



Gloversville Public Library
Meeting of the Board of Trustees
September 20, 2016
6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the August 2016 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
990
4. Friends
5. Building and Grounds
Painting
Moving companies
Garage sale leftovers
Lease for temporary space
Bids
Planning Board and Historic Review Board
6. AD HOC Steering Committee
Tax credit update
Fundraising total
7. AD HOC Policy
Circulation Policy 1st reading
Sale and Disposal Policy 1st reading
8. Personnel Committee
9. Program Committee
10. Public Relations Committee
11. Director's Report
Reminder keep meeting stats and booking rooms
12. President's Report
Plan of Service
MVLS Free Direct Access Policy
13. Foundation
14. Old Business
15. New Business
Board resignation
16. Adjourn

Next Meeting: October 18, 2016 6:30 pm

**Draft Minutes of the Gloversville Public Library Board of Trustees Meeting**

August 16, 2016

The Gloversville Public Library Board of Trustees held a meeting on August 16, 2016 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Lisa Buggeln, Robin Lair, Jay Ephraim, Wanda Prew, 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, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Vincent De Santis, Merry Dunn Brown and Elizabeth Batchelor 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 at this point.

Mrs. Pesses asked the Trustees to review the minutes of the Organizational Meeting and the Regular Meeting of the Trustees held on July 19, 2016. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Donovan made a motion, seconded by Mrs. Buggeln, to approve the minutes of the meetings as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of July 2016. Mr. Frank informed the Trustees that our income for the month is up approximately \$1,200 from last year due primarily to higher interest and dividends passed through from the Foundation this year. Expenses this month are down approximately \$4,300 from the prior year period primarily due to the lower medical insurance expense due to the fact that one employee was not included in our statement for July or August and the fact that fewer employees are in the plan this year. This is being corrected on our September bill. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Lair, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for August 2016 numbered 655 through 675 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. Mrs. Donovan made a motion, seconded by Mrs. Buggeln, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Ms. Madonna informed the Trustees that the Friends will be having the final day of their ice cream fundraiser tomorrow 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 Friends of the Gloversville Public Library had provided the flowers outside of the Library building and were taking care of them.

Mrs. Pesses informed the Trustees that she would be sending out a report on the progress of the Steering Committee.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting the Circulation Policy and the Sale and Disposal Policy with some proposed changes noted for review. The first reading of these policies with changes will be done at the September Trustees meeting. Trustees were asked to review these recommended changes and to prepare any comments for the September meeting.

Mrs. Pesses informed the Trustees that the Personnel Committee will be meeting tomorrow with Ms. Madonna to review her evaluation.

Ms. Madonna distributed a list of programs that will be going on at the Library during September. Mrs. Prew informed the Trustees that the Children's Spanish classes were going well this summer and that the Adult classes, resuming this fall, have been split up in different groups based on the level of learning that the students have obtained.

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

Mrs. Pesses informed the Trustees that the Public Relations Committee had not met since the last Trustee's meeting.

Ms. Madonna informed the Trustees that she had attended meetings on a self-checkout system that was demonstrated by several different vendors. This equipment is call a RFID or Radio Frequency Identifier and would be used for checking books in and out if we so desired. Ms. Madonna said that she felt that we should install the infrastructure to support it during the renovation but we should investigate it further before implementing it. Ms. Madonna also asked the Trustees how they felt about which patron classes should be allowed to borrow our Museum passes. The Trustees agreed that if a patron has a Library Card in good standing, from any library in MVLS/SALS, we should allow the Museum pass to be borrowed.

Mrs. Pesses reviewed a list of Committee assignments and asked if anyone desired to be on a Committee that she had not included. Mrs. Pesses also reviewed the function of each Committee and said that she would like each Committee to meet prior to the September Trustee's meeting. Mrs. Pesses also reminded the Trustees that we needed to complete a Plan of Service for the two years that the Library will be in our temporary space. Mrs. Pesses also informed the Trustees that the Library would be holding a garage sale on August 19th and 20th and that the Gloversville Enlarged School District boys' soccer team had helped with bringing furniture to the basement.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Board of Trustee's meeting.

Mrs. Pesses asked if there was any old business to come before the meeting. Mrs. Donovan said that she was glad to see the suggestion box.

Mrs. Pesses asked if there was any new business to come before the meeting. Ms. Madonna discussed hours that the Library would normally be open on Christmas eve and New Year's eve until 1 PM pointing out that both of these days fall on Saturday this year. After some discussion, Mrs. Buggeln made a motion, seconded by Mrs. Prew, to close the Library on December 24th and December 31st this year. This was approved all voting aye.

Mr. Frank reviewed the Medical Insurance Credit that the Library has been receiving for the past five years from the Internal Revenue Service. During Philip Beckett's audit of the Library financial records and tax return he pointed out that in 2014 the law changed and that employers are only eligible to collect this credit for two years. Since the Library has already done this we will not be eligible to apply for this credit for the year ending June 30, 2016.

At 8:10 PM Mrs. Donovan made a motion to go into Executive Session. This motion was seconded by Mrs. Buggeln and passed all voting aye. At 8:18 PM Mrs. Donovan made a motion to come out of Executive Session. This motion was seconded by Mrs. Prew and approved all voting aye.

Mrs. Lair made a motion to adjourn the meeting at 8:20 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 September 20, 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

AUGUST 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	5.01	10.40	9.06	189.60
Gloversville Library Foundation Inc. - Int. & Div.	63,910.00	13,621.06	25,051.19	25,067.90	38,858.81
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	175.00	680.00	9,825.00
Government Affiliations	7,000.00	75.00	75.00	0.00	6,925.00
Fines & Miscellaneous Income	13,000.00	4,452.60	5,960.39	1,993.00	7,039.61
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>\$18,153.67</u>	<u>\$31,271.98</u>	<u>\$27,749.96</u>	<u>\$472,533.02</u>

	Income Cash Reconcilement
Income Cash Balance on August 1, 2016	<u>\$298,943.64</u>
Plus: Receipts Per Report	18,153.67
Less: Expenses Per Report	<u>46,102.45</u>
Income Cash Balance on August 31, 2016	<u>270,994.86</u>
Accounts Payable as of 08/31/16	11,294.50
Prepaid Expenses as of 08/31/16	<u>(866.81)</u>
Actual Cash Balance on August 31, 2016	<u>\$281,422.55</u>

BUILDING FUND

Balance on August 1, 2016	\$190,485.66
Plus: Receipts:	
Interest on Money Market Account	5.45
NYS Div. of Library Dev. - Grant Advance	192,826.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on August 31, 2016	<u>\$383,317.11</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

AUGUST 2016

	<u>Budget July 1, 2016 to June 30, 2017</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	\$187,032.00	\$ 15,585.98	\$ 31,171.96	\$ 25,300.91	\$155,860.04
Salaries - Part Time Employees	52,902.00	4,157.36	6,730.00	9,842.31	46,172.00
Salaries - Custodians	25,507.00	2,125.60	4,251.20	4,167.84	21,255.80
F I C A & Medicare Tax	20,306.00	1,672.99	3,224.75	3,007.29	17,081.25
Unemployment Insurance	725.00	0.00	171.25	180.25	553.75
Disability Insurance	500.00	0.00	197.70	219.95	302.30
Medical Insurance	46,053.00	5,493.96	7,282.41	9,033.21	38,770.59
Pension Expense	30,000.00	0.00	0.00	0.00	30,000.00
Heat	9,000.00	61.52	61.52	83.48	8,938.48
Electricity	8,500.00	487.94	487.94	775.91	8,012.06
Telephone	2,880.00	233.99	467.91	528.55	2,412.09
Insurance	12,500.00	0.00	5,871.96	6,540.39	6,628.04
Books, Periodicals, etc.	46,500.00	12,661.47	15,412.07	13,892.76	31,087.93
Computer & Automation Services	16,000.00	948.23	968.23	1,073.15	15,031.77
Library, Building & Office Supplies	10,000.00	1,074.49	1,926.77	1,463.58	8,073.23
Maintenance & Repairs	9,000.00	75.00	75.00	142.81	8,925.00
Treasurer & Recording Secretary	8,400.00	700.00	1,400.00	1,350.00	7,000.00
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	408.76	408.76	0.00	2,591.24
Events & Programming	4,500.00	105.99	728.99	467.40	3,771.01
Promotion Expense	2,500.00	259.17	259.17	190.00	2,240.83
General Expense	2,000.00	50.00	254.17	337.87	1,745.83
TOTAL EXPENSE	<u>\$503,805.00</u>	<u>\$46,102.45</u>	<u>\$81,351.76</u>	<u>\$78,597.66</u>	<u>\$422,453.24</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

AUGUST 2016

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,554.52)	\$803.76	FICA & Medicare Expense
			1,750.76	Payroll
5111		Gloversville Public Library	7,949.29	Payroll
5112	000655	Barbara J. Madonna	406.75	Petty Cash
5113	000656	Frontier Communications	233.99	Telephone
5114	000657	National Grid (549.46)	61.52	Heat
			487.94	Electric
5115	000658	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5116	000659	M V P Health Care, Inc.	5,462.70	Medical Insurance
5117	000660	Unique Management Services, Inc.	50.00	G/E-Collection Expense
5118	000661	The Leader-Herald	161.25	Promotion Expense
5119	000662	Baker & Taylor Books (11,818.59)	10,951.78	Books
			866.81	Prepaid Expense
5120	000663	Sally Fancher	5.99	Events & Programming
5121	000664	Business Card (1,648.11)	34.00	Postage
			61.88	Computer & Automation
			113.08	Books
			311.66	A/V - DVDs
			958.49	Library Supplies
			169.00	Professional Meetings & Travel
5122	000665	Barbara J. Madonna	136.08	Professional Meetings & Travel
5123	000666	Schenectady County Public Library	33.00	Fines, etc.
5124	000667	Heather Dwyer-Abraham	100.00	Events & Programming
5125	000668	Mohawk Valley Library System	886.35	Computer & Automation
5126	000669	H Z Electric Supply Co.	75.00	Maintenance & Repairs
5127	000670	A & E Sportswear	50.00	Stewart's Grant
5128	000671	Quill Corporation	61.33	Library Supplies
5129	000672	Audio Editions	874.95	A/V - DVDs
5130	000673	United Healthcare	29.75	Medical Insurance
5131	000674	Nicole Hauser	103.68	Professional Meetings & Travel
5132	000675	Port Jackson Media, LLC	97.92	Promotion Expense
5133		Gloversville Public Library	8,550.89	Payroll
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	423.32	Pension - Withholdings
DM		E F T NYS Tax Department	835.70	Payroll
DM		E F T United States Treasury (2,798.46)	869.23	FICA & Medicare Expense
			1,929.23	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	468.75	Medical Insurance
		CHECK AND EFT PAID OUTS - AUGUST 2016	<u>47,465.83</u>	
		PETTY CASH PAID OUTS - AUGUST 2016		
		Library Supplies	18.68	
		Postage	1.99	
		Newspapers (Books)	<u>410.00</u>	
		TOTAL AUGUST 2016 PAID OUTS	<u>\$47,896.50</u>	
		Less: Prepaid Expenses	(866.81)	
		Less: Insurance Reimbursement Johnson	(437.49)	
		Less: Stewart's Grant Expense	(50.00)	
		Less: Fines & Lost Books, etc.	(33.00)	
		Less: Petty Cash Check	<u>(406.75)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$46,102.45</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

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

WGY CHRISTMAS WISH GRANT

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

STEWART'S FOUNDATION GRANT

Balance as of August 1, 2016		\$615.25
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
A & E Sportswear	5127	Programming
Total Expenses		50.00
Balance of Grant Money Left at August 31, 2016		\$565.25

WORKFORCE LITERACY GRANT

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

APPROPRIATION FOR FUTURE AUDIT

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

RESTORATION FUNDS RECONCILEMENT

Balance as of August 1, 2016		\$1,661.38
Funds Received		4,008.50
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Restoration Funds Left at August 31, 2016		\$5,669.88



Gloversville Public Library

Director's Report: August 2016

Barbara Madonna – Director

Summer programming in the Adult Department went well this year. We more than doubled the number of participants over last year. Nearly tripled the number of patrons review card submitted and the number of books recorded as read increased by 82%. Another fun activity was the submission of miles by patrons. Keeping with the theme of "Exercise Your Mind, Read" we set a goal of traveling 2,016 miles over the summer to arrive at the Rio Grande National Forest in time for the Olympic Games. We overshot that goal by 770 miles and ended up in California. Exercise included walking, running, biking, swimming, kayaking and dancing.

Nicole Hauser attended computer classes at the new Phyllis Bornt Family Learning Center in Schenectady. This newest branch of the Schenectady County Public Library opened in the spring and is very program focused. Ever since we had to discontinue our own computer classes for lack of an instructor Nicole and I have discussed staff run classes. But why reinvent the wheel and try to develop curriculum from scratch when another library has already done so. The classes were very small and the instructor was happy to talk with Nicole after about pros and cons and issues and opportunities and layout and technology and sign ups; items beyond the lesson plans that are crucial to successful programming.

The other set of meetings that took up a significant amount of time were vendor demonstrations of RFID. Radio Frequency Identification is a tagging system used by libraries to further automate the circulation of the collection. It can increase security and decrease theft, increase patron autonomy and decrease repetitive stress injuries and free staff from the circulation desk to assist patrons in other ways that require more personal interaction. There are significant costs to be considered as well as the impact to customer service and how reducing the amount of time spent on tasks performed by Clerks could impact the budget.

In preparation for the move the Library held a garage sale to dispose of items that cannot be used in our temporary space and will not be needed when we return to the renovated building. Christine Pesses coordinated the garage sale with help from a number of volunteers including Ellen Wood who focused on more of the antique and valuable items. The GHS Boys Soccer team was very helpful by moving furniture to the basement. All total we cleared over \$3,000. The funds will be added to the Restoration Reserve Fund for the repair and maintenance of some of our historical items like young Levi Parsons' portrait and displaying the original Board's gavel.

We had an unexpected outreach program on August 27th. The Fulton County Museum had a program cancellation for their Harvest Festival and called us. Sally Fancher from the Children's Room stepped in to help the museum out and represent and promote the Library. As she mentions in her own report, it's the team effort that is responsible for the Library's ongoing success. Their willingness and professionalism have really carried Library services over the last few years and I look forward to the time where I can rejoin their efforts and focus on programs and services.

Meetings

- August 2nd RFID demo #2 in Saratoga Springs
- August 3rd
 - 1) Nicole Hauser
 - 2) Daniel Storto
- August 4th
 - 1) Lisa Hayes, Butler Rowland Mays Architects
 - 2) GHS Boys Soccer team
 - 3) Friends of the Gloversville Public Library meeting
- August 5th
 - 1) RFID demo #3 in Saratoga Springs
 - 2) Recorded Books music lesson demo
 - 3) Daniel Storto
- August 9th
 - 1) RFID demo #4 in Saratoga Springs
 - 2) Ron Peters, Fulton County Center for Regional Growth

August 10th 3) Lisa Hayes, Butler Rowland Mays Architects
1) Carson Block, Carson Block Consulting
2) Denise Ross, Empire State Development

August 11th MVLS Board meeting

August 16th 1) Linda Conroy and Nicole Hauser
2) Board of Trustees meeting

August 17th Robin Lair and Chris Pesses

August 18th Nicole Hemsley, Amsterdam Free Library

August 19th George Doherty, NBT Bank

August 23rd RFID summary meeting in Saratoga Springs

August 30th Finance Committee meeting

August 31st New Market Tax Credit conference call



Gloversville Public Library

Children's Room Report: August 2016

Sally Fancher – Head of Children's Services

August began with "Zumba", two days of it! We had Heather Dwyer, owner of the Beau Monde Spa, conduct two classes for the kids. This was a great success and went with our summer reading theme of fitness. We also had two days of T-shirt painting with 48 terrific creations. The groups that used the Carnegie Room after this event were very careful about not touching others' projects. It will be nice when we have the room to let our projects dry without disrupting other programs.

The Children's Room facilitated two of four story times this month, both were well attended, averaging 20 children and their adults. One of the other story times was a special event presented by Mr. Matt of the Turtle Dance Music Company. We had two dozen kids with their grown-ups and we sang, danced, played and kept a giant bubble in the air for 25 seconds (a Turtle Dance record). This was a very worthwhile program.

The Turtle Dance Music group also presented an Autism Awareness workshop the following week. This was attended by staff from the YMCA daycare, Lexington, and Parsons, as well parents and their children with special needs. The participants discussed many aspects of autism and learned some different strategies. Story Time was held downstairs and the kids made some great "deely-boppers".

Our garden visits were rained out, but Vince brought some beans and squash and other veggies to our room and the garden regulars were very grateful.

Two new daycares have requested our Traveling Story Time: Salvation Army and Bright Futures. We are in the process of setting up regular visits with a focus on pre-literacy activities and enrichment. On the same note, we are in the initial stage of forming a partnership with the local schools and daycares to find out what skill sets teachers feel need to be addressed in the toddler crowd. It is our goal to partner with the schools to develop and facilitate programs that promote reading readiness.

August 19 was the end of Summer Reading and the Children's Room was full of kids making crafts and waiting for raffle drawings. The final book tally for the summer is: Kids- 898 Teens-109.

We gave away two dozen books as "walk-in" prizes, two bicycles were won by children who registered for Summer Reading, along with an autographed chapter book and MVLS donated a personalized pile of books for one child. Over all we saw a large number of kids reading and enjoying many different kinds of books and activities.

While all of this summer fun was going on we were (and are) preparing for the move. The weeding of books as well as other items is a continual process. It has been one of our goals to use up the craft supplies in the storage room before the move. While this has the advantage of giving us less to pack and move, it also gives a false sense of the budget needs for the Children's Room. It seems that we are not spending any money for all of our craft projects, in fact, we are using left overs and will need to replenish our supplies in the near future. I am endeavoring to assess what our needs will be when we do not have a room full of supplies to draw from.

The Summer went by very quickly. I feel that I had positive outcomes navigating my first Summer Reading program, which couldn't have happened without the hard work of all of the Library staff. As always, it is the team effort that leads to our successes here at the Library.

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

	2016	2015
VISITORS	7,905	(8,326)
CIRCULATION		
Adult Circulation	2,485	(2,341)
Teen Circulation	305	(313)
Juvenile Circulation	1,601	(1,436)
Audiobooks	324	(483)
eBooks	277	(263)
Music	19	(7)
Periodicals	134	(93)
Videos	1,430	(1,227)
Museum Passes	4	-
Subtotal	6,579	(6,163)
In-House Use		
Adult	87	(14)
Juvenile	97	(65)
Other Materials	1,309	(65)
Subtotal	1,493	(144)
Total Circulation	8,072	(6,307)
REFERENCE QUESTIONS	214	(248)
MEETINGS/PROGRAMS/OUTREACH		
20 Adult programs and meetings with 344 people		(7 Adult programs/meetings with 61 people)
19 Juvenile programs and meetings with 511 people		(17 Juvenile programs with 382 children)
4 Teen programs and meetings with 21 people		(2 Teen programs with 22 people)
INTERLIBRARY LOAN		
Material Borrowed	741	(736)
Material Loaned	806	(629)
Total	1,547	(1,365)
COMPUTER USAGE	2,747	(2,629)
HISTORICAL ROOM		
Visitors	10	
Books Used	27	
Reference Questions	2	

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.

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

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 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.

Applications must be filled out at the Library.

Cards for juvenile patrons, 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 patrons have all the rights and responsibilities of adult patrons.

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 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

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

Revised September 2016

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 [at the Gloversville Public Library](#) 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 [overdue](#) the patron will receive a bill. The computer automatically tallies fines based on the patron's patron 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 [non-refundable](#) 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

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

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.