



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
December 20, 2022 6:00 PM

Pledge

Public Comment

1. Accept the Minutes of the:
 - November 2022 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 Report
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
 - Tobacco Free Policy [Review]*
 - Responsibility for Library Operations Policy [Review]*
 - Pandemic Policy [Review]*
 - Public Notice Bulletin Board Policy [Review]*
 - Behavior and Environment Policy [Second Read]*
 - Programming Policy [First Read]
 - Sexual Harassment Policy [First Read]
 - Harassment 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: January 17, 2023 at 6:00 PM

**Motion Required*



Draft Minutes of the Groversville Public Library Board of Trustees Meeting November 15, 2022

The Groversville Public Library Board of Trustees held its regular meeting on November 15, 2022. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Treasurer Michael Frank, Secretary Christian W. Rohrs, Library Director Valerie Acklin, Christine Pesses, Susan Shrader, Richard “Dick” Carlson, Gregory Niforos, and Caren Pepper.

Mr. Reed called the meeting to order at 6:01 PM.

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

Mr. Reed asked for a motion to accept the October meeting minutes. Mr. Mazur made a motion, seconded by Mrs. Pesses. Mr. Reed asked if there was any discussion. Ms. Pepper noted there are missing words in the minutes. The Board approved the minutes with a vote of “aye.”

Mr. Frank delivered his Treasurer’s Report. Mrs. Shrader asked a question regarding the dates. Mr. Reed asked for a motion to approve the Treasurer’s report. Mr. Rohrs made motion, seconded by Mr. Carlson. The Board approved with a vote of “aye.”

Mr. Frank distributed the Warrants List. Mr. Reed asked if there were any questions regarding the Warrant list. Mr. Niforos made a motion, seconded by Ms. Pepper. Mr. Reed asked if there were any questions. Hearing none, the Board approved with a vote of “aye”.

Mr. Niforos delivered the Budget and Finance Report. The committee met last week. From his report, the following motions were passed:

- Motion to authorize Michael Frank to invest through Treasury Direct from the General Fund in allowable investment vehicles. Mr. Mazur made a motion, seconded by Ms. Pepper. Mr. Reed clarified that income made from this investment would return to the General Fund. The motion passed with a vote of “aye” from the Board.
- Motion to authorize a resolution to override the tax cap for the 2023-2024 fiscal year. Mr. Niforos made the motion, seconded by Mrs. Pesses. Mr. Reed asked if there were any questions. Ms. Pepper asked for some clarification. Mr. Reed asked if there were any other questions. Hearing none, the Board approved with a vote of “aye.”

Mr. Frank delivered a report on behalf of the Foundation.

Mr. Reed delivered the Friends of the Library Report on behalf of Mrs. Jean La Porta. He reminded board members to renew their Friends’ membership.

Mr. Reed noted there was no President’s Report. Mr. Reed received a thank you note from Nancy Krawczeski and a thank you note from the Friends for the pizza party. Mr. Reed asked if there were any questions. There were none.

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. Carlson delivered the Building and Grounds Report. He discussed the two building projects, including the parking lot, and the snow removal contract. Ms. Acklin also noted that the upper level bathroom locks will be changed due to an unauthorized person gaining access to the bathroom key.

Mrs. Pesses delivered the Local History Room Report. The committee met with Thomas Ruller. She thanks Mr. Reed for getting him to be a participant in our Local History Room. They discussed the approach for the year and, most importantly, work on the “environment” of the room, such as the temperature of the room, the lighting, etc. Moving forward, the room should be kept at 65 degrees Fahrenheit at all times. Additionally, room darkening shades will be necessary to preserve the artifacts in the room.

Ms. Dunn-Brown delivered the Outreach Committee Report. She made mention of the pizza party and the upcoming Soroptomist’s Craft Fair. Ms. Acklin also noted that the GPL is applying for an Advocacy Grant with the intention of purchasing a multi-function copier for advocacy and outreach purposes throughout the year.

Mrs. Shrader delivered the Personnel Committee report. She noted they had not met; however, Ms. Acklin reported upon new hires and upcoming Library Clerk exams.

Mr. Reed delivered the Plan of Service ad hoc Committee report. The following message had been delivered from the Friends: “Last evening, five leaders of the Friends of the GPL met with Mr. Wade Abbott and Mr. Reed at the GPL to participate in a Plan of Service community engagement workshop.”

Mrs. Pesses delivered the Policy Committee Report. The following motions were made:

- Motion to accept the Ethics Policy. Mr. Mazur made the motion, seconded by Mr. Rohrs. The board approved with “aye.”

After discussion of the Behavior and Environment Policy, a few typographical errors were corrected.

Ms. Pepper noted there had not been a Program Committee meeting; however, a meeting is planned for November 30 at 12:00 Noon. Additionally, Ms. Acklin noted that staff is hard at work on future programs, including summer reading.

Mr. Mazur reported on behalf of the Public Relations Committee; however, the next meeting will be November 22 at 4:00 PM.

Ms. Acklin delivered the Library Director’s Report. She noted the progress with the new website, engagement on social media, and an increase in program attendance.

Mr. Reed asked if there was any Old Business. He requests the Board’s support in forming an ad hoc committee in searching for a new GPL lawyer. He requested Mrs. Shrader and Mr. Mazur in joining him on this search committee and to draw up the necessary Request for Proposal.

Mr. Reed asked if there was any New Business. Ms. Acklin delivered an update on an incident at the GPL.

At 7:26 Mr. Niforos made a motion to enter Executive Session for purposes of discussing particular personnel issues. Mr. Mazur seconded the motion. The Board approved with "aye."

At 7:35 PM, Mr. Reed asked for a motion to leave Executive Session. Mrs. Shrader made a motion, seconded by Ms. Dunn-Brown. The Board approved with "aye."

Upon leaving Executive Session, Ms. Acklin requested a motion to provisionally hire Madison Smrtic as a part-time Library Clerk at a rate of \$14.50 per hour. Mrs. Pesses made a motion, seconded by Mr. Carlson. Mr. Reed asked if there were any questions. Hearing none, the Board approved the motion with a vote of "aye."

At 7:36 PM, Mr. Reed requested a motion to adjourn. Mr. Mazur made the motion, seconded by Ms. Dunn-Brown. The board approved with "aye."

Respectfully submitted,

Christian W. Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

NOVEMBER 2022

	Budget July 1, 2021 to June 30, 2022	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	222.17	463.52	200.81	1,536.48
Gloversville Library Foundation Inc. - Int. & Div.	100,000.00	10,000.00	50,000.00	0.00	50,000.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	2,450.00	1,925.00	7,550.00
Government Affiliations	7,000.00	500,000.00	505,665.80	5,697.30	(498,665.80)
IRS Payroll Credit Covid 19	0.00	0.00	0.00	65,829.46	0.00
Fees & Miscellaneous Income	2,500.00	770.39	2,886.70	1,511.70	(386.70)
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>\$510,992.56</u>	<u>\$1,125,222.00</u>	<u>\$588,859.27</u>	<u>(\$440,027.00)</u>
	Income Cash Reconcilement				
Income Cash Balance on November 1, 2022	<u>\$540,814.30</u>				
Plus: Receipts Per Report	510,992.56				
Less: Land Planning	0.00				
Less: Expenses Per Report	<u>(94,228.20)</u>				
Income Cash Balance on November 30, 2022	<u><u>957,578.66</u></u>				
Accounts Payable as of 11/30/22	0.00				
Accrued Payroll Expense as of 11/30/22	0.00				
Cash Received Covid 19 less Credit Due	46,125.72				
Prepaid Expenses as of 11/30/22	<u>(1,405.01)</u>				
Actual Cash Balance on November 30, 2022	<u><u>\$1,002,299.37</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$297,015.73				

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 November 1, 2022	\$556,359.43
Plus: Receipts:	
Interest on Money Market Account	221.35
Empire State Development Grant	500,000.00
Less: Paid Outs:	
Treasury Bills Purchased	297,015.73
Incoming Bank Wire Fee	15.00
Purchase New Checks	30.00
Transfer to Checking Account	<u>100,000.00</u>
Balance on November 30, 2022	<u><u>\$659,520.05</u></u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on November 1, 2022	\$765,271.54
Plus: Receipts:	
Interest on Money Market Account	191.25
Transfer from Construction Account	0.00
Less: Paid Outs:	
Treasury Bills Purchased	<u>491,762.60</u>
Balance on November 30, 2022	<u><u>\$273,700.19</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on November 1, 2022	\$9,784.13
Plus: Receipts:	
Interest Earned	0.13
Insurance Claim	0.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP	<u>6,337.80</u>
Balance on November 30, 2022	<u><u>\$3,446.46</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on November 1, 2022	\$102.19
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	50.37
Less: Paid Outs:	
Transfer to Checking Account	<u>0.00</u>
Balance on November 30, 2022	<u><u>\$152.56</u></u>

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

GENERAL FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
United States Treasury Bills 4 Week	\$50,000.00	\$49,845.61	4.0380%	\$50,000.00	\$154.39
United States Treasury Bills 8 Week	50,000.00	49,679.56	4.2040%	50,000.00	320.44
United States Treasury Bills 13 Week	100,000.00	98,945.00	4.3240%	100,000.00	1,055.00
United States Treasury Bills 17 Week	100,000.00	98,545.56	4.5270%	100,000.00	1,454.44
TOTAL SECURITIES CURRENTLY HELD	\$300,000.00	\$297,015.73		\$300,000.00	\$2,984.27
BUILDING FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
United States Treasury Bills 13 Week	\$250,000.00	\$247,374.27	4.2570%	\$250,000.00	\$2,625.73
United States Treasury Bills 26 Week	250,000.00	244,388.33	4.6050%	250,000.00	5,611.67
TOTAL SECURITIES CURRENTLY HELD	\$500,000.00	\$491,762.60		\$500,000.00	\$8,237.40

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

NOVEMBER 2022

	Budget July 1, 2021 to June 30, 2022	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	\$ 27,357.16	\$ 134,047.05	\$ 107,952.70	\$203,209.15
Salaries - Part Time Employees	154,842.48	8,277.25	48,120.77	36,937.90	106,721.71
Salaries - Custodians	34,234.00	3,641.18	16,491.70	12,778.88	17,742.30
F I C A & Medicare Tax	40,264.45	3,004.56	15,197.44	12,036.13	25,067.01
Unemployment Insurance	800.00	0.00	562.50	509.50	237.50
Disability & Family Leave Insurance	2,000.00	0.00	1,471.88	1,331.33	528.12
Medical Insurance & Reimbursements	63,000.00	5,743.25	25,270.29	20,626.90	37,729.71
Worker's Compensation Insurance	3,000.00	0.00	3,723.38	3,906.09	(723.38)
Pension Expense	45,151.00	28,522.00	28,522.00	36,247.25	16,629.00
Heat	4,500.00	1,280.42	1,336.90	166.22	3,163.10
Electricity	25,000.00	5,357.71	13,919.45	10,379.17	11,080.55
Telephone	7,200.00	594.66	2,955.60	2,881.65	4,244.40
Insurance	25,000.00	0.00	25,675.76	23,816.85	(675.76)
Books, Periodicals, etc.	40,000.00	2,992.50	13,813.57	12,423.06	26,186.43
Computer & Automation Services	14,700.00	1,535.17	6,483.35	6,647.90	8,216.65
Library, Office Supplies & Postage	10,500.00	1,123.42	5,900.43	3,018.38	4,599.57
Maintenance, Repairs & Bldg. Supplies	10,000.00	648.72	4,536.13	2,773.01	5,463.87
Maintenance Contracts	38,000.00	2,810.03	16,867.91	17,881.32	21,132.09
Treasurer	8,800.00	750.00	3,650.00	3,650.00	5,150.00
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	281.00	1,423.98	1,046.07	(423.98)
Events & Programming	5,000.00	269.18	1,665.47	1,431.06	3,334.53
Promotion Expense	4,800.00	10.00	110.00	304.02	4,690.00
General Expense	2,000.00	29.99	366.63	303.26	1,633.37
TOTAL EXPENSE	<u>\$885,048.13</u>	<u>\$94,228.20</u>	<u>\$371,912.19</u>	<u>\$319,048.65</u>	<u>\$513,135.94</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

NOVEMBER 2022

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7144		Gloversville Public Library	\$ 15,481.52	Payroll
7145		Void		
7146	2762	Michael J. Frank	750.00	Treasurer
7147	2763	Charter Communications	129.98	Computer & Automation
7148	2764	Frontier Communications	594.66	Telephone
7149	2765	C D P H P	4,180.32	Medical Insurance
7150	2766	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7151	2767	Gloversville True Value Hardware	13.49	Maintenance & Repairs
7152	2768	Victor Bujanow	560.00	Events & Programming
7153	2769	Mohawk Valley Library System (1398.08)	1,351.39	Computer & Automation
			46.69	Library Supplies
7154	2770	Darla L. Barry	45.34	Professional Meetings & Travel
7155	2771	Nicole L. Hauser	124.02	Professional Meetings & Travel
7156	2772	Alexis N. Lanza	75.37	Professional Meetings & Travel
7157	2773	T K Elevator Corporation (4,215.04)	2,810.03	Maintenance Contracts
			1,405.01	Prepaid Expense
7158	2774	Daily Gazette Co., Inc.	156.00	Newspapers
7159	2775	Board of Water Commissioners	631.29	Maintenance & Repairs
7160	2776	NYS & Local Employees' Retirement System (37,617.00)	28,522.00	Pension Expense
			9,095.00	Accounts Payable
7161	2777	Ingram Library Services	2,094.32	Books
7162	2778	Linda Conroy	122.11	Petty Cash
7163	2779	Quill, LLC	1,008.20	Library Supplies
7164	2780	National Grid (6,638.13)	5,357.71	Electric
			1,280.42	Natural Gas
7165	2781	Crisan Anadio	50.00	Events & Programming
7166	2782	Johnstown Public Library	10.07	Lost Books, etc.
7167	2783	Amsterdam Public Library	35.00	Lost Books, etc.
7168	2784	Schenectady County Public Library	12.95	Lost Books, etc.
7169	2785	Business Card (969.81)	14.99	G/E - Zoom
			10.00	Promotion Expense
			53.80	Computer & Automation
			398.18	A/V - DVDS
			138.72	Events & Programming
			37.09	Library Supplies
			96.45	W G Y Grant
			220.58	Stewart's Grant
			344.00	Newspapers
7170		Naif's	344.00	Newspapers
7171		Gloversville Public Library	15,040.48	Payroll
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	445.61	Pension - Withholdings
DM		E F T NYS Tax Department	1,415.60	Payroll
DM		E F T United States Treasury (9,514.12)	3,004.56	FICA & Medicare Expense
			6,509.56	Payroll
DM		Jaeger & Flynn Associates, Inc. - Reimbursements	<u>1,803.59</u>	Medical Insurance
		CHECK AND EFT PAID OUTS - NOVEMBER 2022	105,618.26	
		PETTY CASH PAID OUTS - NOVEMBER 2022		
		Events & Programming	80.46	
		Professional Meetings & Travel	36.27	
		Postage	1.44	
		Maintenance & Repairs	<u>3.94</u>	
		TOTAL NOVEMBER 2022 PAID OUTS	<u><u>\$105,740.37</u></u>	
		Plus: New Checks & Wire Fee	45.00	
		Less: Lost Books, etc.	(58.02)	
		Less: Accounts Payable	(9,095.00)	
		Less: Petty Cash Check	(122.11)	
		Less: Prepaid Expense	(1,405.01)	
		Less: W G Y Grant	(96.45)	
		Less: Stewart's Grant	(220.58)	
		Less: Refund Events & Programming	<u>(560.00)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$94,228.20</u></u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of November 1, 2022			\$1,760.47
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None	7169	Programming	220.58
Total Expenses			220.58
Balance of Grant Money Left at October 31, 2022			\$1,539.89

W G Y CHRISTMAS WISH GRANT

Balance as of November 1, 2022			\$915.37
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Business Card	7169	Programming	96.45
Total Expenses			96.45
Balance of Grant Money Left at October 31, 2022			\$818.92

ADVOCACY GRANT

Balance as of November 1, 2022			\$110.91
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 October 31, 2022			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of November 1, 2022			\$3,825.00
Appropriation Provided For In 2021-2022 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 October 31, 2022			\$3,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of November 1, 2022			\$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 October 31, 2022			\$2,807.18

Financial Review November 2022

The Financial Report for the five-month period ending November 30, 2022 shows our income up approximately \$536,400 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 \$50,000 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 November 30, 2021 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 \$52,900 from the same period of last year due primarily to the increase in salaries and payroll related expenses. 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.

**GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
November 30, 2022**

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

Balance Per Bank Statement					\$ 18,695.62
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
11/15/22	7149	C D P H P		4,180.32	
11/15/22	7150	The Paul Revere Life Insurance Company		42.16	
11/15/22	7154	Darla L. Barry		45.34	
11/15/22	7163	Quill LLC		1,008.20	
11/15/22	7166	Johnstown Public Library		10.07	
		Total Outstanding Checks		<u>5,286.09</u>	<u>5,286.09</u>
Other Items:		None			<u>-</u>
BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS					<u>\$ 13,409.53</u>

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

Balance Per Bank Statement					\$ 17,001.50
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
Other Items:		None			<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u>\$ 17,001.50</u>

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

Balance Per Bank Statement					\$ 659,520.05
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u>\$ 659,520.05</u>

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

Balance Per Bank Statement					\$ 273,700.19
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u>\$ 273,700.19</u>

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 3,446.46

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

\$ 3,446.46

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

Balance Per Bank Statement \$ 152.56

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 152.56

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance

GLOVERSVILLE



PUBLIC
LIBRARY

Friends of the GPL Report
Jean LaPorta / President
November 2022

On Monday, November 14, the following Friends' Officers and Directors joined me in attending a beta presentation to learn more about the Library's future Plan of Service: Marion Clemente, Nancy Krawczeski, Ginni Mazur, and Jill Thaisz,

During the first week of December the Friends decorated the lobby for the holidays. Merry Brown contacted Pecks for the lovely wreath and decorations outside.

On November 17, 18 and 19 we conducted our first Book Sale since the pandemic. Thanks go to Robin Lair for organizing the event, with the help of her dedicated volunteers.

Each staff member received a holiday gift from the Friends.

The December Newsletter contained a great deal of information about the Library thanks to articles from Valerie Acklin, Barbara Madonna, Marion Clemente, Nancy Krawczeski, and Ginni Mazur.

Membership renewal forms were included in the December issue for the first time, for the convenience of our members. Our next issue comes out in April. Articles must be submitted to Mary Trainor by February 28, 2023 (mtrainor102@gmail.com).

Wishing everyone a very happy and safe holiday this year.



Budget & Finance Committee Report
Greg Niforos / Chair
November 2022

The finance committee met to discuss the 2023-2024 budget. Revisions were made to the budget, Valerie noted that computer services costs were likely to increase, based on new services rolling out, but MVLS has not finalized that yet.

The \$500,000 ESD grant was received and applied to the budget, \$100,000 in each of the next five years starting in 2023. This money has been invested in Treasury bills, since it is not budgeted for this year. We will reinvest the funds on a rotating basis as needed. The investment income line was updated to reflect this, but is currently a conservative estimate since this is a new process for us, and interest rates may fluctuate.

I informed the committee that at the Foundation meeting last week, the foundation committed to its financial support of the library's budget.

The committee decided to propose a tax levy increase of \$60,000 for 2023-2024. This will primarily offset the state mandated wage increases. We also discussed proactively setting some budget talking points, and publicity to drum up support for the budget. We will partner with the PR committee for this.

Attached is the proposed budget for 2023-2024

Gloversville Public Library Operating Budget

	Aactual	Aactual	Aactual	Aactual	Aactual	YoY change	Aactual	YoY change	Budget	YoY change	Budget	YoY change
	2018-2018	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024	2023-2024	2023-2024	2023-2024
EXPENSES												
Salaries FT	\$ 262,901	\$ 260,658	\$ 291,660	\$ 316,965	\$ 25,206	\$ 371,490	\$ 316,965	\$ 371,490	\$ 444,774	\$ 54,525	\$ 444,774	\$ 73,284
Salaries PT	\$ 49,493	\$ 71,628	\$ 86,762	\$ 15,134	\$ 20,889	\$ 154,842	\$ 107,651	\$ 154,842	\$ 139,830	\$ 47,192	\$ 139,830	\$ (15,012)
SS/Medicare Taxes	\$ 23,663	\$ 25,321	\$ 29,412	\$ 4,081	\$ 3,025	\$ 40,264	\$ 30,437	\$ 40,264	\$ 44,722	\$ 7,827	\$ 44,722	\$ 4,458
Unemployment Insurance	\$ 744	\$ 858	\$ 982	\$ 124	\$ 1,072	\$ 91	\$ 800	\$ 800	\$ 1,462	\$ (272)	\$ 1,462	\$ 662
Disability/NYSPL Insurance	\$ 851	\$ 1,327	\$ 2,185	\$ 859	\$ 2,803	\$ 619	\$ 3,474	\$ 3,474	\$ 3,858	\$ 671	\$ 3,858	\$ 385
Subtotal	\$ 337,652	\$ 359,792	\$ 411,000	\$ 51,208	\$ 460,928	\$ 49,529	\$ 570,871	\$ 570,871	\$ 634,647	\$ 109,943	\$ 634,647	\$ 63,776
Worker's Comp	\$ 2,194	\$ 2,634	\$ 3,290	\$ 656	\$ 3,631	\$ 341	\$ 3,000	\$ 3,000	\$ 4,385	\$ (631)	\$ 4,385	\$ 1,385
Medical Insurance	\$ 36,063	\$ 35,817	\$ 39,922	\$ 4,105	\$ 42,491	\$ 2,559	\$ 63,000	\$ 63,000	\$ 73,000	\$ 20,509	\$ 73,000	\$ 10,000
Pension Expense	\$ 29,128	\$ 34,602	\$ 41,895	\$ 7,283	\$ 3,457	\$ 45,151	\$ (191)	\$ 45,151	\$ 58,460	\$ (191)	\$ 58,460	\$ 13,909
Subtotal	\$ 67,384	\$ 73,053	\$ 85,097	\$ 12,044	\$ 91,464	\$ 6,367	\$ 111,151	\$ 111,151	\$ 135,845	\$ 19,687	\$ 135,845	\$ 24,694
Natural Gas	\$ 2,506	\$ 2,513	\$ 2,507	\$ (6)	\$ 4,275	\$ 1,768	\$ 4,500	\$ 4,500	\$ 5,500	\$ 225	\$ 5,500	\$ 1,000
Electricity	\$ 12,593	\$ 18,683	\$ 21,220	\$ 2,537	\$ 12,945	\$ 25,000	\$ (9,165)	\$ 25,000	\$ 40,000	\$ (9,165)	\$ 40,000	\$ 15,000
Telephone	\$ 5,343	\$ 6,352	\$ 6,650	\$ 258	\$ 6,857	\$ 208	\$ 7,200	\$ 7,200	\$ 7,200	\$ 343	\$ 7,200	\$ -
Insurances	\$ 16,074	\$ 21,663	\$ 21,949	\$ 286	\$ 24,713	\$ 2,764	\$ 25,000	\$ 287	\$ 27,000	\$ (14,613)	\$ 27,000	\$ 2,000
Building, Maint., Repairs	\$ 14,841	\$ 9,293	\$ 18,764	\$ 9,471	\$ 24,613	\$ 5,849	\$ 10,000	\$ 10,000	\$ 15,000	\$ (4,613)	\$ 15,000	\$ 5,000
Building Contracts	\$ -	\$ 20,353	\$ 32,662	\$ 12,309	\$ 38,099	\$ 5,437	\$ 38,000	\$ 38,000	\$ 45,000	\$ (99)	\$ 45,000	\$ 7,000
Subtotal	\$ 36,516	\$ 49,251	\$ 52,326	\$ 3,075	\$ 17,665	\$ 61,700	\$ (8,311)	\$ 61,700	\$ 139,700	\$ (8,311)	\$ 139,700	\$ 78,000
Books	\$ 45,648	\$ 40,133	\$ 38,729	\$ (1,404)	\$ 40,574	\$ 1,845	\$ 40,000	\$ 40,000	\$ 42,000	\$ (574)	\$ 42,000	\$ 2,000
Computer Services	\$ 26,407	\$ 11,886	\$ 13,175	\$ 1,289	\$ 1,989	\$ 14,700	\$ 15,164	\$ 14,700	\$ 15,700	\$ (464)	\$ 15,700	\$ 1,000
Library/Office Supplies	\$ 14,764	\$ 6,561	\$ 9,370	\$ 2,809	\$ 10,653	\$ 1,283	\$ 10,500	\$ 10,500	\$ 10,500	\$ (153)	\$ 10,500	\$ -
Accounting/Fin. Sec.	\$ 8,600	\$ 8,600	\$ 8,600	\$ 200	\$ 8,800	\$ -	\$ 8,800	\$ 8,800	\$ 9,000	\$ -	\$ 9,000	\$ 200
Professional fees (audit/atty)	\$ 6,580	\$ 6,300	\$ 6,313	\$ 13	\$ 6,313	\$ -	\$ 7,000	\$ 7,000	\$ 688	\$ 688	\$ 7,000	\$ -
Election Expense	\$ 788	\$ 303	\$ 1,068	\$ 765	\$ 958	\$ (110)	\$ 1,000	\$ 42	\$ 1,000	\$ 42	\$ 1,000	\$ -
Prof. Meetings & Travel	\$ 614	\$ 821	\$ 349	\$ (472)	\$ 1,164	\$ 815	\$ 1,000	\$ 1,000	\$ 1,000	\$ (164)	\$ 1,000	\$ -
Events & Programming	\$ 5,455	\$ 2,937	\$ 3,845	\$ 908	\$ 4,027	\$ 181	\$ 5,000	\$ 5,000	\$ 5,000	\$ 973	\$ 5,000	\$ -
Promotional Expense	\$ 5,962	\$ 5,363	\$ 2,499	\$ (2,864)	\$ 1,442	\$ (1,057)	\$ 4,800	\$ 4,800	\$ 3,358	\$ 3,358	\$ 4,800	\$ -
General Expense	\$ 4,364	\$ 1,124	\$ 7,136	\$ 6,012	\$ 510	\$ (6,526)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,390	\$ 2,000	\$ -
Subtotal	\$ 119,183	\$ 84,028	\$ 91,284	\$ 7,256	\$ 89,703	\$ (1,581)	\$ 94,800	\$ 94,800	\$ 98,000	\$ 5,097	\$ 98,000	\$ 3,200
Total Expenses	\$ 680,784	\$ 688,124	\$ 888,707	\$ 73,683	\$ 712,108	\$ 72,400	\$ 888,622	\$ 888,622	\$ 1,008,192	\$ 128,418	\$ 1,008,192	\$ 168,870
				\$ 736,960		\$ 1						\$ 1
REVENUE												
GEISD Tax Levy	\$ 423,695	\$ 453,695	\$ 453,695	\$ -	\$ 503,695	\$ 50,000	\$ 553,695	\$ 553,695	\$ 613,695	\$ 60,000	\$ 613,695	\$ 60,000
Gloversville Library Foundation*	\$ 64,000	\$ -	\$ -	\$ (4,511)	\$ 60,000	\$ 1,370	\$ 10,000	\$ 10,000	\$ 40,000	\$ 40,000	\$ 120,000	\$ 20,000
Foundation - donations	\$ 9,694	\$ 5,066	\$ 555	\$ (1,885)	\$ 412	\$ 136	\$ 2,000	\$ 2,000	\$ 8,075	\$ 8,075	\$ 10,000	\$ -
Income from Investments	\$ 1,050	\$ 2,162	\$ 277	\$ (1,885)	\$ 8,727	\$ 7,000	\$ 7,000	\$ 7,000	\$ 1,588	\$ 1,588	\$ 10,000	\$ 8,000
Affiliations & Grants	\$ 8,650	\$ 22,153	\$ 8,049	\$ (14,104)	\$ 678	\$ 1,105	\$ 2,500	\$ 2,500	\$ (1,727)	\$ (1,727)	\$ 7,000	\$ -
Fines & Misc. Income	\$ 11,049	\$ 8,607	\$ 3,191	\$ (5,416)	\$ 4,296	\$ 1,105	\$ 2,500	\$ 2,500	\$ (1,796)	\$ (1,796)	\$ 2,500	\$ -
Covid 19 IRIS Payment	\$ -	\$ 46,125	\$ 152,735	\$ 105,610	\$ 65,829	\$ (86,905)	\$ -	\$ -	\$ (65,829)	\$ -	\$ -	\$ -
ESD Grant	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -
Friends of the Library**	\$ -	\$ 647,808	\$ 628,601	\$ 80,883	\$ 664,886	\$ 28,284	\$ 886,186	\$ 886,186	\$ 873,195	\$ 30,310	\$ 873,195	\$ 188,000
Cash Available	\$ 628,138	\$ -	\$ -	\$ -	\$ 535,195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ (32,597)	\$ (18,316)	\$ (11,205)	\$ (57,222)	\$ (153,327)	\$ (134,997)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surplus/(deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Local History Room Committee Report

Chris Pesses / Chair

November 2022

The three (3) basic areas that we will be dealing with: Environment Control, Preservation Work, and Access.

Environmental Control is exactly that. We have issues with too much light, (light deteriorates the books and items of antiquity), as does temperature, and pests which are not an issue at the present moment as far as we know but could be.

Solutions:

- No further news on shades. Chris will contact Lorna Elmendorf to see where she is with estimates.

Access is about making sure that the public knows what we have and that it is discoverable. Shari Peto has already begun going through each item on our shelves to make sure the book is bar coded and in the MVLS system correctly. Preservation is about making sure that the items available to the public are in a condition that makes them useable. So at the same time, Shari is checking to see if they are in the system, she is also checking on the condition of the book and noting whether it needs work done on it or not. She is not doing a complete check, just noting that the book or item needs to be reviewed. This is where the volunteers will help. Preservation Work is three things: digitization, rebinding, and rehousing. Volunteers (our committee) will be the major force behind this aspect

Projects are as follows:

1. Lori will develop a spreadsheet in Google Docs (Sheets) where the information will be entered. This will be put on a flash drive so that we can have one person reviewing the book, and another person scribing that onto the spreadsheet which will be saved on either a large flash drive or an external hard drive.

- a. We will working on reviewing the first set of books that are most frequently used...the Business Directories for conditions and potentially needing repair. The conditions will be documented, pictures taken, and hopefully all will fit on the spreadsheet that Lori is developing so that we can apply for the grant reported on in my last report (Nov. 14th NYS Library Conservation Preservation Program) to have them repaired and rebound. The spreadsheet will be needed to document what we are applying for.

- b. One team will work on the Business Directories and another team will work on the books on the shelves, using the same process as the Business Directories.

2. The materials that are in the large drawers at the bottom of the microfilm cabinets need to be reviewed, what should be kept and what should/could be displayed and then turned over to the Fulton County Museum.

3. Our archive boxes need to be reviewed and the contents listed for each box

a. The items that are presently located in our archival boxes need to be turned over to an intern for categorization, cataloging, condition statement, etc. To have an intern work on this we will need to have a complete list of what is in the boxes, and then to request an intern for this project. Tom will help us with writing up a description for this project. Public Access will eventually be made available through application by the Library for participation in a digital program called EmpireADC (Empire Archival Discovery Cooperative). This organization allows items that are not books to be listed bibliographically and is searchable on-line. Participation is

on a sliding scale and for us would probably be minimal. These items will have to be rehoused correctly and entered into the EmpireADC by the intern.

b. When maps are found, they will need to be measured and listed as maps so that we can determine what and how many we have to store in a map cabinet.

i. Contact was made with Mayor Vince DeSantis regarding a potential for the City to write a grant for a map cabinet that the Library would then house and all city maps as well as library maps that need to be housed would be then housed in appropriate archival map cabinet. We have not gone to the City yet for official action on this. We first need to determine how many maps we have and size. Then investigate the possible cabinets to store items, and where the cabinet might fit.

Last but not least, Tom pointed out that we need to be aware of is the approaching 250th anniversary of the American Revolution. The Bicentennial was a big deal and this will be as well. Saratoga is already planning events and celebrations. We need to think about how the Library can participate in a meaningful way in this potentially year's long celebration.

Our next meeting is scheduled for January 18 at 1:30 PM.



Policy Committee Report Chris Pesses / Chair November 2022

The following policies were reviewed and the committee saw no need for changes. The Board will need to agree and pass the review:

- Tobacco Free Policy
- Responsibility for Library Operations Policy
- Pandemic Policy

The following policies were reviewed and will be sent to the board for the second read and approval at December's meeting:

- Behavior and Environment Policy
- Public Notice Bulletin Board Policy has a few changes however, no real change to the policy's intent. The Board can agree or disagree and pass or not at the December meeting.

The following policies were reviewed and will be presented for a first read. They were sent on to the Library's lawyer for review as to State Ed/Library law changes.

- Harassment Policy
- Sexual Harassment Policy

The following policy was reviewed and will be presented for a first read.

- Programming Policy

In order to protect the health and welfare of all the residents of our community, Gloversville Public Library prohibits the use of all tobacco products on all grounds.

This policy applies to all persons that utilize Gloversville Public Library. Individuals who refuse to comply with the policy may be asked to leave the premises.

Procedures

- Tobacco-Free signs will be posted in entryway areas covered by this policy.
- To educate the community, Gloversville Public Library will be designated as tobacco-free in all informational brochures and advertisements.
- The facility will be responsible for enforcing the policy.

Adopted October 18, 2011 by the Board of Trustees of the Gloversville Public Library

Reviewed September 2017

Reviewed December 20, 2022

Absence of Library Director for Short Periods of Time

In the absence of the Library Director for short periods of time, there is a need to have one or more persons responsible for representing library policy, maintaining Library security, and providing day- to-day direction of staff. The Library Board of Trustees has established the following supervisory positions to assume this responsibility:

1. Librarian II/Head of Adult Services and Collection Development
2. Librarian I/Head of Grant Administration and Special Projects
3. Librarian I/Head of Youth Services
4. Librarian I Teen Services and Community Engagement Librarian
5. Senior Library Clerk/Head of Administration
6. Senior Library Clerk/Head of Circulation
7. Library Assistant/Head of Youth Programming
8. Other full-time Library Assistant on site with seniority
9. Other full-time Library Clerk site seniority on site
10. Other full-time staff member with seniority on site
11. Other part-time staff member with seniority on site

This temporary authority is limited to situations that require immediate action or intervention. Decisions required in these situations shall be made in accordance with the established policy and procedures of the Library.

Extended Absence of Library Director

In the extended absence of the Library Director, there is a need to have an alternate person assume responsibility for the continued maintenance of Library operations. The Library Board of Trustees has established that the following supervisory positions to assume this responsibility in the following order:

1. Librarian II/Head of Adult Services and Collection Development
2. Librarian I/Head of Grant Administration and Special Projects
3. Librarian I/Head of Youth Services
4. Librarian I Teen Services and Community Engagement Librarian
5. Senior Library Clerk/Head of Administration
6. Senior Library Clerk/Head of Circulation
7. Library Assistant/Head of Youth Programming

If the extended absence is more than eight weeks, the Board of Trustees will seek to hire a temporary qualified person through appropriate avenues.

Whenever possible, major decisions shall be delayed until the Director has returned. If a delay is not possible, the person responsible for library operations will make the necessary decision according to the situation, after consulting with one of the following individuals: Library Board of Trustees President, Library Board of Trustee Vice President, or the appropriate town department head or official.

Adopted November 17, 2020
Revised December 20, 2022

In the case of a pandemic, the Library may be required to change its usual operating hours and level of service, in order to slow the spread of illness. These measures may include, but are not limited to, decreasing service hours, implementing service restrictions or modifications, quarantining materials, or building closure. Recovery from a pandemic may be slow, as compared with other crises, so the Library has established the following policy to help determine how/if core business activities can be maintained safely over time.

The Library building will close due to a pandemic in the event that there is a mandate or recommendation for closure issued by public health or government officials on the local, county, state, or federal level.

At the discretion of the Library Director and/or the Library Board of Trustees, the Library may also close the building, reduce its operating hours, or limit services temporarily (e.g. cancel programming) in the event that there is not sufficient staff to maintain basic Library service levels, provide adequate social distancing, or perform appropriate cleaning.

In the event that the Gloversville Enlarged School District is closed due to confirmed cases of illness, the Library will remain open unless one of the aforementioned requirements for closing are also met.

The Library's *Minimum Staff Requirement Policy* will inform the Library's ability to provide services and maintain operating hours during a pandemic. An inability to maintain the temporary minimal level or the necessity to maintain this temporary minimal level for more than two consecutive days will result in the restriction of services, reduced hours, or closure.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or staff member in charge:

- Closure of the Library building
- Reduction of operating hours
- Cancellation of programs, special events, and meeting room reservations
- Restriction of access to designated areas of the Library
- Implementation of social distancing practices (6' separation between individuals) in public and staff areas
- Shift to digital/virtual services or other appropriate service models
- Reallocation of staff responsibilities and/or work schedule changes
- The removal of materials (e.g. kits and realia, computer keyboards, etc.) from public areas to minimize spread through surfaces frequently touched; such materials will be cleaned, placed into storage, and temporarily unavailable for use and/or circulation

In the event of changes in services or operating hours, the Library Director or staff member in charge will maintain communication with staff, the Library Director, and the Board of Trustees.

Effective communication with the public about any changes in services or operating hours is of the utmost importance, as well. Staff should follow the usual procedures for unexpected closure/program cancellation, which includes: Posting information in prominent areas inside and/or outside the building, on the Library's incoming phone message, on the Library website, and on the Library's social media accounts. In addition, MVLS, *The Leader-Herald*, and WENT radio should all be informed and kept up-to-date.

In the event of reduced staffing, operating hours, or services, library staff shall perform priority responsibilities that most directly impact patrons prior to any other work tasks. Priority responsibilities shall follow this order:

- i. Direct patron assistance tasks: check out, issuing library cards, computer and reference assistance, facility and collection supervision/safety/maintenance.
- ii. Patron-related tasks: check in, incoming delivery, shelving.
- iii. Workflow tasks: pull list, material orders, cataloging
- iv. Operational tasks: payroll, accounts payable, Library Board meetings.

Individual responsibilities outside of those described shall be completed after these prioritized tasks, if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director or staff member in charge to determine staffing area assignments and to confirm the priority of work tasks.

Library staff will be provided with appropriate Personal Protective Equipment (PPE), including, but not limited to, face masks, disposable gloves, hand sanitizer, and surface disinfectants. Staff may be required to wear appropriate PPE while on site.

If the Library building is open to either the public or staff only, staff members are expected to report to work on time, as scheduled.

If a staff member receives an Order of Isolation or medical direction to isolate, and is required to quarantine at home, and able to work, the staff member will notify the Library Director and/or the staff member in charge of the Library. The staff member in question will then be excused from reporting to work. Any staff member ordered to quarantine will be expected to work remotely and coordinate with the appropriate Department Head or the Library Director to document their work time. If necessary, the Library will loan staff members limited numbers of laptops and/or mobile hotspots, to assist in telecommuting.

If a staff member under quarantine orders is able to work remotely, but is unwilling to so, or if a staff member chooses to self-quarantine, the Library's leave policy (as outlined in the *Employee Handbook*) will be in effect.

In the event that the Library closes due to a pandemic, every effort shall be made to compensate staff for their regularly scheduled hours (except for any scheduled time off), while they work remotely.

When advised by local, state, county, and/or federal health authorities or government officials that the pandemic is no longer a threat to the community, and if the Library Director deems that conditions have been met for the Library to operate safely, normal operations and services will be resumed.

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall follow *Appendix A: GPL Organizational Chart* and the *Responsibility for Library Operations Policy*.

Adopted April 20, 2021

Reviewed December 20, 2023

GPL Organizational Chart

Valerie Acklin | July 25, 2022



Notices must deal with literary, educational, philosophic, or civic events in the Gloversville, Fulton County, or Mohawk Valley area.

Notices for informational political events such as debates and lectures may be posted.

Notices for political candidates, parties, and issues will NOT be posted.

Notices of church services, private instructional courses, commercial ventures/events, will NOT be posted.

If the bulletin board is crowded, the library staff reserves the right to select notices for events with the widest appeal.

All notices must be left at the Library's Information Desk for Library approval.

Library staff will place and remove postings, as appropriate.

Notices will not be returned after posting.

Limited space generally allows for only short-term notices.

Final approval authority rests with the Director. Complaints should be in writing and directed to the Library Director and/or the Board of Trustees.

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

Reviewed September 2017

Reviewed December 20, 2023

This policy applies to the behavior of patrons and staff of the Library and others on Library business or engaged in activities relating to the Library.

Policy Statement

The Gloversville Public Library is committed to supporting the right of all to work and study in an environment which is free from all forms of harassment including bullying, sexual harassment, racial harassment and any other forms of harassment. Such behavior can create an intimidating, hostile atmosphere and is unacceptable. It can damage an individual's welfare and can also undermine the mission of the Library.

These guidelines aim to provide guidance for providing such a work and study environment free of harassment, and a framework for dealing effectively with harassment complaints.

The Library is committed to reviewing this policy and procedure on a regular basis in line with changes in the law, relevant case law and other developments.

Responsibility

All members of the Library community share the responsibility for ensuring an environment that is free from any form of bullying or harassment.

Bullying

Bullying is repeated inappropriate behavior, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, which could reasonably be regarded as undermining the individual's right to dignity. A single incident of the behavior described in this definition may be an affront to dignity but, as a single incident is not considered to be bullying.

Bullying can take many forms, from open aggression, threats, and shouting to subtle comments or exclusion. It can be verbal, physical or psychological. It is destructive and may have serious consequences. The impact of the behavior on the recipient will be taken into consideration when dealing with cases of bullying.

Examples of Bullying:

Verbal: personal insults, demeaning remarks, humiliation in front of others, nicknames, ridicule, threats

Non-verbal or indirect: exclusion, hostile attitude, spreading malicious rumors

Abuse of power: excessive criticism, withholding essential information

Physical: aggressive behavior, physical intimidation, unwelcome physical contact up to and including assault

Sexual Harassment

See the Sexual Harassment Policy

Racial Harassment

Racial harassment, which is harassment on the grounds of race, including national or ethnic origins, is defined as unwanted or unwelcome conduct, or incitement to such conduct, based on a person's race, which is offensive to the recipient and which might threaten a person's security or create a stressful, hostile, or intimidating work or study environment.

Examples of Racial Harassment

Verbal: offensive jokes or remarks about a person's race or ethnic origin, ridicule or assumptions based on racial stereotypes

Non-verbal or indirect: exclusion, hostile or demeaning attitudes, spreading malicious rumors

Visual: production, display or circulation of materials offensive to particular racial or ethnic groups, such as cartoons or racial propaganda

Other Forms of Harassment

Any act or conduct by a perpetrator is considered to be harassment if it is unwelcome to the recipient and could reasonably be seen as offensive, humiliating or intimidating to the recipient, in relation to one or more of the following **actual or perceived** characteristics of the recipient: **age, race, creed, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or status as a victim of domestic violence. gender, marital or family status, sexual orientation, religion, age, and disability.**

Reporting an Incident: A person who feels that she/he is being bullied or harassed may use one or all of the following steps. A person may prefer to proceed directly to the formal process and their decision to bypass the informal process should not be held against them.

Informal Process: The objective of this approach is to resolve the difficulties with the minimum of conflict and stress for the individuals involved.

Make it clear to the perpetrator that the behavior is unwelcome and unacceptable and ask them to stop. If this is not possible or you find it difficult to approach the perpetrator, then you should approach one of the contact persons listed below for help.

Keep a record of incidents as they occur: what happened, dates, times, places, witnesses (if any), your response and the impact on you.

Discuss the matter with one of the following contact persons:

Library staff member

Library Director

President of the Board of Trustees

Formal Process: A formal complaint involves providing a written statement to the appropriate contact person listed above.

The Library Director and/or the President of the Board of Trustees will investigate all formal complaints, with the assistance of outside agencies if necessary.

Investigation meetings will be held in confidence and with sensitivity, and all parties will be treated with dignity and respect. Confidentiality is required of all parties involved in the investigation.

The Library will maintain a record of all statements and meetings.

All parties involved will receive written notification of the resolution of the complaint.

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

Reviewed December 19, 2017

Revised October 15, 2019

Revised December 20, 2022

Gloversville Public Library (GPL) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of GPL's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with GPL. Employees can also file a complaint with a government agency or in court under federal or state or local antidiscrimination laws.

Policy:

1. GPL's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with GPL. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. GPL will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of GPL who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the president of the Board of Trustees. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject GPL to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. GPL will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. GPL will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. GPL will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Director or the President of the Board of Trustees.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

Approved: October 15, 2019
Revised December 20, 2022

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal and state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;

Such conduct is made either explicitly or implicitly a term or condition of employment; or

Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

Physical acts of a sexual nature, such as:

- Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body;
- Rape, sexual battery, molestation or attempts to commit these assaults.

Unwanted sexual advances or propositions, such as:

- Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities.

Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

Sexual or discriminatory displays or publications anywhere in the workplace, such as:

- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:

- Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal and state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. GPL cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Director or the President of the Board of Trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Director or the President of the Board of Trustees.

Reports of sexual harassment may be made verbally or in writing. **A form for submission of a written complaint is** [Please see Appendix B: Sexual Harassment Complaint Form](#), attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Director or the President of the Board of Trustees.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. GPL will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

Upon receipt of complaint, the Director or the President of the Board of Trustees will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.

If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.

Request and review all relevant documents, including all electronic communications.

Interview all parties involved, including any relevant witnesses;

Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:

- A list of all documents reviewed, along with a detailed summary of relevant documents;
- A list of names of those interviewed, along with a detailed summary of their statements;
- A timeline of events;
- A summary of prior relevant incidents, reported or unreported; and
- The basis for the decision and final resolution of the complaint, together with any corrective action(s).

Keep the written documentation and associated documents in a secure and confidential location.

Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.

Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by GPL but is also prohibited by state and federal, and, where applicable, local law.

Aside from the internal process at GPL, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to GPL does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR: **The website also contains contact information for DHR's regional offices across New York State.**

Albany Regional Office
Agency Building 1, 2nd Floor, Empire State Plaza
Albany NY 12220
Phone: (518) 474-2705 OR (518) 474-2707

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. **For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.**

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the **local City of Gloversville Police Department**.

1. While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.
2. A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

Sexual Harassment Complaint Form

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to Library Director or the President of the Board of Trustees. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Circle Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

(Cont. on back)

Please list the name and contact information of any witnesses or individuals who may have information related to your complaint::

The following question is optional, but may help the investigation.

Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____

Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

The Gloversville Public Library commits itself to the citizens of the Gloversville Enlarged School District to be a community resource that provides access to information and technology, as well as educational and cultural events, while remaining a center for research and literary pursuits.

The Library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining, and providing access to a collection of materials, both print and non-print, and to electronic resources that address the interests and needs of the members of our diverse and complex community. In addition, the Library participates in the Mohawk Valley Library System Inter Library Loan program, through which materials not in the Library's collections may be accessed by patrons through the borrowing of materials from other libraries in the region.

Intellectual Freedom

The Library supports the "Library Bill of Rights" and the "Freedom to Read" statements adopted by the American Library Association. These documents are included as Appendices.

The Library makes available a wide diversity of ideas and viewpoints in support of an informed citizenry and a democratic society. The Library supports the individual choice and judgment of its users in seeking information, and upholds the freedom of library users to read, view, and listen to materials of their choosing.

Materials are not marked, labeled, or sequestered to show approval, disapproval, or judgments as to suitability of content for a particular audience.

Materials are not excluded, removed, proscribed, or suppressed because of their creator's origin, background, or views, or because they represent a particular aspect of life, frankness of expression, or controversial subject matter.

Concerns about Library material should be made to the Library Director. Objections not resolved in discussion may then be made in writing, using *Appendix A: Library Material Feedback Form*, which can be found at the Main Information Desk. Upon receipt of a completed form, the Library Director will review the material, make a decision, and notify the complainant. As per the *Ethics Policy for Trustees*, the Board of Trustees is not involved in this process. Furthermore, challenged materials will not be removed from the shelves during this process.

Materials Selection

For its own collections, the Library provides materials that balance viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Decisions to select or retain an item are based on the merits of each work or information source as it relates to the goals and coverage of the collection. The Library considers the value of each item in its entirety and within the context of the collection, not on specific passages or sections within the item itself.

The Library maintains three collection development goals:

- to furnish current and classic material, in an array of accessible formats, for both adult and

juvenile patrons

- To provide access to current reference material
- To maintain a local history collection

Book and/or library materials selection is the responsibility of the Library Director. The Director may authorize members of the Library's staff to aid in material selection.

The main points to be considered in the selection of materials are:

- individual merit
- popular demand
- suitability for the Library's clientele
- existing Library and consortium holdings
- Budget
- Professional journal reviews

Suggestions for purchase from the public are welcome and will be given serious consideration within the limits of these policies. Books donated to the library will be considered for the collection, as well (see also *Donations, Bequests and Gifts Policy*).

Selection of materials for adults is not constrained by possible exposure to children or young adults. Responsibility for children's use of Library collections rests with parents, guardians, or caregivers (see *Behavior and Environment Policy*).

An up-to-date and useful collection is maintained through a continual evaluation process. Replacement of worn physical items is dependent upon current demand, usefulness, newer editions, and the availability of similar items. This ongoing process is the responsibility of the Library Director. Withdrawn materials will be handled in a similar manner, and under the same authority, as donated materials (see also *Donations, Bequests and Gifts Policy*).

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

Revised March 21, 2017

Revised October 20, 2020

Reviewed December 20, 2022

Library Material Feedback Form

The Trustees of the Gloversville Public Library have established a collection development policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Gloversville Public Library
58 E. Fulton St.
Gloversville, NY 12078
Attn: Library Director

Date: _____

Name: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Do you represent yourself? Or an organization?

Name of organization (if appropriate): _____

Resource on which you are commenting:

- Book/eBook Movie Magazine Audio Recording
- Digital Resource Game Newspaper Other

Title: _____

Author(s)/Producer(s): _____

What brought this resource to your attention?

Have you examined the entire resource? If not, what sections did you review?

What concerns you about the resource?

Can you suggest or provide additional information and/or other viewpoints on this topic?

What action are you requesting the Library Director consider?

The Gloversville Public Library encourages people of all ages to visit the Library. Those using the Library and its resources have the right to expect a safe and comfortable environment that supports appropriate Library services.

Library patrons must engage in activities associated with the use of the Library's programs and services. Those who do not may be required to leave the building.

To ensure the security and comfort of people entering and exiting the building, people are not allowed to congregate at or near the entrances. Blocking the entrances is not permitted.

For the safety of all, roller-skating, rollerblading, and skate boarding are not permitted on the grounds or in the building. In addition to roller skates, roller blades and skateboards, bicycles and scooters are also not allowed in the building. A bike rack is provided outside the Library for patrons' convenience. Patrons are encouraged to use bike locks since the Library is not responsible for any stolen property.

Proper attire, including shirts and shoes, must be worn by anyone entering the Library.

People using the Library must respect the rights of all other people using the Library; therefore, Library patrons are expected to conduct themselves in an orderly and considerate manner, and in compliance with all local, state, and federal public health and safety mandates (including, but not limited to, face mask requirements). Any behavior that disrupts the orderly use of the Library is prohibited, including behavior that constitutes a nuisance or presents a safety and/or security hazard or affects the ability of the Library staff to provide service to its patrons.

The Gloversville Public Library, pursuant to NYS S.51001, prohibits the carrying of any firearm or handgun (concealed or open-carry) on any library property. This prohibition does not apply to on-duty law enforcement officers.

Other prohibited behaviors, activities or conditions include, but are not limited to: soliciting; sleeping; loitering; intoxication; use of tobacco, vaping and related products (see *Tobacco Use Policy*); littering; making excessive noise; using offensive language; eating more than a small snack; drinking from an uncovered container; talking on a cell phone; behaving in a manner which unreasonably interferes with other patrons' use of the Library.

Animals are not permitted in the Library with the exception of service dogs and those animals which have been brought in for a special purpose which has been pre-approved by the Library Director.

Patrons may not deface, mar, or in any way destroy or damage Library materials, furnishings, walls, machines, or any other property either inside or outside the Library. **Furniture may not be moved and windows may not be opened by patrons.**

Any Library materials removed from the building must be checked out on a valid Library card and returned by the item's due date. Unauthorized removal of any Library or personal property is illegal and will be prosecuted to the full extent of the law. Replacement costs will be charged for lost and/or damaged materials. (see *Patron Borrowing Policy*).

Patrons who violate any of these guidelines will be given notice of this policy. A violation may result in a patron's expulsion from the Library, suspension of Library privileges, criminal prosecution or other legal action as appropriate.

Child Behavior and Supervision

The Library Board and staff are eager for children to use the Library and welcome those who do

so. Service to children is an important part of the Library's mission. The Library is free and open to unaccompanied children who exhibit, through their behavior onsite, that they are independent enough to use its resources for recreation, information, and education.

Parents should be aware, however, that the Library is a public building open to all individuals. It is not the Library staff's function or purpose to provide supervision or to care for children. Staff will not monitor children leaving the Library.

Therefore, it is the Library's policy that children up to age seven (7) and younger must have a parent, guardian, or caregiver (age 13+) in their immediate vicinity. An exception is made for children attending any chaperoned Library programs.

Children ages eight (8) through 17 may use the Library on their own. They are, however, expected to adhere to the same standards of conduct expected of adults. All Library users are required to respect Library property and to act in a manner appropriate to the use and function of the Library. Children who do not use the Library appropriately or who require excessive staff attention or supervision will be informed of the rules. If inappropriate behavior continues, the child[ren] will be asked to leave the building and an effort will be made to contact the parent, guardian, or caregiver will be contacted. If the responsible party is unable to retrieve the child[ren], or if otherwise necessary, the police will be contacted.

Parents, guardians and caregivers are expected to be aware of the opening and closing times of the Library, bearing in mind that these can and do change. Furthermore, power failures or other emergencies can occur and may require unexpected closing of the building. Since children left alone outside the Library could be vulnerable, every effort will be made to contact the parent, guardian, or caregiver prior to closing. If, however, a child is left unattended at the Library after closing time or as the result of an emergency closing, the police will be called. Under no circumstances will a staff member transport children to another location.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library
Revision October 18, 2011
Revised November 15, 2011
Revised April 18, 2017
Revised December 19, 2017
Revised October 20, 2020
Revised June 15, 2021
Revised August 16, 2022
Revised December 20, 2022

The Gloversville Public Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Library programs are defined as programs initiated, planned, conducted, or co-sponsored by Library staff, taking place in the Library, off site, or virtually. Events held by third-party groups or individuals reserving Library meeting room space (in accordance with the Library's Meeting Room Policy), are not considered Library programs and Library staff and marketing resources are not used in their support.

Responsibility for programming at the Library rests with the Library Director, under the authority of the Board of Trustees. The Library Director delegates program management to staff members whose job responsibilities involve program development and delivery. Library staff involved in creating programs for the Library meet regularly and proposed programs are evaluated for approval based on several criteria, including but not limited to:

- Community needs and interests
- Availability of program space
- Duplication of programs at other locations in the region
- Staff time involved in program planning and/or presentation
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget and/or availability of supplies and other resources
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Public performance or copyright issues
- Relation to Library collections, resources, exhibits, and programs

Literary-based programs, such as book discussions and programs relating to the Library's holdings and collections, will be led by professional staff whenever possible. If appropriate, and with the requisite level of expertise, staff may lead other programs, as well. These staff members present programs as part of their job and are not hired as outside contractors. At times, outside performers and presenters, who reflect specialized or unique expertise, may also be hired for Library programs.

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational, and cultural institutions or individuals to develop and present co-sponsored public programs.

All Library programs are open to the public. Registration may be required for planning purposes or when space is limited. A fee may be charged for certain types of Library programs, to cover material costs. Programs are not used for commercial, religious, or partisan purposes, or for the solicitation of business.

The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

The Library welcomes patron input regarding programming. Patrons requesting a review of a specific Library program may submit a Request for Library Program Feedback Form (available at the Information Desk). Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the *Library's Collection Development Policy*.

Adopted February 21, 2023



Library Program Feedback Form

The Trustees of the Gloversville Public Library have established a programming policy and a procedure for gathering input about particular programs. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a program, please return the completed form to the Library Director.

Gloversville Public Library
58 E. Fulton St.
Gloversville, NY 12078
Attn: Library Director

Date: _____

Name: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Do you represent yourself? ___ Or an organization? ___

Name of organization (if appropriate): _____

Resource on which you are commenting:

___ On-Site Program ___ Off-Site Program ___ Virtual Program ___ Passive Program

Program Title: _____

Presenter(s)/Entertainer(s): _____

What brought this program to your attention?

Have you previously attended or participated in the entirety of the program? If not, what parts did you attend or participate in?

What concerns you about the resource?

Can you suggest or provide additional information and/or other viewpoints on this program?

What action are you requesting the Library Director consider?

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational, and cultural institutions or individuals to develop and present co-sponsored public programs

All Library programs are open to the public. Registration may be required for planning purposes or when space is limited. A fee may be charged for certain types of Library programs, to cover material costs. Programs are not used for commercial, religious, or partisan purposes, or for the solicitation of business.

The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

The Library welcomes patron input regarding programming. Patrons requesting a review of a specific Library program may submit a Request for Programming Reconsideration form (available at the Information Desk). Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Collection Development Policy.

Adopted January 17, 2023



Programming Committee Report

Caren Pepper / Chair

November 2022

Valerie stressed that programming is one of her major goals, and the attached document for winter/spring 2023 is a working document; one that will always be changing. The staff continues to work on preparing for programs six months in advance in order to properly prepare for the programs and to avoid last-minute stressful situations. Of course, there are exceptions. She and the staff are working on a three-season timeframe: late winter/early spring, summer, and fall/early winter for creating activities.

Teen Programming – Lex

Lex is working with teens in three off-site locations – The Loft, the middle school and the high school. The number of participants is growing at each location. Manga Donuts is very popular with teens (the last one was attended by 17 students) and will be continued next year at the middle school and high school. School's Out is a program presented twice a month at the library in the Carnegie Room.

The new programs are working out well, the number of attendees is growing as well as the number of programs; teen programming has increased 50% over last year.

Children's Programming – Darla, Sonny and eventually, Liz

Val stressed that she cannot thank Darla and Sonny enough for all the extra work that they have been asked to do during the last year...tasks that they have not been trained for and are not in their job descriptions. When Liz begins her position as Head of Children's Services Val anticipates that their duties will change as Liz assumes administrative and collection development responsibilities. A staff member has never had the title of Head of Children's Services before, so the job descriptions in the children's area will be flexible and subject to change as the department continues to grow.

Programming has increased substantially from one story time a month when Valerie became Director. In 2023 — besides the current Story Times (live and virtual), Club Baby, STEM Club, and Super Chefs — eight additions are planned through spring 2023.

Adult Programming – Nicole and Chris

Most current programs are well attended and will continue into 2023. There will be a few changes and additions. The Book Tasting meeting has had small attendance and will be discontinued; the plan for the beginning of the year is to replace it with a What's New presentation on the first day of the month, on either Facebook or the website. We will also experiment with an Introduction to Genealogy class in the Local History Room, a Financial Literacy series of workshops, and Narcan training for the public (in collaboration with the Recovery Center).

Finally, the Library has created 90% more programming recently and is anticipating creating more as we aim toward reaching underserved populations in the community. One way to reach this goal might be to have some programs available online, on Facebook, or the library's website.

Progress has definitely been made in our programming efforts, yet the programming budget has not been increased in several years.



Director's Report **Valerie Acklin / Library Director** **November 2022**

Taking a Breath

November was a relatively quiet month at the Library, with everyone either wrapping up ongoing projects or firming up future projects.

Staff Training

The first in what is, hopefully, regular staff training days took place when Ginger Cato of the Recover Center visited the Library to train the staff on how to administer Narcan, should there be someone in need in the building. Each staff member received a kit with Narcan and instructions, and we will have additional kits on each floor – at the Information Desk, the Youth Services Desk, and the Nonfiction Room Desk. A number of the staff commented how grateful they were to have the information and instructions necessary to help someone in need. In addition they received a Narcan box that will be situated in the rear vestibule, as well as two sharps containers. A number of staff members have let me know that they would like to receive active shooter training in the near future, so I am currently exploring options for that.

Inventory

Inventory continues, spearheaded by Barb, who is assisted by Nicole. I believe that we should have all the print and media collections finished by the end of the year. This is important for a number of reasons: it is the only way for us to get the “big picture” regarding our holdings, it gives us the opportunity to identify lost, misshelved, and erroneously unprocessed items, and it provides us with a rough value of our collections for insurance purposes. Next step is to inventory some of the more esoteric items we hold, including games, puzzles, the Library of Things, as well as both public and staff equipment and furniture. I imagine that we will be busy with that through the winter. The goal is to have a complete inventory of all items in the building by the spring. Ideally, we should be establishing a 3-year inventory cycle and, judging by our progress so far, I see no reason why we shouldn't be able to make that happen.

Personnel

With the addition of Madison Smertic, our newest Library Clerk, who started recently, and with Liz (the new Youth Services Librarian) ready to start in January, I'm delighted to report that we will finally be adequately staffed! That means that we will have just enough employees to ensure that all areas of the building are staffed throughout our operating hours, and that staff who need to conduct programs outside the building have the ability to do so. It does not mean that we are overstaffed, with wiggle room should someone give notice. But we are in a far better place than we were a six months ago. In addition, we are now compliant (with wiggle room!) for the ESD grant (hence the release of the funds).

Surprise Visit

I was delighted to give an impromptu tour to a group of female Pakastani high school and college students, who are currently studying in the Atlantic/New England area. As it is not possible for them to return home for the Thanksgiving break, they were invited to spend the holiday in Gloversville, as their program sponsor lives here. The students were truly impressed by our beautiful building, but what seemed to amaze them most of all was that our most valuable items in the Local History Room were available for everyone in the community to access. They shared that in their hometowns such items would only be accessible by a select few. We also chatted about our favorite authors and graphic novels. It was incredibly refreshing to see the Library through their eyes, and served as a reminder of how valuable and important it is to sustain public libraries.



Barb and I (mostly Barb) have continued plugging away at inventorying the collection and hope to be finished before Christmas, fingers crossed.

The annual NYLA Conference was the 2nd-5th in Saratoga Springs. The seminars I attended were:

- Meeting the Hidden Needs of Everyone
- Outdoor Programs for All Season
- Keynote: The Beautiful Revolutionary Future
- ESLN Lunch: Hiring for Diversity
- Tech Trends 2023
- Book Challenges Panel
- Evaluating and Selecting Self Published Books for Your Library
- NY Legal Reference and Research
- Beyond Ramps to Truly Inclusive Libraries
- Project Management for Small Libraries
- Library Workers' Intro to Genealogy
- Blurring the Lines Between Collections and Programming

As always, there was a lot of very good information. Now comes the work of filtering and applying all that we learned to our Library and the services we offer.

Program planning for 2023 is well underway in an attempt to have the calendar finalized thru at least May 2023 by the time you are reading this report. Some programs have been doing very well, while we are considering dropping others that have had poor attendance.

On another note, we asked our long-time crafters to bring in previous craft projects and were able to set up a small display showcasing their projects in the Main Lobby. The display will be up until December 28, our next crafting class.

Programs in November:

- Book Tasting was run by Barb and they discussed first books in a series, and had 3 participants.
- Easy Eats had 7 participants and we made 2 appetizers and a side dish.
- Adult Crafting had a total of 19 participants as we created sunbursts in frames: 6 at the 1:30 class, 7 at the 5:30 class and 6 picked up as kits. It had snowed this morning which accounts for the low attendance.



Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

November 2022

1. Wrap up grants from the building renovation.

Empire State Development, \$500,000 outstanding

ESD staff requested some more documentation including proof of staffing. And then they PAID US!!!! This is the last month this section of my report is needed.

2. New grants for building projects

No update

3. Other grants

Submitted the initial paperwork to Wal*Mart for \$4,000 to support the purchase of a SCANNX unit to replace the public copier.

4. Other projects

- The Passive Programs for November focused on Alzheimer Awareness and highlighted the Memory Lane Collection. The display included the Memory Lane books, brochures, handouts from Fulton County Office for the Aging, and activity sheets with sudoku, cross words & picture searches. We had approximately 30 activity sheets picked up and I had to make additional copies of the OFA handouts. Seven items from the Memory Lane Collection circulated.
- Process of new Library of Things items continued during the month.
- I had a meeting with Henry Thomas, the engineer hired by Butler Rowland Mays Architects to design the parking lot improvements. We conducted a site visit with Dave Fox, reviewed the timeline and next steps. I provided Henry with a timeline which would have us appearing at the January Planning Board meeting, but knowing how these things go I thought that was an ambitious deadline. Hopefully we are on target for the February meeting. The later we appear before the planning board, the later we put bids out, the later we break ground...
- Finally, I spoke to Joe Corrigan from East Greenbush Window Covering about room darkening shades for the Local History Room and Sally/Linda's office. It was the recommendation of Tom Ruller, the Assistant Commissioner for the NYS Archives, that window coverings be installed to protect materials in the Local History Room. And the east window in Sally & Linda's office really needs to have a shade as it is nearly impossible to work at the east facing staff desk in the morning. Valerie and I both became adept at the bob-and-weave to align the sun with the mullions as we tried to work there this year



Youth Services Report

Darla Barry / Head of Youth Services

November 2022

Library Clerk Kim Collar substituted at our first Story Time, as I was out due to illness, She began the month with stories about Autumn and helped the kids make beautiful trees with tissue paper leaves. Our November 10 theme Dinovember. We made dinosaur headbands as a craft and read stories about dinosaurs. As for our last Story Time for the month, we read about snow and Thanksgiving; the youngsters then enjoyed a dancing activity with video and songs.

Sonny hosted both Club Baby programs this month. The first theme was dogs on the second Tuesday and the fourth Tuesdays' theme was snow.

Our music program in the Early Literacy Room featured guitarist, Kyle Rix, who entertained the parents and children with song participation! Everyone seemed to have a nice time. Looking forward to next year, when we may be able to host a holiday sing-a-long.

On November 17, Fulmont Early Childhood Services requested our attendance at their Fall Festival. This event was held at McNab Elementary School in the early evening, to introduce the Gloversville Public Library and enlighten the public of what we have to offer the community. Sonny was able to partake in this endeavor, as I had a prior commitment.

The following Tuesday for STEM, we enjoyed our last Strawbees class and created multiple structures (a cube, windmill, grippers, and pyramid to name a few) using various sized drinking straws and their specially made connectors, which joint together. Some of the structures wereable to have moving parts, once completed!

The following Saturday, we held a dinosaur-themed program. Upon entering the Carnegie Room, children could walk on actual life-sized Triceratops' footprints. We then made dinosaur fossils using a variety of plastic dinosaur skeletons and air-drying clay. We then had a show-and-tell segment, and the youngsters brought in their "pets" to share with the audience. As the last activity, we watched the movie, *Ice Age: Dawn of the Dinosaurs*. Happy to say, this program garnered by a much larger audience our October movie.

Via Zoom, I attended the Summer Reading 2023 Performer Showcase, it was very interesting and informative. Participants were introduced to nine different performers with clips from each of their specific shows, to get an idea of what each does. I found a few interesting enough to request, more information. Unfortunately, a couple of the shows are a little more expensive than what our budget can support.

Valerie and I met and went over my job description as we are readying for our new librarian to transition in to Youth Services.

Statistics / Monthly Report **November 2022**

Figures in parentheses are comparable figures for 2021

	2022	2,021
VISITORS	5,429	(5,846)
CIRCULATION		
Adult circulation	1,338	(1,370)
Teen Circulation	193	(105)
Juvenile Circulation	914	(913)
Audiobooks	99	(57)
eAudio	186	(179)
eBooks	523	(580)
Music	6	(25)
Periodicals	54	(49)
eMagazines	88	(117)
Videos	765	(785)
Museum Passes	1	(1)
Library of Things	22	(4)
Subtotal	4,189	(4,185)
In-House Use		
Adult	34	(5)
Juvenile Circulation	0	(1)
Other Materials	720	(767)
Subtotal	754	(773)
Total Circulation	4,943	(4,958)
REFERENCE QUESTIONS	121	(37)
MEETINGS / PROGRAMS / OUTREACH		
71 Adult programs & meetings with 426 people		(35 Adult programs & meetings 251 people)
12 Juvenile programs & meetings with 337 people		(9 Juvenile programs & meetings with 46 people)
5 Teen programs & meetings with 41 people		(0 Teen programs & meetings with 0 people)
147 One-on-one programs & meetings with 147 people		(178 One-on-one programs & meetings with 178 people)
INTERLIBRARY LOAN		
Material Borrowed	558	(566)
Material Loaned	556	(538)
Total	1,114	(1,104)
COMPUTER USAGE	1,116	(816)
HISTORICAL ROOM		
Visitors	12	(2)
Books Used	26	(5)
Reference Questions	4	(5)
Microfilm	3	0