



Gloversville Public Library
Meeting of the Board of Trustees
May 15, 2012
6:30 pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of last meeting, April 17
2. Treasurer's Report
3. Budget and Finance
4. Friends
5. Building and Grounds
 - Planning study and capital campaign report
 - Masonry cleaning
 - Celebration '12 project
 - County auctions
6. AD HOC Policy
 - By-laws and purchasing updates
7. Personnel Committee
 - Director evaluation
 - Health of staff
8. Program Committee
9. PR Committee
10. Director's Report
 - Election report
 - New stat report
11. President's Report
12. Foundation
13. Old Business
14. New Business
15. Adjourn

**GLOVERSVILLE PUBLIC LIBRARY
RECEIPTS
APRIL 2012**

	Budget July 1, 2011 to June 30, 2012	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	\$253,200.00	\$0.00	\$253,200.00	\$241,200.00	\$0.00
Investment Income	500.00	20.80	260.26	293.33	239.74
Gloversville Library Foundation Inc. - Int. & Div.	135,000.00	7,180.60	119,884.71	111,151.95	15,115.29
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	0.00	7,145.00	9,505.44	(2,145.00)
Government Affiliations	5,000.00	0.00	5,965.00	6,951.86	(965.00)
Fines & Miscellaneous Income	10,000.00	2,228.10	9,553.31	11,871.06	446.69
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$418,700.00</u>	<u>\$9,429.50</u>	<u>\$406,008.28</u>	<u>\$390,973.64</u>	<u>\$12,691.72</u>

	Income Cash Reconcilement
Income Cash Balance on April 1, 2012	<u>\$380,616.36</u>
Plus: Receipts Per Report	9,429.50
Less: Expenses Per Report	<u>29,550.05</u>
Income Cash Balance on April 30, 2012	<u><u>360,495.81</u></u>
Accounts Payable as of 04/30/12	0.00
Prepaid Expenses as of 04/30/12	<u>(5,307.36)</u>
Actual Cash Balance on April 30, 2012	<u><u>\$355,188.45</u></u>

BUILDING FUND

Balance on April 1, 2012	\$181,238.59
Plus: Receipts:	
Interest on Money Market Account	10.43
Less: Paid Outs:	
None	<u>0.00</u>
Balance on April 30, 2012	<u><u>\$181,249.02</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

APRIL 2012

	Budget July 1, 2011 to June 30, 2012	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$132,044.00	\$9,412.05	\$108,138.87	\$107,829.20	\$23,905.13
Salaries - Part Time Employees	84,217.00	6,216.20	66,175.07	54,199.99	18,041.93
Salaries - Custodians	12,531.00	964.00	10,363.00	10,158.75	2,168.00
F I C A & Medicare Tax	17,502.00	1,269.34	14,136.22	13,274.39	3,365.78
Unemployment Insurance	650.00	159.00	618.00	593.00	32.00
Disability Insurance	600.00	0.00	584.16	493.44	15.84
Medical Insurance	22,500.00	1,397.28	18,191.70	16,871.31	4,308.30
Pension Expense	25,000.00	0.00	16,196.75	10,501.17	8,803.25
Heat	12,250.00	777.57	6,484.37	8,701.47	5,765.63
Electricity	9,500.00	469.50	5,209.36	5,790.75	4,290.64
Telephone	650.00	0.00	1,457.10	1,060.28	(807.10)
Insurance	10,500.00	0.00	6,087.14	5,808.97	4,412.86
Books, Periodicals, etc.	45,000.00	4,106.83	41,635.71	38,793.83	3,364.29
Computer & Automation Services	16,000.00	1,108.13	11,055.92	12,698.74	4,944.08
Library, Building & Office Supplies	9,300.00	1,233.75	9,646.58	5,527.48	(346.58)
Maintenance & Repairs	13,700.00	717.53	1,581.61	620.00	12,118.39
Financial Secretary	7,800.00	650.00	6,500.00	6,500.00	1,300.00
Professional Fees	5,000.00	150.00	1,200.00	1,515.00	3,800.00
Election Expense	1,000.00	433.53	433.53	402.21	566.47
Professional Meetings & Travel	2,000.00	0.00	1,519.70	1,649.03	480.30
Events & Programming	4,000.00	179.86	2,241.80	3,474.87	1,758.20
Promotion Expense	2,000.00	195.00	1,228.50	1,422.86	771.50
General Expense	1,200.00	110.48	1,326.75	1,205.26	(126.75)
Restoration, etc. Expense	0.00	0.00	0.00	12,660.00	0.00
TOTAL EXPENSE	<u>\$434,944.00</u>	<u>\$29,550.05</u>	<u>\$332,011.84</u>	<u>\$321,752.00</u>	<u>\$102,932.16</u>

**GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS
APRIL 2012**

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,205.23)	\$680.57	FICA & Medicare Expense
		1,524.66	Payroll
3526	Gloversville Public Library	7,012.27	Payroll
3527	Donna J. Kuhner	200.00	Petty Cash
3528	Rosanne Melita	100.00	Events & Programming
3529	Michael Daly	25.00	Events & Programming
3530	National Grid (1,247.07)	777.57	Heat
		469.50	Electric
3531	Baker & Taylor Books	266.96	Books
3532	MVLS/SALS Joint Automation Project	1,108.13	Computer & Automation
3533	Mc Carry & Huff, LLP	150.00	Professional Fees
3534	Unique Management Services, Inc.	69.65	G/E - Collection Expense
3535	The Leader-Herald (307.50)	195.00	Promotion Expense
		112.50	Election Expense
3536	Electronic Office Products, Inc.	16.10	Library Supplies
3537	Quill Corporation	226.73	Library Supplies
3538	Quality Books, Inc.	1,247.67	Books
3539	First Nonprofit Unemployment Program	250.00	Cash Reserve
		159.00	Unemployment Expense
3540	Business Card (815.00)	367.30	Postage
		326.72	Library Supplies
		7.42	Building Supplies
		83.70	Books
		29.86	Events & Programming
3541	Gloversville Public Library	6,096.96	Payroll
3542	Michael J. Frank	650.00	Financial Secretary
3543	Michael Daly	25.00	Events & Programming
3544	Blue Shield of Northeastern New York	1,397.28	Medical Insurance
3545	Center Point Large Print	54.61	Books
3546	Derby Office Equipment, Inc.	30.00	Library Supplies
3547	Quill Corporation	248.56	Library Supplies
3548	Audio Editions	533.57	A/V - DVDs
3549	Fulton County Regional Chamber (245.00)	40.83	G/E - Dues
		204.17	Prepaid Expense
3550	Lookout Books	102.73	Books
3551	Pro Quest LLC	1,500.00	A/V - Microfiche
3552	Warren Electric Supply, Inc.	10.92	Library Supplies
3553	Ghiorso & Sorrenti, Inc.	529.09	Maintenance & Repairs
3554	Audio Editions	50.40	A/V - DVDs
3555	The Leader-Herald	317.53	Election Expense
3556	K W Enterprises	61.19	Books
3557	Fulton County Glassworks, Inc.	188.44	Maintenance & Repairs
DM	E F T NYS & Local Retirement System	172.84	Pension - Withholdings
DM	E F T NYS Tax Department	465.70	Payroll
DM	E F T United States Treasury (1,908.59)	588.77	FICA & Medicare Expense
		1,319.82	Payroll
DMs	Jaeger & Flynn Associates, Inc. (Reimbursements)	0.00	Medical Insurance
	CHECK PAID OUTS - APRIL 2012	29,994.72	
	PETTY CASH PAID OUTS - APRIL 2012		
	Election Expense	3.50	
	Newspapers (Books)	206.00	
		<u>209.50</u>	
	TOTAL APRIL 2012 PAID OUTS	<u><u>\$30,204.22</u></u>	
	Less: Cash Reserve	(250.00)	
	Less: Prepaid Expense	(204.17)	
	Less: Petty Cash Check	<u>(200.00)</u>	
	NET TO BALANCE TO EXPENSES	<u><u>\$29,550.05</u></u>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS IN PROCESS

SPECIAL LEGISLATIVE GRANT (Senator Farley)

Balance as of April 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			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at April 30, 2012				<u><u>\$768.73</u></u>

BILL & MELINDA GATES GRANT

Balance as of April 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			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at April 30, 2012				<u><u>\$147.86</u></u>

STEWART'S FOUNDATION GRANT

Balance as of April 1, 2012				\$550.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at April 30, 2012				<u><u>\$550.00</u></u>

WGY CHRISTMAS WISH GRANT

Balance as of April 1, 2012				\$0.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at April 30, 2012				<u><u>\$0.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of April 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			<u>0.00</u>	<u>0.00</u>
Balance of Restoration Funds Left at April 30, 2012				<u><u>\$754.38</u></u>



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

April 17, 2012

The Groversville Public Library Board of Trustees held a meeting on April 17, 2012 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:55 P.M. immediately following the Budget Hearing meeting.

The following trustees were present: Christine Pesses, Jay Ephraim, Robin Lair, Elizabeth Batchelor, David Fisher and Hannah McAllister. Michael J. Frank, Financial and Recording Secretary and Barbara J. Madonna, Director of the Groversville Public Library also attended the meeting. Karen Smith, Craig Clark 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 March 20, 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 Mrs. McAllister, 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 March 2012 and the fiscal year-to-date through March 31, 2012 with the Trustees. Mr. Frank commented that the Library's receipts through March 31, 2012 were pretty well on track with our budgeted amounts for this period. Mr. Frank commented that due to the mild winter it appears that we will have excess funds left over in the Budget on the lines for heat and electricity. Ms. Madonna asked the Trustees if they felt that we should use money allocated for maintenance and repairs to cover professional fees related to the exterior masonry restoration of the building and also to allocate some of the extra money in the heat and electricity to cover needed repairs to plaster in the basement. The Trustees agreed that we should look to spend all of the total budget appropriations if needed. Mrs. Pesses also asked the Trustees if they thought that we should go ahead with the Design and Development phase of the Master Plan since it appears that we have funds in the Building Fund to do this. After considerable discussion, it was decided that Ms. Madonna would contact Paul Mays at Butler Rowland and Mays Architects LLP to see if these funds should be spent before we know if we will be able to raise the total funding needed for the entire project or if there would be a cost savings by limiting the scope of Design Development if we are only able to raise part of the funding needed. Ms. Madonna will also see if Paul Mays would be available to come to the next Board of Trustees meeting to review where we are at with the overall project. Mr. Frank asked if there were any other questions or comments on the financials for the month of March or the year to date through March 31, 2012. Hearing none, Mr. Batchelor made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mrs. Pesses informed the Trustees that we needed to discuss having a Contingency Budget should the voters not approve our requested increase. Mr. Fisher said that he would convene a meeting of the Finance Committee to prepare a recommendation to the full board at our May meeting if our request is not approved.

Mrs. Pesses reminded the Trustees that the Friends of the Library would be hosting a fundraiser concert by the Inter Mountain Trio at 2:00 PM on May 20th at Skyheart Place. Mrs. McAllister informed the Trustees that Skyheart Place had received the Fire Department's approval for a maximum of 105 people in their gallery for the concert.

Mrs. Pesses informed the Trustees of the progress of the planning study with Ghiorso and Sorrenti, Inc. We have filled 52 slots, over a period of four days, out of the 70 people contacted for interviews for the Capital Campaign Planning Study. Another day will be scheduled in May to talk with some of our "Snow Birds" after they return home from warmer climates.

Mrs. Pesses also informed the Trustees that we would put the cleaning out of the basement on hold for now due to many other activities going on at the Library.

Ms. Madonna informed the Trustees that the cleaning of the outside of the building started yesterday with the contractor trying different cleaning solutions on the brick, limestone and terra cotta. In trying to wash them off it was determined that the Library has very little water pressure and the City Water Department will not let us hook up to a fire hydrant. John Stewart, owner of Walrath and Stewart next door, allowed them to test his water pressure and that appears to be good so we will use his supply line and reimburse him for the water usage.

Ms. Madonna informed the Trustees that we had received comments from our attorney's review regarding our By-laws and purchasing policies and that the AD HOC Policy Committee would be meeting to review her recommendations.

Mrs. Pesses asked the Trustees if anyone had any additional comments or changes that they would like to recommend to the Three Year Plan of Service. Hearing none, Mrs. Lair made a motion to approve the Three Year Plan of Service as presented to the Trustees. This motion was seconded by Mrs. McAllister and approved all voting aye.

Mrs. Lair informed the Trustees that she had just gotten the Staff Director's Evaluation forms today from Mrs. Kuhner and that the Personnel Committee would meet soon to complete their yearly evaluation of our Director to be able to present their report at the next Trustee's meeting. Mrs. Lair asked if the Trustees felt that they should receive a copy of the final report and it was agreed that this was not necessary.

Ms. Madonna informed the Trustees that she had talked with John Lawrinait, our current cleaner, about the change approved by the Trustees in next year's budget to a full time custodian. John expressed interest in the position but the Board wants to open the position to the public and take applications for the position. This position does not require passing a Civil Service test.

At this point in the meeting, 8:15 PM, Mrs. McAllister moved that the Board of Trustees go into Executive Session for the purpose of discussing a personnel issue. Mr. Fisher seconded this motion and it was approved all voting aye.

At 8:25 PM Mrs. McAllister made a motion, seconded by Mr. Fisher, to come out of Executive Session. This was approved all voting aye.

Mr. Ephraim brought the Trustees up to date on the progress with GLOVERSVILLE READS! 2012, which is a program, aimed at getting the community to all read the same book. This Program will kick off on Saturday April 21st at 11 AM at the Library. Many activities have been schedule as part of this program including book discussions, lectures by a SUNY Albany professor, and a trip to the Baseball Museum in Cooperstown and a trip to a ballgame in Troy. A full-page ad will be in the Leader-Herald on Thursday April 19th promoting this program.

Mrs. Lair informed the Trustees that the Public Relations Committee was continuing their monthly meetings and that they would be meeting tomorrow.

Ms. Madonna informed the Trustees that the Absentee ballots were sent out yesterday for the election to be held on May 1, 2012.

Ms. Madonna informed the Trustees that she had received the Library's ballot to vote for or against the merger of the Fulton County Chamber of Commerce and the Montgomery County Chamber of Commerce. The Trustees felt that it was probably a good idea to support the merger as recommended by the Boards of both Organizations.

Mrs. Pesses expressed her thanks to all who helped with putting together the Planning Study interview list and with getting the information out about the Library's history, services and the Master Renovation Plan to potential donors and possible leaders in the Capital Campaign project.

Mrs. Pesses asked the Trustees if they felt that we should hold our Organizational Meeting and possibly a regular Board meeting at 6:30 PM on the third Tuesday of July, which would be July 17, 2012. The Trustees agreed with this suggestion.

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

Mrs. Pesses informed the Trustees that the MVLS Annual Dinner would be held on May 16, 2012 at the Riverstone Restaurant starting with cocktails at 5:30 PM.

Ms. Batchelor asked if it would be possible to have a further breakdown of the electronic items borrowed from the Library. Ms. Madonna said that she would work on that with Mrs. Kuhner.

Mr. Frank asked the Trustees if they would like to see a year-to-date comparison column added to the income statement and the expense report in the monthly Trustee's package. The Trustees agreed that this would be a good idea.

The next meeting of the Trustees will be held on May 15, 2012 at 6:30 P.M.

Mr. Fisher made a motion, seconded by Ms. Batchelor to adjourn the meeting at 8:55 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary



Gloversville Public Library

Director's Report: April 2012

Barbara Madonna – Director

2012 Overdrive

Circulations for GPL

January	113
February	151
March	144
April	176

The first quarter of 2012 has come to a close and Gloversville is holding a steady 3rd for circulation of eBooks with our new service, Overdrive. Schenectady County Public Library is, of course, leaving everyone in the dusty stacks, but with over 250,000 potential patrons that makes sense. Johnstown is our fiercest competition in second place, but not by much. It is heartening to see that the service is well received.

And in response to the Board's questions about what 'other materials' means in the statistical report, a more detailed breakout will be provided going forward. I've also flushed out some statistics for new patron registration. For the last 12 months, 840 new patrons have received cards. 685, or 82% reside in the GESD, leaving 155 or 18% living outside. "Outside" is everyone else including the Town of Johnstown outside of the GESD, residents in other MVLS and SALS counties and even out-of-state residents.

The final plans for GLOVERSVILLE READS1 2012 ironed out and Opening Day was a great success. MC Patricia Beck, publisher of the Leader-Herald threw out the first pitch while Board President Christine Pesses reciting "Casey at the Bat" and Miss Fulton County Colleen Gagne provided the National Anthem, acapella. Officer Peters was on hand to find the fastest pitch while other craft activities were enjoyed inside to the smell of freshly popped popcorn. Kids and parents alike tested their knowledge of baseball trivia to win baseball cards and balloons brightened up the day. We look forward to the next three months and rest of the GR12 events.

Ghorisi & Sorenti, the capital campaign planning study firm, continued interviews this month. There are several people who head south for the winter that will not be home until May so a final day of interviews will take place then.

Test areas were cleaned as part of the masonry cleaning project. Finding the right produced has been more time consuming than expected, but the project should take off in May. Another hiccup was that the Library's water pressure is non-existent and insufficient for the project. Fortunately, Jon Stewart, owner of the Walrath and Stewart Funeral Home next door, will allow us to use its outside spigot. We will record the meter reading before starting and again at the end. The water department will be able to determine the fee so we can reimburse it for the cost. See attached photos



Before



After



Before



After



Before



During



Before



During

In preparation for the 2012 election, Voter Registration and the public budget hearing were held. A copy of the PPT presentation was posted on the Library website and run on the electronic bulletin board in the lobby. Reminder bookmarks were placed in all the A-frame titles.

Children's Room staff is handling the unexpected absence of Miss Sherry very well and they are to be commended for their hard work and abilities which are insuring the room continues to run smoothly. Donna Kuhner and Sonny Duross were up to the challenge of providing an impromptu program for 15 unexpected Tiger Clubs with parents and siblings in tow. Fancy Nancy and WMHT's Cat in the Hat were very popular during Spring Break and have spurred one of the StoryTime reader to plan a Pinkalicious Party for the last Thursday StoryTime in June. The Bibliomaniacs also received special attention during break. They not only met an extra day but the teen helped set up, run and clean up after Fancy Nancy. They even dressed up fancy. Last, but not least everyone is pitching in to help Bonnie Howard plan the summer program and some much needed seasonal housekeeping is occurring.

Meetings and workshops

April 2 nd & 3 rd	Ghorisi and Sorenti interviews
April 4 th	Program committee meeting
April 5 th	Friends of the Library meeting
April 10 th	Steve Serge, Executive Director, YMCA
April 11 th	Chris Pesses
April 12 th	1) Kari Towne, Fulton County Civil Service 2) Chris Satterly, Water Department 3) Paul Mays, Butler, Rowland and Mays Architects 4) Wayne Donovan, AJS
April 16 th	Wayne Donovan, AJS
April 17 th	1) Wayne Donovan, AJS 2) Water Department 3) Amanda Whistle, <u>Leader-Herald</u> 4) Staff meeting in the Children's Room 5) Board of Trustees meeting
April 18 th	1) Ghorisi and Sorenti interviews 2) Book discussion, <u>Caramelo</u> by Susan Cisneros 3) PR Committee meeting
April 19 th	1) Ghorisi and Sorenti interviews 2) MVLS Library Services Committee meeting 3) MVLS board meeting
April 21 st	GLOVERSVILLE READS! 2012 Opening Day
April 25 th	1) Program Committee meeting 2) Heather Hasslebacher, Butler, Rowland and Mays Architects 3) Terry Blodgett, Fulton County Treasurer 4) Michael Frank 5) Paul Mays, Butler, Rowland and Mays Architects 6) Bonnie Howard
April 26 th	Workforce Solutions meeting, Amsterdam
April 27 th	1) Alan Fudger, Fudger Decorating 2) Matthew Tedeschi, Jaeger and Flynn

Gloversville Public Library
April 2012 Monthly Report

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

	2012	2011
<u>VISITORS</u>	9,605	(10,506)

CIRCULATION

Adult Books	2,650	(3,074)
Teen Books	244	(243)
Juvenile Books	2,156	(2,104)
Audiobooks	253	(345)
eBooks	176	0
Music	89	(38)
Periodicals	112	(94)
DVDs/Videos	2,074	(1,847)
Subtotal	7,754	(7,745)
<u>In-House Use</u>		
Adult	511	(440)
Juvenile	204	(599)
Periodicals	1,025	(1,203)
Subtotal	1,740	(2,242)
Total April Circulation	9,494	(9,987)

<u>REFERENCE QUESTIONS</u>	611	(474)
-----------------------------------	-----	-------

MEETINGS/PROGRAMS/OUTREACH

12 Adult programs and meetings with 121 people	(14 Adult programs and meetings with 272 people)
12 Juvenile programs with 334 children	(8 Juvenile programs with 137 children)

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	840	512
AV	147	15
Total	987	527

<u>COMPUTER USAGE</u>	1,112	(1,137) users
------------------------------	-------	---------------

VOLUNTEERS

HISTORICAL ROOM

Visitors	6
Books Used	20
Reference Questions	0
Telephone Reference	2
Letters	0
Computer usage	0

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

General

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

Library Materials

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

General Purchases

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

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

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

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

Items Not Subject to Bid

- Professional services which involve specialized expertise, use of professional judgment and/or a high degree of creativity, such as: attorney, architect, engineer, land surveyor
- Emergencies arising from 1) an accident or other unforeseen occurrence, 2) a situation in which public buildings, property, or residents are at risk, or 3) immediate action is required that cannot await competitive bidding
- State contracts which are regulated by the Office of General Services.
- Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to the public interest

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

Purchase Orders

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

Appropriations

All purchases must have a budgetary appropriation.

Financial Reporting

The Library Director shall authorize the payment of all claims made for purchases. The Vice President for Finance shall report such activity to the Board of Trustees on a monthly basis.

Unintentional Failure to Comply

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