



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
May 16, 2023 6:00 PM

Attendance/Call to Order

Pledge

Public Comment

1. Accept the Minutes of the:
  - April 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
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: Budget Development and Expenditure Policy [First Read]
  - Finance: Payment Authorization Policy [First Read]
15. Program Committee Report
16. Public Relations Committee Report
17. Library Director's Report
18. Old Business
19. New Business

Adjourn\*

Next Meeting: June 20, 2023 at 6:00 PM

*\*Motion Required*



## Minutes of the Gloversville Public Library Board of Trustees Meeting April 18, 2023

The Gloversville Public Library Board of Trustees held its regular meeting on April 18, 2023. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Susan Shrader, Gregory Niforos, Richard Carlson, John Mazur, and Caren Pepper.

Valerie Acklin  
Library Director

Mr. Reed called the meeting to order at 6:02 PM.

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

Mr. Niforos and Ms. Acklin delivered the public budget hearing.

Mr. Reed asked for a motion to accept the March meeting minutes. Mr. Mazur made a motion, seconded by Ms. Dunn-Brown. The Board approved with a vote of “aye”.

Mr. Frank delivered his Treasurer’s Report. After some discussion, Mr. Reed asked if there was a motion to accept the Treasurer’s Report. Mrs. Shrader made a motion, seconded by Mr. Carlson. The motion carried with a vote of “aye”.

Mr. Frank distributed the Warrants List. Mr. Reed asked for a motion to accept the Warrant List. Mrs. Pesses made a motion, seconded by Mrs. Shrader. The motion carried with a vote of “aye”.

Mr. Niforos delivered the Budget and Finance Report. The committee met March 4 via Zoom to discuss computer purchasing.

Mr. Frank delivered a report on behalf of the Foundation. He noted there had not been a meeting.

Mr. Reed delivered the Friends of the Library Report on behalf of Mrs. Jean La Porta. The Friends updated the Board on the Smith’s Pie Sale and reminded the Board of the upcoming performance of *The Addams Family* at the Colonial Little Theatre, which will be fundraiser.

Mr. Reed delivered the President’s Report. There was no report; however, he announced the showing times of *Nobody’s Fool* (based on the book by Gloversville native, Richard Russo) at the Glove Theatre at 2PM and 7PM on April 19.

Mr. Carlson delivered the Building and Grounds Report. The City Garage Sale date was discussed.

Mr. Reed delivered the Lawyer Search Ad Hoc Committee report.

Mrs. Pesses delivered the Local History Room Report. She indicated the committee had been on a hiatus and there will be a meeting toward the end of May.

Ms. Dunn-Brown reported on behalf of the Outreach Committee.

58 East Fulton Street, Gloversville, New York 12078

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2022-2023  
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Mrs. Shrader delivered the Personnel Committee report. In her report, she distributed the Director Evaluation form which needs to be returned at the May 16 Board of Trustees meeting.

Ms. Pepper delivered the Plan of Service Ad Hoc Committee report. She noted there was a very successful workshop with other nonprofit organizations.

Mrs. Pesses delivered the Policy Committee Report. She noted there had not been a meeting, and the next meeting will be TBA.

Ms. Pepper delivered the Program Committee Report. She noted there had not been a meeting.

Mr. Mazur reported on behalf of the Public Relations Committee. He noted there had not been a meeting, but the committee will meet again in June.

Ms. Acklin delivered the Library Director's Report. She noted upcoming partnerships occurring with local agencies and programs including, FMCC and the Arc Lexington.

Mr. Reed asked if there was any Old Business. There as none.

Mr. Reed asked if there was any New Business. In this discussion, the following motion was made:

- Motion to allow the Library to file for a permit for Glove City Pride, as a major sponsor for 2023. Mrs. Pesses made a motion, seconded by Mr. Rohrs. The motion carried with a vote of "aye".

At 7:50 PM, Mr. Reed asked for a motion to enter Executive Session for the purpose of discussing impending personnel changes. Mrs. Shrader made a motion, seconded by Ms. Pepper. The Board approved with "aye".

At 8:04 PM, Mr. Reed asked for a motion to leave Executive Session. Mrs. Shrader made a motion, seconded by Mr. Carlson. The motioned carried with a vote of "aye".

At 8:04, Mr. Reed asked for a motion to adjourn. Ms. Dunn-Brown made a motion, seconded by Mr. Carlson. The motion carried with a vote of "aye".

Respectfully submitted,

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Christian W Rohrs, Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**APRIL 2023**

|  | Budget<br>July 1, 2022 to<br>June 30, 2023 | Amount<br>Received<br>Curr. Month | Amount<br>Received<br>Current<br>Year to Date | Amount<br>Received<br>Prior<br>Year to Date | Remaining<br>Balance to be<br>Received<br>Curr. Year |
|--|--|-----------------------------------|---|---|--|
| Tax Levy   | \$553,695.00                               | \$0.00                            | \$553,695.00                                  | \$503,695.00                                | \$0.00   |
| Investment Income                                  | 2,000.00                                   | 499.80                            | 4,463.49                                      | 388.94                                      | (2,463.49)   |
| Gloversville Library Foundation Inc. - Int. & Div. | 100,000.00                                 | 10,000.00                         | 100,000.00                                    | 40,000.00                                   | 0.00   |
| Gloversville Library Foundation Inc. - Don. Reg.   | 10,000.00                                  | 15,231.00                         | 17,931.00                                     | 1,925.00                                    | (7,931.00)   |
| 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                                   | 865.52                            | 5,722.36                                      | 3,239.74                                    | (3,222.36)   |
| Friends of the Gloversville Public Library, Inc.   | 10,000.00                                  | 0.00                              | 10,060.98                                     | 10,000.00                                   | (60.98)  |
| <b>TOTAL RECEIPTS</b>                              | <b><u>\$685,195.00</u></b>                 | <b><u>\$26,596.32</u></b>         | <b><u>\$1,198,129.83</u></b>                  | <b><u>\$632,725.14</u></b>                  | <b><u>(\$512,934.83)</u></b>                         |
|  | <b>Income Cash<br/>Reconcilement</b>       |                                   |   |   |  |
| Income Cash Balance on April 1, 2023               | <u>\$746,778.28</u>                        |                                   |   |   |  |
| Plus: Receipts Per Report                          | 26,596.32                                  |                                   |   |   |  |
| Less: Equipment - TVs & Computers                  | 0.00                                       |                                   |   |   |  |
| Less: Expenses Per Report                          | <u>(63,765.86)</u>                         |                                   |   |   |  |
| Income Cash Balance on April 30, 2023              | <u><u>709,608.74</u></u>                   |                                   |   |   |  |
| Accounts Payable as of 04/30/23                    | 0.00                                       |                                   |   |   |  |
| Accrued Payroll Expense as of 04/30/23             | 0.00                                       |                                   |   |   |  |
| Prepaid Expenses as of 04/30/23                    | <u>(8,809.34)</u>                          |                                   |   |   |  |
| Actual Cash Balance on April 30, 2023              | <u><u>\$700,799.40</u></u> *               |                                   |   |   |  |
| * Includes Treasury Bills @ Purchase Price of      | \$637,102.40                               |                                   |   |   |  |

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Greg Niforos, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

|                                  |                    |                     |
|----------------------------------|--------------------|---------------------|
| Balance on April 1, 2023         | \$112,550.02       |                     |
| Plus: Receipts:                  |                    |                     |
| Interest on Money Market Account | 141.59             | <u>Year to Date</u> |
| Interest on Treasury Bills       | 0.00               | 3,342.05            |
| Treasury Bills Matured           | 50,000.00          |                     |
| Less: Paid Outs:                 |                    |                     |
| Treasury Bills Purchased         | 99,359.11          |                     |
| Incoming Bank Wire Fee           | 0.00               |                     |
| Purchase New Checks              | 0.00               |                     |
| Transfer to Checking Account     | 40,000.00          |                     |
| Balance on April 30, 2023        | <u>\$23,332.50</u> |                     |

**FUND BALANCE MONEY MARKET ACCOUNT**

|   |                     |                     |
|---|---------------------|---------------------|
| Balance on April 1, 2023                  | \$169,793.66        |                     |
| Plus: Receipts:                           |                     |                     |
| Interest on Money Market Account          | 481.94              | <u>Year to Date</u> |
| Interest on Treasury Bills                | 0.00                | 3,778.40            |
| Treasury Bills Matured                    | 100,000.00          |                     |
| Transfer from Construction Account        | 0.00                |                     |
| Less: Paid Outs:                          |                     |                     |
| Treasury Bills Purchased                  | 99,245.56           |                     |
| Transfer to Construction Checking Account | 10,000.00           |                     |
| Balance on April 30, 2023                 | <u>\$161,030.04</u> |                     |

**CONSTRUCTION CHECKING ACCOUNT**

|                                     |                   |  |
|-------------------------------------|-------------------|--|
| Balance on April 1, 2023            | \$5,261.53        |  |
| Plus: Receipts:                     |                   |  |
| Interest Earned                     | 0.13              |  |
| Building Fund Transfer              | 10,000.00         |  |
| Less: Paid Outs:                    |                   |  |
| LRC Engineering & Surveying, DPC    | 0.00              |  |
| Butler Rowland Mays Architects, LLP | 9,480.00          |  |
| Balance on April 30, 2023           | <u>\$5,781.66</u> |  |

**AMAZON SMILE SAVINGS ACCOUNT**

|                              |                 |  |
|------------------------------|-----------------|--|
| Balance on April 1, 2023     | \$203.53        |  |
| Plus: Receipts:              |                 |  |
| Interest Earned              | 0.00            |  |
| Donations-Amazon Smile       | 0.00            |  |
| Less: Paid Outs:             |                 |  |
| Transfer to Checking Account | 0.00            |  |
| Balance on April 30, 2023    | <u>\$203.53</u> |  |

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

APRIL 30, 2023

| <b>GENERAL FUND</b>                       | <b><u>PAR</u></b>   | <b><u>COST</u></b>  | <b><u>INVESTMENT<br/>RATE</u></b> | <b><u>REALIZED<br/>AT MATURITY</u></b> | <b><u>INTEREST<br/>EARNED</u></b> |
|---|---------------------|---------------------|-----------------------------------|--|-----------------------------------|
| 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 4 Week Due 05/02/23  | 25,000.00           | 24,910.56           | 4.6930%                           | 25,000.00                              | 89.44                             |
| U. S. Treasury Bills 8 Week Due 05/30/23  | 25,000.00           | 24,821.11           | 4.7100%                           | 25,000.00                              | 178.89                            |
| U. S. Treasury Bills 8 Week Due 06/13/23  | 50,000.00           | 49,627.44           | 4.9060%                           | 50,000.00                              | 372.56                            |
| <b>TOTAL SECURITIES CURRENTLY HELD</b>    | <b>\$650,000.00</b> | <b>\$637,102.40</b> |                                   | <b>\$650,000.00</b>                    | <b>\$12,897.60</b>                |

| <b>BUILDING FUND</b>                      | <b><u>PAR</u></b>   | <b><u>COST</u></b>  | <b><u>INVESTMENT<br/>RATE</u></b> | <b><u>REALIZED<br/>AT MATURITY</u></b> | <b><u>INTEREST<br/>EARNED</u></b> |
|---|---------------------|---------------------|-----------------------------------|--|-----------------------------------|
| 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 8 Week Due 06/20/23  | 100,000.00          | 99,245.56           | 4.9680%                           | 100,000.00                             | 754.44                            |
| <b>TOTAL SECURITIES CURRENTLY HELD</b>    | <b>\$600,000.00</b> | <b>\$589,667.22</b> |                                   | <b>\$600,000.00</b>                    | <b>\$10,332.78</b>                |

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**APRIL 2023**

|                                       | Budget<br>July 1, 2022 to<br>June 30, 2023 | Amount<br>Expended<br>Curr. Month | Amount<br>Expended<br>Current<br>Year to Date | Amount<br>Expended<br>Prior<br>Year to Date | Current Year<br>Unexpended<br>Balance |
|---------------------------------------|--|-----------------------------------|---|---|---------------------------------------|
| Salaries - Full Time Employees        | \$337,256.20                               | \$ 30,694.36                      | \$ 296,715.33                                 | \$ 231,233.94                               | \$40,540.87                           |
| Salaries - Part Time Employees        | 154,842.48                                 | 9,496.22                          | 97,571.08                                     | 84,529.50                                   | 57,271.40                             |
| Salaries - Custodians                 | 34,234.00                                  | 3,641.18                          | 36,460.19                                     | 26,704.00                                   | (2,226.19)                            |
| F I C A & Medicare Tax                | 40,264.45                                  | 3,353.13                          | 32,952.17                                     | 26,152.87                                   | 7,312.28                              |
| Unemployment Insurance                | 800.00                                     | 333.50                            | 1,229.50                                      | 1,072.00                                    | (429.50)                              |
| Disability & Family Leave Insurance   | 2,000.00                                   | 0.00                              | 2,942.66                                      | 2,803.21                                    | (942.66)                              |
| Medical Insurance & Reimbursements    | 63,000.00                                  | 5,580.63                          | 47,729.59                                     | 39,028.84                                   | 15,270.41                             |
| Worker's Compensation Insurance       | 3,000.00                                   | (1,171.15)                        | 2,552.23                                      | 2,916.75                                    | 447.77                                |
| Pension Expense                       | 45,151.00                                  | 0.00                              | 28,522.00                                     | 36,247.25                                   | 16,629.00                             |
| Heat                                  | 4,500.00                                   | 427.53                            | 4,210.49                                      | 3,839.59                                    | 289.51                                |
| Electricity                           | 25,000.00                                  | 2,090.09                          | 27,524.86                                     | 27,045.86                                   | (2,524.86)                            |
| Telephone                             | 7,200.00                                   | 644.21                            | 6,141.19                                      | 5,726.06                                    | 1,058.81                              |
| Insurance                             | 25,000.00                                  | 0.00                              | 26,572.20                                     | 24,713.29                                   | (1,572.20)                            |
| Books, Periodicals, etc.              | 40,000.00                                  | 3,803.51                          | 30,417.00                                     | 31,725.13                                   | 9,583.00                              |
| Computer & Automation Services        | 14,700.00                                  | 2,092.96                          | 13,951.13                                     | 12,917.61                                   | 748.87                                |
| Library, Office Supplies & Postage    | 10,500.00                                  | 278.27                            | 11,890.99                                     | 9,245.36                                    | (1,390.99)                            |
| Maintenance, Repairs & Bldg. Supplies | 10,000.00                                  | 503.61                            | 11,134.28                                     | 7,509.93                                    | (1,134.28)                            |
| Maintenance Contracts                 | 38,000.00                                  | 0.00                              | 29,777.49                                     | 29,204.64                                   | 8,222.51                              |
| Treasurer                             | 8,800.00                                   | 700.00                            | 7,300.00                                      | 7,300.00                                    | 1,500.00                              |
| Professional Fees                     | 7,000.00                                   | 400.00                            | 200.00  | 0.00  | 6,800.00                              |
| Election Expense                      | 1,000.00                                   | 69.81                             | 69.81   | 298.80                                      | 930.19                                |
| Professional Meetings & Travel        | 1,000.00                                   | 50.00                             | 1,534.94                                      | 1,071.07                                    | (534.94)                              |
| Events & Programming                  | 5,000.00                                   | 359.15                            | 3,678.74                                      | 3,111.19                                    | 1,321.26                              |
| Promotion Expense                     | 4,800.00                                   | 402.86                            | 1,214.78                                      | 1,218.02                                    | 3,585.22                              |
| General Expense                       | 2,000.00                                   | 15.99                             | 442.58  | 425.54                                      | 1,557.42                              |
| <b>TOTAL EXPENSE</b>                  | <b>\$885,048.13</b>                        | <b>\$63,765.86</b>                | <b>\$722,735.23</b>                           | <b>\$616,040.45</b>                         | <b>\$162,312.90</b>                   |

**GLOVERSVILLE PUBLIC LIBRARY**  
**CHECK AND CASH DISBURSEMENTS**

**APRIL 2023**

| <u>Check No.</u> | <u>Warrant Number</u> | <u>Payee</u>                                  |                           | <u>Fund</u>                    |
|------------------|-----------------------|---|---------------------------|--------------------------------|
| 7275             |                       | Gloversville Public Library                   | \$ 16,994.79              | Payroll                        |
| 7276             | 2883                  | Michael J. Frank                              | 700.00                    | Treasurer                      |
| 7277             | 2884                  | C D P H P                                     | 4,180.32                  | Medical Insurance              |
| 7278             | 2885                  | The Paul Revere Life Insurance Company        | 42.16                     | Medical Insurance              |
| 7279             | 2886                  | Charter Communications                        | 129.98                    | Computer & Automation          |
| 7280             | 2887                  | Frontier Communications                       | 644.21                    | Telephone                      |
| 7281             | 2888                  | National Grid (2,517.62)                      | 2,090.09                  | Electric                       |
|                  |                       |   | 427.53                    | Natural Gas                    |
| 7282             | 2889                  | Ingram Library Services                       | 3,129.31                  | Books                          |
| 7283             | 2890                  | Naif's  | 396.00                    | Newspapers                     |
| 7284             | 2891                  | Mohawk Valley Library System (1,183.05)       | 943.05                    | Computer & Automation          |
|                  |                       |   | 240.00                    | Promotion Expense              |
| 7285             | 2892                  | Gloversville True Value Hardware              | 26.57                     | Maintenance & Repairs          |
| 7286             | 2893                  | Derby Office Equipment, Inc.                  | 296.47                    | Advocacy Grant                 |
| 7287             | 2894                  | Creative Tees and More                        | 265.50                    | Advocacy Grant                 |
| 7288             | 2895                  | First Nonprofit Unemployment Program (533.50) | 200.00                    | Cash Reserve                   |
|                  |                       |   | 333.50                    | Unemployment Insurance         |
| 7289             | 2896                  | Schuylerville Public Library                  | 18.99                     | Lost Books, etc.               |
| 7290             | 2897                  | Johnstown Public Library                      | 26.99                     | Lost Books, etc.               |
| 7291             | 2898                  | Adirondack Experience                         | 75.00                     | Events & Programming           |
| 7292             | 2899                  | Hydro-Test Sales & Service                    | 84.00                     | Maintenance & Repairs          |
| 7293             | 2900                  | Kathryn McCary                                | 400.00                    | Professional Fees              |
| 7294             | 2901                  | Shari Peto                                    | 50.00                     | Professional Meetings & Travel |
| 7295             | 2902                  | David Brooks                                  | 30.00                     | Events & Programming           |
| 7296             | 2903                  | Barbara J. Madonna (157.97)                   | 84.22                     | Library Supplies               |
|                  |                       |   | 13.75                     | Events & Programming           |
|                  |                       |   | 60.00                     | Maintenance & Repairs          |
| 7297             | 2904                  | Daily Gazette Co., Inc. (232.67)              | 162.86                    | Promotion Expense              |
|                  |                       |   | 69.81                     | Election Expense               |
| 7298             | 2905                  | Business Card (2,348.35)                      | 240.40                    | Events & Programming           |
|                  |                       |   | 1,019.93                  | Computer & Automation          |
|                  |                       |   | 15.99                     | G/E - Zoom                     |
|                  |                       |   | 278.20                    | A/V - DVDS                     |
|                  |                       |   | 177.25                    | Library Supplies               |
|                  |                       |   | 266.74                    | Advocacy Grant                 |
|                  |                       |   | 16.80                     | Postage                        |
|                  |                       |   | 333.04                    | Maintenance & Repairs          |
| 7299             |                       | Gloversville Public Library                   | 17,030.92                 | Payroll                        |
| 7300             |                       | Issued in Place of ck # 7264 Lost             |                           |                                |
| DM               |                       | E F T Invesco - 403b                          | 100.00                    | Payroll                        |
| DM               |                       | E F T NYS & Local Retirement System           | 591.60                    | Pension - Withholdings         |
| DM               |                       | E F T NYS Tax Department                      | 1,576.50                  | Payroll                        |
| DM               |                       | E F T United States Treasury (10,608.26)      | 3,353.13                  | FICA & Medicare Expense        |
|                  |                       |   | 7,255.13                  | Payroll                        |
| DM               |                       | Marshall & Sterling, Inc. - Reimbursements    | 1,640.97                  | Medical Insurance              |
|                  |                       | CHECK AND EFT PAID OUTS - APRIL 2023          | <u>66,011.70</u>          |                                |
|                  |                       | PETTY CASH PAID OUTS - APRIL 2023             |                           |                                |
|                  |                       | None  | <u>0.00</u>               |                                |
|                  |                       | <b>TOTAL APRIL 2023 PAID OUTS</b>             | <b><u>\$66,011.70</u></b> |                                |
|                  |                       | Less: Cash Reserve                            | (200.00)                  |                                |
|                  |                       | Less: Lost Books, etc.                        | (45.98)                   |                                |
|                  |                       | Less: Advocacy Grant                          | (828.71)                  |                                |
|                  |                       | Less: Worker's Compensation Dividend          | <u>(1,171.15)</u>         |                                |
|                  |                       | <b>NET TO BALANCE TO EXPENSES</b>             | <b><u>\$63,765.86</u></b> |                                |



**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 April 2023

The Financial Report for the ten-month period ending April 30, 2023 shows our income up approximately \$565,400 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 April 30, 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 \$106,700 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  
April 30, 2023**

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

Balance Per Bank Statement \$ 20,112.62

Outstanding Checks:

| <u>Date</u> | <u>Ck. No.</u> | <u>Payee</u>                           | <u>Amount</u> |                  |
|-------------|----------------|--|---------------|------------------|
| 03/21/23    | 7261           | James Esper Landscaping                | 4,200.00      |                  |
| 04/26/23    | 7300           | M.I.S. of America, Inc.                | 3,600.00      |                  |
| 04/18/23    | 7277           | C D P H P                              | 4,180.32      |                  |
| 04/18/23    | 7278           | The Paul Revere Life Insurance Company | 42.16         |                  |
| 04/18/23    | 7289           | Schuylerville Public Library           | 18.99         |                  |
| 04/18/23    | 7290           | Johnstown Public Library               | 26.99         |                  |
| 04/18/23    | 7294           | Shari Peto                             | 50.00         |                  |
| 04/18/23    | 7295           | David Brooks                           | 30.00         |                  |
| 04/28/23    | DM             | Invesco - 403b                         | 100.00        |                  |
|             |                | Total Outstanding Checks               |               | <u>12,248.46</u> |

Other Items:

None -

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS**

\$ 7,864.16

**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> |                 |
|-------------|----------------|--------------------------|---------------|-----------------|
| 04/28/23    | 6353           | George Emden IV          | 1,002.15      |                 |
|             |                | Total Outstanding Checks |               | <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 \$ 23,332.50

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**

\$ 23,332.50

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

Balance Per Bank Statement \$ 161,030.04

Outstanding Checks:

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

-

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 161,030.04

**NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715**

Balance Per Bank Statement \$ 5,781.66

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**

\$ 5,781.66

**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

GLOVERSVILLE



PUBLIC  
LIBRARY

**Budget & Finance Committee Report**  
**Greg Niforos / Chair**  
**April 2023**

Budget and Finance Committee did not meet this month.

Budget vote was May 2nd, the tax levy passed with a vote of 166-56.

Some Thanks:

- Thank you to Valerie and staff for ensuring a successful election day and their hard work preparing.
- Thank you to John and the PR committee for developing and executing a great communication plan to share the benefits of the library and get out the vote.
- Thank you to the board for acting on the plan, calling into radio stations, and mobilizing our supporters.



**Friends of the GPL Report**  
**Jean LaPorta / President**  
**April 2023**

200 delicious Smith's pies were sold this year at our annual fundraiser.

John and Ginni Mazur, and their hardworking committee, had everything under control and the pies were all distributed in less than two hours.

The Fundraiser at the Colonial Theatre was sold out and all who attended really enjoyed the show. We had wonderful support from our sponsors and generous contributions from local businesses. Friends' volunteers and supporters were there and special thanks goes to Barb Reppenhagen and Marion Clemente for organizing the refreshments; and Sue Shrader, Ginni and John Mazur, and Frank Clemente for all their help. Patty Franco made a beautiful basket that the Friends raffled off during intermission. We surprised the attendees by giving them a free raf-

We were so happy to see many of the library staff in attendance to support Sonny Duross in a great performance as Fester. Special thanks also go to the Library staff who helped sell tickets for the show and put our information on their Facebook page. Patty Franco filled the exhibit case in April with posters of some of the previous shows the Friends have sponsored at the Colonial Theatre.

The Friends 2023 Scholarship, worth \$500, will be awarded at the June Awards Ceremony. There were 23 applicants this year which is the largest number of applicants I can remember in all the years that the Friends have offered this scholarship. Thank you to Marion Cle-

Please continue saving your book donations for our Book Sale this fall. More information will be in the August newsletter. Contact Robin Lair if you want to volunteer to be on this committee.

Watch for information about the BBQ in the August newsletter.

Please submit articles for the August issue of Friends' newsletter to Mary Trainor by June 28th: [mtrainor102@gmail.com](mailto:mtrainor102@gmail.com)

The Friends' next meeting is scheduled for Thursday, June 1, 2023 at 5 PM in the Library's Large Meeting Room.

GLOVERSVILLE



PUBLIC  
LIBRARY

**President's Report**  
**Charles "Ren" Reed / President**  
**April 2023**

I would like to thank the residents of the Groversville Library for supporting the Library and the work it does in our community. The recent tax levy passed with almost 75% approval. I would like to congratulate Richard Carlson and Susan Shrader for being elected to five year terms. I would like to thank Darcy Etkin for her willingness to run for a Board seat and to serve the Library. I would like to thank Greg Niforos and the rest of the Budget and Finance Committee, as well as our Treasurer Michael Frank, for their work in preparing our 2023-2024 budget. I would like to thank John Mazur and the rest of Public Relations Committee for their work in publicizing the tax levy vote and the trustee election. I would like to thank the rest of the Library Trustees for all their work for the Library. Most of all, I would like to thank our Library Director Valerie Acklin and the entire Library staff for all the work they do to run the Library and serve this community.

GLOVERSVILLE



PUBLIC  
LIBRARY

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

The Search Committee has finished conducting all interviews of potential candidates for the position of Library General Counsel. After much deliberation, the Search Committee is recommending to the entire Board of Trustees that we retain Ms. Stephanie Cole Adams as our new Library General Counsel. Should for some reason Ms. Adams not accept our offer, the Search Committee is recommending to the entire Board of Trustees that we retain Mr. Bryan Goldberger as our new Library General Counsel. Once one of these candidates accepts our offer, we empower our Library Director, Valerie Acklin, with the input and advice of our current Library General Counsel, Kathryn McCary, to draw up a two-year contract, which will signed by the President of the Board, Charles Reed.





## Outreach Committee Report Merry Dunn Brown / Chair April 2023

These are our recent Outreach efforts:

1. Nobody's Fool movie, book by our native son Richard Russo, was shown at The Glove. We partnered with the library staff to make informational materials available as well as to answer questions. The library staff was able to give out membership cards to a few people. We talked to folks about the Seed Club at the library, perfect timing for that.
2. Everyone who bought pies from The Friends fundraiser was given a GPL newsletter. So far two of those people have commented to me that they had no idea that there was so much happening at the library. They were very impressed.
3. Calendars and then newsletters were distributed at our usual places including The Loft, The Glove Theatre, Mohawk Harvest, Fulton County Barber Shop, Recovery Center, and many stores. We're now delivering them to the counseling center, the two senior towers, and the senior center. Rossbach's Shoe Store tapes the calendar to the front window. We've found the merchants to be very supportive of the library. Please thank them when you stop in.

Upcoming opportunities are: (depending on how much help we have)

1. Food Truck Fridays 6/2, 6/12, 7/7, 7/21, 8/4. and 8/18
2. Juneteenth 6/19
3. Pride Picnic 6/28, 4-7 PM
4. Office for Aging Picnic: 8/3



**Personnel Committee Report**  
**Susan Shrader / Chair**  
**April 2023**

Below, please find the following timeline for the Director Evaluation process:

- April 15: The Director receives the self-evaluation form
- April 18: Trustees receive self-evaluation forms
- May 16: All materials returned at Board meeting
- May 17-30: Personnel Committee meeting, date to be determined
- May 30-June 2: President and Chair meet with Director
- June 20: Personnel Committee reports to the Board of Trustees

According to our timeline, all Director Evaluation forms should be turned in at the May meeting. Greg will be collecting them. If for some reason you are unable to be at the meeting or complete your forms on time, please get them to Greg ASAP. I appreciate the time and effort you have put in to provide the best possible information to guide our recommendations.

Valerie will be providing additional Personnel Committee information at the meeting.

GLOVERSVILLE



PUBLIC  
LIBRARY

**Plan of Service Ad Hoc Committee Report**  
**Charles “Ren” Reed / Co-Chair**  
**April 2023**

There was no Plan-of-Service Committee meeting in April.

A Community Engagement Workshop is currently being scheduled for late May or June. This workshop will bring together members of the faith community. This will also be the last Community Engagement Workshop thus ending phase one of the process to develop our new Plan of Service.



**Director's Report**  
**Valerie Acklin / Library Director**  
**April 2023**

### **Election Recap**

Preparations for the tax levy vote and Trustee election took up a lot of our efforts this month. At the very start of the month, the permanent absentee voter list was obtained from the Fulton County Board of Elections. Once we had that in hand, I created the absentee ballots and Barb created the mailing labels. Staff then immediately stuffed the envelopes and mailed out the absentee ballots. As the month continued, staff collected the absentee ballots that were returned by those on the permanent list, In addition they answered questions from the public, sent out absentee applications to voters who would be temporarily unavailable to vote on election day, collected the returned applications, mailed absentee ballots to those temporarily impacted, collected returned temporary absentee ballots, maintained the ballot box, and, whenever it was full, removed ballots to the safe in the basement, where they were kept until they were turned over to poll workers on the day of the election. It all went smoothly, which is quite a feat considering that for most of our Library Clerks, this was their first Library vote rodeo. It was gratifying to see all their hard work pay off when the results came in! And, of course, we couldn't have done any of it without our dedicated poll workers, who joined us twice (first to register voters and then on the day of the vote), to ensure that our vote was on the up-and-up.

### **Summer Reading & Other Programming**

We also spent the month actively preparing for Summer Reading. Programming for the summer has been finalized by all departments. Tried and true favorites are returning (outdoor qi gong, downtown Story Time & our Story Walk, Books & Brews, and School's Out. But we are also hoping to debut some fun new offerings, including a chalk art festival, a puzzle competition, a bad art show, and a teen craft event. We are also providing leadership for two additional community events: Gloversville's 2<sup>nd</sup> Annual Juneteenth Celebration, which will take place on June 19 at The Rail Trail Gazebo and Glove City Pride, June 28 at Meyers Park. For both of these events, we're teaming up with local social justice non-profit I Can Breathe and I Will Speak. And, just a reminder that we are also sponsoring the Glove Academy conservatory drama program, and will be donating space for student workshops and rehearsals, as well as tabling Food Truck Fridays.

### **Ongoing and Upcoming Projects**

This month Madison was tasked with completely rehousing our Library of Things collection, which is now perfectly organized in the Workroom behind the Information Desk. We also moved the Puzzle Exchange to a bigger and better location, due to its popularity and increased demand. Picture Book City books have been re-cataloged and processed in Youth Services. Moving forward, we are hoping to use the summer to kick some projects that have been on the back burner into high gear. We have been working on our new WordPress website for a while now, and have made significant project, but hope to tie together loose ends and roll it out by the end of the summer. Our new staff scheduling and event management platform has been a bit slower to come together. Working with it has made clear that we need to completely dismantle the way we schedule employees and build a whole new system from scratch. Barb, Nicole, and I are still working to make that a reality, but we also hope to have the new system up and running by the fall. Other projects I am readying for kickoff include the creation of a Memorandum of Understanding with the Friends and a formal onboarding process for new employees (which I hope to work on with Barb).



## Adult Services Report

Nicole Hauser / Head of Adult Services & Collection Development

April 2023

We've picked up weeding again this month, working our way through the 600's, which has a wide array of topics, from pets to gardens to cookbooks and beyond.

We put together, and placed, a computer order this month to replace all of the public machines in the building as well as a couple of staff machines. Patrons and staff have been struggling with the public machines in the main media area and the new machines will be welcomed with arms open!

April was very busy with 6 scheduled programs on my calendar.

### Programs in April:

- Library of Things Showcase: 0 participants & 1 staff
  - This was the third time we offered this program for patrons to “test” drive the items in our Library of Things collection. Because of low, or no, participation we have decided to discontinue the Library of Things Showcase.
- Books 'N Brews: 6 participants & 2 staff
  - We met at Partner's Pub in Johnstown and had a lively discussion about The Invisible Life of Addie LaRue by V. E. Schwab.
- Adult Crafting had a total of 30 participants & 2 staff
  - 1:30 class: 10 participants; 5:30: 8 participants, and registered as kits: 12
  - Participants used special tools and thin strips of paper to create quilled designs on small cards.
- Garden Club: Seed Starting: 7 participants & 2 staff
  - This was the third workshop in a series of three, with a great turn out. Participants chose from a variety of seeds and planted them in cardboard egg cartons to bring home for their own gardens. Participants also started a few trays of veggies for the Library's Community Garden.
- Open Craft Lab: 3 participants & 1 staff
  - Participants used extra supplies from previous projects to create projects of their own design and had a great time!
- Local Authors Fair: 23 participants & 2 staff
  - We had about half the turnout from last year at our Local Author's Fair. There was a great discussion that centered around using the interesting history of the area as inspiration for both fiction and nonfiction works.



## Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

April 2023

### **New Grants for Building Projects**

Preliminary work began to submit a Consolidated Funding Application this summer for the rehabilitation of the dome. An application was submitted to the NYS Office of Parks, Recreation and Historic Preservation for their review and approval to perform the work on the dome.

### **Other Grants**

MVLS is once again offering a Mini Grant for Summer Programming for youth. This year we are requesting \$350 with \$275 to be used in support of Teen programs and \$75 for Children's.

Our request to Walmart in support of adding the Scannx service for the public copying and scanning has been rejected. Back to the drawing board.

### **Other Projects**

The GPL Logo T-shirts purchased using Advocacy Grant funds arrived this month and were handed out to the staff. Folks started wearing them immediately!

Valerie, Dick, Henry Thomas our engineer and I (attempted) to attend the Gloversville Planning Board meeting on April 6. It had be rescheduled from the normal Tuesday, April 4th date to April 6, but only one board member showed up. Without a quorum no business could be conducted. We, and the other 3 applications, have to wait until the May meeting.

I had a phone call with the architect and the contractor about using sole source for the dome. It appears that the cooperative procurement method will work for our purposes. This means we do not need to continue to develop a case in support of sole source, nor will we need to publicly bid the project as the potential contractor has already been vetted through the cooperative procurement process.

We did receive approval from NYS Office of Parks, Recreation and Historic Preservation for the rehabilitation of the dome. We need their approval because they provide oversight regarding the historic look of historic buildings throughout the state

George and I made several attempts to hand the centennial quilt in the new stairwell, but that stone block is tough and we cannot get mounting hardware screwed in. I attempted to rehang it on the balcony, but it is dragging on the carpet. After admitting defeat with those two locations, I hung it in the Large Meeting Room. The picture rail there is high enough that clears the floor.

LibStaffer is coming along well, finally. We switched from using a 15 minute schedule to 30 minute blocks. And the schedules for all three information desks are being represented at the same time making the process of setting this up MUCH easier. Hopefully it will also be easier for staff to see an overview of each week as well. 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.

Nicole and I are tag-teaming the weeding of the Adult 600's in the NonFiction Room.

Absentee ballots were mailed this month. Reminder postcards were printed and have been handed out when patrons check out at the circulation desks. Lawn signs with the date of the vote have been placed around the building.

**Teen Services Report****Lex Lanza / Teen Services & Community Engagement Librarian****April 2023**

April was a busy month for programming in Teen Services, with 9 programs scheduled. The Captain Street Outreach team joined us for Anime Afternoons for the second consecutive month. Michael, Emory, and Peter set up their prize wheel and handed out information, candy, and fun anime-themed stickers and magnets. They will be joining us again in May and it's been wonderful to have them. We have also had a few new members attend School's Out and were introduced to a new social worker from the Pride Center, who joined us to talk to the teens. It's been great to hold a safe space for them and see them return to spend time with us.





## Youth Services Report Liz Kurz / Head of Youth Services April 2023

April was an exciting month for Story Times, with Spring Break drawing in a crowd for April 13, and special guests from The Arc at Lexington and Fulton-Montgomery Community College joining up on April 20 and 27 respectively! We got to talk about cats, dragons, and farm animals throughout the month, and our guests brought wonderful energy, as well as some fun and different activities for the children. The collaboration with the FMCC Children's Literature Class on April 27, brought in the most excitement for our children, with a selection of crafts and games, as well as a sensory bin for the children (which helped engage our youngest attendees, that did not have the dexterity for the more involved crafts), and sent all of the children home with completed crafts and crafts to take part in later. Enjoy some pictures of the children at this activity.

We also had the wonderful experience for the Super Chefs program on April 11 of having two vegan children sign up for the program for the first time, allowing us to learn to adapt an existing



menu for dietary requirements, and exposing the other children involved to something new! For Super Chefs and Menu Masters, the children & teens made chicken wraps and kale chips, and all of them gave the vegan chicken tenders a try and enjoyed the novelty of sampling something new.

During the week of Spring Break, we also had a lot of older elementary, middle, and high school students hanging out in the library, which resulted in less issues than had been faced the previous month, as well as increased relationship-building with these regular patrons. The kids enjoyed being able to have a space to play casual games and color in the Chill Zone in the alcove by the Activity Room. These kids and teens have also been coming in outside of the School Break, and this area has also provided comfort to those who need a comfortable and chill place without serious structure.



Along with all of this, we had a very fun Teacher Appreciation and Earth Day craft on April 22, and we were able to use some older craft materials and some fun designs to make cards for their teachers.

Darla and I were able to attend the Schoharie Crossing Comic Book program in place of Lex, which went spectacularly with the two attendees, and all made art and shared their stories.

Collection Development is also a priority down in Youth Services at the moment, with tons of materials being introduced in the area and procedures for new materials being reviewed and updated accordingly. The children's DVD and Graphic Novel collections have been a major priority, as well as getting in new and popular series that will get children of all ages picking up a more diverse selection in their browsing, with a priority on titles that will encourage more active reading behaviors for children who may be more averse to reading.

Finally, the transition of books into their new Picture Book City categories began and is now well underway, with materials always available at the information desk for Clerks to work throughout the day. New category descriptions can be seen here:

|    |  |
|---|--|
| <p><b>Red – Celebrations</b></p> <p>Books about holidays, birthdays, and all the special days in our lives.</p>   | <p><b>Dark Orange – History</b></p> <p>Stories based on real historical people, places, and things!</p>   |
| <p><b>Orange – Concepts</b></p> <p>Books focused on introducing young children to foundational topics like ABC's, numbers, shapes, time, and opposites.</p>                        | <p><b>Yellow – Imagine</b></p> <p>Stories about fantastical things like monsters, mermaids, robots, princesses, and more!</p>                                   |
| <p><b>Light Green – Animals</b></p> <p>Books about creatures of the land, sky, and sea, including pets and dinosaurs!</p>    | <p><b>Green – STEM</b></p> <p>Stories focused on scientific topics like the natural world, technology, or math.</p>   |
| <p><b>Light Blue – Me!</b></p> <p>Stories about growing up and the experiences of being a child, including emotions, families, community, and other situations children face!</p>  | <p><b>Blue – Stories</b></p> <p>Books that do not fit within any of our other categories.</p>   |
| <p><b>Purple – Tales</b></p> <p>Books with fairy and folk tales, nursery rhymes, songs, and other verses.</p>    | <p><b>Light Purple – Transportation</b></p> <p>Stories that focus on things that go! Cars, trucks, trains, airplanes, construction, bikes, and spaceships.</p>  |
| <p><b>Pink – Favorites</b></p>  | <p>Books with popular characters or by popular authors. Also, award winners, classics, and perfect read alouds!</p>   |

Statistics / Monthly Report

**April 2023**

Figures in parentheses are comparable figures for 2022

|   | <b>2023</b>  | <b>2,022</b>   |
|---|--------------|--|
| <b>VISITORS</b>   | <b>5,292</b> | <b>(6,541)</b>                                       |
| <b>CIRCULATION</b>  |              |  |
| Adult circulation   | 1,314        | (1,354)  |
| Teen Circulation  | 170          | (99)   |
| Juvenile Circulation                                      | 810          | (928)  |
| Audiobooks  | 47           | (77)   |
| eAudio  | 245          | (183)  |
| eBooks  | 530          | (555)  |
| Music   | 1            | (2)  |
| Periodicals   | 67           | (88)   |
| eMagazines  | 74           | (88)   |
| Videos  | 560          | (727)  |
| Museum Passes   | 0            | 0  |
| Library of Things   | 13           | (3)  |
| Subtotal  | <b>3,831</b> | <b>(4,104)</b>                                       |
| In-House Use  |              |  |
| Adult   | 24           | (3)  |
| Juvenile Circulation                                      | 388          | 0  |
| Other Materials   | 750          | (780)  |
| Subtotal  | <b>1,162</b> | <b>(783)</b>   |
| <b>Total Circulation</b>                                  | <b>4,993</b> | <b>(4,887)</b>                                       |
| <b>REFERENCE QUESTIONS</b>                                | <b>121</b>   | <b>(96)</b>  |
| <b>MEETINGS / PROGRAMS / OUTREACH</b>                     |              |  |
| <b>89</b> Adult programs & meetings with 364 people       |              | (56 Adult programs & meetings 418 people)            |
| <b>10</b> Juvenile programs & meetings with 211 people    |              | (9 Juvenile programs & meetings with 120 people)     |
| <b>8</b> Teen programs & meetings with 61 people          |              | (12 Teen programs & meetings with 28 people)         |
| <b>143</b> One-on-one programs & meetings with 143 people |              | (353 One-on-one programs & meetings with 353 people) |
| <b>INTERLIBRARY LOAN</b>                                  |              |  |
| Material Borrowed   | 471          | (464)  |
| Material Loaned   | 553          | (560)  |
| Total   | <b>1,024</b> | <b>(1,024)</b>                                       |
| <b>COMPUTER USAGE</b>                                     | <b>1,202</b> | <b>(993)</b>   |
| <b>HISTORICAL ROOM</b>                                    |              |  |
| Visitors  | 9            | (14)   |
| Books Used  | 19           | (32)   |
| Reference Questions                                       | 7            | (23)   |
| Microfilm   | 0            | 0  |