



Gloversville Public Library
Meeting of the Board of Trustees
February 19, 2013
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of last meeting, January 2013
2. Treasurer's Report
3. Budget and Finance
Approve 2013-14 budget
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
RFP for a consultant
7. AD HOC Policy
8. Personnel Committee
 - Civil Service
9. Program Committee
10. PR Committee
11. Director's Report
 - JA agreement
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: March 19



Draft Minutes of The Gloversville Public Library Board of Trustees Meeting

January 15, 2013

The Gloversville Public Library Board of Trustees held a meeting on January 15, 2013 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Jay Ephraim, Elizabeth Batchelor, Craig Clark, David Fisher and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Virginia Mazur from the Friends of the Gloversville Public Library also attended the meeting. Three students from the Participation in Government class from the Johnstown High School also attended the meeting. Daniel Towne, Jr., Hannah McAllister and Karen Smith were 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.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on December 18, 2012. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mr. Fisher made a motion, seconded by Ms. Batchelor, to approve the minutes as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Treasurer's Report for the month of December and the fiscal year-to-date through December 31, 2012 with the Trustees. Mr. Frank commented that our year-to-date income through December 31, 2012 is up approximately \$10,800 from last year due to having received the Medical Insurance Credit refund from the Internal Revenue Service for the prior two years. The increase in the Tax Levy over the prior year has offset the decrease in the Foundation income on a year-to-date basis. Expenses this year are up approximately \$5,200 over the prior year due primarily to the higher Pension Expense and Insurance Expense. Mr. Frank asked if there were any questions or comments on the financials for the month of December or the year to date through December 31, 2012. Hearing none, Ms. Batchelor made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Fisher informed the Trustees that Ms. Madonna had received quotes to increase our Fire Insurance on the building from David Briggs at NBT Insurance Agency. After some discussion, Mr. Fisher made a motion, seconded by Mr. Clark, to increase our coverage to \$4 million. This was approved all voting aye. Mr. Frank informed the Trustees that we would need to increase our budgeted amount for insurance in the 2013-2014 Budget by \$500 to cover this increase in premium. As part of the budget discussion, Ms. Madonna informed the Trustees that an increase in the adult fines that was approved at the December meeting from \$.10 to \$.20 would add approximately \$6,000 to our income for the 2013-2014 Budget. This is an increase of \$3,000 over the amount budgeted by the Finance Committee. Ms. Madonna said that we still need to send in our tax levy cap worksheet to the State Comptroller's Office before we can approve our 2013-2014 Budget. This will be done as soon as the information is available to complete it.

Mrs. Mazur informed the Trustees that the Friends of the Gloversville Public Library had approved \$10,000 in support of the operating budget for the Library's 2013-2014 Budget. Mrs. Mazur also informed the Trustees that the Friends are in need of Children's Books for their "Box of Books" program. Mrs. Mazur also informed the Trustees that the Friends are considering a Facebook Page to help with promoting their programs and the organization.

Ms. Madonna informed the Trustees that Butler Rowland Mays Architects will be meeting with the Building Committee next Thursday to review the completed Design Development project. Ms. Madonna also informed the Trustees that we were not awarded any Grant money from the Governor's Economic Development Fund but that we are still on track to receive \$200,274 from the Division of Library Development's State Construction Grant money. Ms. Madonna informed the Trustees that she is working with MVLS on the details for this funding.

Mrs. Pesses informed the Trustees that the AD HOC Steering Committee for the Master Renovation Project is meeting again tomorrow. An RFP for a consultant has been prepared and is due back to the Committee by January 25th.

Barbara Madonna
Library Director

2012-2013
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Karen S. Smith

Daniel R. Towne, Jr.

Ms. Madonna informed the Trustees that Civil Service is canvassing people that are currently on their list that have passed the Civil Service Test for the position of Library Clerk. Another test has been scheduled for April 2013.

Mr. Ephraim informed the Trustees that the "Gloversville Reads 2013" program is under way with 25 books nominated by the public. The Committee has narrowed this list to 5 and these will be voted on by the Community. After the voting is done the program for this year's read will be developed around the book that is chosen. Mr. Ephraim also informed the Trustees that 6 people from the community and school district have volunteered to help with this year's program. Mr. Ephraim also informed the Trustees that a Jazz trumpeter will be here to perform on January 22nd.

Mr. Ephraim discussed Mr. Towne's comments from last month's meeting regarding the combining of the Program and Public Relations Committees. His feeling is that the Committees need to remain separate committees but with better communication between them. The Program Committee should continue to develop programs for the Library with the assistance of the Programming Director and Ms. Madonna and the Public Relations Committee should work on using these programs to help them with promoting the Library.

Ms. Madonna informed the Trustees that Carol Cownie has agreed to be the new Book Discussion leader and will be starting on Wednesday. Ms. Madonna also said that she has not heard any backlash from our fine increase that started January 1st or the new limit placed on borrowing DVDs.

Mrs. Pesses informed the Trustees that she felt it was time to review our three year plan of service. Mrs. Pesses said she will meet with Ms. Madonna to start the process.

Mrs. Pesses informed the Trustees that she has a meeting scheduled with Jay Wood to bring him up to date on the Master Renovation Plan and the Capital Campaign and the possibility of doing a presentation on the Master Renovation Plan and Capital Campaign at the next Foundation meeting sometime in February.

Mrs. Pesses asked if there was any old business to be brought before the Trustees. Hearing none, Mrs. Pesses asked if there was any new business to be brought before the Trustees. Hearing none, Mrs. Pesses informed the Trustees that the next meeting of the Trustees would be held on February 19, 2013 at 6:30 PM provided a quorum will be present.

Mr. Fisher made a motion, seconded by Ms. Batchelor to adjourn the meeting at 7:55 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary

GLOVERSVILLE PUBLIC LIBRARY

RECEIPTS

JANUARY 2013

	<u>Budget July 1, 2012 to June 30, 2013</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	\$259,106.00	\$0.00	\$259,106.00	\$253,200.00	\$0.00
Investment Income	300.00	18.57	120.43	141.02	179.57
Gloversville Library Foundation Inc. - Int. & Div	140,000.00	7,661.69	79,798.20	86,942.49	60,201.80
Gloversville Library Foundation Inc. - Don. Reç	5,000.00	1,665.00	6,810.00	6,805.00	(1,810.00)
Government Affiliations	6,000.00	995.82	6,272.99	5,504.00	(272.99)
Fines & Miscellaneous Income	10,000.00	1,622.70	6,169.75	5,897.21	3,830.25
U.S. Treasury - Medical Ins. Credit Refunds	0.00	0.00	7,482.00	0.00	(7,482.00)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$430,406.00</u>	<u>\$11,963.78</u>	<u>\$375,759.37</u>	<u>\$368,489.72</u>	<u>\$54,646.63</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on January 1, 2013	\$457,586.00				
Plus: Receipts Per Report	11,963.78				
Less: Expenses Per Report	<u>32,739.69</u>				
Income Cash Balance on January 31, 2013	<u>436,810.09</u>				
Accounts Payable as of 01/31/13	0.00				
Prepaid Expenses as of 01/31/13	<u>(4,760.62)</u>				
Actual Cash Balance on January 31, 2013	<u><u>\$432,049.47</u></u>				

BUILDING FUND

Balance on January 1, 2013	\$155,250.16
Plus: Receipts:	
Interest on Money Market Account	6.63
Donations From Gloversville Library Foundation, Inc.	1,000.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Design Development	<u>13,742.25</u>
Balance on January 31, 2013	<u><u>\$142,514.54</u></u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
David R. Fisher, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE EXPENSES TO BUDGET

JANUARY 2013

	<u>Budget July 1, 2012 to June 30, 2013</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Unexpended Balance</u>
Salaries - Full Time Employees	\$136,044.00	\$13,386.94	\$80,730.51	\$77,026.46	\$55,313.49
Salaries - Part Time Employees	89,180.00	4,313.67	39,240.04	47,388.79	49,939.96
Salaries - Custodians	21,840.00	1,820.00	11,804.75	7,471.00	10,035.25
F I C A & Medicare Tax	18,900.00	1,493.33	10,239.52	10,097.79	8,660.48
Unemployment Insurance	600.00	0.00	318.00	300.00	282.00
Disability Insurance	765.00	292.08	629.52	584.16	135.48
Medical Insurance	30,250.00	4,552.21	17,058.36	13,894.24	13,191.64
Pension Expense	27,000.00	0.00	19,895.50	16,196.75	7,104.50
Heat	12,000.00	1,135.10	2,377.03	2,669.25	9,622.97
Electricity	9,000.00	691.89	3,973.63	3,670.94	5,026.37
Telephone	650.00	64.46	1,134.93	1,250.45	(484.93)
Insurance	10,500.00	0.00	8,285.51	6,087.14	2,214.49
Books, Periodicals, etc.	45,000.00	1,621.32	26,546.42	33,563.33	18,453.58
Computer & Automation Services	17,000.00	897.69	12,874.24	7,800.53	4,125.76
Library, Building & Office Supplies	9,300.00	823.29	6,783.12	6,387.29	2,516.88
Maintenance & Repairs	13,700.00	95.00	3,070.21	432.08	10,629.79
Financial Secretary	8,000.00	650.00	4,650.00	4,550.00	3,350.00
Professional Fees	7,000.00	0.00	750.00	1,050.00	6,250.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	230.08	1,368.75	1,264.40	631.25
Events & Programming	4,500.00	75.00	387.50	1,686.94	4,112.50
Promotion Expense	2,000.00	418.25	1,525.34	883.50	474.66
General Expense	1,500.00	179.38	1,266.03	993.07	233.97
Restoration, etc. Expense	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE	<u><u>\$467,729.00</u></u>	<u><u>\$32,739.69</u></u>	<u><u>\$254,908.91</u></u>	<u><u>\$245,248.11</u></u>	<u><u>\$212,820.09</u></u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS
JANUARY 2013

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,499.98)	\$773.99	FICA & Medicare Expense
		1,725.99	Payroll
3802	Donna J. Kuhner	350.00	Petty Cash
3803	Gloversville Public Library	7,388.19	Payroll
3804	NYS Child Support Processing Center	235.08	Child Support
3805	Barbara J. Madonna	35.03	Prof. Meetings & Travel Expense
3806	Sherry J. Gennett	30.51	Prof. Meetings & Travel Expense
3807	Nicole Bullock	65.54	Prof. Meetings & Travel Expense
3808	Business Card (384.93)	39.00	Prof. Meetings & Travel Expense
		345.93	Library Supplies
3809	Frontier Communications	64.46	Telephone
3810	National Grid (1,826.99)	1,135.10	Heat
		691.89	Electric
3811	Fulton County Treasurer	109.73	G/E - Taxes Lot 66 E Fulton St.
3812	Mohawk Valley Library System (979.69)	897.69	Computer & Automation
		82.00	A/V - CDs
3813	Electronic Office Products, Inc.	10.00	Library Supplies
3814	The Leader-Herald	218.25	Promotion Expense
3815	A, Mormile & Son Plumbing & Heating, Inc.	95.00	Maintenance & Repairs
3816	Center Point Large Print	52.41	Books
3817	Quill Corporation	102.96	Library Supplies
3818	Gloversville Little League	200.00	Promotion Expense
3819	Book Page	300.00	Books
3820	Unique Management Services, Inc.	69.65	G/E - Collection Expense
3821	void	0.00	
3822	Baker & Taylor Books	416.94	Books
3823	Fulton Montgomery Reg. Chamber of Commerce	60.00	Prof. Meetings & Travel Expense
3824	Dylan Canterbury	75.00	Events & Programming
3825	Zurich American Insurance Company (584.16)	292.08	Disability Insurance
		292.08	Prepaid Expense
3826	Michael J. Frank	650.00	Treasurer & Recording Secretary
3827	Gloversville Public Library	6,828.25	Payroll
3828	C D P H P	5,564.13	Medical Insurance
3829	Center Point Large Print	88.39	Books
3830	Quill Corporation	159.80	Library Supplies
3831	New Readers Press	240.45	Books
3832	Barbara J. Madonna	135.00	Postage
3833	Audio Editions	153.13	A/V - CDs
3834	Warren Electric Supply	58.63	Building Supplies
3835	NYS Child Support Processing Center	235.08	Child Support
DM	E F T NYS & Local Retirement System	247.84	Pension - Withholdings
DM	E F T NYS Tax Department	650.74	Payroll
DM	E F T United States Treasury (2,314.68)	719.34	FICA & Medicare Expense
		1,595.34	Payroll
DMS	Jaeger & Flynn Associates, Inc. (Reimbursements)	70.36	Medical Insurance
	CHECK PAID OUTS - JANUARY 2013	<u>33,550.98</u>	
	PETTY CASH PAID OUTS - JANUARY 2013		
	Newspapers (Books)	288.00	
	Library Supplies	6.00	
	Building Supplies	<u>4.97</u>	
	TOTAL JANUARY 2013 PAID OUTS	<u>\$33,849.95</u>	
	Less: Prepaid Expense	(292.08)	
	Less: Cobra Reimbursement Bucholtz	(468.18)	
	Less: Petty Cash Check	<u>(350.00)</u>	
	NET TO BALANCE TO EXPENSES	<u>\$32,739.69</u>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS IN PROCESS

SPECIAL LEGISLATIVE GRANT (Senator Farley)

Balance as of January 1, 2013				\$0.00
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>
Balance of Grant Money Left at January 31, 2013				<u><u>\$0.00</u></u>

BILL & MELINDA GATES GRANT

Balance as of January 1, 2013				\$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>
Balance of Grant Money Left at January 31, 2013				<u><u>\$0.00</u></u>

STEWART'S FOUNDATION GRANT

Balance as of January 1, 2013				\$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>
Balance of Grant Money Left at January 31, 2013				<u><u>\$0.00</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of January 1, 2013				\$6,000.00
Appropriation Provided For In				0.00
Expenses Paid From Appropriation Funds	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses				<u>0.00</u>
Balance of Appropriation Funds Left at January 31, 2013				<u><u>\$6,000.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of January 1, 2013				\$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>
Balance of Restoration Funds Left at January 31, 2013				<u><u>\$754.38</u></u>



Gloversville Public Library

Director's Report: January 2013

Barbara Madonna – Director

Gloversville READS! 2013 is moving forward. In addition to 20+ title nominations the Library gathered volunteers willing to serve on the committee during December; four representatives from the school district, a student at FMCC, and a couple community members. The first meeting was held in January to narrow the selections down for voting, to create a tentative timeline and start brainstorming about programs. The vote period January 18 through February 15. The title along with the related programs will be announced mid-March.

The Friends acquired a new member recently and she has volunteered to work with me on updating our website. We've been exploring a site called SquareSpace as an option for our new website. It is up and visible if you know the address, <https://barb-madonna.squarespace.com/>, but it is not 'out there' in the public yet.

The Building Committee had a Design Development meeting with architects during the month. The plan is 90% complete including structural modifications, the additions, plumbing, heating, ventilation, telecommunications, and fire suppression. Choosing paint, flooring and furnishings happens during the next stage, Construction Documents. That phase will cost just over \$200,000.

Bonnie, Miss Sherry and I met with Beth Loux, Antoinette Barbosa and Kathy Doherty at Park Terrace about year 2 of the MVLS Comics Connect grant. Books have been ordered, programs are being scheduled and a PTO presentation will be held in February.

Steering Committee for the Capital Campaign and sent our RFPs for a consultant for the campaign. They are due on February 25th. A subcommittee will then review them and interview potential firms. Chris is also meeting with Jay Wood and the Foundation to discuss the Foundation's role as the lead agency for the campaign.

Snow plowing and shoveling have gone smoothly this year. We continue to receive complements on the cleanliness of the building. I have been taking the portraits of the old board members to the Finishing Touch in Johnstown for some minor restoration. As they return they will be hung around the first floor.

Circe and Nicole are making lots of progress with various collection development projects; weeding the leased books, updating the magazine listings with the Capital District Library Council, adding a large donation of science fiction and fantasy paperbacks, replacing domestic and international travel guides, updating our self-help legal and computer guides, and installing some very creative displays.

Meetings and Workshops

Jan 3 rd	Friends of the Library meeting
Jan 9 th	READ committee meeting
Jan 10 th	Meeting with Jen Wojeski
Jan 15 th	Board of Trustee meeting
Jan 16 th	1) Book discussion, <u>Tallgrass</u> by Sandra Dallas 2) Steering Committee meeting
Jan 17 th	1) MVLS Board meeting 2) Meeting with Chris Pesses
Jan 22 nd	Meeting with Chris Pesses and Hannah McAllister
Jan 23 rd	Meeting with Chris Pesses and Hannah McAllister
Jan 24 th	Meeting of the Building Committee and architects
Jan 29 th	Meeting with Chris Pesses and Hannah McAllister
Jan 30 th	1) Meeting with Jen Wojeski 2) Paul Mays, Butler, Rowland and Mays Architects 3) Program committee meeting



Gloversville Public Library

Children's Room Report: January 2013

Sherry Gennett – Head of Children's Services

The new year started with the MVLS "Best of the Best" book talk for the 2012 best reads for Adult and Children's titles. I was also able to bring free books back to our library so they could be added to our collection.

Polar Express program was held the snow date, Saturday January 5 at 10:30. Sonny dressed as the conductor, made gold tickets for each passenger. After story time the children received hot cocoa, cookies and a bell in a red box to take home.

On Saturday, January 19 my friend and local published author, and our former Program Coordinator, Christine Prokopiak, visit the Bibliomaniacs. I wanted to provide a Q&A opportunity with an actual writer. One important topic she covered was "writer's block". She said "Get up, move around and change focus. Then continue writing." She discussed the fact that serious writers need to approach their writing as if it is a profession, even at their age.

The Comic Connects grant is in its second year. Barb, Bonnie and I met with Interim Principal Kathy Dougherty, teacher, Antoinette Barbosa and Beth Loux, the library aid. We all discussed what had been done so far and what was left to finish the grant. I asked Barb for the power point presentation explaining what "Comic Connects" was all about. She made it possible to be used on the TV in the front lobby. Sonny made graphic novel book marks to share with our parents and Park Terrace teachers and staff.

Bonnie and I met to discuss "Dig into Reading" Summer Reading Program for 2013. We will meet with the staff to share ideas and questions. Our group works so well together.

And one last anecdote from this month, a grandfather came in to find Rikki Tikki Tavi. As it turns out, he and his grandson, who lives overseas, read every night together via Skype. Great idea isn't it.

Sherry Gennett

Gloversville Public Library

January 2013

Monthly Report

Statistics for January 2013 are as follows (figures in parentheses represent comparable figures for January 2012):

	2013	2012
<u>VISITORS</u>	7,986	(9,646)

CIRCULATION

Adult Circulation	2,529	(2,596)
Teen Circulation	300	(238)
Juvenile Circulation	1,549	(1,662)
Audiobooks	319	(214)
eBooks	270	0
Music	21	(172)
Periodicals	116	(92)
Videos	1,518	(2,162)
Subtotal	<u>6,622</u>	<u>(7,136)</u>
<u>In-House Use</u>		
Adult	414	(448)
Juvenile	571	(684)
Other Materials	1,341	(1,366)
Subtotal	<u>2,326</u>	<u>(2,498)</u>
Total January Circulation	8,948	(9,634)

<u>REFERENCE QUESTIONS</u>	576	(587)
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MEETINGS/PROGRAMS/OUTREACH

7 Adult programs and meetings with 64 people (14 Adult programs and meetings with 190 people)

16 Juvenile programs with 133 children (6 Juvenile programs with 111 children)

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	808	571
AV	230	17
Total	<u>1038</u>	<u>588</u>

<u>COMPUTER USAGE</u>	1,257	(1,174) users
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VOLUNTEERS

HISTORICAL ROOM

Visitors	10
Books Used	15
Reference Questions	2
Telephone Reference	0
Letters	0
Computer usage	0

	2010- 2011 4 Full Time	2011- 2012 4 Full Time	2012-13 Budget 5 Full Time	2012-13 Adj. Budget 6 Full Time	2013-14 6 Full Time	increase/ (decrease)
EXPENSES						
Salaries FT	\$ 129,052.32	\$ 125,673.91	\$ 157,844.00	\$ 168,528.00	\$ 186,603.00	
Salaries PT	\$ 80,147.09	\$ 94,792.67	\$ 89,180.00	\$ 79,183.00	\$ 63,753.00	
Social Security Tax	\$ 16,105.68	\$ 16,874.03	\$ 18,897.34	\$ 18,949.89	\$ 19,152.23	
Unemployment Insurance	\$ 593.00	\$ 618.00	\$ 600.00	\$ 600.00	\$ 660.00	
Disability Insurance	\$ 493.44	\$ 584.16	\$ 765.00	\$ 765.00	\$ 780.30	
Subtotal	\$ 226,391.53	\$ 238,542.77	\$ 267,286.34	\$ 268,025.89	\$ 270,948.53	\$ 3,662.20
Hospitalization Insurance	\$ 18,516.82	\$ 20,291.51	\$ 30,250.00	\$ 32,447.00	\$ 35,827.00	
Pension Expense	\$ 16,459.42	\$ 22,780.25	\$ 27,000.00	\$ 27,099.00	\$ 34,632.00	
Subtotal	34,976.24	43,071.76	\$ 57,250.00	\$ 59,546.00	\$ 70,459.00	\$ 13,209.00
Fuel	\$ 9,813.05	\$ 7,461.28	\$ 12,000.00	\$ 10,000.00	\$ 9,500.00	
Light	\$ 7,386.93	\$ 6,716.59	\$ 9,000.00	\$ 8,000.00	\$ 8,160.00	
Telephone	\$ 623.95	\$ 1,035.87	\$ 650.00	\$ 650.00	\$ 663.00	
Insurances	\$ 5,808.97	\$ 5,832.90	\$ 10,500.00	\$ 9,500.00	\$ 10,000.00	
Subtotal	23,632.90	21,046.64	\$ 32,150.00	\$ 28,150.00	28,323.00	\$ (3,827.00)
Books	\$ 45,650.79	\$ 44,083.08	\$ 45,000.00	\$ 45,000.00	\$ 45,900.00	
Computer Services	\$ 17,095.79	\$ 14,359.61	\$ 17,000.00	\$ 17,000.00	\$ 17,680.00	
Bldg. & Lib. Supplies & Office	\$ 8,579.06	\$ 11,688.61	\$ 9,300.00	\$ 9,300.00	\$ 9,579.00	
Music(Performers)/Events&	\$ 4,165.84	\$ 4,412.21	\$ 4,500.00	\$ 4,500.00	\$ 4,590.00	
Promotional Expense	\$ 2,512.87	\$ 1,736.90	\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	
General Expense	\$ 14,173.71	\$ 1,626.43	\$ 1,500.00	\$ 1,500.00	\$ 1,700.00	
Professional fees (audit/atty)	\$ 2,700.00	\$ 1,950.00	\$ 7,000.00	\$ 7,000.00	\$ 7,140.00	
Election Expense	\$ 670.71	\$ 1,090.53	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	
Professional Meetings and T	\$ 1,881.68	\$ 1,978.33	\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	
Maintenance & Repairs	\$ 3,878.50	\$ 11,909.21	\$ 13,700.00	\$ 13,700.00	\$ 13,974.00	
Accounting/Fin. Sec.	\$ 7,800.00	\$ 7,800.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
Subtotal	109,108.95	102,634.91	\$ 111,000.00	\$ 111,000.00	\$ 113,663.00	\$ 2,663.00
Total Expenses	\$ 394,109.62	\$ 405,296.08	\$ 467,686.34	\$ 466,721.89	\$ 483,393.53	\$ 15,707.20
REVENUE						
GESD Tax Levy	\$ 241,200.00	\$ 253,200.00	\$ 259,106.00	\$ 259,106.00	\$ 264,597.00	\$ 5,491.00
Gloversville Library Foundati	\$ 137,468.37	\$ 146,443.82	\$ 140,000.00	\$ 140,000.00	\$ 142,000.00	\$ 2,000.00
Foundation - donations	\$ 5,585.44	\$ 8,030.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
Income from Investments	\$ 330.20	\$ 300.01	\$ 300.00	\$ 300.00	\$ 200.00	\$ (100.00)
Affiliations & Grants	\$ 7,151.86	\$ 5,990.00	\$ 6,000.00	\$ 6,000.00	\$ 6,060.00	\$ 60.00
Fines & Misc. Income	\$ 14,875.85	\$ 11,322.51	\$ 10,000.00	\$ 10,000.00	\$ 16,000.00	3000*
IRS medical				\$ 7,350.00	\$ 6,333.00	\$ 6,333.00
Friends of the Library	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Total Revenue	\$ 416,611.72	\$ 435,286.34	\$ 430,406.00	\$ 437,756.00	\$ 450,190.00	\$ 19,784.00
Surplus/(deficit)			\$ (37,280.34)	\$ (28,965.89)	\$ (33,203.53) with FOL	

* Fines and Misc raising adult fines from .10 to .20.

** Difference btw 2013-14 income and 2012-13 BUDGETED, not adjusted income.

40.80%	2.1% increase
31.70%	
% of total budget	

**

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

- 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 connect libraries to the JA network
- 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, 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
- Graphical 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
- Access to databases
- 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 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 May 31 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.
- 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
- 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 _____ Library

Board of Trustees President

Date: _____

MVLS Board President

Date: _____

SALS Board President

Date: _____

Approved by MVLS and SALS Board of Trustees and JA Council 2006