ephraim's absence, Ms. Madonna brought the Trustees up to date on the progress with "The Big Read Program" which is a program aimed at getting the community to all read the same book. Ms. Madonna presented a tentative schedule of events to be associated with the program. The Committee has been meeting weekly and is still considering possible books for the program.

Mr. Clark informed the Trustees that the Public Relations Committee met last week and that the first monthly newsletter had been completed. This is being distributed to various locations in the area and is also going to be available on our website.

Ms. Madonna informed the Trustees that Trustee Packets are now available to be picked up for anyone interested in running for the 2 seats up for election in May. The packets must be returned to the Library by March 30th.

Ms. Madonna informed the Trustees that she had attended a workshop last Thursday at BOCES with representatives from Park Terrace School to begin working on the Comic Writer program that was approved and funded under the Comics Connect Grant. More information on this will be forthcoming at a future meeting.

Ms. Madonna also informed the Trustees that the search for a new director for MVLS is continuing. Applications were reviewed with four candidates picked for interviews for the position. One dropped out and the other three will be interviewed soon.

Mr. Frank informed the Trustees that the Foundation had not met since their Annual Meeting in December.

Mrs. Pesses informed the Trustees that March 6th is Lobby Day in Albany. Anyone interested in going to voice his or her support of Libraries is encouraged to attend.

Under Old Business, some discussion was had as to any needed changes in our Mission Statement. Ms. Madonna informed the Trustees that our Mission Statement was on our website. Trustees were encouraged to submit any wording changes that should be considered for the next meeting.

Ms. Smith asked the Trustees if they would like her to be our BID representative since she already attends their meetings. The Trustees agreed to this suggestion.

The next meeting of the Trustees will be held on March 20, 2012 at 6:30 P.M.

Ms. Batchelor made a motion, seconded by Mr. Fisher to adjourn the meeting at 8:13 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary

GLOVERSVILLE PUBLIC LIBRARY

RECEIPTS

FEBRUARY 2012

	<u>Budget July 1, 2011 to June 30, 2012</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Year to Date</u>	<u>Remaining Balance to be Received</u>
Tax Levy	\$253,200.00	\$0.00	\$253,200.00	\$0.00
Investment Income	500.00	22.32	163.34	336.66
Gloversville Library Foundation Inc. - Int. & Div.	135,000.00	19,080.54	106,023.03	28,976.97
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	340.00	7,145.00	(2,145.00)
Government Affiliations	5,000.00	461.00	5,965.00	(965.00)
Fines & Miscellaneous Income	10,000.00	734.30	6,631.51	3,368.49
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$418,700.00</u>	<u>\$20,638.16</u>	<u>\$389,127.88</u>	<u>\$29,572.12</u>
	<u>Income Cash Reconciliation</u>			
Income Cash Balance on February 1, 2012	\$409,740.98			
Plus: Receipts Per Report	20,638.16			
Less: Expenses Per Report	<u>28,111.06</u>			
Income Cash Balance on February 29, 2012	<u><u>402,268.08</u></u>			
Accounts Payable as of 02/29/12	0.00			
Prepaid Expenses as of 02/29/12	<u>(5,103.19)</u>			
Actual Cash Balance on February 29, 2012	<u><u>\$397,164.89</u></u>			

BUILDING FUND

Balance on February 1, 2012	\$132,987.50
Plus: Receipts:	
Interest on Money Market Account	7.54
Donations from Gloversville Library Foundation, Inc.	13,200.00
Less: Paid Outs:	
Ghorsi & Sorrenti, Inc.	<u>15,050.79</u>
Balance on February 29, 2012	<u><u>\$131,144.25</u></u>

Prepared By,
Michael J. Frank, Financial and Recording Secretary

Submitted By,
David R. Fisher, Treasurer

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE EXPENSES TO BUDGET

FEBRUARY 2012

	Budget July 1, 2011 to June 30, 2012	Amount Expended Curr. Month	Amount Expended Year to Date	Unexpended Balance
Salaries - Full Time Employees	\$132,044.00	\$11,003.78	\$88,030.24	\$44,013.76
Salaries - Part Time Employees	84,217.00	6,284.36	53,673.15	30,543.85
Salaries - Custodians	12,531.00	964.00	8,435.00	4,096.00
F I C A & Medicare Tax	17,502.00	1,396.30	11,494.09	6,007.91
Unemployment Insurance	650.00	159.00	459.00	191.00
Disability Insurance	600.00	0.00	584.16	15.84
Medical Insurance	22,500.00	1,428.38	15,322.62	7,177.38
Pension Expense	25,000.00	0.00	16,196.75	8,803.25
Heat	12,250.00	1,539.60	4,208.85	8,041.15
Electricity	9,500.00	578.46	4,249.40	5,250.60
Telephone	650.00	206.65	1,457.10	(807.10)
Insurance	10,500.00	0.00	6,087.14	4,412.86
Books, Periodicals, etc.	45,000.00	1,156.44	34,719.77	10,280.23
Computer & Automation Services	16,000.00	1,086.33	8,886.86	7,113.14
Library, Building & Office Supplies	9,300.00	1,218.31	7,605.60	1,694.40
Maintenance & Repairs	13,700.00	105.00	537.08	13,162.92
Financial Secretary	7,800.00	650.00	5,200.00	2,600.00
Professional Fees	5,000.00	0.00	1,050.00	3,950.00
Election Expense	1,000.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	0.00	1,264.40	735.60
Events & Programming	4,000.00	225.00	1,911.94	2,088.06
Promotion Expense	2,000.00	0.00	883.50	1,116.50
General Expense	1,200.00	109.45	1,102.52	97.48
Restoration, etc. Expense	0.00	0.00	0.00	0.00
TOTAL EXPENSE	<u>\$434,944.00</u>	<u>\$28,111.06</u>	<u>\$273,359.17</u>	<u>\$161,584.83</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

FEBRUARY 2012

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,279.09)	\$701.20	FICA & Medicare Expense
		1,577.89	Payroll
3475	Michael Daly	50.00	Programming (Replace #3371)
3476	Donna J. Kuhner	250.00	Petty Cash
3477	Rosanne Melita	100.00	Events & Programming
3478	Gloversville Public Library	7,212.07	Payroll
3479	Business Card (338.32)	15.55	Medical Insurance
		95.15	Library Supplies
		166.32	A/V - CDs
		40.00	Serials
		21.30	Building Supplies
3480	Unique Management Services, Inc.	109.45	G/E - Collection Expense
3481	Electronic Office Products, Inc.	10.00	Library Supplies
3482	MVLS/SALS Joint Automation Project	1,086.33	Computer & Automation
3483	Baker & Taylor Books	235.36	Books
3484	National Grid (2,118.06)	1,539.60	Heat
		578.46	Electric
3485	Frontier Communications	206.65	Telephone
3486	First Nonprofit Unemployment Program (409.00)	250.00	Cash Reserve
		159.00	Unemployment Insurance
3487	Michael J. Frank	650.00	Financial Secretary
3488	Gloversville Public Library	7,137.02	Payroll
3489	Smart Apple Media	112.62	Books
3490	Broad Reach	92.80	Books
3491	Quill Corporation	1,091.86	Library Supplies
3492	Audio Editions	170.75	A/V - CDs
3493	Jay Ephraim	28.00	Books
3494	Center Point Large Print	54.59	Books
3495	The Hartford Steam Boiler Insp. & Insurance Co.	105.00	Maintenance & Repairs
3496	David Cook	75.00	Events & Programming
3497	Dana Robinson & Susan Robinson	50.00	Events & Programming
3498	M N O Books	50.00	Books
3499	Blue Shield of Northeastern New York	1,397.28	Medical Insurance
DM	E F T NYS & Local Retirement System	217.99	Pension - Withholdings
DM	E F T NYS Tax Department	533.80	Payroll
DM	E F T United States Treasury (2,268.47)	695.10	FICA & Medicare Expense
		1,573.37	Payroll
DMs	Jaeger & Flynn Associates, Inc. (Reimbursements)	15.55	Medical Insurance
	CHECK PAID OUTS - FEBRUARY 2012	<u>28,455.06</u>	
	PETTY CASH PAID OUTS - FEBRUARY 2012		
	Newspapers (Books)	<u>206.00</u>	
	TOTAL FEBRUARY 2012 PAID OUTS	<u><u>\$28,661.06</u></u>	
	Less: Void Check #3371 Lost	(50.00)	
	Less: Cash Reserve	(250.00)	
	Less: Petty Cash Check	<u>(250.00)</u>	
	NET TO BALANCE TO EXPENSES	<u><u>\$28,111.06</u></u>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS IN PROCESS

SPECIAL LEGISLATIVE GRANT (Senator Farley)

Balance as of February 1, 2012				\$768.73
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	<u>Amount</u>	
None			0.00	
Total Expenses				0.00
Balance of Grant Money Left at February 29, 2012				<u>\$768.73</u>

BILL & MELINDA GATES GRANT

Balance as of February 1, 2012				\$147.86
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 February 29, 2012				<u>\$147.86</u>

STEWART'S FOUNDATION GRANT

Balance as of February 1, 2012				\$50.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Ryan Richards			0.00	
Total Expenses				0.00
Balance of Grant Money Left at February 29, 2012				<u>\$50.00</u>

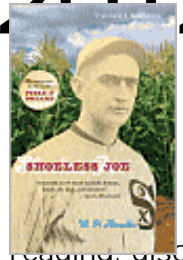
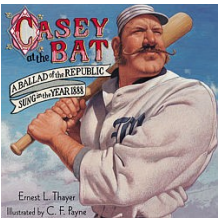
WGY CHRISTMAS WISH GRANT

Balance as of February 1, 2012				\$0.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Thomas Jones			0.00	
Total Expenses				0.00
Balance of Grant Money Left at February 29, 2012				<u>\$0.00</u>

RESTORATION FUNDS RECONCILEMENT

Balance as of February 1, 2012				\$754.38
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 February 29, 2012				<u>\$754.38</u>

GLOVERSVILLE READS! 2012



community read!

A community read is about bringing a community together through a common book. By reading, discussing and exploring the topic with related programming a community strengthens its commitment to reading which is why we have chosen to read Shoeless Joe by W.P. Kinsella. This is a poem, for children to focus on the long, rich and exciting history of baseball in Fulton County.

Saturday, April 21 11:00am - 1pm

Opening Day at the Groversville Public Library

7KH RSHQLQJ SLWFK ZLOO EHWKURZ at the Groversville Senior Center

National Anthem & Take Me Out to the Ball Game

How fast can you pitch?? Find out at the radar pitching station

Play baseball related games and earn baseball cards

Related crafts

Thursday, April 26 10:30am

Story and Craft Hour

Saturday, April 28

Visit us at the Groversville Little League

Opening Day at the Little League Field

Friday, May 11 6pm

The Groversville Senior Center

Presents A League of Their Own

Open to all

Wednesday, May 16 10am

Book Discussion @ the Library led by Roz Melita

Shoeless Joe by W.P. Kinsella

An uplifting story of baseball, life, relationships and dreams

Monday, May 21 6pm

& DVH \ DW WKH % DW μ E \ (U C W 7 K D \ H U

Family program with Professor Rob Edelman

Friday, June 1 6pm

The Groversville Senior Center presents Field of Dreams

Open to all

Monday, June 11 6pm

Baseball in Film: Family program

Presented by Professor Rob Edelman

Groversville Public Library

58 East Fulton Street, Groversville, New York 12078

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

Thursday, June 14 10am

Book Discussion

at the Groversville Senior Center

Led by Roz Melita

Shoeless Joe by W.P. Kinsella

Thursday, June 28 evening

Bus Trip to see a TriValley Cats game

@ Joseph L. Bruno Field, Troy

Premium seats & fireworks finale

RESERVATIONS REQUIRED Deadline June 1

\$27 per person

Monday, July 2 6pm

Evening Book Discussion

at the Groversville Public Library

Led by Roz Melita

Shoeless Joe by W.P. Kinsella

Friday, July 6 6pm

The Groversville Senior Center presents The Rookie

Open to all

Monday, July 23 8pm

Book Discussion

The Art of Fielding by Chad Harbuck

Led by Rob Edelman

Funded by NYSCA

Thursday, July 26 all day

Cooperstown Hall of Fame bus trip

with special educational programs just for

RESERVATIONS REQUIRED Deadline: July 12

\$40 per adult, \$25 age 18 and under

Thank you to our partners

Groversville Little League

Senior Center of Groversville and Fulton County

Fulton County Historical Society and Museum

Mohawk Valley Library Association

Finnegan's Sports Cards





Gloversville Public Library

Children's Room Report: February 2012

Sherry Gennett – Head of Children's Services

This month school children had their winter break from February 20th thru 25th. We were contacted by Barbara Lucas from WMHT with a midwinter program she could offer us. Her program included the story Bear Snores On by Karma Wilson. It's about a bear hibernating in his cave. Various animals stop by to warm up. While bear sleeps the animals make tea, popped corn, and even made a stew, yet the bear snores on.

Barbara read the book first then showed the DVD version. Discussion took place and time was set aside for parents to read to their kids. The next station was held in the FOL meeting room where crafts were set up. Parents and children had the chance to create a bear stick puppet and a mouse bag puppet. Everyone enjoyed themselves.

I attended the second workshop that was held February 16th at HFM BOCES for the "Comic Connect" grant. Author and illustrator of graphic novels Barbara Slate shared her story of how she began creating comics. She also discussed some of the children and teen programs she teaches.

One of the handouts describes highlights and key points of interest.

Comics Connect: Using Graphic Novels to Boost Reading

- We're a visual culture!
- Comics contain the same story elements and literary devices as text-only stories.
- Comics provide built-in context clues that help less adept readers.
- Comics use inference.
- Kids need variety!
- Reading comics may lead to drawing and writing comics.
- Comics are fun!

I have already tried an experiment using this format. There was a young man visiting for a period of time just waiting for the parent with him. He was told to do some reading. Well, after using the computer and coloring some pages he was still left with time on his hands and he was not reading. I went to the shelf, grabbed some graphic novels and place them in front of the child. I said that if he would like to just look at them or not, either way is fine. I went back my desk. It did not take long before he got right into them. A joy to witness.

I also want to give Cathy, Sonny and Carol my deepest thanks for all they do.

Gloversville Public Library

February 2012

Monthly Report

Statistics for February 2012 are as follows (figures in parentheses represent comparable figures for February 2011):

	2012	2011
<u>VISITORS</u>	9,706	(10,020)

CIRCULATION

Adult Circulation	2,816	(3,044)
Teen Circulation	256	(299)
Juvenile Circulation	1,939	(2,431)
Other Materials	2,351	(1,690)
Subtotal	<u>7,362</u>	<u>(7,464)</u>
<u>In-House Use</u>		
Adult	400	(310)
Juvenile	670	(783)
Other Materials	1,341	(1,182)
Subtotal	<u>2,411</u>	<u>(2,275)</u>
Total February Circulation	9,773	(9,739)

<u>REFERENCE QUESTIONS</u>	551	(367)
-----------------------------------	-----	-------

MEETINGS/PROGRAMS/OUTREACH

16 Adult programs and meetings with 180 people (12 Adult programs and meetings with 174 people)
7 Juvenile programs with 128 children (8 Juvenile programs with 244 children)

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	727	511
AV	159	11
Total	<u>886</u>	<u>522</u>

<u>COMPUTER USAGE</u>	1,068	(1,024) users
------------------------------	-------	---------------

HISTORICAL ROOM

Visitors	17
Books Used	35
Reference Questions	0
Telephone Reference	0
Letters	0
Computer usage	0

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

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 a 'disinterested' 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 **Gloversville Public Library** 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, 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

Wireless Network Policy

Revised 7/28/2006

Security of the patron and bibliographic databases and the automation network is the responsibility of the joint automation, system and member library staff.

Due to security and configuration requirements, library administrators choosing to set up a wireless network must work with the JA staff.

Wireless network access for the public must be on a separate Internet network than the network used for staff. This can be accomplished by having separate Internet connections or, in some cases, with appropriate network hardware. In order to separate a single Internet connection, it must have enough bandwidth to support the traffic and the provider must provide at least two IP addresses. In these situations, the public Internet traffic may have a negative affect on staff performance.

Library administration wishing to provide a wireless network for the public will need to purchase a second Internet connection or additional network hardware. The cost of the second Internet connection or additional hardware is the responsibility of the member library.

Joint Automation staff will assist library administrators to determine the available options and costs to best meet their patron's service needs. The JA staff will help set up and support the wireless network.

Wireless access for staff use only can be configured with the existing staff network connection. JA staff will assist in the network setup, configuration and ongoing support. The individual library is responsible for any additional hardware or software costs.

Adopted by Joint Automation Council on 12/7/2004

Revised 7/28/2006 to be formally adopted by Joint Automation Council at it's next meeting

EQUIPMENT DISPOSAL POLICY

When a member library decides to replace staff or public computers, they either plan to dispose of them, or to donate them to someone else to use. In either case, sensitive library or MVLS/SALS data is left on the hard drive as well as library or MVLS/SALS licensed software packages. Access to this sensitive information, usernames, passwords and library software is available to anyone that uses the salvaged equipment. This is an unacceptable practice and the library could be held liable for the release of patron or library personal information and/or a violation of software licensing agreements.

It is Joint Automation policy that library staff destroy the hard drive in library owned computers that are being disposed, recycled or donated. JA or system staff will provide instructions on how to remove and physically destroy the hard drive.

For those computers being moved from staff to public use, send the equipment to the JA staff. The JA staff will purge any username/password information and remove any licensed software that should not be redistributed. It is the library staff's responsibility to ensure that all library and personal data files are deleted.

MVLS and SALS will dispose of computer equipment for the member libraries. If a library chooses not to adhere to this policy, the library will be responsible for any breach of security.

Approved by Joint Automation Council April 5, 2005

PATRON SOCIAL SECURITY NUMBER POLICY

For the privacy and protection of the people in the patron database, no social security numbers will be entered into the database. Social Security numbers that are in the database will be withdrawn.

Approved by Joint Automation Council June 5, 2007

MVLS/SALS Joint Automation Project
Identification information in Patron Registration

Statement:

The MVLS/SALS Joint Automation Patron Database is used by staff and volunteers in 48 libraries, 11 branches and two system headquarters. Consistent and complete patron records are needed to keep the database accurate and will safeguard the loaning of materials in a consortial environment.

Regulation:

All patron records will contain identification information in the *ID number field* and a birth date in the *Birth Date field*. ID numbers and birth dates must follow the documented formats. Examples and standards can be found on the JA Intranet.

If library staff cannot collect identification information the ID number field should remain empty and a free text block with the value "No ID recorded" will be added to the record through a nightly job. If a library has a patron for whom they are unable to record a valid ID number, they can add a free text block explaining the circumstances. They should not enter anything in the ID Number field, and the resulting "No ID recorded" free text block will be on the patron account, in addition to the free text block containing their explanation.

Approved by MVLS/SALS Boards 2009