



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
April 18, 2023 6:00 PM

Attendance/Call to Order

Pledge

Public Comment

Public Budget Hearing

1. Accept the Minutes of the:
 - March 2023 Meeting*
2. Treasurer's Report*
3. Warrant List*
4. Budget and Finance Committee Report
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
 - Garage Sale Date
9. Lawyer Search Ad Hoc Committee
10. Local History Room Committee Report
11. Outreach Committee Report
12. Personnel Committee Report
13. Plan of Service Ad Hoc Committee Report
- 14.. Policy Committee Report
15. Program Committee Report
16. Public Relations Committee Report
17. Library Director's Report
18. Old Business
19. New Business
 - Insurance*

Adjourn*

Next Meeting: May 16, 2023 at 6:00 PM

**Motion Required*



Minutes of the Gloversville Public Library Board of Trustees Meeting March 21, 2023

The Gloversville Public Library Board of Trustees held its regular meeting on March 21, 2023. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Vice President of Finance Gregory Niforos, Secretary Christian W. Rohrs, Richard Carlson, Susan Shrader, John Mazur, and Caren Pepper.

Valerie Acklin
Library Director

Mr. Reed called the meeting to order at 6:03 PM.

Mr. Reed asked if there was any public comment. There was none.

Mr. Reed asked for a motion to accept the February meeting minutes. Ms. Acklin noted a correction in the third paragraph and the fourth paragraph. Ms. Pepper noted a correction in the second to last paragraph. Mr. Carlson noted a correction in his pronoun usage in the last paragraph. Mr. Mazur made a motion, seconded by Ms. Dunn-Brown. The Board approved with a vote of “aye”.

2022-2023
Board of Trustees

Merry Dunn Brown

Mr. Reed asked a motion to approve the March 7 special meeting minutes. Mr. Reed noted a correction on the repeated use of his name. Mr. Rohrs made a motion to accept, seconded by Ms. Pepper. The Board approved with a vote of “aye”.

Richard Carlson

Mr. Frank delivered his Treasurer’s Report. Mr. Mazur inquired about donations made to the Foundation and how specifically such donations were used. Mr. Frank indicated some donations were restricted donations, compared to unrestricted donations made to the library. Ms. Pepper inquired about purchasing price. Mr. Reed asked if there was a motion to accept the Treasurer’s Report. Ms. Pepper made a motion, seconded by Mr. Carlson. The Board approved with a vote of “aye”.

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Mr. Frank distributed the Warrants List. Mr. Reed asked for a motion to accept the Warrant List. Mr. Niforos made a motion, seconded by Mr. Rohrs. The Board approved with a vote of “aye”.

Charles Reed

Christian Rohrs

Mr. Niforos spoke on behalf of the Budget and Finance Committee. He noted that there was no report for this month, but he provided current levy increase figures to Ms. Acklin for the public budget hearing presentation.

Susan Shrader

Mr. Frank, on behalf of the Gloversville Library Foundation, noted there had not been a meeting and there was no report.

Ms. Acklin delivered the Friends of the Library Report on behalf of Friends’ President Mrs. Jean La Porta.

Mr. Reed delivered his President’s Report. He discussed continuing education opportunity for Trustees, to be given by MVLS on May 3 from 3:00-5:30 PM, at the Library.

Mr. Carlson delivered the Building and Grounds Report. Discussed was a garage sale date on May 20 and 21. The following motions were made:

- Motion to have Ms. Acklin discuss with Jay Weiss regarding an agreement to be signed by Mr. Reed, Trustees, and Ms. Acklin to formalize an agreement regarding rear entrance renovations including sign removal, barrier construction, and/or outlet replacement if need be. Mr. Reed made the motion, seconded by Mrs. Shrader. There were 7 votes of “aye”, with one abstention. The Board motion carried.

Mr. Reed delivered the Lawyer Search Ad Hoc Committee report. Ms. Acklin noted there had been some interest garnered in response to the newspaper advertisements.

Mr. Reed delivered the Local History Room Committee report.

Ms. Dunn-Brown reported on behalf of the Outreach Committee. She displayed the new stickers purchased with a portion of the Advocacy Grant and requested that the stickers be displayed where people can see them.

Mrs. Shrader delivered the Personnel Committee report. Discussed were dates and deadlines for the Director evaluation.

Ms. Pepper delivered the Plan of Service Ad Hoc Committee report.

Ms. Acklin delivered the Policy Committee Report on behalf of Mrs. Pesses. A motion was made to accept the following policies:

- Finance: Audit Policy.
- Finance: Claims Auditor Policy
- Finance: Investment Policy
- Supporting Organizations Policy
- Records Retention and Removal Policy

Mr. Reed made the motion, seconded by Ms. Dunn-Brown. Mr. Reed asked if there was any discussion. The Board approved with “aye”.

Ms. Pepper delivered a report on behalf on the Program Committee.

Mr. Mazur reported on behalf of the Public Relations Committee. Mr. Mazur requested one or two Trustees listen to the Talk of the Town on WENT for a few selected Saturdays, with dates to be decided. Other election and budget vote items were discussed, as they pertain to publicity.

Ms. Acklin delivered the Library Director’s report. Mr. Mazur and Mr. Reed commended the publicity of programs.

Mr. Reed asked if there was any old business. The NYS Deferred Compensation Plan was discussed by Ms. Acklin.

Mr. Reed asked if there was any new business. There was none.

At 7:35 PM, Mr. Reed asked if there was a motion to adjourn the meeting. Mr. Mazur made a motion, seconded by Ms. Dunn-Brown. The Board approved with a vote of “aye”.

Respectfully submitted,

Christian W Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

MARCH 2023

	Budget July 1, 2022 to June 30, 2023	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	\$553,695.00	\$0.00	\$553,695.00	\$503,695.00	\$0.00
Investment Income	2,000.00	1,667.61	3,963.69	374.05	(1,963.69)
Gloversville Library Foundation Inc. - Int. & Div.	100,000.00	10,000.00	90,000.00	30,000.00	10,000.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	2,700.00	1,925.00	7,300.00
Government Affiliations	7,000.00	0.00	506,257.00	7,647.00	(499,257.00)
IRS Payroll Credit Covid 19	0.00	0.00	0.00	65,829.46	0.00
Fees & Miscellaneous Income	2,500.00	961.51	4,856.84	2,663.34	(2,356.84)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,060.98	10,000.00	(60.98)
TOTAL RECEIPTS	<u>\$685,195.00</u>	<u>\$12,629.12</u>	<u>\$1,171,533.51</u>	<u>\$622,133.85</u>	<u>(\$486,338.51)</u>
	Income Cash Reconcilement				
Income Cash Balance on March 1, 2023	<u>\$791,269.61</u>				
Plus: Receipts Per Report	12,629.12				
Less: Equipment - TVs & Computers	(7,763.56)				
Less: Expenses Per Report	<u>(95,482.61)</u>				
Income Cash Balance on March 31, 2023	<u><u>700,652.56</u></u>				
Accounts Payable as of 03/31/23	0.00				
Accrued Payroll Expense as of 03/31/23	0.00				
Cash Received Covid 19 less Credit Due	46,125.72				
Prepaid Expenses as of 03/31/23	<u>(8,809.34)</u>				
Actual Cash Balance on March 31, 2023	<u><u>\$737,968.94</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$587,385.51				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Greg Niforos, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on March 1, 2023	\$87,435.83
Plus: Receipts:	
Interest on Money Market Account	114.19
Interest on Treasury Bills	0.00
Treasury Bills Matured	100,000.00
Less: Paid Outs:	
Treasury Bills Purchased	0.00
Incoming Bank Wire Fee	0.00
Purchase New Checks	0.00
Transfer to Checking Account	75,000.00
	<hr/>
Balance on March 31, 2023	<u>\$112,550.02</u>

FUND BALANCE MONEY MARKET ACCOUNT

Balance on March 1, 2023	\$169,491.47
Plus: Receipts:	
Interest on Money Market Account	302.19
Treasury Bills Matured	0.00
Transfer from Construction Account	0.00
Less: Paid Outs:	
Treasury Bills Purchased	0.00
Transfer to Construction Checking Account	0.00
	<hr/>
Balance on March 31, 2023	<u>\$169,793.66</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on March 1, 2023	\$5,261.44
Plus: Receipts:	
Interest Earned	0.09
Building Fund Transfer	0.00
Less: Paid Outs:	
LRC Engineering & Surveying, DPC	0.00
Butler Rowland Mays Architects, LLP	0.00
	<hr/>
Balance on March 31, 2023	<u>\$5,261.53</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on March 1, 2023	\$203.53
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	0.00
Less: Paid Outs:	
Transfer to Checking Account	0.00
	<hr/>
Balance on March 31, 2023	<u>\$203.53</u>

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

MARCH 31, 2023

GENERAL FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 26 Week Due 06/01/23	\$500,000.00	\$488,498.61	4.7220%	\$500,000.00	\$11,501.39
U. S. Treasury Bills 17 Week Due 05/09/23	50,000.00	49,244.68	4.7050%	50,000.00	755.32
U. S. Treasury Bills 8 Week Due 04/11/23	50,000.00	49,642.22	4.6980%	50,000.00	357.78
TOTAL SECURITIES CURRENTLY HELD	\$600,000.00	\$587,385.51		\$600,000.00	\$12,614.49

BUILDING FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 17 Week Due 06/20/23	\$250,000.00	\$246,033.33	4.9450%	\$250,000.00	\$3,966.67
U. S. Treasury Bills 26 Week Due 05/18/23	250,000.00	244,388.33	4.6050%	250,000.00	5,611.67
U. S. Treasury Bills 13 Week Due 04/13/23	100,000.00	98,847.33	4.6770%	100,000.00	1,152.67
TOTAL SECURITIES CURRENTLY HELD	\$600,000.00	\$589,268.99		\$600,000.00	\$10,731.01

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

MARCH 2023

	Budget July 1, 2022 to June 30, 2023	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$337,256.20	\$ 46,238.72	\$ 266,020.97	\$ 207,555.90	\$71,235.23
Salaries - Part Time Employees	154,842.48	14,482.11	88,074.86	75,971.03	66,767.62
Salaries - Custodians	34,234.00	5,461.77	32,819.01	24,147.62	1,414.99
F I C A & Medicare Tax	40,264.45	5,062.99	29,599.04	23,491.22	10,665.41
Unemployment Insurance	800.00	0.00	896.00	790.75	(96.00)
Disability & Family Leave Insurance	2,000.00	0.00	2,942.66	2,803.21	(942.66)
Medical Insurance & Reimbursements	63,000.00	4,104.46	42,148.96	35,937.52	20,851.04
Worker's Compensation Insurance	3,000.00	0.00	3,723.38	3,906.09	(723.38)
Pension Expense	45,151.00	0.00	28,522.00	36,247.25	16,629.00
Heat	4,500.00	641.74	3,782.96	3,203.88	717.04
Electricity	25,000.00	3,366.10	25,434.77	23,935.13	(434.77)
Telephone	7,200.00	646.10	5,496.98	5,152.20	1,703.02
Insurance	25,000.00	0.00	26,572.20	24,713.29	(1,572.20)
Books, Periodicals, etc.	40,000.00	2,960.93	26,613.49	28,248.95	13,386.51
Computer & Automation Services	14,700.00	1,125.93	11,858.17	11,787.85	2,841.83
Library, Office Supplies & Postage	10,500.00	3,061.04	11,612.72	7,658.82	(1,112.72)
Maintenance, Repairs & Bldg. Supplies	10,000.00	714.11	10,630.67	5,318.36	(630.67)
Maintenance Contracts	38,000.00	6,000.00	29,777.49	29,204.64	8,222.51
Treasurer	8,800.00	750.00	6,600.00	6,600.00	2,200.00
Professional Fees	7,000.00	0.00	(200.00)	0.00	7,200.00
Election Expense	1,000.00	0.00	0.00	298.80	1,000.00
Professional Meetings & Travel	1,000.00	39.96	1,484.94	1,046.07	(484.94)
Events & Programming	5,000.00	240.92	3,319.59	2,600.46	1,680.41
Promotion Expense	4,800.00	570.74	811.92	909.02	3,988.08
General Expense	2,000.00	14.99	426.59	363.22	1,573.41
TOTAL EXPENSE	<u>\$885,048.13</u>	<u>\$95,482.61</u>	<u>\$658,969.37</u>	<u>\$561,891.28</u>	<u>\$226,078.76</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

FEBRUARY 2023

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7249		Gloversville Public Library	\$ 17,263.55	Payroll
7250	2860	Jason Bare	230.50	Maintenance & Repairs
7251		Gloversville Public Library	17,212.80	Payroll
7252	2861	Commissioner of Finance - Gloversville	75.00	Maintenance & Repairs
7253	2862	Michael J. Frank	750.00	Treasurer
7254	2863	C D P H P	4,180.32	Medical Insurance
7255	2864	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7256	2865	Charter Communications	129.98	Computer & Automation
7257	2866	Frontier Communications	646.10	Telephone
7258	2867	National Grid (4,007.84)	3,366.10	Electric
			641.74	Natural Gas
7259	2868	Ingram Library Services	2,368.95	Books
7260	2869	Naif's	385.00	Newspapers
7261	2870	James Esper Landscaping	4,200.00	Maintenance Contracts
7262	2871	Kingsboro Lumber Co., Inc.	25.75	Maintenance & Repairs
7263	2872	Daily Gazette Co., Inc.	570.74	Promotion Expense
7264	2873	M.I.S. of America, Inc. (3,600.00)	1,800.00	Maintenance Contracts
			1,800.00	Prepaid Expense
7265	2874	Stewart & Bergen Co., Inc.	60.00	Maintenance & Repairs
7266	2875	Mohawk Valley Library System (8,246.18)	943.05	Computer & Automation
			7,303.13	Equipment - Computers
7267	2876	Quill, LLC	212.73	Library Supplies
7268	2877	Nicole L. Hauser	39.96	Professional Meetings & Travel
7269	2878	Gloversville True Value Hardware	22.86	Maintenance & Repairs
7270	2879	Amsterdam Public Library	45.99	Lost Books, etc.
7271	2880	Business Card (2,393.10)	282.74	Events & Programming
			52.90	Computer & Automation
			14.99	G/E - Zoom
			171.04	A/V - DVDS
			988.20	Library Supplies
			121.00	Advocacy Grant
			265.86	Postage
			35.94	Books
			460.43	Equipment - TVs, etc.
7272	2881	Quill, LLC	1,594.25	Library Supplies
7273	2882	Professional Fire Protection, Inc.	300.00	Maintenance & Repairs
7274		Gloversville Public Library	17,143.18	Payroll
DM		E F T Invesco - 403b	150.00	Payroll
DM		E F T NYS & Local Retirement System	887.99	Pension - Withholdings
DM		E F T NYS Tax Department	2,370.30	Payroll
DM		E F T United States Treasury (15,934.95)	5,062.99	FICA & Medicare Expense
			10,871.96	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	164.80	Medical Insurance
		CHECK AND EFT PAID OUTS - FEBRUARY 2023	<u>105,254.98</u>	
		PETTY CASH PAID OUTS - FEBRUARY 2023		
		None	<u>0.00</u>	
		TOTAL FEBRUARY 2023 PAID OUTS	<u>\$105,254.98</u>	
		Less: Prepaid Expense	(1,800.00)	
		Less: Lost Books, etc.	(45.99)	
		Less: Refund Events & Programming	(41.82)	
		Less: Advocacy Grant	(121.00)	
		Less: Equipment - TVs & Computers	<u>(7,763.56)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$95,482.61</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of March 1, 2023		\$1,227.60
Grant Money Received		650.00
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 March 31, 2023		\$1,877.60

W G Y CHRISTMAS WISH GRANT

Balance as of March 1, 2023		\$815.01
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 March 31, 2023		\$815.01

ADVOCACY GRANT

Balance as of March 1, 2023		\$1,130.05
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Business Card	7271	Promo. Exp.
Total Expenses		121.00
Total Expenses		121.00
Balance of Grant Money Left at March 31, 2023		\$1,009.05

APPROPRIATION FOR FUTURE AUDIT

Balance as of March 1, 2023		\$9,825.00
Appropriation Provided For In 2022-2023 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 March 31, 2023		\$9,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of March 1, 2023		\$2,807.18
Funds Received		0.00
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 March 31, 2023		\$2,807.18

Financial Review March 2023

The Financial Report for the nine-month period ending March 31 2023 shows our income up approximately \$549,400 as compared to the same period of the preceding year primarily due to the receipt of the \$500,000 from the Empire State Development Grant and also the increase in the Library Foundation's contribution of \$60,000 to the Library's Operating Budget along with the increase in the Tax Levy of \$50,000. These amounts were partially offset by the loss of the IRS Payroll Credit related to Covid 19 of approximately \$65,800. In the period ending March 31, 2022 the Foundation was still using the funds to pay down the term loan taken out due to having provided funds for the construction project. Expenses for the current year to date period were up approximately \$97,100 from the same period of last year due primarily to the increase in salaries and payroll related expenses as the Library has been adding needed staff as part of the requirement to obtain the Empire State Development Grant funding. Pension Expense was down from the prior year by approximately \$7,700 due primarily to the improvement in the State's Pension Fund balance as a result of the improvement in the stock market. Utility costs and Maintenance and Repairs have continued to increase due mainly to increases in gas and electricity rates.

As interest rates have been increasing the Library has started to invest some of the General Fund and Reserve Fund balances in short term United States Treasury Bills to help improve the Library's income. To date the Library has earned approximately \$5,610 with additional unrealized income as of March 31, 2023 of \$23,346.

**GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
March 31, 2023**

NBT BANK - GENERAL FUND CHECKING - Acct. No. 7100665187

Balance Per Bank Statement \$ 19,492.73

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
12/20/22	7196	Eva Gigardet	320.00	
02/21/23	7239	James Esper Landscaping	4,725.00	
03/21/23	7261	James Esper Landscaping	4,200.00	
03/21/23	7264	M.I.S. of America, Inc.	3,600.00	
03/21/23	7268	Nicole L. Hauser	39.96	
03/21/23	7270	Amsterdam Public Library	45.99	
		Total Outstanding Checks	<u>12,930.95</u>	<u>12,930.95</u>

Other Items:

None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS

\$ 6,561.78

NBT BANK - PAYROLL FUND CHECKING - Acct. No. 0151115606

Balance Per Bank Statement \$ 18,003.65

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
03/31/23	6351	George Emden IV	1,002.15	
		Total Outstanding Checks	<u>1,002.15</u>	<u>1,002.15</u>

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 17,001.50

NBT BANK - GENERAL FUND MONEY MARKET - Acct. No. 0181003996

Balance Per Bank Statement \$ 112,550.02

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
		None	-	
		Total Outstanding Checks	<u>-</u>	<u>-</u>

BALANCE IN LEDGER AND QUICKBOOKS

\$ 112,550.02

NBT BANK - FUND BALANCE MONEY MARKET - Acct. No.8500210428

Balance Per Bank Statement \$ 169,793.66

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
		None	-	
		Total Outstanding Checks	<u>-</u>	<u>-</u>

BALANCE IN LEDGER AND QUICKBOOKS

\$ 169,793.66

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 5,261.53

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	<u>-</u>

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 5,261.53

NBT BANK - AMAZON SMILE SAVINGS ACCOUNT - Acct. No. 8003654274

Balance Per Bank Statement \$ 203.53

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	<u>-</u>

BALANCE IN LEDGER AND QUICKBOOKS

\$ 203.53

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance

GLOVERSVILLE



PUBLIC
LIBRARY

Budget & Finance Committee Report
Greg Niforos / Chair
March 2023

The Finance Committee met via zoom on March 4 to discuss the purchase of computers for public and staff use. Valerie explained our agreement with JA requires us to purchase technology through them. Currently there are 8 public and 7 staff laptops that are needing replacement, for a total of \$19,964. The deadline to submit orders is before the next Board meeting, so the committee approved the purchase using funds already encumbered from our capital fund and money raised for this purpose from the Foundation's Annual Appeal, last year.

GLOVERSVILLE



PUBLIC
LIBRARY

Friends of the GPL Report
Jean LaPorta / President
March 2023

Pies will be available to pick up on Friday, April 28, 2023 from 11:30 AM to 1PM at the library. Thank you to all who supported this fundraiser.

The April Friends' newsletter received many positive comments on all the information it contained. Trustee input is always welcome.

Save the date and get your ticket early for the Friends' Colonial Theatre fundraiser on May 4th featuring "The Addams Family, A Musical" and included in the cast is the Library's Sonny Duross! Tickets are \$15 and are now available at the Library and can be ordered on line at the theater's box office.

Continue to save the books you wish to donate to the Friends' book sale for when the library will be able to accept book donations. Sale is October 12 -14.

The next Friends' meeting is scheduled for Thursday, June 1, 2023 at 5 PM



Building and Grounds Committee Report

Richard Carlson / Chair

March 2023

New Library Parcel on East Fulton Street

The City Planning Board's April meeting was canceled because there wasn't a quorum. It may be rescheduled for later in April, but if not, we will need to wait until May. There was discussion of impact of this delay on the project schedule. Meanwhile, we have been talking to the City and County planner to try to keep things moving until the next meeting. The City will likely require us to consolidate our two properties into one parcel; this can be done by our surveyor while we wait to make our presentation. Info about the project has been sent to NYSDOT (Fulton St. is Route 29A) for their review of access and drainage, and we have decided to keep all lighting poles at a 14-foot height. We have probably added another month to project schedule, but hopefully by keeping in communication we will avoid, or at least minimize, any last minute surprises.

Atrium Restoration Project

Our attorney says there needs more detail to support our case for sole source procurement, and we have requested our architect to include that information in the letter. We have also started the process of providing the State Historic Preservation Office (SHPO) the information they will need to sign off on the project.

Office Blinds Purchase & Installation

Update on where things stand. The blinds have been installed.

Second Floor Restroom Locks

No progress since last meeting.

Carnegie Room Chair Rail

Now that the weather has improved the rail should be painted outside the building soon.

Storage Space Issues, Garage Sale, & Piano

Storage space adjacent to Carnegie Room stage has been rearranged to provide a little more available space, but we still need to clear out more stuff. The citywide garage sale (May 20-21) will happen too soon for us to participate; the question then is whether we pay to remove stuff now, or hold our own garage sale later this summer. If the Board agrees, we could get estimates for cost of removal/disposal of surplus belongings to help us make that decision.

Gate Hardware

Replacement hardware for interior gate has not been ordered yet.

Exterior Signs

We have received the estimate for the two signs, and will coordinate this work with the new Library parcel project.

Grounds Maintenance: Spring

First clean-up session set for Tuesday, April 25 at 9 AM. Will contact Jared Goderie about treatment for Fremont St. yews.

Free Food Fridge

Waiting to hear from Jade as to when they are ready to move forward. Valerie hopes to schedule a meeting for mid-May.

Maintenance Contracts

Review Current Status of Scheduled Visits and Actions

- HVAC Software
- HVAC Maintenance: Scheduled for April 18
- HVAC Cooling Tower Maintenance: Working to arrange schedule for startup visit once unit maintenance is complete
- Sprinkler System
- Fire Extinguishers: Annual inspection performed last week; next year's inspection will be the more involved (and more expensive) one required every six years.
- Elevator
- Fire Inspection

New Business

None

GLOVERSVILLE



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Lawyer Search Ad Hoc Committee Report
Charles “Ren” Reed / Chair
March 2023

The Library has received a number of responses from attorneys with regard to our request for proposal. The committee met to review the applications/paperwork. The committee will be contacting the references and will be conducting interviews. The committee will be making a recommendation to the Board of Trustees at the May meeting with the expectation that the Board will accept that recommendation and vote on a motion to hire the recommended candidate. If the Board does vote to hire the new attorney at the May meeting, he/she/they will have six weeks to liaise with our current attorney before she retires.

GLOVERSVILLE



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Outreach Committee Report Merry Dunn Brown / Chair March 2023

There's plenty on the horizon for the Outreach Committee.

We'll be promoting the GPL at the 2:00 and 7:00 showing of the movie *Nobody's Fool* at The Glove on 4/19. This is based on native son Richard Russo's novel. Come see a free movie and support The Glove!

We've been invited to be a presence at the six Food Truck Fridays in downtown. We'll hand out materials to inform the attendees about library programs. We'll be participating in the Pride Picnic, June 28 and the Office for aging Picnic on August 3.

Of course, we'll continue distributing calendars and newsletters monthly to downtown businesses and non-profits.

Let me know if you'd like to join us at any of these events. We can always use more help. It's a good chance to see old friends and make some new ones.

GPL tee shirts were given out to all the staff members. These were purchased with funds from an advocacy grant Barb Madonna was able to get.

GLOVERSVILLE



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Plan of Service Ad Hoc Committee Report
Caren Pepper / Co-Chair
March 2023

There was no Plan of Service Committee meeting in March.

A public engagement workshop took place on the evening of March 28 from 6 to 7 in the large meeting room. Wade Abbott from MVLS was the facilitator. This workshop was attended by not-for-profit and service organizations, and the discussion was very constructive and helpful. Wade felt that many new ideas and perspectives were generated. Some participants even stayed following the meeting to continue the discussion.

Another workshop is being planned for communities of faith.



Director's Report
Valerie Acklin / Library Director
March 2023

New Community Connections

The Library is fortunate to be in the early stages of establishing many new collaborations. After having fallen out of touch with Fulton-Montgomery Community College during the pandemic, we were finally able to reconnect with their Early Childhood Education program. We hosted an initial visit of students, and are meeting in May to try and create an on-going structured internship-type experience for students close to graduation. Lexington also reached out to us, to see if we would be interested in teaming up with them to have their program participants be part of and give back to our community. We definitely are interested! We are starting with having participants assist Darla and Liz at Thursday Story Time for the month of May. Two participants and a staff member will join us each Thursday. In addition to assisting staff with the craft portion of Story Time, participants will also have the opportunity to read a short story to the group. Darla and Liz are curating a handful of picture books for each of our Story Time themes, so participants have the time to practice in advance. We hope this is a win-win-win: helpful for staff, fulfilling for participants, and engaging for children. We'll also be working with The Glove, both for their upcoming screening of Richard Russo's *Nobody's Fool*, as well as for the Glove Academy summer theater program for teens. The plan is for these events to lead to a more regular partnership in the fall, with the Library being a regular presence at screenings of film adaptations of popular books. Finally, we were delighted to be contacted by the Center for Regional Growth and asked to partner with them for Food Truck Fridays this summer. The event will be taking place the first and third Fridays, and we will be able to have a table to distribute newsletters and other publicity materials, showcase items from our collections, and register folks remotely for library cards. It's going to be a busy few months!

Library Visits

Four members of the Capital District Library Council Executive Board paid us a surprise visit on March 30. They had been at the Fulton County Museum (which recently joined CDLC) and stopped by, as they had heard about the building but had never had the time to see it for themselves. I was able to give them an impromptu tour, and they were impressed with how seamlessly the renovations were integrated into the existing structure. We spoke briefly about the possibility of setting up a "field trip" for all CDLC members to come visit the Library, along with the Museum and other local libraries. We had another unexpected drop-in visit by the Friends' of the Little Falls Public Library. The five members are using the warm weather months to visit as many as 50 regional libraries throughout a number of counties. Gloversville was their first foray into Fulton County. They were especially taken by our Youth Services area, in general, and the Early Literacy Center, in particular, where they took many photos. We're also preparing to welcome attendees of the MVLS Spring Symposium on May 4. This combined educational/networking event is open to library trustees and staff members from all of MVLS' member libraries in Fulton, Montgomery, Schoharie, and Schenectady Counties. The Symposium will wrap-up with a tour of the Library, which Barb and I will lead if Chris Pesses is unable to attend.

Election Update

Absentee Ballots were mailed out on April 4, using the addresses from the Board of Elections' permanent absentee voter list. We have already started receiving completed ballots back and they are in the ballot box, which is at the Information Desk. We are also sending out absentee application forms to individuals who need absentee ballots for this year, only. Once those applications are returned, ballots will be sent out. Ballots for in-person voting have been printed and are ready to go. We have also lined up poll workers for both registration day (April 18) and election day. Postcards reminding patrons to vote have been printed and are being distributed with checkouts and holds. Once registration day is over, notices for election day will be posted to our website, as well as social media outlets. We have yet to receive our poll books from Bold Systems, but they should be arriving shortly. A week before the vote, the new lawn signs will be placed on both E. Fulton and Fremont Streets. Finally, on election day, we will put up the appropriate signage throughout the building.



Our Graphic Novel collection continues to grow in popularity and size and this past month it was time to give the collection more breathing room. To accommodate this growth, we moved the adult New & Popular and Lucky Day collections to the Media area. In order to accomplish that move, we weeded the audiobook, DVD, and LT collections, then shifted them to make room. The moves were all successful and hats off to all of the supporting staff members!

Another project I've been working on is defining and managing projects in the Local History Room. The first draft of a potential tracking system is roughed out and we hope to introduce it to the volunteers in May and begin using it at that point.

Seed Club is picking up for the upcoming growing season. All of the seasons donated seeds have been inventoried and added to the cabinet. So far in 2023, we have had 20 people register for Seed Club and they have borrowed 203 packets of seeds.

	2022		2023	
	New Registrations	Packets Picked Up	New Registrations	Packets Picked Up
Jan	--	--	0	0
Feb	--	--	9	75
Mar	19	126	11	128
Totals:	19	126	20	203

As always, much time was spent planning programming months in advance, as well as solidifying and implementing upcoming programming.

Programs in February:

- Easy Eats: 5 participants & 1 staff
 - Our theme was Green Power and together we made Matcha Chia Pudding, Avocado Deviled Eggs, and Spinach & Cheddar Scones. Delicious!
- Adult Crafting had a total of 29 participants & 2 staff
 - 1:30 class: 8 participants; 5:30: 8 participants, and registered as kits: 13
 - Participants created banners out of old atlas pages.
- Garden Club: Seed Strips: 8 participants & 2 staff
 - This was the second workshop in a series of three, with a great turn out. Participants watched a short video on container gardening, followed by the activity of creating seed strips, followed by another video on growing your own microgreens. Throughout the program there was discussion about people's experiences with, and plans for, gardening this season.



Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

March 2023

New grants for building projects

Preliminary work began to submit a Consolidated Funding Application this summer for the rehabilitation of the dome. We need permission from the NYS Office of Parks, Recreation and Historic Preservation to perform the work so a formal request has been prepared for their staff to review the scope of the project and obtain approval.

I also reviewed our old CFA application from 2015 to start working on answers to those the questions in the previous application. While the applications are updated each year, the core of the information required remains the same. That previous application contained over 80 of questions just for the sections applicable to our SHPO request for assistance with replacing the heating system, so it is good to get a jump on gathering answers.

Some of the questions are specific to the work to be performed, some ask about how our project will support local comprehensive plans and the Mohawk Valley Regional Economic Development Council's strategic plan, some are looking for information, facts and statistics about the Library, some require us to provide status reports about various approvals needed for the projects like the permission from SHPO, the Gloversville Historic Review Board and the Gloversville Planning Board, and some questions are about other sources of income will be use to complete the project.

Other grants

A grant was written to National Grid for \$5,000 to support the expansion of the Library's STEM programs for kids.

To date, we are still awaiting word from Walmart about our newest application in support of providing Scannx service for the public copying and scanning.

Other projects

Discussions with Henry Thomas, the engineer hired by Butler Rowland Mays Architects to design the parking lot improvements, continued. The hot topic was whether or not paving the lot could be moved from Phase II into Phase I. By doing so, we can use permeable asphalt on the west side of the lot and eliminate additional cache basins and pipe for storm water run-off. The drawing set was submitted to the Gloversville Planning Board for the April review. The meeting has been rescheduled from April 4 to April 6.

I spoke with our attorney, Kathryn McCary about using MidState Industries for the rehabilitation of the dome under the guise of sole source procurement. The letter provided by the architect is missing some key points. I am requesting that it be rewritten and am waiting for the next draft.

We received estimates from Rooney Signs to repaint the existing exterior library sign and purchase an addition one for the new parking lot.

I was able to reorganize the Carnegie Room closet and our technology shelving in the storage room under the stairs in the east addition.

The most time-consuming project this month has been working on LibStaffer. This is new software that we will be implementing for staff scheduling to replace the cumbersome spreadsheet template that Linda fights with on a daily basis.

The TV for Main Lobby was mounted along with our 2015 Chromebox. This mini-computer will allow us to run PowerPoint displays on the new TV. The TV in the Small Meeting Room was also mounted.

The blinds ordered for the Local History Room and Sally/Linda's office were hung this month.

George and I hung the fairy tale prints purchased by Adolf Peck, the first librarian, and are working to rehanging the Centennial quilt.

George and I attempted to install new locks for the upper restrooms, but we could not get the doors to lock from the outside. We called in Alex Stewart, a local locksmith, and Alex believes the new hardware we received is not the right type to achieve our goal of staff locking the doors from the outside when not needed.

I met with Madison to bring her up-to-date on the state of the new Library of Things items that need to be processes to be added to the collection so she can complete the tasks. She will also take over Passive Programming beginning in April.

Six new staff computers were installed.

The Dial-a-Story program has been turned over to Sonny.



GLOVERSVILLE



Gloversville Public Library

Lex Lanza / Teen Services & Community Engagement Librarian

March 2023

This month in Teen Services was a great month for collaboration with outside organizations. Michael and Emory of Captain's Street Outreach Team attended our Anime Afternoons program in mid-March. They set up a nice table in the Carnegie room, complete with a prize wheel and covered in anime themed prizes, snacks, and stickers. The first teen who spun the wheel won a pair of Naruto headphones and was ecstatic! I am looking forward to having Captain back for a Dragon Ball Z themed craft in April. Later in the month, Nathaniel Gray, the director of the Pride Center of the Capital Region, joined me for School's Out, and we had 7 teens -- our largest group yet. I finished off the month visiting The Loft with Sonny, who helped me practice origami with the kids there.



Youth Services Report **Liz Kurz / Head of Youth Services** **March 2023**

This month we had a whopping 5 Storytimes, including the one that opened up the month on March 2nd. All of these were well attended and had the children engaging with the stories and crafts, as well as each other. We had themes including monsters, bugs, St Patrick's Day, gardens, and bunnies. For our St Patrick's Day activity, we substituted a craft for a hunt for the pots of gold a tricky leprechaun left throughout the Youth Services area! We had little green footprints sprinkled throughout leading children toward their prizes. We hid 14 pots of gold, and all were found by the end of the day, including by children that could not make it to the Storytime but went on their hunt through the rest of the day.

Along with our Storytimes, we had an incredible eventful March 7th this year, with a visit from the FMCC Children's Literature Class who got a grand tour of our Youth Services area and a run down of our collection development and program calendar. The students were very impressed with our entire area, and were also enthralled with our Early Literacy Center, where they were able to explore the collection and tie some of the materials back to their course work. We are still in communication with Erica Gonzalez-Gauer, the professor of the course, for future involvement between her class and the library.

The evening of March 7th we also hosted the Boulevard School Stories event which had a massive attendance of 75 community members! The children were able to share their stories and accompanying art work, and a write up of the event can be found in the Leader-Herald here (and attached).

We also had our second Disney Karaoke this month on Saturday March 11, which had 1 attendee who was able to confidently take the stage with Sonny! The attendee is a middle schooler who was new to coming to the library at all but had been attending programs through the school library such as Manga Donuts, and was very excited about the space we were offering for them to safely exist and engage.

On March 28th we had our STEM Class, which only had 1 attendee but we did seed starters which are currently working their way up in the window behind our Youth Services desk. We had great engagement with this student and are excited to hear about the possibility of a STEM grand through National Grid, which would allow us to expand what we offer for these programs.

Due to bad weather, one of the Club Baby programs this month had to be cancelled, but regardless we were able to have a very engaged group of babies on March 28th where we read stories about Bunnies Ducks and Lambs. We also did a finger play which had some of the baby's paying attention and laughing, and we practiced making our animal noises. There was a great deal of playing together and exploring how to share and be involved in coordinated play as well as parallel play!

We did have a few incidents with tweens and teens this past month in which they were causing a disturbance in the ELC, which resulted in them being asked to leave on more than one occasion. Upon engaging with the children, most of whom are between the ages of 10-15, they expressed an issue with not having a space in the community where they are able to just exist and hang out, outside of the Loft, which is only open Tuesdays and Thursdays until 4:30pm, and otherwise they have nowhere to go. In response to this, we created a space with some casual games and coloring in the alcove outside of the staff office and activity room, where they can sit and hang out without being entirely out of view or earshot by staff. We are hoping this will lessen the number of incidents we have with these kids and will get them more engaged with the space in a positive way!

Boulevard Elementary writers present stories at Gloversville Public Library

 Natasha Vaughn-Holdridge 03/08/2023 0 Comments



Boulevard Elementary School student Braylin Wood recites her story 'My Community' at the Gloversville Public Library Tuesday.


PHOTOGRAPHER: PETER R. BARBER

Article Audio:

GLOVERSVILLE — Boulevard Elementary School's Writing and Illustration Club students presented original stories and drawings at the Gloversville Public Library earlier this week.

The 18 third and fourth grade students who participated in the new club have been developing unique stories over the past two months. Tuesday, the children each took the stage to read their work to an audience of about 75 people at the Gloversville Public Library.

The Leader-Herald



Lisa Gutta, the art teacher at Boulevard Elementary, said she loves to write and draw, which spurred her to create the club.

“I think it’s a big deal, it takes a lot of bravery to read out loud to a crowd of people,” Gutta said. “It takes a lot of imagination and dedication to want to come back and keep writing a story. I’m really proud of the kiddos.”

The students met regularly over the past two months to develop story ideas and create drawings and illustrations to go along with their work.

“A lot of them went horror, but we’ve got comedy, we’ve got biographies. They all approached it in different formats,” Gutta said. “One person wrote theirs in first person, one person wrote it as a play, one wrote as if it’s journal entries. They really all took it in a very unique direction.”

Gutta created the club this year and she said she hopes to continue it in the future.

“The kids loved it, they had a blast,” Gutta said. “I didn’t know if the interest was going to wane throughout the weeks, but they seemed engaged every week, and the kids were kind of disappointed, like ‘oh we’re not going to be meeting anymore’ at the end. I was really impressed with the writing that was coming out of them.”

Literacy is an important skill for children to develop at this age, Gutta said.

She presented each student with bound copies of their work, which she gave them after each student read their stories.

“From an art teacher’s perspective, imagination, creation, those are [some] of the most important skills to have across the board no matter what you want to do,” Gutta said. “Public speaking is another one that’s important to have, putting yourself out there, meeting kids that you don’t necessarily interact with all the time.”

Students helped critique each other’s work, and created illustrations to go along with their stories.

Jackson Perron, 9, said he had a lot of fun writing his story, even when he was unsure what he wanted to write about at first.

“On the first day I didn’t really know what to write,” Perron said. “I was just like thinking and then I started typing about a llama, and I was like, ‘Where can I go from here?’”

Perron’s story quickly became a unique comedy tale about a llama’s peril when faced with an evil alpaca.

“I wrote about a llama and an alpaca, and the alpaca turns out to be bad in the end,” Perron said. “It’s supposed to be this funny story where the alpaca tricks the llama into going into his secret lair where she’s tortured and hung over a pit of lava.”

A number of students said they were a little nervous to stand up in front of a crowd and read their stories, but 9-year-old Braylin shared her story first, a piece she wrote about her local community.

“We have parks that we can play at, and houses too,” Braylin said. “We have little houses and big houses, and medium-sized houses. There are all sorts of houses. The last place I want to mention is the library. We can get books there and return them. I like to get books from the library, but am sad to bring them back because they are so good.”

No related articles.



By Natasha Vaughn-Holdridge

	2023	2,022
VISITORS	5,048	(6,182)
CIRCULATION		
Adult circulation	1,561	(1,348)
Teen Circulation	176	(134)
Juvenile Circulation	953	(1,154)
Audiobooks	67	(71)
eAudio	228	(180)
eBooks	575	(555)
Music	2	(5)
Periodicals	125	(74)
eMagazines	73	(94)
Videos	769	(735)
Museum Passes	0	0
Library of Things	8	(4)
Subtotal	<u>4,537</u>	<u>(4,354)</u>
In-House Use		
Adult	3	(7)
Juvenile Circulation	0	0
Other Materials	780	(816)
Subtotal	<u>783</u>	<u>(823)</u>
Total Circulation	5,320	(5,177)
REFERENCE QUESTIONS	123	(103)
MEETINGS / PROGRAMS / OUTREACH		
77 Adult programs & meetings with 375 people		(47 Adult programs & meetings 311 people)
11 Juvenile programs & meetings with 303 people		(13 Juvenile programs & meetings with 175 people)
7 Teen programs & meetings with 52 people		(8 Teen programs & meetings with 24 people)
80 One-on-one programs & meetings with 80 people		(241 One-on-one programs & meetings with 241 people)
INTERLIBRARY LOAN		
Material Borrowed	586	(544)
Material Loaned	629	(611)
Total	<u>1,215</u>	<u>(1,155)</u>
COMPUTER USAGE	1,382	(933)
HISTORICAL ROOM		
Visitors	3	(4)
Books Used	1	(27)
Reference Questions	2	(27)
Microfilm	2	0