



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
March 21, 2023 6:00 PM

Attendance/Call to Order

Pledge

Public Comment

1. Accept the Minutes of the:
 - February 2023 Meeting*
 - March 2023 Special 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
 - Free Food Fridge*
 - 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
 - Finance: Audit Policy [Second Read]
 - Finance: Claims Auditor Policy [Second Read]
 - Finance: Investment Policy [Second Read]
 - Supporting Organizations Policy [Second Read]
 - Records Retention and Removal Policy [Second Read]
15. Program Committee Report
16. Public Relations Committee Report
17. Library Director's Report
18. Old Business
 - NYS Deferred Compensation Plan
19. New Business

Adjourn*

Next Meeting: April 18, 2023 at 6:00 PM

**Motion Required*



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

The Gloversville Public Library Board of Trustees held their regular Board meeting February 21, 2023. President Charles "Ren" Reed noted that the following Trustees were present: Vice President Merry Dunn-Brown, Vice President of Finance Greg Niforos, Christine Pesses, Richard Carlson, Caren Pepper, and John Mazur. Library Director Valerie Acklin and Library Treasurer Michael Frank were also present.

Noting that a quorum of the Library Board of Trustees was present, Mr. Reed called the meeting to order at 6:01 PM and everyone recited the Pledge of Allegiance. Mr. Reed agreed to serve as Secretary Pro Tempore.

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

Having been informed that Ms. Jade Weiss was at the meeting to present to the Board information concerning Free Food Refrigerators and that she was going to ask whether the Board would consider having the Library host such a refrigerator, Mr. Reed ask for a motion to modify the agenda and to move the Building and Grounds Committee Report to the beginning of the meeting. Ms. Pesses made such a motion which was seconded by Mr. Carlson. The Board unanimously approved the motion with a vote of "aye". Ms. Weiss gave a presentation about the community refrigerator movement (search Freedge.org) and community refrigerators in the Greater Capital Region. She was asked who would purchase the refrigerator (she would - through a grant) and who would stock and monitor the refrigerator (a group of her volunteers). She was asked about the Library's liability (low, but not zero). It was noted that the Library's sole responsibility would be to provide an outdoor location and electricity. Ms. Weiss indicated that she was hoping to have a free community refrigerator operating at the Library sometime between May, 2023 and September, 2023. Mr. Reed asked if there were any additional question for Ms. Weiss. Hearing none, Mr. Reed thanked Ms. Weiss for her presentation then asked Mr. Carlson to have his Building and Grounds Committee discuss this issue at their next meeting and to have a recommendation about hosting a free community refrigerator ready at the Board meeting in March.

Mr. Carlson then delivered his regular Building and Grounds Committee Report. He noted that the Building and Grounds Committee was recommending that the paving of the new parking lot at 66, 68, and 68 ½ East Fulton Street be moved up to phase I of the project, moving the \$25,000 cost into Phase I, as well. Ms. Pesses made such a motion which was seconded by Mr. Mazur. The Board unanimously approved the minutes with a vote of "aye".

Mr. Reed asked if there was any discussion regarding the January minutes. Ms. Pepper pointed out that the amount of money from the Building Fund to be encumbered for planned and unplanned expenditures was listed as \$600,000 in the minutes. Mr. Frank informed the Board that the amount was \$600,000 and Ms. Acklin said that she would amend the minutes. Ms. Pepper made a motion to approve the amended minutes which was seconded by Mr. Carlson. The Board unanimously approved the motion with a vote of "aye".

Mr. Reed asked Mr. Frank to deliver the Treasurer's Report. It was noted that by the end of the Library's fiscal year, the various treasury bills owned by the Library will have earned a total of \$24,156.22. Ms. Pesses made a motion to approve the Treasurer's report which was seconded by Ms. Pepper. The Board unanimously approved the Treasurer's report with a vote of "aye".

Mr. Frank distributed the Warrants list for February 2023 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. Ms. Pesses made a motion to approve the Warrants list which was seconded by Mr. Niforos and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. The Board unanimously approved the Warrants list with a vote of "aye".

Mr. Niforos informed the Board that there would be no Budget and Finance Committee Report.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Trustees meeting and that there was no report.

Mr. Reed delivered Mrs. Jean LaPorta's Friends of the Gloversville Public Library Report.

Valerie Acklin
Library Director

2022-2023
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Mr. Reed had no President's Report this month.

Mr. Reed delivered the New Lawyer Search Ad Hoc Committee report. The Board was told that a legal notice would be put in the Gloversville Leader Herald, the Amsterdam Recorder, and the Schenectady Gazette announcing that the Board of Trustees was seeking new legal counsel and that the Board was accepting requests for proposals for that position. Mr. Reed also informed the Board that copies of the request for proposals were being sent directly to various attorneys and law firms.

Ms. Pesses indicated that there was no Local History Room Committee Report.

Ms. Dunn-Brown gave the Outreach Committee Report.

On behalf of Ms. Shrader, Ms. Acklin told there Board that several personnel issues would be addressed in Executive Session.

Mr. Reed gave the Plan of Service Ad Hoc Committee Report.

Ms. Pesses reported that the Policy Committee was recommending that following five Library policies be reviewed with a first reading: the Finance: Audit Policy, the Finance: Claims Auditor Policy, the Finance: Investment Policy, the Supporting Organizations Policy, and the Records Retention and Removal Policy.

Ms. Pepper informed the Board that there was no Program Committee Report. Ms. Acklin distributed a "beta" copy of the Library's new newsletter for the Board's review and she said that the finalized inaugural edition of the newsletter would come out in March.

Mr. Mazur indicated that there was no Public Relations Committee report.

Ms. Acklin delivered Director's Report to the Board. She informed the Board that, due to predicted upcoming bad weather, the Winter Neighborhood Engagement Unit Event scheduled for Thursday, February 23, 2023 from 3:00 to 6:00 PM, will be moved to Friday March 17, 2023 from 3:00 to 6:00 PM. Since the Library closes on Fridays at 5:00 PM, Ms. Acklin asked for a motion to extend the Library's hours on March 17, 2023 to 6:00 PM. Ms. Pesses made such a motion which was seconded by Mr. Carlson. The Board unanimously approved with a vote of "aye".

Under old business, Ms. Dunn-Brown thanked Caren Pepper and Christian Rohrs for their help with the staff appreciation breakfast held on January 27, 2023. The Board thanked Ms. Dunn-Brown for the efforts in organizing the breakfast.

Under new business, Ms. Acklin informed the Board that an employee has asked that the Library offer a NYS Deferred Compensation Plan. After some discussion, the Board asked Ms. Acklin to look into this and to report back to the Board in March.

Mr. Reed requested a motion to enter Executive Session at 7:37 PM in order to discuss the issues pertaining to employee recognition and retention. Ms. Dunn-Brown made the motion, seconded by Ms. Pepper. The Board unanimously approved with a vote of "aye". At 7:58 PM, Mr. Reed requested a motion to exit Executive Session. Mr. Mazur made the motion, seconded by Mr. Niforos. The Board unanimously approved with a vote of "aye".

Mr. Reed asked for a motion to provide merit raises to Mr. George Emden, Ms. Lex Lanza, and to Ms. Shari Peto. These employees have taken on and will be taking on more responsibilities. Mr. Mazur made the motion and it was seconded by Ms. Dunn-Brown. The Board unanimously approved with a vote of "aye".

At 8:01 PM, Mr. Reed requested a motion to adjourn. Ms. Dunn-Brown made the motion, seconded by Mr. Carlson. The Board unanimously approved with a vote of "aye".

Respectfully submitted,



Minutes of the Gloversville Public Library Board of Trustees Special Meeting March 7, 2023

The Gloversville Public Library Board of Trustees held a special meeting March 7, 2023. Present were President Charles "Ren" Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Secretary Christian W. Rohrs, Susan Shrader, Richard Carlson, Gregory Niforos, Caren Pepper, and John Mazur.

Mr. Reed called the meeting to order at 6:02 PM. Mr. Reed asked if there was any public comment. There was none.

The following motions carried:

- Motion to pay authorize payment of \$230.50 to Jason Bare for the Carnegie Room chair rail. Mr. Rohrs made a motion, seconded by Mr. Carlson. The motion carried with a vote of "aye".
- Motion to extend Library hours on Tuesday, August 1, 2023 to 7:30 PM for the Youth Services magic show. Mr. Mazur made a motion, seconded by Ms. Pepper. The board approved with a vote of "aye".

At 6:06 PM, Mr. Reed Mr. Reed requested a motion to enter Executive Session for the purpose of discussing Civil Service requirements in regards to specific personnel. Mrs. Shrader made a motion, seconded by Ms. Dunn-Brown.

At 6:12 PM, Mr. Reed requested a motion to leave Executive Session. Mr. Mazur made a motion, seconded by Mrs. Shrader. The board approved with a vote of "aye".

Upon leaving Executive Session, the following motions were made:

- Motion to grant Nicole Hauser a retroactive merit raise in the amount of \$1,000, retroactive to December 7, 2022; as well as amend her previously scheduled merit raises, so that she receives a \$1,500 raise July 1, 2023. The last installment of raise will remain unchanged at \$2500 on July 1, 2024. Mr. Niforos made a motion, seconded by Mrs. Shrader. The board approved with a vote of "aye".

At 6:14, Mr. Reed requested a motion to adjourn. Mr. Carlson made a, seconded by Ms. Pepper. The board approved with a vote of "aye".

Respectfully submitted,

Christian W. Rohrs, Secretary

Valerie Acklin
Library Director

2022-2023
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

GLOVERSVILLE PUBLIC LIBRARY

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

FEBRUARY 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	1,120.18	2,296.08	316.03	(296.08)
Gloversville Library Foundation Inc. - Int. & Div.	100,000.00	10,000.00	80,000.00	0.00	20,000.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	250.00	2,700.00	1,925.00	7,300.00
Government Affiliations	7,000.00	0.00	506,257.00	7,097.30	(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	235.97	3,895.33	2,248.79	(1,395.33)
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>\$11,606.15</u>	<u>\$1,158,904.39</u>	<u>\$591,111.58</u>	<u>(\$473,709.39)</u>
	Income Cash Reconcilement				
Income Cash Balance on February 1, 2023	<u>\$855,637.70</u>				
Plus: Receipts Per Report	11,606.15				
Less: Equipment - Blinds & Copier	(7,435.00)				
Less: Expenses Per Report	<u>(68,539.24)</u>				
Income Cash Balance on February 28, 2023	<u><u>791,269.61</u></u>				
Accounts Payable as of 02/28/23	0.00				
Accrued Payroll Expense as of 02/28/23	0.00				
Cash Received Covid 19 less Credit Due	46,125.72				
Prepaid Expenses as of 02/28/23	<u>(7,009.34)</u>				
Actual Cash Balance on February 28, 2023	<u><u>\$830,385.99</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$685,931.07				

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 February 1, 2023	\$92,013.42
Plus: Receipts:	
Interest on Money Market Account	64.63
Interest on Treasury Bills	0.00
Treasury Bills Matured	100,000.00
Less: Paid Outs:	
Treasury Bills Purchased	49,642.22
Incoming Bank Wire Fee	0.00
Purchase New Checks	0.00
Transfer to Checking Account	<u>55,000.00</u>
Balance on February 28, 2023	<u><u>\$87,435.83</u></u>

FUND BALANCE MONEY MARKET ACCOUNT

Balance on February 1, 2023	\$165,330.77
Plus: Receipts:	
Interest on Money Market Account	194.03
Treasury Bills Matured	250,000.00
Transfer from Construction Account	0.00
Less: Paid Outs:	
Treasury Bills Purchased	246,033.33
Transfer to Construction Checking Account	<u>0.00</u>
Balance on February 28, 2023	<u><u>\$169,491.47</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on February 1, 2023	\$5,261.36
Plus: Receipts:	
Interest Earned	0.08
Building Fund Transfer	0.00
Less: Paid Outs:	
LRC Engineering & Surveying, DPC	0.00
Butler Rowland Mays Architects, LLP	<u>0.00</u>
Balance on February 28, 2023	<u><u>\$5,261.44</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on February 1, 2023	\$152.56
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	50.97
Less: Paid Outs:	
Transfer to Checking Account	<u>0.00</u>
Balance on February 28, 2023	<u><u>\$203.53</u></u>

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

FEBRUARY 28, 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 17 Week Due 03/28/23	\$100,000.00	\$98,545.56	4.5270%	\$100,000.00	\$1,454.44
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	\$700,000.00	\$685,931.07		\$700,000.00	\$14,068.93

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 13 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

FEBRUARY 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	\$ 31,020.88	\$ 219,782.25	\$ 168,677.51	\$117,473.95
Salaries - Part Time Employees	154,842.48	9,131.01	73,592.75	61,970.50	81,249.73
Salaries - Custodians	34,234.00	3,662.93	27,357.24	20,313.05	6,876.76
F I C A & Medicare Tax	40,264.45	3,351.84	24,536.05	19,157.80	15,728.40
Unemployment Insurance	800.00	333.50	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	4,174.67	38,044.50	31,361.45	24,955.50
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	601.40	3,141.22	2,344.56	1,358.78
Electricity	25,000.00	2,314.53	22,068.67	19,663.53	2,931.33
Telephone	7,200.00	650.41	4,850.88	4,584.38	2,349.12
Insurance	25,000.00	0.00	26,572.20	24,713.29	(1,572.20)
Books, Periodicals, etc.	40,000.00	2,145.49	23,652.56	25,916.32	16,347.44
Computer & Automation Services	14,700.00	1,188.19	10,732.24	10,028.52	3,967.76
Library, Office Supplies & Postage	10,500.00	1,127.21	8,551.68	5,909.45	1,948.32
Maintenance, Repairs & Bldg. Supplies	10,000.00	499.42	9,916.56	4,588.47	83.44
Maintenance Contracts	38,000.00	6,909.58	23,777.49	25,401.31	14,222.51
Treasurer	8,800.00	750.00	5,850.00	5,850.00	2,950.00
Professional Fees	7,000.00	0.00	(200.00)	0.00	7,200.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	1,000.00	0.00	1,444.98	1,046.07	(444.98)
Events & Programming	5,000.00	638.19	3,078.67	2,360.84	1,921.33
Promotion Expense	4,800.00	25.00	241.18	329.02	4,558.82
General Expense	2,000.00	14.99	411.60	348.23	1,588.40
TOTAL EXPENSE	<u>\$885,048.13</u>	<u>\$68,539.24</u>	<u>\$563,486.76</u>	<u>\$478,311.60</u>	<u>\$321,561.37</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

FEBRUARY 2023

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7220		Gloversville Public Library	\$ 17,249.97	Payroll
7221		Void		
7222		Gloversville Public Library	16,832.14	Payroll
7223	2834	Michael J. Frank	750.00	Treasurer
7224	2835	Charter Communications	129.98	Computer & Automation
7225	2836	National Grid (2,915.93)	2,314.53	Electric
			601.40	Natural Gas
7226	2837	Frontier Communications	650.41	Telephone
7227	2838	Ingram Library Services	1,412.86	Books
7228	2839	Pasco Building Automation Systems (2,377.50)	1,981.25	Maintenance Contracts
			396.25	Prepaid Expense
7229	2840	InStream dba Biel's (610.00)	203.33	Maintenance Contracts
			406.67	Prepaid Expense
7230	2841	First Nonprofit Unemployment Program (533.50)	333.50	Unemployment Insurance
			200.00	Cash Reserve
7231	2842	East Greenbush Window Coverings (4,470.00)	4,440.00	Equipment - Blinds
			30.00	Maintenance & Repairs
7232	2843	C D P H P	4,180.32	Medical Insurance
7233	2844	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7234	2845	Derby Office Equipment, Inc.	2,995.00	Equipment - Copier
7235	2846	Quill, LLC (961.28)	100.43	Advocacy Grant
			860.85	Library Supplies
7236	2847	Naif's	465.00	Newspapers
7237	2848	Linda Conroy	105.41	Petty Cash
7238	2849	Daily Gazette Co., Inc.	25.00	Promotion Expense
7239	2850	James Esper Landscaping	4,725.00	Maintenance Contracts
7240	2851	Gloversville True Value Hardware	40.75	Maintenance & Repairs
7241	2852	Schenectady County Public Library	50.00	Lost Books, etc.
7242	2853	Mohawk Valley Library System	1,005.31	Computer & Automation
7243	2854	Commissioner of Finance	200.00	Maintenance & Repairs
7244	2855	Destroyer Escort Historical Museum	75.00	Events & Programming
7245	2856	World Awareness Children's Museum	99.00	Events & Programming
7246	2857	Iroquois Museum	50.00	Events & Programming
7247	2858	The Wild Center	90.00	Events & Programming
7248	2859	Business Card (1,729.76)	230.59	Events & Programming
			52.90	Computer & Automation
			14.99	G/E - Zoom
			267.63	A/V - DVDS
			254.55	Library Supplies
			228.67	Maintenance & Repairs
			680.43	Advocacy Grant
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	584.35	Pension - Withholdings
DM		E F T NYS Tax Department	1,557.70	Payroll
DM		E F T United States Treasury (10,559.68)	3,351.84	FICA & Medicare Expense
			7,207.84	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	235.01	Medical Insurance
		CHECK AND EFT PAID OUTS - FEBRUARY 2023	<u>77,808.02</u>	
		PETTY CASH PAID OUTS - FEBRUARY 2023		
		Events & Programs	93.60	
		Postage	11.81	
			<u>105.41</u>	
		TOTAL FEBRUARY 2023 PAID OUTS	<u>\$77,913.43</u>	
		Less: Prepaid Expense	(802.92)	
		Less: Lost Books, etc.	(50.00)	
		Less: Petty Cash	(105.41)	
		Less: Cash Reserve	(200.00)	
		Less: Advocacy Grant	(780.86)	
		Less: Equipment - Blinds & Copier	<u>(7,435.00)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$68,539.24</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of February 1, 2023		\$1,227.60
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at February 28, 2023		\$1,227.60

W G Y CHRISTMAS WISH GRANT

Balance as of February 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 February 28, 2023		\$815.01

ADVOCACY GRANT

Balance as of February 1, 2023		\$110.91
Grant Money Received		1,800.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Business Card	7248	A Frame Board 680.43
Quill, LLC	7235	Supplies 100.43
Total Expenses		780.86
Balance of Grant Money Left at February 28, 2023		\$1,130.05

APPROPRIATION FOR FUTURE AUDIT

Balance as of February 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 February 28, 2023		\$9,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of February 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 February 28, 2023		\$2,807.18

Financial Review February 2023

The Financial Report for the eight-month period ending February 28, 2023 shows our income up approximately \$568,800 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 \$80,000 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 February 28, 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 \$85,200 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 Building Fund balances in short term United States Treasury Bills to help improve the Library's income.

**GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
February 28, 2023**

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

Balance Per Bank Statement \$ 43,443.89

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	7224	Charter Communications	129.98	
02/21/23	7228	Pasco Building Automation Systems	2,377.50	
02/21/23	7229	InStream dba Biel's	610.00	
02/21/23	7230	First Nonprofit Unemployment Program	533.50	
02/21/23	7232	C D P H P	4,180.32	
02/21/23	7234	Derby Office Equipment, Inc.	2,995.00	
02/21/23	7235	Quill, LLC	961.28	
02/21/23	7239	James Esper Landscaping	4,725.00	
02/21/23	7241	Schenectady County Public Library	50.00	
02/21/23	7242	Mohawk Valley Library System	1,005.31	
02/21/23	7243	Commissioner of Finance	200.00	
02/21/23	7245	World Awareness Children's Museum	99.00	
02/21/23	7246	Iroquois Museum	50.00	
02/21/23	7247	The Wild Center	90.00	
		Total Outstanding Checks		<u>18,326.89</u>

Other Items:

None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 25,117.00

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

Balance Per Bank Statement \$ 740.10

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 \$ 740.10

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

Balance Per Bank Statement \$ 87,435.83

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 \$ 87,435.83

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

Balance Per Bank Statement \$ 169,491.47

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 169,491.47

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 5,261.44

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 5,261.44

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	-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 203.53

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance



Friends of the GPL Report
Jean LaPorta / President
February 2023

1. The Spaghetti Dinner Fundraiser held on March 15th was very successful. Nearly 125 meals were sold and everything was delicious. Patty Franco and Kathy Konakov did a great job organizing this popular fundraiser.
2. Smith's Pie orders are still being accepted and are due to Ginni and John Mazur by April 10th. Pies will be delivered on Friday, April 28th at the library in the large meeting room from 11:30 to 1:00 p.m.
3. Colonial Theatre fundraiser, "The Addams Family, A Musical," is scheduled for Thursday, May 4, 2023, at 7 p.m. Tickets are \$15 and will go on sale at the library on April 5th until April 28th. You can also purchase them on line at the theatre box office, or on the evening of the show if any are still available. If you need extra tickets for family or Friends please let me know. Seating is limited to 140. I'll do the best I can to accommodate you if possible.
4. Next Friends' meeting is Thursday, June 1, 2023, at 5 p.m. in the large meeting room.
5. Keep the book sale on your calendar for Oct. 12-14 and, remember so save any books that you would like to donate until the time that the library will be ready to accept book donations. Please contact Robin Lair if you have not already done so to volunteer to help with the setting up of the sale and repacking unsold books after the sale is over. Even a couple of hours of your time would be most appreciated.
6. Friends' Membership renewals for 2023 are welcome at any time. Membership forms are always available on library website in Friends' section and at front desk.
7. The April issue of the Friends' newsletter is at the printers and should be mailed out this week. Watch for it. Thank you Greg Niforos , Christine Pesses, and Merry Brown for contributing articles for this issue and John and Ginni Mazur for also including the pie order form.

GLOVERSVILLE



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President's Report
Charles "Ren" Reed / President
February 2023

Trying to schedule a date for the Trustee Continuing Education Workshop has been challenging. Finding a date amenable to all is not easy. I was hoping to find a date in March or April. We may need to wait until May or June. I will continue to work on dates after I reached out to Eric Trahan to have him send me dates in May and June that work for him. If all Trustees can attend this workshop together, then no one will need to find their own continuing education workshop for this year.



Building and Grounds Committee Report

Richard Carlson / Chair

February 2023

New Library Parcel on East Fulton Street

On target for a submission and presentation to the City Planning Board at their April meeting. We have received and reviewed the architect's latest revised project plans that now include adjusted Phase I scope (paved parking, etc.). Will adjust the height of one light pole closest to the adjacent residence to minimize potential glare impact. Also looking at fine tuning depth of gravel required under permeable asphalt pavement.

Atrium Restoration Project

Reviewed the draft letter sent by our architect and we recommended that it be sent to our attorney for review.

Smart TVs

The TVs in the rear foyer and the Large Meeting Room have been installed; looks good. Also now considering wall mount for TV in Small Meeting Room to improve its visibility.

Local History Room/Office Blinds

Blinds in transit and will schedule installation when they arrive.

Upper Level Bathroom Locks

There was a problem installing one of the locks (wouldn't lock from the outside). Researching problem to see if we got the right product for the door, and to see if we can get a credit for an exchange if needed.

Carnegie Room Chair Rail

We have the rail, but we will need to paint it before its installation. Don't have a place to paint it indoors, will need to paint it outdoors when weather cooperates.

Storage Space Issues

Barb showed us the storage area adjacent to the Carnegie Room stage; it's a very limited space filled to overflowing with miscellaneous stuff we've been keeping. We need to clear the area of surplus material we won't use in order to provide space for what we need to keep.

Library Garage Sale

Discussion about disposition of surplus materials we have on hand. Once we decide what we want to part with we can entertain holding a sale.

Piano

Storage area now is the home for an upright piano which hasn't been used in years. It is taking up a lot of storage space, and programs using our library have no need for it. Can we sell it to someone? Removing it without damaging the stage is not going to be easy but would need to be done.

Outdoor Gate Hardware

Lock to maintenance area gate, in the parking lot, was damaged (vandalism?) and we swapped out hardware from the inside gate to keep the area secured. Will need to order replacement hardware for the inner gate.

Exterior Signs

Spoke to Rooney about repainting the existing parking lot sign and fabricating a new one for our new parking lot. He will give us an estimate.

Spring Grounds Maintenance

We will need \$50 +/- for treatment of yews on Fremont St. side of the building.

Free Food Fridge

Nothing new to report since last month's discussion. Will need to vote on project at Board meeting.

Maintenance Contracts: Review current status of scheduled visits and actions. All currently up to date.

- HVAC Software
- HVAC Maintenance
- HVAC Cooling Tower Maintenance: MIS America contract (water treatment) renewed.
- Sprinkler System
- Fire Extinguishers
- Elevator
- Fire Inspection

New Business:

- The Friends Grounds Committee has allocated \$250 for landscaping materials for this year's efforts.
- We still need to patch and repair the areas affected by last fall's pipe repair work. Will contact TBS to arrange for that work.

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

As of the writing of this report, there have been no responses from attorneys who were directly mailed the New Library Legal Counsel RFP and there have no inquiries from attorneys or law firms as a result of our legal notices in the Leader Herald, Amsterdam Recorder, and Daily Gazette.

GLOVERSVILLE



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Local History Room Committee Report
Charles “Ren” Reed / Co-Chair
February 2023

Valerie Acklin, Nicole Hauser, Barb Madonna, and Shari Peto met on February 24, 2023 to discuss how the LHR volunteers’ time and efforts can best be used by the Library. It was determined that more planning was needed before this could be done. Until Valerie, Nicole, and Barb finish working on this planning, the work of the volunteers will be put on hold.

GLOVERSVILLE



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Outreach Committee Report
Merry Dunn Brown / Chair
February 2023

Pat Franco and I have given out over 100 GPL newsletters as well as many March calendars. These were taken to Groversville non-profits and stores.

Thanks to a grant written by Barb Madonna, we have received GPL stickers from Sticker Mule, lip balms wrapped with the GPL name, and the staff will be getting tee shirts with the library logo.

We're looking forward to sharing these items with the community while promoting the library beginning with The Neighborhood Engagement at the library March 17.



Personnel Committee Report
Susan Shrader / Chair
February 2023

It's that time of year again when we need to think about the Director Evaluation. After consideration, the personnel committee decided not to change our evaluation form. Following, please find the timeline for this process.:

- April 15 - The Director receives self-evaluation form
- April 21 - Trustees receive evaluation forms
- May 18 - All materials returned at Board Meeting
- May 19- 27 Personnel committee meeting - to be determined
- May 28 - President and Chairman Meet with Director
- June 16 - Personnel Committee reports to Board of Trustees

This year our task as Board members should be a little easier. Valerie is preparing a list of programs, projects and other accomplishments to give us more of an idea of all that has been completed or is in progress. She did this last year but not until after the evaluation process was complete. The committee thought this would be very helpful and were pleased when she agreed to prepare it a little earlier.

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

There was no Plan of Service Committee meeting in February.

A public engagement workshop has been scheduled for the evening of March 28 from 6 to 7 in the large meeting room. Wade Abbott from MVLS will be the facilitator. This workshop will be attended by not-for-profit and service organizations: I Can Breathe and I Will Speak, The Glove City Coalition, The Helper Store, The Glove Theater, The Family Counseling Center, The Mohawk Harvest Cooperative Market, The Groversville Senior Center, The Groversville Code Blue Facility and The Loft.

Another workshop is being planned for communities of faith.

The Board of Trustees of the Gloversville Public Library will contract with a professional auditing firm for the purpose of engaging in an annual review or a full audit of the Library's financial statements. The Board will determine the type of service needed and select the firm to do the audit. In all cases, the auditing firm shall be employed by and shall report to the Board of Trustees, and shall be fully independent of the Gloversville Public Library.

Whenever there is a change of person holding the position of Treasurer, the Board of Trustees will conduct a full audit of the financial records for that fiscal year.

Adopted: December 20, 2016
Reviewed February 18, 2020
Reviewed December 1, 2021
Reviewed March 21, 2023

The Gloversville Public Library Board of Trustee is responsible for establishing an adequate system of internal controls over processing claims to ensure taxpayer moneys are safeguarded.

The Board of Trustees has adopted a resolution establishing the position of a Claims Auditor. The Board may appoint the Claims Auditor at its annual Organizational Meeting or whenever the appointment becomes necessary. The Claims Auditor shall hold the position subject to the pleasure of the Board and report directly to the Board on the results of audits of claims. The Claims Auditor may be required to work with the Treasurer for administrative matters such as work time, attendance and the creation of reports for the Board.

Qualifications

The Claims Auditor must have the necessary knowledge and skills to effectively audit claims.

The Claims Auditor is a voluntary appointment and will not receive compensation.

No person shall be eligible for appointment to the position of Claims Auditor who shall be:

- A member of the Board.
- The Clerk or Treasurer of the Board.
- An employee or volunteer responsible for purchasing or accounting.
- The individual or entity responsible for the internal audit function (the Internal Auditor).
- The External (Independent) Auditor responsible for the external audit of the financial statements.
- A close or immediate family member of an employee, officer, or contractor providing services to the library. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).
- Has no interest in any other contracts of the library and does not provide any goods or services to the library.
- The Claims Auditor is not required to be a resident of the Library's service area.

Duties

The Claims Auditor shall certify that claims against the Library listed on the warrant were audited and payment is authorized. The Claims auditor shall:

- a) Examine all claims to determine they are valid claims against the library.
- b) Inspect receipts/packing slips to ensure goods or services were received by the library and that an appropriate staff member has confirmed receipt of goods and services.
- c) Meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

Only claims certified by the Claims Auditor shall be paid unless exempt by NYS law.

Review of Claims

Claims for payment must be accompanied by the following:

- Purchase orders or order forms listing goods purchased.
- Receipts and/or packing slips verifying underlying goods or services have been received.
- A sequentially numbered claim form initialed by appropriate staff member verifying goods or services have been received.

All claims submitted for approval will be summarized on an abstract of claims presented with above documentation, to the Board, or its appointed claims auditor, for audit.

Payments Not Requiring Pre-Audit

- Fixed salaries of officers or employees regularly engaged at agreed upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings
- Principal or interest payments on debt
- Payments made pursuant to a court order
- Amounts due upon lawful contracts for periods exceeding one year
- Retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller.

These types of payments should not be included on the abstract of audited claims.

- Payments Allowed in Advance of Audit
- The Board of Trustees may, by resolution, authorize payment in advance for public utility services, postage, freight, and express charges.

Approval of Claims

At its regular monthly meeting or special meeting, the Board may approve by resolution the payment of claims based on the signed recommendation of its Claims Auditor. All claims, including supporting documentation and the abstract, approved by the Claims Auditor will be available for Board inspection at each meeting where claims are presented for approval.

Absence of Claims Auditor

The Board of Trustees will audit all claims in the event that the Claims Auditor position is vacant or unavailable. Such audit by the Board will be completed at a regular monthly meeting or special meeting.

Approved: December 16, 2014

Revised: December 20, 2016

Reviewed April 21, 2020

Reviewed December 1, 2021

Reviewed March 21, 2023

Scope

This investment policy applies to all monies and other financial resources available for investment on Gloversville Public Library’s behalf.

Objectives

The primary objectives of Gloversville Public Library’s investment activities are, in priority order:

1. conform with all applicable federal, state and other legal requirements;
2. adequately safeguard principal;
3. provide sufficient liquidity to meet all library operating requirements; and,
4. obtain a reasonable rate of return.

Delegation of Authority

The Board of Trustees’ responsibility for administration of the investment program may be delegated to the President and the VP of Finance, who shall solicit advice from the Board Treasurer, and who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in Gloversville Public Library to operate effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or impair their ability to make impartial investment decisions.

Internal Controls

All monies collected by any officer or employee of Gloversville Public Library shall be deposited within thirty (30) days of receipt; a record of such deposit shall be conveyed to the Treasurer.

The President and or VP of Finance is responsible for supervising an internal control structure to provide assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition.

Designation of Depositories

The banks and trust companies authorized for the deposit of monies up to the maximum amounts are set forth by the Trustees at the annual Organizational Meeting. Maximum Amount: \$10 million

Collateralizing of Deposits

In accordance with the provisions of General Municipal Law §10 (Appendix A), all deposits of Gloversville Public Library, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, shall be secured by a pledge of “eligible securities” with an aggregate “market value” as provided by General Municipal Law §10, equal to the aggregate amount of deposits from the categories designated in Section F of General Municipal Law §10.

Permitted Investments

As authorized by General Municipal Law §11 (Appendix B), Gloversville Public Library authorizes the President, the Vice President of Finance, and the Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

1. special time deposit accounts
2. certificates of deposit
3. obligations of the United States of America

Approved: October 20, 2015 Revised December 1, 2021

Revised: February 1, 2017 Reviewed March 21, 2023

Revised April 21, 2020

The purpose of this policy is to ensure the proper management of Library records according to law and recommended practice.

For the purposes of this policy, “records” refers to both paper and electronic documents and files, including email. Therefore, any electronic records that fall into one of the document types on the Record Retention Schedule will also be maintained for the appropriate amount of time.

1. Confidentiality

New York State Civil Practice Law & Rules 4509, Chapter 112, Laws of 1988, provides that any library records that personally identify users of libraries shall be confidential. Any questions regarding access to these records should be directed to the NYS Committee of Open Government.

2. Record Retention Schedule

The *New York State Education Department Records Retention and Disposition Schedule LGS-1*, issued pursuant to *Article 57-A of the Arts and Cultural Affairs Law*, and containing legal minimum retention periods for local government records, including any future revisions and re-issuances thereof, is adopted by the Library in legally disposing of valueless records listed therein.

Those records that are described in *New York State Education Department Records Retention and Disposition Schedule LGS-1* may not be dispersed until they have met the minimum retention periods described therein. Only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.

3. Digitization

The Library digitizes certain organizational records as a strategy for saving space, increasing access, reducing retrieval time, or creating back-ups. In such instances, the Library will ensure that the digitized images will accurately and completely reproduce all the information in the records being imaged and will not be rendered unusable due to changing or proprietary technology before their retention and preservation requirements are met.

Digitized items will be retained in accordance with the terms noted in Section 3 and in consideration of appropriate confidentiality and copyright standards. Original paper copies of digitized items should be retained if the retention period is permanent.

4. Document Destruction & Disposal

The Director, Director’s designees, and supervisors are responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction and disposal. Destruction of financial and personnel-related records will be accomplished by shredding. Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

5. Compliance

Unauthorized modification or removal of records from the Library is not permitted. Destruction or disposition of records not in accordance with the Records Retention Schedule is prohibited.

Adopted March 21, 2023

The Friends of the Gloversville Public Library is an independent organization, separate and distinct from the Library and the Library Board. The purpose of the Friends is to maintain an association of persons interested in the Library, to support the Library, and to aid in the Library's contributions to the community.

The Gloversville Library Foundation manages its assets for the maximum benefit of the Gloversville Public Library. It will pay over all dividends and interest income earned by the Foundation on its assets, less any Foundation expenses, to the Gloversville Public Library and will raise funds for the Foundation, so as to benefit the Gloversville Public Library.

The Mohawk Valley Library System, of which the Gloversville Public Library is a member, is a cooperative public library system providing professional technical assistance as well as other services to the Library.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library
Revised March 21, 2017
Reviewed March 21, 2023



Public Relations Committee Report

John Mazur / Chair

February 2023

The PR Committee met on Friday, March 3rd. Present were Director Valerie Acklin, Librarian Lex Lanza, Board President Charles “Ren” Reed, and Chair John Mazur. The following items were discussed:

1. Valerie Acklin will place a paid ad in The Leader-Herald on April 29th concerning the May 2nd budget vote and election of Board members.
2. Beginning on Saturday, April 8th, and for the next three following Saturdays, Board members should listen to radio station WENT at 9:00 - 10:00 AM to correct any misinformation concerning the library.
3. Valerie Acklin will contact radio station WENT concerning PSAs about the upcoming vote on May 2nd.
4. Charles “Ren” Reed will write a Letter to the Editor after April 15th extolling the programming at the GPL.
5. Discussed who should respond to Letters to the Editor correcting any misinformation.
6. The sandwich board as well as VOTE HERE signage will be set up on the day of the vote on May 2nd.
7. Valerie Acklin will put the legal ads in The Leader-Herald concerning the May 2nd vote.
8. John Mazur will contact The Friends and The Foundation to inquire about calling their members on May 2nd reminding them to cast their ballot.
9. Discussed each Board member compiling a list of 10 individuals to call on May 2nd and submitting that list to John Mazur. John would then eliminate names to avoid duplicate calls.
10. Charles “Ren” Reed will contact Eric Trehan to discuss the proper procedure for the public hearing in regards to questions from those in attendance.



Director's Report
Valerie Acklin / Library Director
February 2023

Wireless Printing

The Library was chosen as the beta site for MVLS' wireless printing initiative, which is slated to provide wireless printing capabilities to all 14 system libraries. The system being tested is Princh, which allows patrons to both print wirelessly from any mobile device anywhere in the building, as well as print remotely from outside the building at any time (with pick-up of print jobs taking place during regular operating hours). Princh will bring much needed printing flexibility to both the staff and patrons. We are routinely asked by patrons how they can print from websites or email from their smartphones, and up until now it has been a cumbersome and complicated multistep process without a platform like Princh. Now, though, patrons can simply scan a QR code, fill out an online form, and send their print job to our Information Desk public printer. Printing file documents and PDFs is more of a 3-step process, but it is still much easier than before. We were chosen as the test site, because I'm the only librarian in the system with previous Princh experience. But that was 4 years ago, and the platform has seen numerous changes and improvements since that time, so it's been a bit of a learning curve for me as well. But, all in all, the staff and I have adjusted quickly to the new system and have been able to assist patrons wishing to print wirelessly. We have also been keeping track of questions asked by patrons about Princh, as well as our own questions regarding the administration of the system. We will be working with MVLS and Princh to solve any hiccups we've experienced, which should result in a smooth system-wide rollout (happening this fall, I believe).

NEU Event Update Wrap Up

The Glove Cities Coalition's Neighborhood Engagement Unit Winter, held at the Library, was a huge success, with over 15 regional, service-based non-profits tabling. There was a healthy public turnout, considering it was St. Patrick's Day, and attendees enjoyed learning about the participating organizations, as well as activities that included a scavenger hunt, a poster contest judged by Mayor DeSantis, an escape room, prize wheels, trivia, jeopardy, and crafts. None of it could have been possible without the help of George, who single-handedly moved most of our large furniture in the Atrium, Carnegie Room, Large Meeting Room, and Small Meeting Room. We will continue to work with our partners on the Coalition as they plan outdoor spring and summer events, and will happily host the winter event again, next year.

Election Update

Not a tremendous amount to report, but did want to share that we are on track in our preparations for the election and vote on May 2. Legal notices for both election day and registration day have been scheduled in the Leader-Herald, trustee packets continue to be available to the public, our Tax Cap override has been filed with the NYS Comptroller, Bold Systems has been informed of the date by which they need to send the poll books, and we have started reaching out to possible poll workers. The ballot drawing, for those who have submitted their petitions, is April 3 and information about the individuals on the ballot (as well as general election information) will be posted to our website and social media outlets shortly following the drawing. I will also be in touch with the Leader-Herald about placing a display ad with election day information, as we draw closer to that date.

Looking Ahead

The staff and I have been looking ahead to the next fiscal year, identifying projects and improvements and coming up with a timeline for their completion. In the upcoming months, we will be moving our new and popular collection to a more central location, expanding our graphic novel shelving, re-imagining (and de-gendering) our Picture Book City classification system in Youth Services (ex: princess books will no longer be labeled pink, truck books won't be labeled blue), expanding our Memory Land collection, and more. My focus will also shift from programming (which I concentrated on this fiscal year) to infrastructure items and issues. This will encompass a wide variety of things, including optimizing our back office operations, redesigning our scheduling matrix (that's going to be a big one!), our technology, our staff onboarding and continuing education, and a review of all the procedures currently used by staff to do their jobs (another big one!). Stay tuned as we get rolling on these and other projects.



We have overhauled our Museum Pass collection and await the arrival of our newest offerings! We have discontinued our membership with the Children's Museum at Saratoga and added 3 additional passes instead, denoted with an asterisk. Our Museum Pass collection now includes passes for:

- ADK Experience
- Arkeil Museum
- Empire Pass
- Iroquois Museum*
- USS SLATER
- Wild Center*
- World Awareness Children's Museum* (which includes a museum reciprocal program, gaining holders access to 20+ other museums in the area, in addition to the World Awareness Children's Museum)

The installation of Princh, a wireless printing solution, went fairly smoothly on February 17. Now patrons can print to the Library's public printer, from any device connected to the internet, from anywhere. Our PR push began on February 24 and we're hoping to make a lot of people happy!

This month one of my focuses was soliciting donations for the Seed Club. We received monetary, seed, and gardening supply donations from Runnings, Walmart, Lowes, & Jade Weiss. We've been busy processing the seed donations (organizing them and adding them to our inventory) and they will be added to the catalog for patrons to peruse before you're reading this. Thank you to all of our generous donors!

Summer reading programming is in full force and will be completed very shortly. Then onto planning fall programming while making everything in between actually happen!

Programs in February:

- Books 'N Brews: 10 participants & 1 staff
 - Our discussion group met at The Pines to discuss *Being Mortal* by Atul Gawande. We had a good, respectful, discussion about end of life care, assisted living (especially in regards to local options), and related topics. April 19, 2023 we will be discussing *The Invisible Life of Addie LaRue* by V.E. Schwab at Partner's Pub in Johnstown.
- Adult Crafting had a total of 31 participants & 2 staff
 - 1:30 class: 7 participants; 5:30: 8 participants, and registered as kits: 11
 - Participants decorated small tote bags with paint.
- Garden Club: Garden Planning: 11 participants & 2 staff
 - This was the first workshop in a series of 3. What a great turn out! Chris gave a general talk about gardening, while I introduced our Seed Club, Community Garden, and our related workshop and Community Garden upkeep series. Participants also shared stories about how they got into gardening or if they were new to it.

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Groversville Public Library

Lex Lanza / Teen Services & Community Engagement Librarian

February 2023

This month we made good progress in moving the Teen programs forward and continuing their growth. I created a survey for patrons who attend Write On!, the Saturday creative writing group. We got some great feedback from 8 patrons, including 3 new faces. They have been enjoying the group a lot and thanked us for starting it!

I hope to continue to build more engagement and projects for the group. I had some helpful meetings with social workers from The Pride Center of the Capital Region, who continue to support me and offer advice and ideas for School's Out, the new Teen Queer Connection group. Aside from programs, I made a small display of Graphic Novels for Black History Month and the entire collection continues to grow every month.



Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

February 2023

1. Grants

- New grants for building projects
- CRIS submission to SHPO

2. Other Funding Opportunities

- Nicole and I work up a couple of quick letters to request gift cards from Wal*Mart, Target and Lowes in support of the upcoming Gardening Series. Letters for gift cards were also generated for Lex for the creation of an art cart for the Teens she works with.

3. 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 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.
- We received the material samples for the new blinds in the Local History Room and blind for the office. These items were ordered just after the board meeting. I do not yet have an installation date.
- Chair rail for the Carnegie Room was delivered.
- TVs for the Large Meeting Room and Main Lobby were delivered.
- The Passive Programs for February highlighted our new Did You Know? signs throughout the building. In addition to creating 19 messages about interesting fact, I created a scavenger hunt to see how many people could find throughout the building.



Youth Services Report
Darla Barry / Head of Youth Services
February 2023

In the beginning of this month, during Story Time, we talked about Groundhog Day, read stories relating to the event and created a paper plate craft highlighting the groundhog not seeing his shadow.

For the second week, we entertained the Fulton County Mental Health After School Program for ages 7-12 offering them a tour of our library, informing them of upcoming programs and doing a fidget keyring craft.

Liz held her first Club Baby exposing the parents and little ones to the theme - Family.

Later in the afternoon the Super Chefs and Menu Masters created chocolate dipped pretzel rods sprinkled with decorative sugars and waffle shaped pretzels topped with Hershey kisses or Rolo chocolate caramels, which we then melted in the convection oven. We also made Oreo 3-ingredient Cookies. Delicious treats for Valentine's Day!

Our third week Story Time was about manners and monsters. Unfortunately, there was only one child in attendance so we decided to have the same theme for the next week reading different stories but continuing doing the same craft, a tissue box monster that eats pom-poms.

We were on a two-hour delay for the fourth Thursday, Story Time was cancelled and once more we offered the stories and craft for the following week.

On February 27, I visited Park Terrace and Kingsborough Elementary Schools, during their After School Program. I read one story, *Dewey There's a Cat in the Library* by Vicki Myron and Bret Witter. Before I left, we talked about how they can get a library card, and told them about our programs being offered in the future. I then handed out bags containing information about our library, coloring sheets, a calendar, and a pencil.

The last day of February would have been Club Baby, but it was canceled because of winter weather; we were closed for the day.

	2023	2,022
VISITORS	4766	(5,223)

CIRCULATION

Adult circulation	1329	(1,254)
Teen Circulation	163	(109)
Juvenile Circulation	939	(825)
Audiobooks	66	(63)
eAudio	180	(147)
eBooks	591	(557)
Music	6	(2)
Periodicals	46	(54)
eMagazines	67	(79)
Videos	722	(645)
Museum Passes	0	(1)
Library of Things	5	(1)
Subtotal	4114	(3,737)
In-House Use		
Adult	24	(2)
Juvenile Circulation	0	0
Other Materials	660	(660)
Subtotal	684	(662)
Total Circulation	4,798	(4,399)

REFERENCE QUESTIONS	110	(29)
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MEETINGS / PROGRAMS / OUTREACH

- 79 Adult programs & meetings with 316 people (32 Adult programs & meetings 251 people)
- 9 Juvenile programs & meetings with 256 people (11 Juvenile programs & meetings with 277 people)
- 6 Teen programs & meetings with 42 people (5 Teen programs & meetings with 15 people)
- 71 One-on-one programs & meetings with 71 people (84 One-on-one programs & meetings with 84 people)

INTERLIBRARY LOAN

Material Borrowed	532	(542)
Material Loaned	531	(536)
Total	1063	(1,078)

COMPUTER USAGE	1154	(845)
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HISTORICAL ROOM

Visitors	5	(1)
Books Used	18	(10)
Reference Questions	3	(10)
Microfilm	0	0