



Gloversville Public Library
Meeting of the Board of Trustees
August 16, 2016
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of the 2016 Organizational Meeting & July 2016 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
7. AD HOC Policy
Circulation Policy
Sale and Disposal Policy
8. Personnel Committee
9. Program Committee
10. Public Relations Committee
11. Director's Report
RFID
Museum Passes
12. President's Report
13. Foundation
14. Old Business
15. New Business
Adjust holiday hours for Christmas Eve and New Year's Eve
16. Adjourn

Next Meeting: Annual September 20, 2016 6:30 pm and Regular to follow



Barbara Madonna
Library Director

2016-2017
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Draft Minutes of the Organizational Meeting of the Gloversville Public Library

July 19, 2016

The Organizational Meeting of the Gloversville Public Library was held on July 19, 2016 at 6:30 P.M. in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York.

The following, having been elected by the voters of the Gloversville Enlarged School District, were in attendance: Vincent De Santis, Lisa Buggeln, Christine Pesses, Elizabeth Batchelor, Patricia Donovan, Merry Dunn Brown and Jay Ephraim. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean LaPorta, President of the Friends of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Nicole Hauser and Sally Fancher, employees of the Gloversville Public Library, also attended the meeting. Robin Lair and Wanda Prew were excused from the meeting.

Mr. Frank, acting as temporary chairman of the meeting, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Frank, a notary public, administered the Oath of Office to the newly-elected trustees, Lisa Buggeln, who was elected to a five-year term, and Elizabeth Batchelor, who was elected to a five year term.

Mr. Frank asked for nominations for the position of President of the Board of Trustees. Ms. Batchelor nominated Mrs. Pesses for the position of President of the Board of Trustees. Mr. Ephraim seconded the nomination for the position of President. Hearing no other nominations, Mr. Frank called for a vote for the office of President. This was approved all voting aye. At this point in the meeting Mrs. Pesses began presiding. The following Trustees were nominated to the other respective officer positions and were approved as follows: Ms. Batchelor nominated Ms. Dunn Brown for the position of Vice President. Mrs. Donovan seconded this nomination and it was approved all voting aye. Ms. Batchelor nominated Ms. Buggeln for the position of Vice President of Finance. Ms. Dunn Brown seconded this nomination and it was approved all voting aye. Mrs. Donovan nominated Mrs. Lair for the position of Secretary. Ms. Dunn Brown seconded this nomination and it was approved all voting aye.

Mrs. Pesses presented the following items to the Trustees for review:

1. Contract with Library Director

Motion to renew the contract with Ms. Barbara Madonna for the position as Library Director for the 2016-2017 fiscal year.

Motion to set compensation for Ms. Barbara Madonna at \$62,000 for the 2016-2017 fiscal year.

2. Contract with Treasurer and Recording Secretary

Motion to renew the contract with Michael J. Frank as Treasurer and Recording Secretary for the 2016-2017 fiscal year.

Motion to set compensation for Michael J. Frank at \$8,400 for the 2016-2017 fiscal year.

3. Set Regular Meeting Time and Date

Motion to set the third Tuesday of the month at 6:30 PM as the regular meeting time and date.

4. Set Bank of Record

Motion to declare National Bank and Trust Company (NBT) as the Gloversville Public Library's bank of record for the fiscal year 2016-2017.

Motion to authorize the President, Vice President, Vice President of Finance, Treasurer and Secretary to be signatories on the bank accounts at NBT for the Gloversville Public Library.

Motion to authorize Michael J. Frank, Treasurer to be the primary signer on all checks and withdrawals on the Library's bank accounts with the provision that all checks and withdrawals be cosigned by an officer.

Motion to allow business with other banking institutions with board approval.

5. Set Newspaper of Record

Motion to declare the Leader-Herald as the newspaper of record for the Gloversville Public Library. All legal notices and notices of meetings will be in the Leader-Herald. Ms. Dunn Brown and Mrs. Donovan noted that they were disappointed in the lack of support for the Library's Budget for the 2016-2017 fiscal year by the newspaper.

6. Set Insurance Agency

Motion to declare NBT Insurance Agency to be the insurance agent for the Gloversville Public Library for the following types of coverage: Director and Officer's Liability policy, Fine Arts policy, Commercial policy, General Liability policy, Disability policy and Umbrella policy. To declare New York State Public Entities Safety Group 497 the insurance agent for the Library Workman's Compensation policy. To declare the First Nonprofit

Companies the administrator for the Library's Unemployment insurance. To declare Jaeger & Flynn the administrator for the Library's Health Insurance policy.

7. Indemnification of Library Trustees

Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.

8. Set Date of Gloversville Public Library Vote

Motion to declare the 1st Tuesday in May 2017 as the date for the Gloversville Public Library vote.

Mrs. Donovan made a motion, seconded by Mr. De Santis, to approve items 1 through 4 above. This was approved all voting aye.

Ms. Dunn Brown made a motion, seconded by Mrs. Donovan to approve item 5 above with the comment as noted above. This was approved all voting aye.

Mr. Ephraim made a motion, seconded by Mrs. Donovan, to approve items 6 through 8 above. This was approved all voting aye.

Mr. De Santis made a motion, seconded by Mrs. Donovan, to have Mrs. Pesses and Ms. Batchelor represent the Library as our liaisons to the Gloversville Library Foundation Board for the fiscal year ending June 30, 2017. This was approved all voting aye.

Mrs. Pesses appointed the following Trustees to fill the Committee Chair positions:
Executive Committee – The Officers (President, VP, VP of Finance and Secretary)
Budget, Finance and Audit – Ms. Buggeln
Building and Grounds – To be determined
Personnel – to be determined
Public Relations – To be determined
Programming – To be determined
ADHOC Policy Committee – Ms. Batchelor

Ms. Dunn Brown made a motion, seconded by Ms. Buggeln, to close the Library on all Federal Holidays and to close the Library at 1:00 PM on the day prior to New Year's Day, Thanksgiving and Christmas. This was approved all voting aye.

Ms. Dunn Brown made a motion, seconded by Ms. Buggeln, to designate the Library Director to be the appointing authority for Civil Service employment actions. This was approved all voting aye.

Mrs. Donovan made a motion to appoint John Blackmon as the Library's Claims Auditor for the Budget Year 2016-2017. This motion was seconded by Mr. De Santis and approved all voting aye.

Ms. Buggeln made a motion, seconded by Ms. Dunn Brown to adjourn the meeting at 6:55 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary



Barbara Madonna
Library Director

2016-2017
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

July 19 2016

The Gloversville Public Library Board of Trustees held a meeting on July 19, 2016 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:55 P.M. immediately following the Organizational Meeting.

The following trustees were present: Lisa Buggeln, Vincent De Santis, Merry Dunn Brown, Jay Ephraim, Elizabeth Batchelor, Patricia Donovan and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, Sally Fancher, Head of Children's Services, John Blackmon, Claims Auditor for the Gloversville Public Library, and Jean LaPorta, President of the Friends of the Gloversville Public Library, also attended the meeting. Robin Lair and Wanda Prew 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. Mr. Blackmon informed the Trustees that Assemblyman James Tedisco had been here and was given a tour of the Library building. He was very interested in the boiler in the basement which is over 100 years old. The regular meeting was convened at this point.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on June 21, 2016. 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. Donovan, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of June 2016 and the twelve month period ending June 30, 2016. Mr. Frank informed the Trustees that our income for the year is down approximately \$3,100 from last year due primarily to lower donations passed through from the Foundation this year. The higher Tax Levy and the Medical Insurance Credit Refund from the Internal Revenue Service offset some of this decline. The additional money from the IRS is due to the credit based on our Medical Insurance payments for our employees being increased from 25% to 35% for 2015. Expenses this year are down approximately \$33,200 from the prior year period primarily due to the lower pension expense of approximately \$27,300, the lower professional fees of approximately \$7,500 and lower Medical Insurance premiums due to fewer employees in the Plan and lower Computer and Automation expense. Some increases were noted in heat and electricity and promotion expense as compared to the prior year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Buggeln made a motion, seconded by Mr. De Santis, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for July 2016 numbered 622 through 654 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mr. De Santis made a motion, seconded by Ms. Dunn Brown, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mrs. LaPorta informed the Trustees that the Friends will be having an ice cream fundraiser from August 15th to the 17th at the Perfect Scoop in Meco. The Friends are also having a chicken barbecue on September 23rd with a rain date of the 24th if needed. The Friends are also sponsoring a show at the Johnstown Colonial Theater on October 6, 2016.

Ms. Madonna informed the Trustees that the work on the parking lot at 66 East Fulton Street was completed and that she was very pleased with the outcome and wrote a letter to the president of Callanan Industries complementing his company and crew on an excellent job.

Ms. Batchelor gave a report on the progress of the Steering Committee. Ms. Batchelor reported that Matt Blumenfeld is working on the New Markets Tax Credits and our needed bank borrowings. Ms. Batchelor also reported that Ms. Buggeln is working on celebrations for a ground breaking for the project and an open house for the temporary space. Ms. Batchelor also informed the Trustees that the Gloversville High School Class of 2016 had donated \$1,600 for the Capital Campaign. Several Trustees felt that we should contact the school and provide the class with some sort of recognition for this gift. Ms. Batchelor also informed the Trustees that another newsletter will be coming out in September with updates on the Campaign.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee had not met since the last Trustee's meeting.

Mrs. Pesses informed the Trustees that the Personnel Committee was still waiting on some Directors' evaluation forms and would appreciate receiving them ASAP.

Ms. Madonna distributed a list of programs that will be going on at the Library during August and September. Sally Fancher talked about various outreach programs that are being done by the Children's room staff and various uses of the children's room facilities.

Mrs. Donovan informed the Trustees that she felt that we should list our programs on our web site for better visibility. Ms. Madonna agreed with this suggestion and Mrs. Donovan agreed to learn how to add them to the website.

Ms. Madonna informed the Trustees that she had received the payment for grant work from the Capital Campaign as recommended by the Trustees.

Mrs. Pesses informed the Trustees that the Library would be holding a garage sale on August 19th and 20th and was hoping to get some help from high school groups with moving furniture, etc.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board met on July 5, 2016 at 4 PM. and had approved Ms. Madonna's payment as discussed above. The Finance Committee also met on June 30th and did some repositioning in the portfolio at Ronald Zimmerman's suggestion. Ron is the investment advisor for the Foundation. Mr. Frank also reported that the Foundation will be asking Craig Clark to stay on as a member of the Foundation Board.

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Mrs. Donovan said that she has had several people inquire as to our relocation plans during the renovation. Ms. Madonna informed her that nothing was in place at this point and that as soon as we have a lease agreement in place we will announce our plans for Library use during the renovation period. Mrs. Donovan also asked if it might be possible to have a patron suggestion box somewhere in the Library.

Mr. De Santis made a motion to adjourn the meeting at 7:45 PM. This motion was seconded by Mrs. Donovan and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on August 16, 2016 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JULY 2016

| | Budget July 1, 2016 to June 30, 2017 | 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 | \$393,695.00 | \$0.00 | \$0.00 | \$0.00 | \$393,695.00 |
| Investment Income | 200.00 | 5.39 | 5.39 | 4.74 | 194.61 |
| Gloversville Library Foundation Inc. - Int. & Div. | 63,910.00 | 11,430.13 | 11,430.13 | 10,780.84 | 52,479.87 |
| Gloversville Library Foundation Inc. - Don. Reg. | 10,000.00 | 175.00 | 175.00 | 25.00 | 9,825.00 |
| Government Affiliations | 7,000.00 | 0.00 | 0.00 | 0.00 | 7,000.00 |
| Fines & Miscellaneous Income | 13,000.00 | 1,507.79 | 1,507.79 | 1,133.00 | 11,492.21 |
| U.S. Treasury - Medical Ins. Credit Refunds | 6,000.00 | 0.00 | 0.00 | 0.00 | 6,000.00 |
| Friends of the Gloversville Public Library, Inc. | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 |
| TOTAL RECEIPTS | <u>\$503,805.00</u> | <u>\$13,118.31</u> | <u>\$13,118.31</u> | <u>\$11,943.58</u> | <u>\$490,686.69</u> |

| | Income Cash Reconcilement |
|--------------------------------------|------------------------------|
| Income Cash Balance on July 1, 2016 | <u>\$321,074.64</u> |
| Plus: Receipts Per Report | 13,118.31 |
| Less: Expenses Per Report | <u>35,249.31</u> |
| Income Cash Balance on July 31, 2016 | <u>298,943.64</u> |
| Accounts Payable as of 07/31/16 | 11,294.50 |
| Prepaid Expenses as of 07/31/16 | <u>0.00</u> |
| Actual Cash Balance on July 31, 2016 | <u><u>\$310,238.14</u></u> |

BUILDING FUND

| | |
|--|----------------------------|
| Balance on July 1, 2016 | \$258,781.58 |
| Plus: Receipts: | |
| Interest on Money Market Account | 4.13 |
| NYS Div. of Library Dev. - Grant Balance | 3,602.00 |
| Less: Paid Outs: | |
| Callanan Industries, Inc. | 64,144.00 |
| Butler Rowland Mays Architects, LLP | <u>7,758.05</u> |
| Balance on July 31, 2016 | <u><u>\$190,485.66</u></u> |

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Lisa Buggeln, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JULY 2016

| | Budget July 1, 2016 to June 30, 2017 | Amount Expended Curr. Month | Amount Expended Current Year to Date | Amount Expended Prior Year to Date | Current Year Unexpended Balance |
|-------------------------------------|--|-----------------------------------|---|---|---------------------------------------|
| Salaries - Full Time Employees | \$187,032.00 | \$ 15,585.98 | \$ 15,585.98 | \$ 12,600.04 | \$171,446.02 |
| Salaries - Part Time Employees | 52,902.00 | 2,572.64 | 2,572.64 | 4,645.96 | 50,329.36 |
| Salaries - Custodians | 25,507.00 | 2,125.60 | 2,125.60 | 2,083.92 | 23,381.40 |
| F I C A & Medicare Tax | 20,306.00 | 1,551.76 | 1,551.76 | 1,478.74 | 18,754.24 |
| Unemployment Insurance | 725.00 | 171.25 | 171.25 | 180.25 | 553.75 |
| Disability Insurance | 500.00 | 197.70 | 197.70 | 219.95 | 302.30 |
| Medical Insurance | 46,053.00 | 1,788.45 | 1,788.45 | 6,071.06 | 44,264.55 |
| Pension Expense | 30,000.00 | 0.00 | 0.00 | 0.00 | 30,000.00 |
| Heat | 9,000.00 | 0.00 | 0.00 | 0.00 | 9,000.00 |
| Electricity | 8,500.00 | 0.00 | 0.00 | 0.00 | 8,500.00 |
| Telephone | 2,880.00 | 233.92 | 233.92 | 262.04 | 2,646.08 |
| Insurance | 12,500.00 | 5,871.96 | 5,871.96 | 6,315.63 | 6,628.04 |
| Books, Periodicals, etc. | 46,500.00 | 2,750.60 | 2,750.60 | 2,978.79 | 43,749.40 |
| Computer & Automation Services | 16,000.00 | 20.00 | 20.00 | 20.00 | 15,980.00 |
| Library, Building & Office Supplies | 10,000.00 | 852.28 | 852.28 | 1,345.16 | 9,147.72 |
| Maintenance & Repairs | 9,000.00 | 0.00 | 0.00 | 60.36 | 9,000.00 |
| Treasurer & Recording Secretary | 8,400.00 | 700.00 | 700.00 | 650.00 | 7,700.00 |
| Professional Fees | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 |
| Election Expense | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Professional Meetings & Travel | 3,000.00 | 0.00 | 0.00 | 0.00 | 3,000.00 |
| Events & Programming | 4,500.00 | 623.00 | 623.00 | 221.97 | 3,877.00 |
| Promotion Expense | 2,500.00 | 0.00 | 0.00 | 169.00 | 2,500.00 |
| General Expense | 2,000.00 | 204.17 | 204.17 | 278.17 | 1,795.83 |
| TOTAL EXPENSE | \$503,805.00 | \$35,249.31 | \$35,249.31 | \$39,581.04 | \$468,555.69 |

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JULY 2016

| <u>Check No.</u> | <u>Warrant Number</u> | <u>Payee</u> | | <u>Fund</u> |
|------------------|-----------------------|--|---------------------------|----------------------------|
| DM | | E F T United States Treasury (2,349.02) | \$743.51 | FICA & Medicare Expense |
| | | | 1,605.51 | Payroll |
| 5076 | | Gloversville Public Library | 7,169.83 | Payroll |
| 5077 | | NYS Child Support Processing Center | 171.42 | Child Support |
| 5078 | 000623 | Barbara J. Madonna | 441.50 | Petty Cash |
| 5079 | 000624 | Michael J. Frank | 700.00 | Treasurer & Rec, Sec. |
| 5080 | 000625 | Frontier Communications | 233.92 | Telephone |
| 5081 | 000626 | National Grid | 483.62 | Accounts Payable |
| 5082 | 000627 | Unique Management Services, Inc. | 50.00 | Accounts Payable |
| 5083 | 000628 | Gloversville True Value Hardware | 3.96 | Accounts Payable |
| 5084 | 000629 | The Leader-Herald | 127.25 | Accounts Payable |
| 5085 | 000630 | First Nonprofit Unemployment Program (421.25) | 250.00 | Cash Reserve |
| | | | 171.25 | Unemployment Insurance |
| 5086 | 000631 | Mohawk Valley Library System | 851.81 | Accounts Payable |
| 5087 | 000632 | Nicole Hauser | 37.80 | Accounts Payable |
| 5088 | 000633 | Business Card (401.00) | 381.00 | Accounts Payable |
| | | | 20.00 | Computer & Automation |
| 5089 | 000634 | Commissioner of Finance | 35.00 | Accounts Payable |
| 5090 | 000635 | Glatfelter Brokerage Services | 345.10 | Insurance - Worker's Comp. |
| 5091 | 000636 | Kathryn Mc Cary, Esq. | 120.00 | Accounts Payable |
| 5092 | 000637 | Derby Office Equipment, Inc. | 99.23 | Accounts Payable |
| 5093 | 000638 | M V P Health Care, Inc. | 1,418.88 | Medical Insurance |
| 5094 | 000639 | John Koethen | 225.00 | Events & Programming |
| 5095 | 000640 | Hydro-Test Sales & Service | 237.00 | Accounts Payable |
| 5096 | 000641 | Palmateer Trucking & Container Service | 190.00 | Accounts Payable |
| 5097 | 000642 | Quill Corporation | 402.91 | Library Supplies |
| 5098 | 000643 | Center Point Large Print | 101.38 | Books |
| 5099 | 000644 | Schenectady County Public Library | 50.97 | Fines, etc. |
| 5100 | 000645 | Town of Ballston Community Library | 5.95 | Fines, etc. |
| 5101 | 000646 | Johnstown Public Library | 5.95 | Fines, etc. |
| 5102 | 000647 | Mohawk Valley Library System | 14.99 | Fines, etc. |
| 5103 | 000648 | Sharon Springs Free Library | 3.00 | Fines, etc. |
| 5104 | 000649 | Margaret Reaney Memorial Library | 16.96 | Fines, etc. |
| 5105 | 000650 | The Arkell Museum | 85.00 | Events & Programming |
| 5106 | 000651 | M V P Health Care, Inc. | 1,418.88 | Medical Insurance |
| 5107 | 000652 | Amsterdam Public Library | 41.49 | Fines, etc. |
| 5108 | 000654 | Jeanine Corina Hughes, CZT | 313.00 | Events & Programming |
| 5109 | | Gloversville Public Library | 7,819.53 | Payroll |
| 5110 | | NYS Child Support Processing Center | 171.42 | Child Support |
| DM | | Oppenheimer Funds - 403b Plan | 400.00 | 403b Plan |
| DM | | E F T NYS & Local Retirement System | 404.36 | Pension - Withholdings |
| DM | | E F T NYS Tax Department | 776.90 | Payroll |
| DM | | E F T United States Treasury (2,573.50) | 808.25 | FICA & Medicare Expense |
| | | | 1,765.25 | Payroll |
| DMS | | Jaeger & Flynn Associates, Inc. - Reimbursements | 305.77 | Medical Insurance |
| | | CHECK AND EFT PAID OUTS - JULY 2016 | 31,024.55 | |
| | | PETTY CASH PAID OUTS - JULY 2016 | | |
| | | Newspapers (Books) | 406.75 | |
| | | TOTAL JULY 2016 PAID OUTS | <u>\$31,431.30</u> | |
| | | Plus: Accounts Payable | 8,620.57 | |
| | | Less: Accounts Payable | (2,616.67) | |
| | | Less: Insurance Reimbursement Johnson | (1,355.08) | |
| | | Less: Cash Reserve | (250.00) | |
| | | Less: Fines & Lost Books, etc. | (139.31) | |
| | | Less: Petty Cash Check | (441.50) | |
| | | NET TO BALANCE TO EXPENSES | <u>\$35,249.31</u> | |

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

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

WGY CHRISTMAS WISH GRANT

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

STEWART'S FOUNDATION GRANT

| | | | |
|--|------------------|----------------|----------|
| Balance as of July 1, 2016 | | | \$615.25 |
| Grant Money Received | | | 0.00 |
| Expenses Paid From Grant Money: | | | |
| None | <u>Check No.</u> | <u>Purpose</u> | |
| Total Expenses | | | 0.00 |
| Balance of Grant Money Left at July 31, 2016 | | | \$615.25 |

WORKFORCE LITERACY GRANT

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

APPROPRIATION FOR FUTURE AUDIT

| | | | |
|--|------------------|----------------|------------|
| Balance as of July 1, 2016 | | | \$4,218.75 |
| Appropriation Provided For In 2016-2017 Budget | | | 4,500.00 |
| Expenses Paid From Appropriation Funds: | | | |
| None | <u>Check No.</u> | <u>Purpose</u> | |
| Total Expenses | | | 0.00 |
| Balance of Appropriation Funds Left at July 31, 2016 | | | \$8,718.75 |

RESTORATION FUNDS RECONCILEMENT

| | | | |
|--|------------------|----------------|------------|
| Balance as of July 1, 2016 | | | \$1,156.38 |
| Funds Received | | | 505.00 |
| Expenses Paid From Restoration Funds: | | | |
| None | <u>Check No.</u> | <u>Purpose</u> | |
| Total Expenses | | | 0.00 |
| Balance of Restoration Funds Left at July 31, 2016 | | | \$1,661.38 |



When I write the board reports I often review the statistical report to see if there are any trends or anomalies to point out. For July numbers are down from last year and that always makes me wonder why.

Visitors are down as are circulation and interlibrary loan. The number of programs is down, but attendance is up as is computer use. As I sit in my office today, Thursday, August 11, 2016, in a puddle of sweat the temperature is 90° inside with 80% humidity my immediate thought is the weather. May is usually hot, June is often rainy, and July temperate, for summer, but this year has felt hotter and stickier than normal.* So, I pulled the data for July 2015 and July 2016 (attached). It is interesting that July 2015 was indeed below average and July 2016 is above. But I don't think that tells the whole story.

Book circulation is not the only category depressed. DVDs and eBooks have also lost ground. Magazines have increased. While this number includes the Zinio eMagazine service, even the print versions are up by 20%.

Still, if it is the weather, why is programming up? Is it air conditioning? You would think folks would stay put in their climate controlled homes since our only space with A/C is the Carnegie Room. I know we are also offering a terrific line up of summer programming and have a full complement of committed staff to oversee them this year, but is it enough to combat the heat.

The 2016 Consolidated Funding Application to SPHO for \$500,000 took up the majority of the month. Thanks to Cathy Ellis for keeping me on track and proofreading, repeatedly.

I also met with David Briggs from NBT Insurance to discuss our future liability coverage, renter's insurance for our temporary location, and the builder's risk policy need to cover our building during construction.

Meetings

- | | |
|-----------------------|--|
| July 6 th | 1) Eric Trahan, MVLS 2) Lisa Hayes, Butler Rowland Mays Architects 3) Michael Frank |
| July 7 th | 1) Brandon Meyers, Gloversville Building Inspector 2) Matthew Blumenfeld, Financial Development Agency 3) Lisa Buggeln |
| July 8 th | Matthew Blumenfeld, Financial Development Agency, Lisa Hayes and Paul Mays, Butler Rowland Mays Architects, and Jeff West, UW Marx |
| July 14 th | Ron Peters, Center for Regional Growth |
| July 19 th | Board of Trustees meeting |
| July 25 th | Ellen Bach, Whiteman Osterman Hanna |
| July 26 th | 1) Chris Pesses 2) Ellen Bach, Whiteman Osterman Hanna 3) Ron Peters, Center for Regional Growth 4) Matthew Blumenfeld, Financial Development Agency, and Kelsey Hamory, Kristin Blyum, and Robert Poznanski, LISC 5) Nicole Hauser and Linda Conroy |
| July 27 th | David Briggs, NBT Insurance |
| July 28 th | mK Solutions |

* One observation we noted, without the books in the basement to absorb moisture we are emptying the dehumidifiers daily instead of weekly.



Gloversville Public Library

Children's Room Report: July 2016

Sally Fancher – Head of Children's Services

The summer is flying by as we are keeping ourselves very busy in the Children's Room. Spanish classes for children began and are going well. We have also scheduled garden visits after Spanish every other week, and they are always well-attended. The kids have picked peas, squash and zucchini and sampled kale and the peas they planted earlier in the spring.

The MiSci Planetarium shows were great, and those who attended were very happy. There was a problem with attendance. The museum has a limit due to space restrictions inside the inflatable planetarium and requests pre-registration. We required registration and both sessions filled quickly. However, there were many no shows. Because of the cancellations we were able to accommodate walk-ins and still had good numbers. We did have people on a waiting list, but because we had no shows rather than cancellation, the parents and children on the waitlist did not have time to get to the Library when we realized that there would be openings. For the "Magic of Electricity" show we made phone calls to remind the patrons of the show and some let us know they wouldn't make it. This gave us more than enough time to call people who were waiting. We were also able to accommodate those who walked in as we had a better understanding of the day's numbers. I believe that we will continue to make reminder calls for programs that require registration.

Our sing-along program did not go as planned, as our guest performer didn't show up. There were 41 people in attendance so Bonnie and I sang and danced and read stories. Megan Hallenbeck was in attendance with her children and also helped us to honor a request for "The Bear Hunt" song. The group had a good time and this set back did not diminish our numbers the following week.

Renee Carr, a community educator from the Mental Health Association in Fulton and Montgomery Counties, hosted story time on July 14th. She presented two stories and helped the kids create superhero capes from old t-shirts. There were 23 children "flying" around the Carnegie Room.

Friday the 15th was very busy with four groups from the YMCA summer day camp visit for tours and story time. We talked about the services offered by the Library, data bases and how to use them.

Story Hour on the 21st was a great time. Two dozen kids read about dinosaurs and magical sneezes and made some great sand art necklaces. Anyone who worries about the next generation should witness 24 kids sharing and helping each other and your worries will be over.

Friday the 22nd we were visited by the Tang Museum and they made sports pennants in line with the Summer Reading theme.

The July 28th story time went well, the craft project wasn't as fun as expected, the glue provided with the craft kits wasn't the best, but the kids and grown-ups still had fun.

We have added two new daycares to our outreach efforts: The Brighter Future Daycare, housed at the Paul Nigra Center, which we will visit, and the Salvation Army Daycare, which will be visiting us twice a month for special themed story times.

Along with all of the scheduled events, we are experiencing a rise in numbers visiting the Children's Room looking for summer reading suggestions, required reading titles, literacy information and socialization. There have been many positive comments about the ease and friendliness of our services. We are where the "cool kids" hang out.

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

| | 2016 | 2015 |
|-----------------|-------------|-------------|
| VISITORS | 7,431 | (8,579) |

CIRCULATION

| | | |
|--------------------------|--------------|----------------|
| Adult Circulation | 2,105 | (2,589) |
| Teen Circulation | 284 | (338) |
| Juvenile Circulation | 1,266 | (1,677) |
| Audiobooks | 273 | (351) |
| eBooks | 256 | (305) |
| Music | 11 | (17) |
| Periodicals | 117 | (79) |
| Videos | 1,226 | (1,456) |
| Museum Passes | 4 | (2) |
| Subtotal | <u>5,542</u> | <u>(6,814)</u> |
| In-House Use | | |
| Adult | 101 | (14) |
| Juvenile | 140 | (86) |
| Other Materials | 1,164 | (108) |
| Subtotal | <u>1,405</u> | <u>(208)</u> |
| Total Circulation | 6,947 | (7,022) |

| | | |
|----------------------------|-----|-------|
| REFERENCE QUESTIONS | 225 | (184) |
|----------------------------|-----|-------|

MEETINGS/PROGRAMS/OUTREACH

| | |
|---|---|
| 24 Adult programs and meetings with 170 people | (16 Adult programs/meetings with 94 people) |
| 21 Juvenile programs and meetings with 548 people | (26 Juvenile programs with 472 children) |
| 6 Teen programs and meetings with 35 people | (5 Teen programs with 53 people) |

INTERLIBRARY LOAN

| | | |
|-------------------|--------------|----------------|
| Material Borrowed | 604 | (752) |
| Material Loaned | 637 | (693) |
| Total | <u>1,241</u> | <u>(1,445)</u> |

| | | |
|-----------------------|-------|---------|
| COMPUTER USAGE | 2,564 | (2,435) |
|-----------------------|-------|---------|

HISTORICAL ROOM

| | |
|---------------------|----|
| Visitors | 3 |
| Books Used | 12 |
| Reference Questions | 3 |



STOP PRIVILEGE MISUSE & ABUSE.

FREE TRIAL



▼ World > North America > United States > New York > Gloversville

Gloversville, NY

| | | | | | | | |
|-----------------------|---------|--------------------------------|-------|-------|-------------|---|-------------------|
| United States Weather | | Gloversville, NY Local Weather | | | 89°F | ▼ | Personalized Fore |
| Now | Weekend | Extended | Month | Radar | MinuteCast® | | |

June 2016
View:

July ▼

2016 ▼

August 2

| Date | Hi/Lo | Precip | Snow | Forecast | Avg. HI / LO |
|----------|---------|---------|------|----------|--------------|
| Fri 7/1 | 80°/55° | 0.26 IN | 0 IN | | 79°/57° |
| Sat 7/2 | 72°/57° | 0 IN | 0 IN | | 79°/57° |
| Sun 7/3 | 78°/54° | 0 IN | 0 IN | | 80°/58° |
| Mon 7/4 | 83°/54° | 0 IN | 0 IN | | 80°/58° |
| Tue 7/5 | 85°/63° | 0 IN | 0 IN | | 80°/58° |
| Wed 7/6 | 88°/62° | 0 IN | 0 IN | | 80°/58° |
| Thu 7/7 | 86°/67° | 0 IN | 0 IN | | 80°/58° |
| Fri 7/8 | 80°/66° | 0.38 IN | 0 IN | | 80°/58° |
| Sat 7/9 | 69°/64° | 0.43 IN | 0 IN | | 80°/58° |
| Sun 7/10 | 72°/61° | 0.05 IN | 0 IN | | 80°/58° |
| Mon 7/11 | 78°/54° | 0 IN | 0 IN | | 80°/58° |

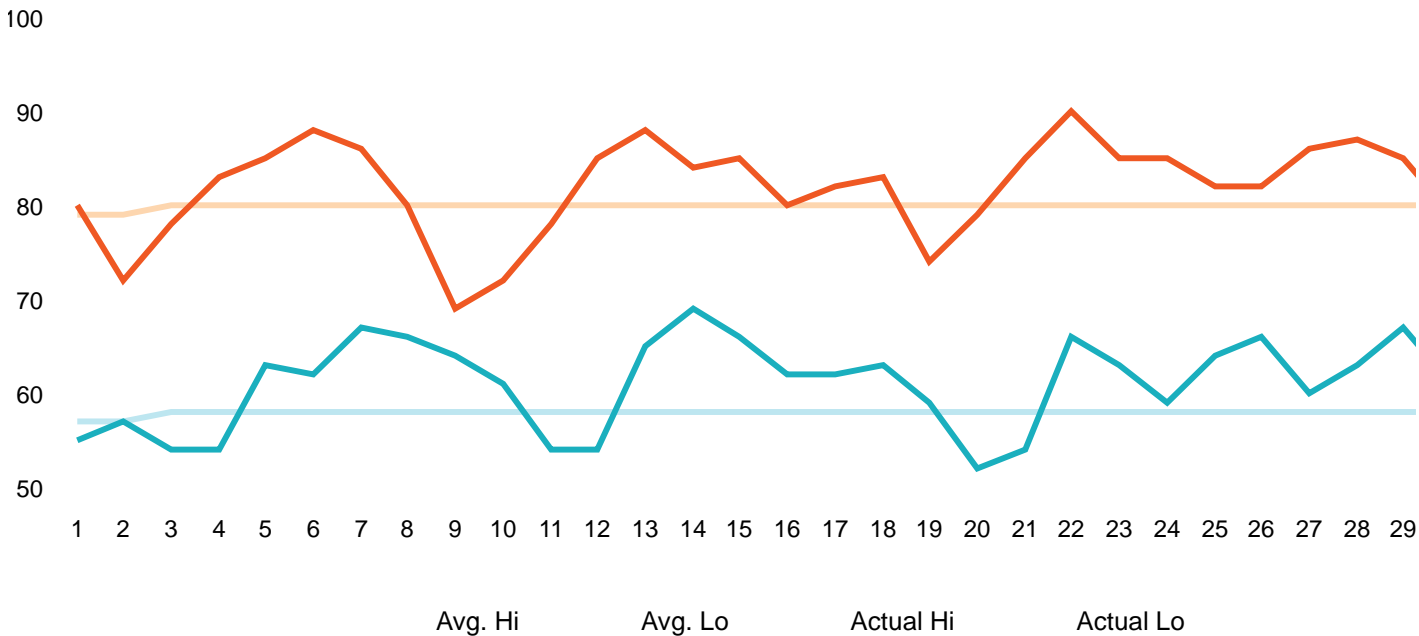
| Date | Hi/Lo | Precip | Snow | Forecast | Avg. HI / LO |
|----------|---------|---------|------|----------|--------------|
| Tue 7/12 | 85°/54° | 0 IN | 0 IN | | 80°/58° |
| Wed 7/13 | 88°/65° | 0 IN | 0 IN | | 80°/58° |
| Thu 7/14 | 84°/69° | 0.27 IN | 0 IN | | 80°/58° |
| Fri 7/15 | 85°/66° | 0.02 IN | 0 IN | | 80°/58° |
| Sat 7/16 | 80°/62° | 0 IN | 0 IN | | 80°/58° |
| Sun 7/17 | 82°/62° | 0.03 IN | 0 IN | | 80°/58° |
| Mon 7/18 | 83°/63° | 0.08 IN | 0 IN | | 80°/58° |
| Tue 7/19 | 74°/59° | 0 IN | 0 IN | | 80°/58° |
| Wed 7/20 | 79°/52° | 0 IN | 0 IN | | 80°/58° |
| Thu 7/21 | 85°/54° | 0 IN | 0 IN | | 80°/58° |
| Fri 7/22 | 90°/66° | 0.02 IN | 0 IN | | 80°/58° |
| Sat 7/23 | 85°/63° | 0.33 IN | 0 IN | | 80°/58° |
| Sun 7/24 | 85°/59° | 0 IN | 0 IN | | 80°/58° |
| Mon 7/25 | 82°/64° | 0.09 IN | 0 IN | | 80°/58° |
| Tue 7/26 | 82°/66° | 0 IN | 0 IN | | 80°/58° |
| Wed 7/27 | 86°/60° | 0 IN | 0 IN | | 80°/58° |
| Thu 7/28 | 87°/63° | 0 IN | 0 IN | | 80°/58° |
| Fri 7/29 | 85°/67° | 0 IN | 0 IN | | 80°/58° |
| Sat 7/30 | 79°/61° | 0.02 IN | 0 IN | | 80°/58° |

| Date | Hi/Lo | Precip | Snow | Forecast | Avg. HI / LO |
|----------|---------|---------|------|----------|--------------|
| Sun 7/31 | 69°/63° | 1.46 IN | 0 IN | | 80°/58° |

June 2016

August 2

Temperature Graph July 2016



Show Ad 

▼ World > North America > United States > New York > Gloversville

Gloversville, NY

| | | | | | | | |
|-----------------------|---------|--------------------------------|-------|-------|-------------|---|-------------------|
| United States Weather | | Gloversville, NY Local Weather | | | 89°F | ▼ | Personalized Fore |
| Now | Weekend | Extended | Month | Radar | MinuteCast® | | |

June 2015
View:
July
▼
2015
▼
August 2

| Date | Hi/Lo | Precip | Snow | Forecast | Avg. HI / LO |
|----------|---------|---------|------|----------|--------------|
| Wed 7/1 | 72°/57° | 1.08 IN | 0 IN | | 79°/57° |
| Thu 7/2 | 73°/55° | 0 IN | 0 IN | | 79°/57° |
| Fri 7/3 | 72°/45° | 0 IN | 0 IN | | 80°/58° |
| Sat 7/4 | 67°/55° | 0.08 IN | 0 IN | | 80°/58° |
| Sun 7/5 | 77°/57° | 0 IN | 0 IN | | 80°/58° |
| Mon 7/6 | 80°/53° | 0 IN | 0 IN | | 80°/58° |
| Tue 7/7 | 80°/64° | 0.33 IN | 0 IN | | 80°/58° |
| Wed 7/8 | 75°/60° | 0.02 IN | 0 IN | | 80°/58° |
| Thu 7/9 | 71°/56° | 0.57 IN | 0 IN | | 80°/58° |
| Fri 7/10 | 77°/57° | 0 IN | 0 IN | | 80°/58° |
| Sat 7/11 | 80°/54° | 0 IN | 0 IN | | 80°/58° |

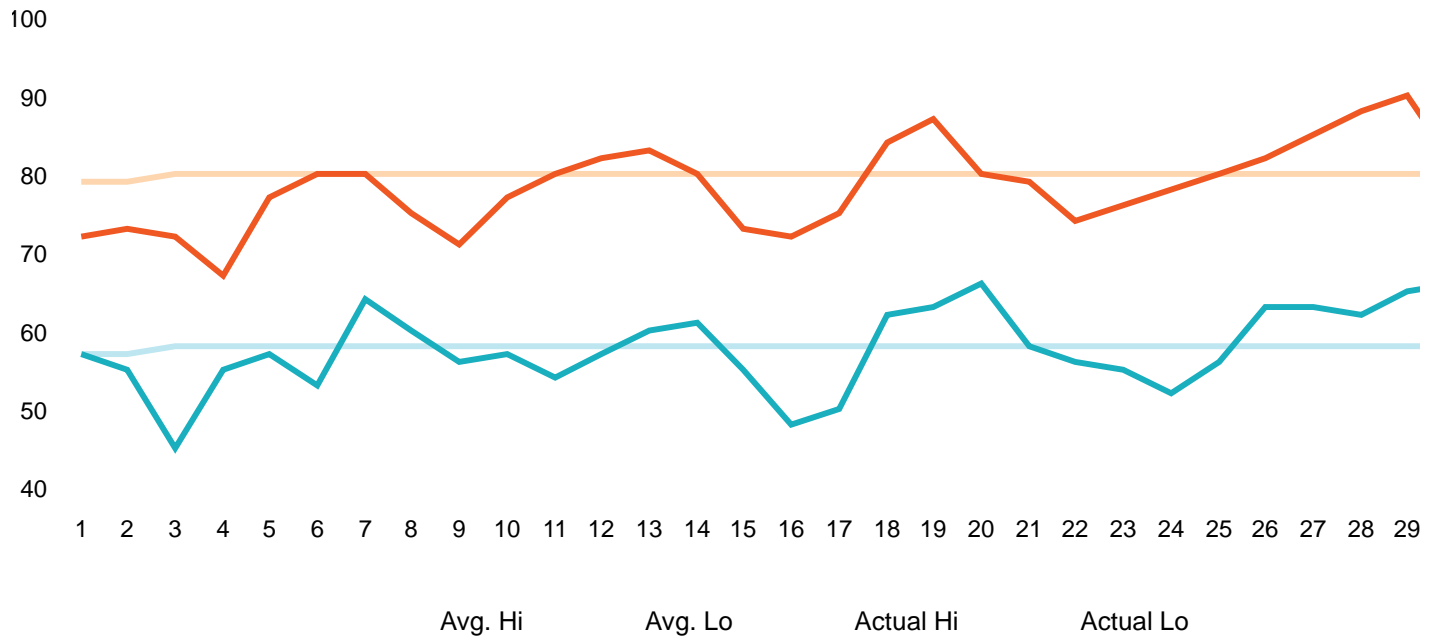
| Date | Hi/Lo | Precip | Snow | Forecast | Avg. HI / LO |
|----------|---------|---------|------|----------|--------------|
| Sun 7/12 | 82°/57° | 0 IN | 0 IN | | 80°/58° |
| Mon 7/13 | 83°/60° | 0 IN | 0 IN | | 80°/58° |
| Tue 7/14 | 80°/61° | 0 IN | 0 IN | | 80°/58° |
| Wed 7/15 | 73°/55° | 0.08 IN | 0 IN | | 80°/58° |
| Thu 7/16 | 72°/48° | 0 IN | 0 IN | | 80°/58° |
| Fri 7/17 | 75°/50° | 0.08 IN | 0 IN | | 80°/58° |
| Sat 7/18 | 84°/62° | 0.10 IN | 0 IN | | 80°/58° |
| Sun 7/19 | 87°/63° | 0.48 IN | 0 IN | | 80°/58° |
| Mon 7/20 | 80°/66° | 0 IN | 0 IN | | 80°/58° |
| Tue 7/21 | 79°/58° | 0 IN | 0 IN | | 80°/58° |
| Wed 7/22 | 74°/56° | 0 IN | 0 IN | | 80°/58° |
| Thu 7/23 | 76°/55° | 0 IN | 0 IN | | 80°/58° |
| Fri 7/24 | 78°/52° | 0.04 IN | 0 IN | | 80°/58° |
| Sat 7/25 | 80°/56° | 0.08 IN | 0 IN | | 80°/58° |
| Sun 7/26 | 82°/63° | 0.30 IN | 0 IN | | 80°/58° |
| Mon 7/27 | 85°/63° | 0 IN | 0 IN | | 80°/58° |
| Tue 7/28 | 88°/62° | 0 IN | 0 IN | | 80°/58° |
| Wed 7/29 | 90°/65° | 0 IN | 0 IN | | 80°/58° |
| Thu 7/30 | 81°/66° | 0 IN | 0 IN | | 80°/58° |

| Date | Hi/Lo | Precip | Snow | Forecast | Avg. HI / LO |
|----------|---------|---------|------|----------|--------------|
| Fri 7/31 | 81°/64° | 0.04 IN | 0 IN | | 80°/58° |

June 2015

August 2

Temperature Graph July 2015



| | Actual | Normal | Departure | Record |
|---------|---------|---------|-----------|------------|
| High | 79° | 80° | | N/A° (N/A) |
| Low | 58° | 58° | | N/A° (N/A) |
| Average | 68° | 69° | -1° | |
| Precip | 3.28 in | 4.35 in | -1.07 in | |
| Snow | 0 in | | | |

Library property may only be sold with the prior approval of the Board of Trustees. The sale of Library property must occur in a public venue or be conducted by an agent authorized by the Trustees. The net proceeds from the sale of Library property will be used at the direction of the Board of Trustees.

Library property that is surplus, obsolete, or unusable including but not limited to furniture, books, and computers as well as items which could not otherwise be sold, may be disposed of at the discretion of the Director.

Any gift donated to the Gloversville Public Library becomes the property of the Library (*see Donations, Bequests, and Gifts Policy*) and, therefore, may be disposed of at the discretion of the Board of Trustees.

Approved May 2, 2009

Library [real](#) property may only be sold with the prior approval of the Board of Trustees. The sale of Library property must occur in a public venue or be conducted by an agent authorized by the Trustees. The net proceeds from the sale of Library property will be used at the direction of the Board of Trustees.

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Approved May 2, 2009

Revised [September 20, 2016](#)

The Gloversville Public Library is a school district public library with its chartered service area defined as the boundaries of the Gloversville Enlarged School District. An in-district borrower is someone who resides within the Gloversville Enlarged School District or someone who pays taxes to the school district and can produce a tax bill in his or her name. All others are considered out-of-district borrowers.

To obtain a Gloversville Public Library card, a person must produce an identification card with their photo, name and address **PLUS** another item with their name and current address, such as a utility bill, check book, automobile insurance card. Those using a PO box, will still need proof of a street address. A fee will be charged for replacement cards.

Applications must be filled out at the Library.

Cards for juvenile borrowers, those ages 5 - 13 or in kindergarten, and for teen patrons, those ages 14 - 17, require permission of a parent, guardian, or care-giver. Teen borrowers have all the rights and responsibilities of adult borrowers. Anyone 18 or older may obtain an adult card.

The library card is not transferable. Only the person issued the card may use it. By registering for a card, the applicant agrees to follow the rules and policies established by the Gloversville Public Library and to be responsible for all materials borrowed on their card.

Corporate cards for businesses, educational institutions and non-profits are available. See Director for details.

To be in good standing, a borrower can not have any outstanding debt as defined by the Fee and Charges Appendix.

Borrowing Limits

In district and out of district borrowers have the same privileges. New adult and teen (ages 14 on up) borrowers may borrow up to 7 items at a time during the first 3 months of membership. After 3 months, adult and teen cardholders may borrow a maximum of 25 items from either the children or adult department, which includes a maximum of 5 DVDs.

Borrowers with a juvenile card (kindergarten to 13 yrs. of age) may borrow a maximum of 7 books from either department. It is the responsibility of the parents/guardians/care givers to oversee their child's selections.

Loan Periods

4 weeks: Adult non-fiction, older adult fiction, juvenile and teen books, large print items, music cds and audio books
2 weeks: New adult fiction and magazines
1 week: DVDs

Items may be renewed through patron accounts online via the Polaris web catalog (<http://pac.sals.edu>), by email or telephone.

Fees

The Gloversville Public Library charges a fee for late, lost and damaged material. Overdue accounts may be referred to a collection agency for the purpose of additional collection procedures.

CONFIDENTIALITY

The Board of Trustees of the Gloversville Public Library recognizes that its circulation records and other records identifying the names of library users to be confidential. The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information revealing the name of a person and his/her library use without a properly executed subpoena from a court of law.

All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations and will not be

disclosed to others unless pursuant to a subpoena or court order, or where otherwise permitted by law. This policy applies to all resources regardless of their format or means of delivery as well as to all services offered by the Library.

The library director will forward any law-enforcement request for patron information to the Board of Trustees who will refer the matter to an attorney. Under no circumstances will library staff release the name of a patron who has an item checked out, or other identifiable information of library users.

Confidentiality of library records is governed by New York CPLR 4509 (see Appendix D).

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Revised December 2006

Revised February 2009

Revised January 2012

Revised December 2012

Revised December 2013

Revised November 2015

Outstanding Debt

Any adult card with a charge \$3 or more, and any juvenile card with a charge \$1.50 or more, to any library in MVLS/SALS, will have all privileges suspended until the account is brought below those monetary thresholds.

Lost and Stolen Cards

The initial card is free. Replacement cards with a new barcode will cost \$1.00 for adults and teens, and \$.50 for children.

Overdue Notices and Bills

When an item is one (1) week overdue, the patron will receive a reminder phone call or an email. When an item is two (2) weeks overdue, the patron will receive a second reminder phone call or an email. When an item is four (4) weeks the patron will receive a bill. The computer automatically tallies fines based on the patron's borrower class (Adult, Teen, Juvenile) and the number of days an item is overdue. After six (6) weeks overdue accounts may be referred to a collection agency for the purpose of additional collection procedures. A processing fee of \$10 will be added to all accounts in collection.

Fines and Lost Item Charges

Adults and teens are charged 20¢ per day with a maximum fine of \$3.00 per item. Adult and teen patrons owing \$3.00 or more will not be in good standing. Juvenile patrons are charged 5¢ per day with maximum of \$1.50 per item. Juvenile patrons owing \$1.50 or more will not be in good standing.

Replacement Fee

Any item that is overdue 14 days is considered lost. Patrons will automatically be charged a replacement fee for lost items. The replacement fee is the current full replacement value of the item, not its original cost. If a lost item is found and returned in good condition the patron will be refunded the replacement fees and only charged the overdue fine.

Damaged Materials

It is a patron's responsibility to return items in the same condition they were in when borrowed. If an item is damaged and can be repair to a condition that makes it suitable for circulation, a fee equal to 25% of the item's replacement value will be charged. If an item is damaged and can not be repair to a condition that makes it suitable for circulation, 100% of the item's replacement value will be charged. Item's borrowed from other libraries and returned damaged to GPL will have condition and fees assessed by the owning library.

NY CLS CPLR § 4509 (2001)
§ 4509. Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

The Gloversville Public Library is a school district public library with its chartered service area defined as the boundaries of the Gloversville Enlarged School District. An in-district patron is someone who resides within the Gloversville Enlarged School District or someone who pays taxes to the school district and can produce a tax bill in his or her name. All others are considered out-of-district patrons.

To obtain a Gloversville Public Library card, [anyone 18 or older](#) must produce an identification card with their photo, name and address **PLUS** another item with their name and current address, such as a utility bill, check book, automobile insurance card. Those using a PO box, will still need proof of a street address. A fee will be charged for replacement cards.

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Corporate cards for businesses, educational institutions and non-profits are available. See Director for details.

To be in good standing, a patron can not have any outstanding debt as defined by the Fee and Charges Appendix.

Borrowing Limits

[New adult and teen \(ages 14 on up\) patrons may borrow up to 7 items at a time during the first 3 months of membership, which includes a maximum of 5 DVDs. After 3 months, adult and teen cardholders may borrow a maximum of 25 items.](#)

[Patrons with a juvenile card \(kindergarten through 13 yrs. of age\) may borrow a maximum of 7 books from either department. Juvenile patrons may not borrow audio-visual items. It is the responsibility of the parents/guardians/care givers to oversee their child's selections.](#)

Loan Periods

4 weeks: Adult non-fiction, older adult fiction, juvenile and teen books, large print items, music cds and audio books

2 weeks: New adult fiction and magazines

1 week: DVDs

[eBooks and eAudiobooks can be set by the patron for 7 or 14 days. eMagazines do not have a limit.](#)

Items may be renewed through patron accounts online via the Polaris web catalog (<http://pac.sals.edu>), by email or telephone.

Fees

The Gloversville Public Library charges a fee for late, lost and/or damaged materials. Overdue accounts may be referred to a collection agency for the purpose of additional collection procedures, [this will include a non-refundable processing fee.](#)

CONFIDENTIALITY

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The library director will forward any law-enforcement request for patron information to the Board of Trustees who will refer the matter to an attorney. Under no circumstances will library staff release the name of a patron who has an item checked out, or other identifiable information of library users.

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Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Revised December 2006

Revised February 2009

Revised January 2012

Revised December 2012

Revised December 2013

Revised November 2015

Revised September 2016

Outstanding Debt

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Lost and Stolen Cards

The initial card is free. Replacement cards ~~with a new barcode~~ will cost \$1.00 for adults and teens, and \$.50 for children.

Overdue Notices and Bills

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Fines and Lost Item Charges

Adults and teens are charged 20¢ per day with a maximum fine of \$3.00 per item. Adult and teen patrons owing \$3.00 or more will not be in good standing. Juvenile patrons are charged 5¢ per day with maximum of \$1.50 per item. Juvenile patrons owing \$1.50 or more will not be in good standing.

Replacement Fee

An item that is overdue 14 days is considered lost. Patrons will automatically be charged a replacement fee for lost items. The replacement fee is the price listed by the circulation system for that item.

[If a lost Gloversville Public Library owned item is returned in good condition and the replacement fee was not paid, the fee will be waived, but the overdue fine will stand. If a lost Gloversville Public Library owned item is returned in good condition within 180 days of being labeled lost, and the replacement fee was paid, the patron will be refunded the replacement fee only, the overdue fine will stand.](#)

[Any audio-visual item missing a disc is considered damaged.](#)

[A patron may only provide a replacement item in lieu of paying the replacement fee if the replacement is in very good condition, the same title, of the same format \(hardcover for hardcover, paperback for paperback, DVD for DVD, etc.\) and equivalent edition. \(5th ed., extended version, bonus disc, etc.\)](#)

[Items borrowed from other libraries will have fees assessed by the owning library.](#)

Damaged Materials

It is a patron's responsibility to return items in the [same condition](#) they were in when borrowed.

If an item is damaged and can be repaired to a condition that makes it suitable for circulation, [the following fees will be assessed:](#)

- [Books - a fee equal to 25% of the book's replacement value will be charged.](#)
- [DVD cases/covers - a \\$3 fee will be charged.](#)
- [Audiobook cases - a \\$5 fee will be charged.](#)
- [Replacement audiobook discs - an \\$8 fee per disc will be charged. If replacement discs can not be purchased, the item is considered damaged and can not be repaired to a condition that makes it suitable for circulation.](#)

Damaged Materials continued

If an item is damaged and can not be repaired to a condition that makes it suitable for circulation, 100% of the item's replacement value will be charged. Items borrowed from other libraries and returned damaged to GPL will have condition and fees assessed by the owning library.

A damaged item will be held for **30** days for a patron to examine its condition.

NY CLS CPLR § 4509 (2001) § 4509. Library records

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