



Gloversville Public Library
Meeting of the Board of Trustees
July 23, 2013
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of last meeting, June 2013
2. Treasurer's Report
3. Budget and Finance
4. Friends
5. Building and Grounds
Windows update – resolution to accept bid
6. AD HOC Steering Committee
Budget Development and Expenditure Policy
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
Trustee opening (FOL newsletter)
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: August 20



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

June 18, 2013

The Gloversville Public Library Board of Trustees held a meeting on June 18, 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, Karen Smith, Hannah McAllister, Craig Clark, Elizabeth Batchelor, Jay Ephraim, David Fisher and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Vincent De Santis, Trustee Elect, and Jean LaPorta, President of the Friends of the Gloversville Public Library also attended the meeting. Daniel Towne, Jr. 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.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on May 21, 2013. 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 May 2013 and the fiscal year-to-date through May 31, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through May 31, 2013 is up approximately \$5,000 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 partially offset the decrease in the Foundation income on a year-to-date basis. Mr. Frank also commented that our year-to-date income through May 31, 2013 has exceeded our budgeted amount for the full fiscal year by approximately \$5,500. Expenses this year are up approximately \$24,000 over the prior year due primarily to the higher Pension Expense, Medical Insurance Expense, Building and Contents Insurance and Computer and Automation Expense. Salaries are also higher this year due primarily to the addition of a full time custodian. Part of this increase has been offset by lower Books and Periodicals Expense. Mr. Frank asked if there were any questions or comments on the financials for the month of May 2013 or the year to date through May 31, 2013. Hearing none, Ms. Smith made a motion, seconded by Mrs. McAllister, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna read the proposed New York State Deferred Compensation Plan resolution that would make the Deferred Compensation Plan available to all our employees since we are covered as New York State Public Employees provided the Trustees approve the Plan. After some discussion, Ms. Batchelor made a motion, seconded by Ms. Smith, to approve the resolution presented by Ms. Madonna for the New York State Deferred Compensation Plan to be offered to the employees. This was approved all voting aye.

Mr. Fisher reviewed the changes that need to be made to our Budget Development and Expenditure Policy now that we have a Treasurer who is not an elected member of the Board of Trustees of the Library. A second reading after the suggested changes are incorporated in the Policy will be done at the July meeting.

Ms. LaPorta reviewed upcoming fundraisers and events that are being planned by the Friends of the Gloversville Public Library. A children's fundraiser is planned for Friday morning June 28th entitled the Prince and Princess Party. Ms. LaPorta also informed the Trustees that the plans for the Celebration to be held on September 22nd at the Library are proceeding with this year's theme being "People of the Adirondacks". The Friends will be doing a Mega Basket for the raffle this year entitled "Growing up in the Adirondacks". Ms. LaPorta also informed the Trustees that the Friend's Spring Book Sale collected over \$2,000 this year which is the largest amount that any of the members can remember being collected at a book sale.

Ms. Madonna informed the Trustees that she had met with Pete Goderie from Goderie's Tree Farm to discuss ideas for the landscaping around the Library building. Ms. Madonna also informed the Trustees that the Design Development Phase of the Master Renovation Plan was pretty well done and that Butler Rowland Mays was still verifying some of the cost estimates.

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 also informed the Trustees that the bid packet for the windows had been completed and sent out to prospective contractors. Ms. Madonna also informed the Trustees that our State Construction Grant was approved for the windows for \$200,374.

Mrs. Pesses informed the Trustees that the Steering Committee met today with Matthew Blumenfeld from Fund Development Agency, our consultant, and that the Committee had elected her to be the Capital Campaign Chairperson. Mrs. Pesses informed the Trustees that Betsy will be working on our Case for the campaign with Matt. Matt will be checking to see if the Library might be eligible for grants through the New Markets Tax Credits program due to our poor economic area. Various Committees are also being set up to work on the various aspects of the Capital Campaign.

Mrs. Lair asked the Trustees to send their evaluations for Ms. Madonna to her as soon as possible so the Personnel Committee can complete their annual evaluation of her performance.

Mr. Ephraim informed the Trustees that the Gloversville Reads program for this year was done and was very successful. Thank-you notes have been sent to all the helpers. Mr. Ephraim also informed the Trustees that many programs have been scheduled for the Children's Room for the summer and that the book discussions are continuing to be held.

Ms. Madonna informed the Trustees that our lending volume was down due to our new limits on the number of DVD's that can be borrowed at any one time. Ms. Madonna also informed the Trustees that we had been awarded a Workforce Literacy Grant for \$1,500 and that Nicole Bullock will begin offering a course in basic computer skills in July. There is also the possibility that we may get an additional \$500 from this grant by year end.

Mr. Frank informed the Trustees that the Gloversville Library Foundation board had not met since our last meeting.

Mrs. Pesses reminded the Trustees that our Garage Sale is set for Saturday July 20th. Hours for the sale will be 8:00 AM to 2:00 PM. Volunteers will be needed to help between the 16th and the 19th to get everything tagged and organized for the sale.

Ms. Smith informed the Trustees that the Gloversville Enlarged School District had offered to give us one of their old voting machines if we would like to have it for our elections. After discussion the Trustees felt that due to the size of our election no machine was needed.

The next meeting of the Board of Trustees which will immediately follow the Organization Meeting will be held on July 23, 2013 at 6:30 PM.

Ms. Smith made a motion, seconded by Mrs. McAllister to adjourn the meeting at 8:05 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary

GLOVERSVILLE PUBLIC LIBRARY

RECEIPTS

JUNE 2013

	Budget July 1, 2012 to June 30, 2013	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	\$259,106.00	\$0.00	\$259,106.00	\$253,200.00	\$0.00
Investment Income	300.00	8.43	243.88	300.01	56.12
Gloversville Library Foundation Inc. - Int. & Div.	140,000.00	5,451.93	136,904.00	146,443.82	3,096.00
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	0.00	8,551.00	8,030.00	(3,551.00)
Government Affiliations	6,000.00	545.00	8,177.99	5,990.00	(2,177.99)
Fines & Miscellaneous Income	10,000.00	697.10	12,136.74	11,322.51	(2,136.74)
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.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	\$430,406.00	\$6,702.46	\$442,601.61	\$435,286.34	(\$12,195.61)

	Income Cash Reconcilement
Income Cash Balance on June 1, 2013	\$366,531.39
Plus: Receipts Per Report	6,702.46
Less: Expenses Per Report	55,360.11
Income Cash Balance on June 30, 2013	317,873.74
Accounts Payable as of 06/30/13	16,671.18
Prepaid Expenses as of 06/30/13	(8,718.80)
Actual Cash Balance on June 30, 2013	\$325,826.12

BUILDING FUND

Balance on June 1, 2013	\$135,116.10
Plus: Receipts:	
Interest on Money Market Account	3.25
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Window Project	8,940.44
Balance on June 30, 2013	\$126,178.91

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

GRANTS AND OTHER ITEMS IN PROCESS

SPECIAL LEGISLATIVE GRANT (Senator Farley)

Balance as of June 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 June 30, 2013				<u><u>\$0.00</u></u>

BILL & MELINDA GATES GRANT

Balance as of June 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 June 30, 2013				<u><u>\$0.00</u></u>

STEWART'S FOUNDATION GRANT

Balance as of June 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 June 30, 2013				<u><u>\$0.00</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of June 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 June 30, 2013				<u><u>\$6,000.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of June 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 June 30, 2013				<u><u>\$754.38</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE EXPENSES TO BUDGET

JUNE 2013

	Budget July 1, 2012 to June 30, 2013	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$136,044.00	\$13,295.17	\$147,445.62	\$125,673.91	(\$11,401.62)
Salaries - Part Time Employees	89,180.00	4,598.77	60,526.99	82,019.67	28,653.01
Salaries - Custodians	21,840.00	1,652.00	20,736.75	12,773.00	1,103.25
F I C A & Medicare Tax	18,900.00	1,495.29	17,654.99	16,874.03	1,245.01
Unemployment Insurance	600.00	0.00	642.50	618.00	(42.50)
Disability Insurance	765.00	0.00	629.52	584.16	135.48
Medical Insurance	30,250.00	706.92	25,383.53	20,291.51	4,866.47
Pension Expense	27,000.00	7,348.75	27,244.25	22,780.25	(244.25)
Heat	12,000.00	276.22	7,665.16	7,461.28	4,334.84
Electricity	9,000.00	1,194.20	8,404.20	6,716.59	595.80
Telephone	650.00	(407.29)	792.13	1,035.87	(142.13)
Insurance	10,500.00	0.00	8,718.05	5,832.90	1,781.95
Books, Periodicals, etc.	45,000.00	5,660.12	41,885.98	44,083.08	3,114.02
Computer & Automation Services	17,000.00	2,666.14	20,839.48	14,359.61	(3,839.48)
Library, Building & Office Supplies	9,300.00	1,022.76	11,942.20	11,688.61	(2,642.20)
Maintenance & Repairs	13,700.00	13,637.31	18,815.58	11,909.21	(5,115.58)
Financial Secretary	8,000.00	700.00	8,000.00	7,800.00	0.00
Professional Fees	7,000.00	0.00	1,050.00	1,950.00	5,950.00
Election Expense	1,000.00	0.00	698.47	1,090.53	301.53
Professional Meetings & Travel	2,000.00	144.03	1,964.96	1,978.33	35.04
Events & Programming	4,500.00	954.37	4,801.87	4,412.21	(301.87)
Promotion Expense	2,000.00	236.00	2,764.94	1,736.90	(764.94)
General Expense	1,500.00	179.35	2,080.33	1,626.43	(580.33)
Restoration, etc. Expense	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE	\$467,729.00	\$55,360.11	\$440,687.50	\$405,296.08	\$27,041.50

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JUNE 2013

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,295.26)	\$722.13	FICA & Medicare Expense
		1,573.13	Payroll
3964	Gloversville Public Library	6,884.45	Payroll
3965	Barbara J. Madonna	35.03	Prof. Meetings & Travel
3966	Nicole L. Bullock	22.60	Prof. Meetings & Travel
3967	NYS Child Support Processing Center	235.08	Child Support
3968	Mohawk Valley Library System	1,012.70	Computer & Automation
3969	Audio Editions	201.50	A/V - CDs
3970	Beth Jacobs	100.00	Events & Programming
3971	George Steele	175.00	Events & Programming
3972	Carol Smalley	350.00	Events & Programming
3973	Daryl Baldwin	100.00	Events & Programming
3974	National Grid (823.88)	202.72	Heat
		621.16	Electric
3975	Electronic Office Products, Inc.	17.49	Library Supplies
3976	Baker & Taylor Books	1,696.55	Books
3977	The Leader-Herald	183.60	Promotion Expense
3978	New York State Insurance Fund	2,047.40	Prepaid Expense
3979	Unique Management Services, Inc.	129.35	G/E - Collection Expense
3980	Ambient Environmental, Inc.	7,578.00	Maintenance & Repairs
3981	Sebco Books	1,143.10	Books
3982	Business Card (458.92)	(127.44)	Books - Credit
		214.59	Library Supplies
		20.00	Computer & Automation
		250.00	Promotion Expense
		101.77	A/V - CDs
3983	Gloversville Public Library	7,476.75	Payroll
3984	C D P H P	591.84	Medical Insurance
3985	Donna J. Kuhner	300.00	Petty Cash
3986	NYS Child Support Processing Center	235.08	Child Support
3987	Michael J. Frank	700.00	Treasurer & Recording Secretary
3988	Bonnie L. Howard	119.37	Events & Programming
3989	Frontier Communications	35.00	Telephone
3990	Quality Books, Inc.	1,160.43	Books
3991	Destroyer Escort Historical Museum	50.00	Events & Programming
3992	Hydro-Test Sales and Service	42.00	Maintenance & Repairs
3993	Center Point Large Print	50.89	Books
3994	Audio Editions	203.86	A/V - CDs
3995	Mohawk Valley Library System	695.04	Computer & Automation
3996	Buhrmaster Electric, Inc.	131.80	Maintenance & Repairs
3997	The Hyde Collection	85.00	Events & Programming
DM	E F T NYS & Local Retirement System	240.04	Pension - Withholdings
DM	E F T NYS Tax Department	643.44	Payroll
DM	E F T United States Treasury (2,439.29)	773.16	FICA & Medicare Expense
		1,666.13	Payroll
DMS	Jaeger & Flynn Associates, Inc. (Reimbursements)	1,177.60	Medical Insurance
	CHECK AND EFT PAID OUTS - JUNE 2013	41,867.34	
	PETTY CASH PAID OUTS - JUNE 2013		
	Library Supplies	4.96	
	Newspapers (Books)	360.00	
	TOTAL JUNE 2013 PAID OUTS	<u>\$42,232.30</u>	
	Plus: Accounts Payable	16,671.18	
	Less: Cobra Reimbursement Bucholtz	(470.68)	
	Less: Ck No. 3883 Voided (Program)	(25.00)	
	Less: Rebates Lawn Seed (M & R)	(8.00)	
	Less: Prepaid Expenses	(2,739.69)	
	Less: Petty Cash Checks	<u>(300.00)</u>	
	NET TO BALANCE TO EXPENSES	<u>\$55,360.11</u>	

GLOVERSVILLE PUBLIC LIBRARY

ACCOUNTS PAYABLE AS OF JUNE 30, 2013

(Bills owed and not paid as of 6/30/13)

<u>Vendor</u>		<u>Fund</u>
Ruby & Quiri, Inc.	\$5,235.92	Maintenance & Repairs
The Leader-Herald	52.40	Promotion Expense
The Leader-Herald	\$296.52	Maintenance & Repairs
Palmateer Trucking & Container Service	161.00	Maintenance & Repairs
National Grid	73.50	Heat
National Grid	573.04	Electric
Mohawk Valley Library System	938.40	Computer & Automation
Mohawk Valley Library System	242.07	Library Supplies
Mohawk Valley Library System	2.75	Library Supplies - Postage
Unique Management Services, Inc.	50.00	G/E - Collection Expense
Electronic Office Products, Inc.	0.00	Library Supplies
Business Card	6.56	Library Supplies - Postage
Business Card	131.55	Library Supplies -- Various
Business Card	86.40	Professional Meetings & Travel
Business Card	34.92	A/V - CDs - Amazon
Demco	48.94	Library Supplies
The Gazette	200.07	Maintenance & Repairs
Quill Corporation	353.85	Library Supplies
Baker & Taylor	783.05	Books
Center Point Large Print	51.49	Books
New York State Employees' & Local Ret. System	<u>7,348.75</u>	Pension Expense
TOTAL ACCOUNTS PAYABLE	<u>\$16,671.18</u>	

PREPAID EXPENSES AS OF JUNE 30, 2013

(Bills paid for periods after 6/30/13)

<u>Vendor</u>		<u>Fund</u>
The State Insurance Fund	\$2,047.40	Insurance - Worker's Comp.
Mohawk Valley Library System	1,587.76	Electronic Books
Hometown Productions	250.00	Promotion Expense - Refund Due
Baker & Taylor Books - Lease Plan	1,028.41	Books
Image Integrator	533.42	Library Supplies - Maint. Contract
Frontier Communications	442.29	Telephone (Credit Balance Erate)
Philadelphia Insurance Companies	533.42	Insurance - Dir. & Off. Liability
Peerless Insurance Co.	1,799.85	Insurance - Comm. Policy & Umbrella
Zurich American Insurance Company	292.08	Disability Insurance
Fulton County Regional Chamber	<u>204.17</u>	G/E - Dues
TOTAL PREPAID EXPENSES	<u>\$8,718.80</u>	



Gloversville Public Library

Children's Room Report: June 2013

Sherry Gennett – Head of Children's Services

June is always the month of the year when tremendous preparation and completion work must be done in order to start the summer reading program. Our staff, which includes Cathy, Sonny, Carol, Bonnie and I, each have our specialized responsibilities to complete.

Just to give you a list of materials that are created, purchased and copies made are: Summer Reading Bags for "Dig into Reading", "Beneath the Surface", pencils, bookmarks, calendar of events for July & August, coupons for Applebees & Taco Bell, activity booklet, name hangers and sign-up folders for certain programs.

All the bags we hand out at the beginning of summer were assembled by our Bibliomaniacs. There were 400 that needed to be done. They are great teens.

I was contacted by Mrs. Hatcher who is a teacher for a HFM BOCES class housed at Mayfield School. Her class studied Africa throughout the school year. One project was the creation of Paper Mache likenesses of a giraffe, okapi, and a box turtle. Mrs. Hatcher asked if I would be interested in placing these beautiful 3D pieces on display here in the Children's Room. I am the keeper of their work until September. Facts of each animal accompanied their stations. Hope you can stop in and take a look.

Summer Reading Sign-up started June 24th. Our chocolate chip excavation took place on Tuesday and on Wednesday, the 26th, we had our balloon program with Daryl Baldwin, which allowed everyone to take one of his many designs home.

And once again Sonny created his own story time program about, this year for Where the Wild Things Are. This book is 50 years old. It was well attended. Bonnie has the stats for this and any other events.

Sherry Gennett



Gloversville Public Library

Director's Report: June 2013

Barbara Madonna – Director

I was on vacation the first week of June and Donna was away the second so we both put in a lot of desk time to cover lunches and other time off as everyone scrambled to use up leave before the end of the month and fiscal year.

Aside from vacation, the two big highlights of June were hiring Linda Conroy as our new part time Library Clerk and putting the windows project out to bid.

Summer program sign up was VERY strong with programs needing reservations nearly filling up after the first week.

The Capital Campaign Steering Committee's work really ramped up with committees and projects underway.

Otherwise, it was a fairly quiet month. Not only does my calendar reflect that, but I was able to complete year-end change over tasks in a timely fashion rather than weeks late. My only final task is the annual report.

Meetings and Workshops

June 1-9 th	vacation
June 13 th	MVLS board meeting
June 18 th	1) Steering committee meeting 2) Board of Trustees meeting
June 19 th	Neal Solomon, Wealth Pro (403b)
June 21 st	Interview Linda Conroy
June 25 th	Contractor walk-through for windows bid
June 26 th	Program Committee meeting
June 28 th	Meeting with Carol Cownie and Bonnie Howard

Gloversville Public Library

June 2013

Monthly Report

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

	2013	2012
<u>VISITORS</u>	7,211	(9,665)

CIRCULATION

Adult Circulation	2,203	(2,855)
Teen Circulation	305	(243)
Juvenile Circulation	1,845	(1,825)
Audiobooks	294	(256)
eBooks	189	(185)
Music	17	(34)
Periodicals	77	(96)
Videos	1,071	(1,938)
Subtotal	<u>6,001</u>	<u>(7,432)</u>
<u>In-House Use</u>		
Adult	301	(397)
Juvenile	509	(398)
Other Materials	906	(1,285)
Subtotal	<u>1,716</u>	<u>(2,080)</u>
Total June Circulation	7,717	(9,512)

<u>REFERENCE QUESTIONS</u>	484	(724)
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MEETINGS/PROGRAMS/OUTREACH

13 Adult programs and meetings with 132 people	(8 Adult programs and meetings with 80 people)
7 Juvenile programs with 180 children	(9 Juvenile programs with 185 children)
4 Teen programs with 33 people	

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	605	519
AV	146	8
Total	<u>751</u>	<u>527</u>

<u>COMPUTER USAGE</u>	1,274	(1,112) users
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HISTORICAL ROOM

Visitors	10
Books Used	28
Reference Questions	9
Telephone Reference	0
Letters	0
Computer usage	0

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 budget come primarily from the tax levy 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 drawn on the Library accounts must be signed by 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.

See Education Law Section 259

Adopted: June 2006
Revised: July 2013