



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

Attendance/Call to Order

Pledge

Public Comment

1. Accept the Minutes of the:

- January 2023 Meeting*

2. Treasurer's Report*

3. Warrant List*

4. Budget and Finance Committee Report

5. Foundation Report

6. Friends of the Library Report

7. President's Report

8. Building and Grounds Committee Report

- Free Food Fridge
- Auxiliary Parking Lot Paving Options*

9. Lawyer Search Ad Hoc Committee

10. Local History Room Committee Report

11. Outreach Committee Report

12. Personnel Committee Report

13. Plan of Service Ad Hoc Committee Report

14.. Policy Committee Report

- Finance: Audit Policy [First Read]
- Finance: Claims Auditor Policy [First Read]
- Finance: Investment Policy [First Read]
- Supporting Organizations Policy [First Read]
- Records Retention and Removal Policy [First Read]

15. Program Committee Report

16. Public Relations Committee Report

17. Library Director's Report

18. Old Business

19. New Business

- After Hours Programs
- NYS Deferred Compensation Plan
- Trustee Continuing Education Workshop

20. Executive Session*

Adjourn*

Next Meeting: March 21, 2023 at 6:00 PM

**Motion Required*



Draft Minutes of the Groversville Public Library Board of Trustees Meeting January 17, 2023

The Groversville Public Library Board of Trustees held its regular meeting on January 17th, 2023. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Susan Shrader, Richard Carlson, Gregory Niforos, Caren Pepper, and John Mazur.

Mr. Reed called the meeting to order at 6:00 PM.

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

Mr. Reed asked for a motion to accept the December meeting minutes. Mr. Reed made a correction regarding attendance for the December meeting. Mr. Reed asked if there were any other questions. Ms. Pepper also noted that the verbiage of the Program Committee Report and the Public Relations Committee Report should indicate no report. Mr. Mazur made a motion to accept, seconded by Mr. Niforos. The board approved with a vote of “aye”.

Mr. Frank delivered his Treasurer’s Report. Mr. Reed asked if there was a motion to accept the Treasurer’s Report. Mr. Rohrs made a motion, seconded by Mr. Carlson. Mr. Reed asked if there was any discussion. Hearing none, the board approved with a vote of “aye”.

Mr. Frank distributed the Warrants List. Mr. Reed asked for a motion to accept the Warrant List. Mr. Carlson made a motion, seconded by Ms. Dunn-Brown. The motion carried.

Mr. Niforos delivered the Budget and Finance report. Mr. Reed inquired about the budget figure. From his report, the following motions were passed:

- Motion to set tax levy for the 2023-2024 fiscal year at \$613,695. Mr. Rohrs made a motion, seconded by Mr. Niforos. Motion carried.
- Motion to pass the proposed 2023-2024 fiscal year budget at \$1,008,192. Ms. Pepper made a motion, seconded by Ms. Dunn-Brown. The motion carried.
- Motion to encumber \$500,000 received from the Empire State Development grant for ongoing personnel costs over the next five years. Mr. Niforos made a motion, seconded by Mr. Mazur. Mrs. Shrader asked about the talking points regarding increased funds for wages. It was discussed the money was given to hire more staff. Mr. Reed asked if there were any other questions. The motion passed.
- Motion to encumber at least \$00,000 from the Building Fund money market account for planned and unplanned expenditures, including but not limited to site development at 66-68 E. Fulton Street, the atrium dome repair, and necessary technology updates. Mrs. Shrader made a motion, seconded by Ms. Dunn-Brown. Mr. Reed asked if there were any questions. The motion carried.
- Motion to encumber \$150,000 money held currently in the Building Fund money market account for any budgetary shortfalls for the next two (2) years. Mrs. Shrader made a motion, seconded by Mr. Carlson. Mr. Reed asked if there were any questions. The motion carried.

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. Frank delivered a report on behalf of the Foundation. He noted there had not been a meeting; however, the Annual Appeal to date has raised \$18,281.00.

Mr. Reed delivered the Friends of the Library Report on behalf of Mrs. Jean La Porta. Articles are due February 28th, 2023.

Mr. Carlson delivered the Building and Grounds Report. The parking lot was a primary point of discussion. Ms. Acklin added that the shades for the Local History Room are to be purchased, and the GPL will go with the 5% leave shade at a cost of \$4,470.00. Mr. Frank noted the Restoration Fund money to help cover the cost of the shades. Ms. Acklin also discussed the Free-Food Fridge. She was approached by organic farmers from Canajoharie to see if we could put a free food fridge at GPL to see if it would be viable. The farmers will discuss this at our next meeting.

Ms. Acklin delivered the Local History Room Report. She noted there will be a spreadsheet created for books in the collection in need of repair.

Ms. Dunn-Brown reported on behalf of the Outreach Committee. She noted that she will be going to the Free Family-Friendly Movie at the Glove Theatre on Sunday for outreach.

Mrs. Shrader delivered the Personnel Committee report. She noted that it was our new Children Librarian's first day.

Mr. Reed delivered the Plan of Service ad hoc Committee report. He noted there was no report; however, there will be one next month.

Mr. Reed also discussed the Lawyer's Search Ad Hoc Committee report. The committee met and reviewed the Request for Proposal from 2009. Necessary corrections were made and sent to the committee and the plan is to bring a copy of the report to the February Board meeting. The intention is to hire a new lawyer by the June meeting.

Ms. Acklin delivered the Policy Committee Report on behalf of Mrs. Pesses. The following motions were made:

- Motion to accept the second reading of the Programming Policy. Ms. Dunn-Brown asked about the form requesting Programming. Mr. Rohrs made a motion, seconded by Mrs. Shrader. The motion carried.
- Motion to accept the second reading of the Harassment Policy. Mr. Carlson made a motion, seconded by Mrs. Shrader. The motion carried.
- Motion to accept the second reading of the Sexual Harassment Policy. Ms. Pepper made a motion, seconded by Mrs. Shrader. The motion carried.

Ms. Pepper delivered a report on behalf on the Program Committee. She noted there was no report.

Mr. Mazur reported on behalf of the Public Relations committee. He noted there was no report; however, he will be changing the date of the next meeting.

Ms. Acklin delivered the Library Director's Report. She will send us a report for review.

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

Mr. Reed asked if there was any New Business. Ms. Dunn-Brown discussed a Staff Breakfast being held this Friday, 1/20. Also discussed was the Joint Automation agreement. Therefore, the following motion was made:

- Motion to approve the agreement between the MVLS (Mohawk Valley Library System) and the SALS (Southern Adirondack Library System) Joint Automation Project and the Gloversville Public Library. Mr. Carlson made a motion, seconded by Ms. Dunn-Brown. Mr. Carlson clarified that this is the same agreement as prior years. The motion carried.

At 7:50, Mr. Reed asked for a motion to enter Executive Session to discuss a specific Civil Service as well as Assistive Telephone Devices for the staff. Ms. Dunn-Brown made a motion, seconded by Mr. Mazur. The motion carried.

At 7:57PM, Mr. Reed asked for a motion to leave Executive Session. Mr. Mazur made motion, seconded by Mrs. Shrader. The motion carried.

At 7:58 PM, Mr. Reed requested a motion to adjourn. Mr. Niforos made a motion, seconded by Mr. Carlson. The motion carried.

Respectfully submitted,

Christian W. Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JANUARY 2023

	Budget July 1, 2022 to June 30, 2023	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$553,695.00	\$0.00	\$553,695.00	\$503,695.00	\$0.00
Investment Income	2,000.00	427.53	1,175.90	255.82	824.10
Gloversville Library Foundation Inc. - Int. & Div.	100,000.00	10,000.00	70,000.00	0.00	30,000.00
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	546.20	506,257.00	7,097.30	(499,257.00)
IRS Payroll Credit Covid 19	0.00	0.00	0.00	65,829.46	0.00
Fees & Miscellaneous Income	2,500.00	541.57	3,659.36	2,061.59	(1,159.36)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,060.98	10,000.00	(60.98)
TOTAL RECEIPTS	\$685,195.00	\$11,515.30	\$1,147,298.24	\$590,864.17	(\$462,103.24)
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on January 1, 2023	\$904,229.85				
Plus: Receipts Per Report	11,515.30				
Less: Equipment - Computers	(981.87)				
Less: Expenses Per Report	<u>(59,125.58)</u>				
Income Cash Balance on January 31, 2023	<u>855,637.70</u>				
Accounts Payable as of 01/31/23	0.00				
Accrued Payroll Expense as of 01/31/23	0.00				
Cash Received Covid 19 less Credit Due	46,125.72				
Prepaid Expenses as of 01/31/23	<u>(6,206.42)</u>				
Actual Cash Balance on January 31, 2023	<u>\$895,557.00</u> *				
* Includes Treasury Bills @ Purchase Price of	\$735,233.85				

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 January 1, 2023	\$151,151.49
Plus: Receipts:	
Interest on Money Market Account	106.61
Treasury Bills Matured	50,000.00
Less: Paid Outs:	
Treasury Bills Purchased	49,244.68
Incoming Bank Wire Fee	0.00
Purchase New Checks	0.00
Transfer to Checking Account	<u>60,000.00</u>
Balance on January 31, 2023	<u><u>\$92,013.42</u></u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on January 1, 2023	\$273,958.41
Plus: Receipts:	
Interest on Money Market Account	219.69
Transfer from Construction Account	0.00
Less: Paid Outs:	
Treasury Bills Purchased	98,847.33
Transfer to Construction Checking Account	<u>10,000.00</u>
Balance on January 31, 2023	<u><u>\$165,330.77</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on January 1, 2023	\$3,446.52
Plus: Receipts:	
Interest Earned	0.10
Building Fund Transfer	10,000.00
Less: Paid Outs:	
LRC Engineering & Surveying, DPC	1,734.63
Butler Rowland Mays Architects, LLP	<u>6,450.63</u>
Balance on January 31, 2023	<u><u>\$5,261.36</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on January 1, 2023	\$152.56
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	0.00
Less: Paid Outs:	
Transfer to Checking Account	<u>0.00</u>
Balance on January 31, 2023	<u><u>\$152.56</u></u>

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

JANUARY 31, 2023

GENERAL FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 13 Week Due 02/24/23	\$100,000.00	\$98,945.00	4.3240%	\$100,000.00	\$1,055.00
U. S. Treasury Bills 17 Week Due 03/28/23	100,000.00	98,545.56	4.5270%	100,000.00	1,454.44
U. S. Treasury Bills 26 Week Due 06/01/23	500,000.00	488,498.61	4.7220%	500,000.00	11,501.39
U. S. Treasury Bills 17 Week Due 05/09/23	50,000.00	49,244.68	4.7050%	50,000.00	755.32
TOTAL SECURITIES CURRENTLY HELD	\$750,000.00	\$735,233.85		\$750,000.00	\$14,766.15

BUILDING FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 13 Week Due 02/16/23	\$250,000.00	\$247,374.27	4.2570%	\$250,000.00	\$2,625.73
U. S. Treasury Bills 26 Week Due 05/18/23	250,000.00	244,388.33	4.6050%	250,000.00	5,611.67
U. S. Treasury Bills 13 Week Due 04/13/23	100,000.00	98,847.33	4.6770%	100,000.00	1,152.67
TOTAL SECURITIES CURRENTLY HELD	\$600,000.00	\$590,609.93		\$600,000.00	\$9,390.07

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JANUARY 2023

	Budget July 1, 2022 to June 30, 2023	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$337,256.20	\$ 27,357.16	\$ 188,761.37	\$ 147,787.58	\$148,494.83
Salaries - Part Time Employees	154,842.48	8,196.51	64,461.74	52,718.35	90,380.74
Salaries - Custodians	34,234.00	3,619.43	23,694.31	17,756.67	10,539.69
F I C A & Medicare Tax	40,264.45	2,996.73	21,184.21	16,661.52	19,080.24
Unemployment Insurance	800.00	0.00	562.50	509.50	237.50
Disability & Family Leave Insurance	2,000.00	1,470.78	2,942.66	2,803.21	(942.66)
Medical Insurance & Reimbursements	63,000.00	4,328.95	33,869.83	27,166.70	29,130.17
Worker's Compensation Insurance	3,000.00	0.00	3,723.38	3,906.09	(723.38)
Pension Expense	45,151.00	0.00	28,522.00	36,247.25	16,629.00
Heat	4,500.00	732.58	2,539.82	1,376.96	1,960.18
Electricity	25,000.00	3,567.24	19,754.14	14,892.48	5,245.86
Telephone	7,200.00	640.34	4,200.47	4,017.82	2,999.53
Insurance	25,000.00	0.00	26,572.20	24,713.29	(1,572.20)
Books, Periodicals, etc.	40,000.00	2,062.84	21,507.07	23,889.84	18,492.93
Computer & Automation Services	14,700.00	1,174.27	9,544.05	8,933.90	5,155.95
Library, Office Supplies & Postage	10,500.00	540.70	7,424.47	4,323.63	3,075.53
Maintenance, Repairs & Bldg. Supplies	10,000.00	1,422.94	9,417.14	3,521.33	582.86
Maintenance Contracts	38,000.00	0.00	16,867.91	17,881.32	21,132.09
Treasurer	8,800.00	700.00	5,100.00	5,100.00	3,700.00
Professional Fees	7,000.00	0.00	(200.00)	0.00	7,200.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	1,000.00	0.00	1,444.98	1,046.07	(444.98)
Events & Programming	5,000.00	250.12	2,440.48	2,232.11	2,559.52
Promotion Expense	4,800.00	50.00	216.18	329.02	4,583.82
General Expense	2,000.00	14.99	396.61	333.24	1,603.39
TOTAL EXPENSE	\$885,048.13	\$59,125.58	\$494,947.52	\$418,147.88	\$390,100.61

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

JANUARY 2023

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7197		Gloversville Public Library	\$ 15,224.00	Payroll
7198		Gloversville Public Library	15,446.49	Payroll
7199	2811	Michael J. Frank	700.00	Treasurer
7200	2812	Charter Communications	129.98	Computer & Automation
7201	2813	Frontier Communications	640.34	Telephone
7202	2814	National Grid (4,299.82)	3,567.24	Electric
			732.58	Natural Gas
7203	2815	C D P H P	4,180.32	Medical Insurance
7204	2816	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7205	2817	Naif's	353.00	Newspapers
7206	2818	Ingram Library Services	1,472.71	Books
7207	2819	Gloversville True Value Hardware	19.99	Maintenance & Repairs
7208	2820	Daily Gazette Co., Inc.	50.00	Promotion Expense
7209	2821	Arch Insurance Company (2,941.56)	1,470.78	Disability & PFL Insurance
			1,470.78	Prepaid Expense
7210	2822	Palmateer Trucking & Container Service	362.00	Maintenance & Repairs
7211	2823	Kent Adhesive Products Co.	37.80	Library Supplies
7212	2824	Business Card (768.59)	14.99	G/E - Zoom
			52.90	Computer & Automation
			226.14	A/V - DVDS
			250.12	Events & Programming
			10.99	Books
			213.45	Maintenance & Repairs
7213	2825	Quill, LLC	502.90	Library Supplies
7214	2826	Technical Building Services, Inc.	827.50	Maintenance & Repairs
7215	2827	Schuyler Public Library	24.95	Lost Books, etc.
7216	2828	Amsterdam Public Library	20.99	Lost Books, etc.
7217	2829	Johnstown Public Library	29.99	Lost Books, etc.
7218	2830	Mohawk Valley Library System (1,973.26)	991.39	Computer & Automation
			981.87	Equipment - Computers
7219		Void		
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	445.06	Pension - Withholdings
DM		E F T NYS Tax Department	1,369.00	Payroll
DM		E F T United States Treasury (9,302.46)	2,996.73	FICA & Medicare Expense
			6,305.73	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	<u>389.29</u>	Medical Insurance
		CHECK AND EFT PAID OUTS - JANUARY 2023	61,654.16	
		PETTY CASH PAID OUTS - JANUARY 2023		
		None	<u>0.00</u>	
		TOTAL JANUARY 2023 PAID OUTS	<u><u>\$61,654.16</u></u>	
		Less: Prepaid Expense	(1,470.78)	
		Less: Lost Books, etc.	(75.93)	
		Less: Equipment - Computers	<u>(981.87)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$59,125.58</u></u>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of January 1, 2023				\$1,227.60
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at January 31, 2023				<u><u>\$1,227.60</u></u>

W G Y CHRISTMAS WISH GRANT

Balance as of January 1, 2023				\$815.01
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at January 31, 2023				<u><u>\$815.01</u></u>

ADVOCACY GRANT

Balance as of January 1, 2023				\$110.91
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at January 31, 2023				<u><u>\$110.91</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of January 1, 2023				\$9,825.00
Appropriation Provided For In 2022-2023 Budget				0.00
Expenses Paid From Appropriation Funds	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Appropriation Funds Left at January 31, 2023				<u><u>\$9,825.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of January 1, 2023				\$2,807.18
Funds Received				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Restoration Funds Left at January 31, 2023				<u><u>\$2,807.18</u></u>

Financial Review January 2023

The Financial Report for the seven-month period ending January 31, 2023 shows our income up approximately \$556,600 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 \$70,000 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 January 31, 2022 the Foundation was still using the funds to pay down the term loan taken out due to having provided funds for the construction project. Expenses for the current year to date period were up approximately \$76,800 from the same period of last year due primarily to the increase in salaries and payroll related expenses as the Library has been adding needed staff as part of the requirement to obtain the Empire State Development Grant funding. Pension Expense was down from the prior year by approximately \$7,700 due primarily to the improvement in the State's Pension Fund balance as a result of the improvement in the stock market. Utility costs and Maintenance and Repairs have continued to increase due mainly to increases in gas and electricity rates.

As interest rates have been increasing the Library has started to invest some of the General Fund and Building Fund balances in short term United States Treasury Bills to help improve the Library's income.

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

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

Balance Per Bank Statement					\$ 23,318.93
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
12/20/22	7196	Eva Gigardet		320.00	
01/17/23	7203	C D P H P		4,180.32	
01/17/23	7204	The Paul Revere Life Insurance Company		42.16	
01/17/23	7210	Palmateer Trucking & Container Service		362.00	
01/17/23	7215	Schuylerville Public Library		24.95	
		Total Outstanding Checks		<u>4,929.43</u>	<u>4,929.43</u>
Other Items:		None			<u>-</u>
BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS					<u><u>\$ 18,389.50</u></u>

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

Balance Per Bank Statement					\$ 18,003.65
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
Other Items:		None			<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 18,003.65</u></u>

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

Balance Per Bank Statement					\$ 92,013.42
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><u>\$ 92,013.42</u></u>

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

Balance Per Bank Statement					\$ 165,330.77
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><u>\$ 165,330.77</u></u>

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 5,261.36

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 5,261.36

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
January 2023

1. Articles for Friends' April newsletter due by February 28, 2023 to Mary Trainor, whose email is mtrainor102@gmail.com
2. Friends' March meeting is scheduled for Thursday, March 2, 2023 5 p.m. Friends' May 4, 2023 Business Meeting rescheduled for June 1, 2023 5 p.m.
3. February Exhibit case at library features photos of pets of staff members. Cute idea by Patty Franco.
4. Start saving books to donate to our next book sale in October!!!!
5. Information about upcoming fundraisers:
 - Spaghetti Dinner Fundraiser: March
 - Smith's Pie Sale: April
 - Colonial Theatre Fundraiser: May
6. Membership renewals for 2023 are welcome at any time.



Building and Grounds Committee Report

Richard Carlson / Chair

January 2023

New Library Parcel on East Fulton Street

The major question which needs to be resolved concerns what should/can be included in Phase I of the project. The current design calls for the section of the parking lot closest to the former Probation building to be paved with a permeable asphalt pavement and the drainage plan reflects that. However, if Phase I does not include paving the lot as we proposed that works against using the permeable asphalt and would require design modifications. We could include paving the lot in Phase I but that would add additional cost to that phase of the project. There are pros and cons to whichever way we decide to go, and we are awaiting additional information from the architect before the Committee will make its recommendation to the Board at its February meeting.

The Committee also discussed a number of design details concerning landscaping to be included in Phase I, the use and extent of curbing for the parking lot, lot signage, lighting for the lot and program area, and the storage shed. These will be incorporated into the project design as appropriate. We also discussed options for reducing project costs (for example, eliminating a mini-retaining wall and minimally reducing the amount of available programming area) without sacrificing the benefits the project will provide. These will be summarized for the Board at the February meeting.

Atrium Restoration Project

After reviewing a potential option for the bidding process to be used for the project, it appears that we will need to make a case for sole source bidding in order to ensure that we will obtain a qualified contractor capable of doing the special work repairing the atrium requires.

Smart TVs

Two TVs replacing obsolete/inadequate TVs were purchased: one for the rear entrance vestibule, and one for the Large Meeting Room. We opted to purchase new smart TVs, instead of soliciting donations of older TVs, in the hopes that we will be able to use them for streaming purposes for as long as possible, as technology changes.

Carnegie Room Chair Rail

We need a chair rail to prevent wall damage. Having obtained an estimate for the chair rail material, we are looking at options for doing the installation ourselves and for the amount of railing needed/desired.

Free Food Fridge

Nothing new to report since last month's discussion.

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

- HVAC Software
- HVAC Maintenance
- HVAC Cooling Tower Maintenance
- Sprinkler System
- Fire Extinguishers
- Elevator
- Fire Inspection

New Business:

- Cover over chiller: Investigating the possibility of leaving the cover in place all year to avoid the need to install/uninstall the cover each year. Providing adequate ventilation for the chiller is the main concern; will discuss this with the chiller maintenance folks this spring when they come to start up the unit.
- Rust on front entrance railing: Needs attention; should be a small job to fix.
- Attic stock of miscellaneous extra construction materials: We have a bunch of extra materials (floor tiles, carpet, counter tops, etc.) left over from the building renovation project and we don't need to keep all of it. George is preparing an inventory of what's in the attic and we can then decide what we should keep for possible future needs.

GLOVERSVILLE



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

The ad Hoc New Lawyer Search Committee met on February 7, 2023 to finalize the Request for Proposal (RFP) for the Library’s search for a new general counsel. The committee will ask the Board for its comments and approval at the February 21, 2023 meeting.

The committee will also ask the Board to preapprove the expenditure limit of a set amount to place legal notices in the Gloversville Leader-Herald, the Amsterdam Recorder, and the (Schenectady) Daily Gazette, announcing this RFP.

With the Board’s help, the committee has compiled a list of lawyers to whom the committee will directly mail the RFP.

Request for Proposal for the selection of a New Library General Counsel

Purpose of the RFP:

This request for proposal is for the purpose of selecting a law firm to serve as general counsel for the Gloversville Public Library.

The Board of Trustees of the Gloversville Public Library requests sealed proposals for general counsel to commence on July 1, 2023, for a two (2) year term to end on June 30, 2025.

Written responses to this request for proposals must be received no later than Friday, March 31st, 2023. Interviews with the selection committee of the Board of Trustees will be held between May 3rd, 2023 and May 10th, 2023, with the intent to appoint counsel by the regular Board of Trustees meeting held on Tuesday June 20, 2023.

A Description of the Library:

Number of Employees:	20 – no union
Number of Libraries:	One main library, no branches
Board of Trustees:	Nine member Board elected to rotating five year terms
Library Budget:	\$1,008,192 for the 2023-2024 fiscal year (proposed budget)

Nature of Services:

The Library's general counsel will provide the following services:

1. To meet with the Board and Director as the situation warrants to review the legal issues confronting the Library.
2. To offer advice on public relations, including the text of public statements on any legal issues facing the Library.
3. Provide continuing advice throughout the term of any agreement entered into concerning the implementation and administration of any labor relations matters.
4. Analyze grievances and suggest and/or draft responses to grievances. Attend grievance hearings as suggested by the Board.
5. Review building contracts, maintenance contracts, leases, library policies, bidding documents or other agreements requiring Board approval.
6. Act as liaison between the Board and State agencies assisting with the Library's public improvement projects, as needed.
7. Render legal opinions on any matter facing the Board or the Library.
8. Attend regular and called meetings of the Board of Trustees and Board committees as requested and to provide advice at these meetings.

Term of Engagement:

A two (2) year engagement is contemplated subject to annual review by the Board of Trustees. This agreement may be terminated upon 30 day notice by the Board of Trustees subject solely to payment of fees or disbursements as of the date of termination.

Qualifications and Experience of the Firm and the Firm's Staff:

Proposals should detail the firm's/individual's experience in Education Law, Municipal Law, Civil Service Law, and representing public libraries including information on specific personnel to be assigned to the Library.

Proposals must include a list of current Library clients, public school clients, or any other nonprofit clients. Please include contact names, titles, addresses, phone numbers and email addresses.

Selection Process:

The Board of Trustees reserves the right to accept or reject any or all proposals or any parts of proposals.

Original copies of all the proposals will be kept on file by the Library.

Proposals will be reviewed and evaluated by the Board of Trustees at which time, any clarifying information will be requested from those individuals/firms submitting proposals.

Interviews will be held between May 3rd, 2023 and May 10th, 2023. The Board of Trustees anticipates making its appointment on June 20, 2023, at its regular June meeting.

The selection criteria will include but no limited to evaluation of:

1. Fee structure
2. Size of firm
3. Years of experience in representing libraries, particularly Public Libraries
4. References

Requirements for Proposals:

Proposals should be submitted in a sealed envelope clearly labeled "Library General Counsel Proposal" and addressed to Valerie Acklin, Director, at: Gloversville Public Library, 58 East Fulton Street, Gloversville New York 12078.

All proposals must be postmarked by the Post Office or hand delivered to the Library no later than Friday, March 31st, 2023 at 4:00 p.m. Any proposals received after this deadline will be returned unopened to the individual/firm.

All proposals and accompanying documentation will become the property of the Gloversville Public Library. The Library shall not divulge any information presented in the RFP to anyone outside the Library Board of Trustees and the Library administration.

- Fees:** The proposal will clearly state the fees to be charged to the Library. If an annual retainer is charged, the number of hours included in that fee should be stated in addition to the fee per hour in excess of the retainer.
- Personnel:** Names and resumes of personnel to be assigned to the Library including supervising partner, if appropriate, must be disclosed.
- Experience:** Include the details of experience representing libraries, particularly Public Libraries in New York State and years of such experience, if any
- Conflicts:** All individuals/firms responding to this proposal must include an affirmation of conflicts of interest between the individual/firm and the Gloversville Public Library
- Signatures:** Proposals should include the individual/firm name, address, telephone number, email address, signature of official, and date.
- Inquiries:** Valerie Acklin, Director
Gloversville Public Library
58 East Fulton Street
Gloversville, New York 12078
(518) 725-2819
vacklin@mvl.info

GLOVERSVILLE



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Outreach Committee Report
Merry Dunn Brown / Chair
January 2023

As usual, the Outreach Committee has been distributing calendars to downtown merchants and non-profits. One addition has been the Code Blue Shelter.

We've begun a monthly visit to The Glove on Sunday afternoons for the free family movies. Many of the audience members are receptive to information about the GPL. Thanks to Valerie and her staff for generating materials of interest to them.

Barb Madonna was able to access money through MVLS' Advocacy Grant for us to purchase promotional materials. Our supply was getting depleted. Thank you, Barb! We're looking forward to new giveaways soon!

GLOVERSVILLE



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Personnel Committee Report
Susan Shrader / Chair
January 2023

The Personnel Committee met on Wednesday, Oct. 12. Present were Director Valerie Acklin, Chairperson Sue Shrader, and committee members Merry Dunn Brown and Greg Niforos. The committee discussed ideas pertaining to employee recognition and retention, particularly for long-term staff members, whose duties and responsibilities have increased over time.



Plan of Service Ad Hoc Committee Report

Charles “Ren” Reed / Chair

January 2023

On January 13, 2023, the Groversville Senior Center graciously accommodated the Library by allowing us to host a Plan of Service meeting there at 10:00 AM. Wade Abbott, from the Mohawk Valley Library System, arrived and set up his equipment while Mr. Reed and Ms. Pepper arranged the food and drinks for the Continental breakfast. There were only a few attendees, interestingly, one was a former employee of the Library and another one was a current staff member, so Mr. Reed and Ms. Pepper sat in on Mr. Abbott’s presentation and added comments when appropriate. In particular, the participants made helpful suggestions about additional groups which could be contacted and asked to attend a meeting. A point was made to include organizations providing social services to marginalized community members, and we are in the process of doing so.

Mr. Abbott’s presentation to the Library staff was originally scheduled for Friday, January 20, 2023, but the Library was closed due to the weather, and the meeting was rescheduled for the following Friday, January 27, 2023. Ms. Brown had suggested that the Board of Trustees hold a staff appreciation breakfast during the month of January, and after discussing this possibility with Ms. Acklin and Mr. Reed, it was decided that this tribute would be held during Mr. Abbott’s Plan of Service presentation on the January 27. Ms. Brown and Ms. Pepper set up the buffet breakfast for the staff, and Mr. Rohr made a variety of bagels to add to the spread. He had previously made bagels the week before for the cancelled meeting, so he deserves double recognition and appreciation. Fifteen members of the staff attended the breakfast meeting, adding their thoughts and suggestions to those we have obtained so far. Mr. Abbott was pleased with the information that was gathered.

On January 30, 2023, seven members of the Groversville Enlarged School District attended a Plan of Service presentation in the Library’s Carnegie Room. This group was highly motivated and provided Mr. Abbott with good answers to his questions. At the end of the workshop, Mr. Reed offered a short tour of the Library and one attendee accepted.

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

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

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

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

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

Qualifications

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

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

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

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

Duties

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

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

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

Review of Claims

Claims for payment must be accompanied by the following:

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

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

Payments Not Requiring Pre-Audit

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

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

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

Approval of Claims

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

Absence of Claims Auditor

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

Approved: December 16, 2014

Revised: December 20, 2016

Reviewed April 21, 2020

Reviewed December 1, 2021

Reviewed February 21, 2023

Scope

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

Objectives

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

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

Delegation of Authority

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

Prudence

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

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

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

Internal Controls

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

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

Designation of Depositories

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

Collateralizing of Deposits

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

Permitted Investments

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

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

Approved: October 20, 2015 Revised December 1, 2021
 Revised: February 1, 2017 Reviewed February 21, 2023
 Revised April 21, 2020

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

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

1. Confidentiality

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

2. Record Retention Schedule

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

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

3. Digitization

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

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

4. Document Destruction & Disposal

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

5. Compliance

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

Adopted March 21, 2023

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

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

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

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



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

Newsletter Debut

The biggest news, as we kick off the new year, is our work on a new Library newsletter, tentatively titled *GPL Cover to Cover*. As we increase the number and scope of our collections and services, as well as grow our programming in every department, the need to more formally publicize and market what the Library offers has become priority. The newsletter, which will be published quarterly – Spring (March/April/May), Summer (June/July/August), Fall (September/October/November), and Winter (December/January/February) – is the next step in what has been a months-long initiative to increase and improve our reach into the community, and comes on the heels of our new and improved social media efforts, and in conjunction with our new website build. Our new event registration and room reservation platform is also part of our efforts to make sure patrons can attend and/or partake in all the new programs and services we're promoting in the newsletter. To that end, I have taken on the task of creating the newsletter, Lex has taken the helm on the website build, and Barb has been focusing on the new event registration/room reservation system (more on those last two in a moment). I asked Nicole, Barb, Liz, Darla, to join me in reviewing and critiquing newsletter from an array of other libraries, in the hopes of identifying what works and what doesn't, as well as establishing the type of content we would like to include. With that task behind us, I'm currently testing out print layouts and other design features, to see which ones work best for our specific purposes. Eventually, electronic copies of the newsletter will be available on our website, and hard copies will be available at all three of our public desks, as well as at a number of our community partners throughout town. The goal at the moment is to have the inaugural issue available by March 1, 2023, which will give us the opportunity to promote the Library vote. I look forward to sharing a mock-up of the first issue with the Board soon.

Winter NEU Event Update

Planning for the Winter Neighborhood Engagement Unit Event, which we are cohosting with the Glove City Coalition, on February 23, from 3:00 to 6:00 PM, has kicked into high gear. It currently looks like we will have approximately 18 community groups and social service providers tabling at the event. Each will be required to have an interactive element to engage attendees, in addition to distributing informational handouts. The event will be taking over the 2nd floor (both the Upper Level and the Carnegie Level), as well as the Main Level Atrium space. There will be a scavenger hunt, drug awareness escape rooms, Narcan training, a therapy dog meet-and-greet, as well as crafts and other activities. The Outreach Committee will be joining me in staffing the Library's table, which will include book giveaways, as well as a fun bookmark craft for all ages.

More New Tech

After a snow day delay, Mary Carrier, from MVLS, came to visit and worked with Lex to fine-tune the building of our new website. We will now be using WordPress, as opposed to SquareSpace, which is our current platform. It's been a bit of a learning curve, but both Lex and I are becoming more familiar with it, as work on the site progresses. We just about done with updating and importing information from our current site, and once that task is complete we will be creating additional pages and content, intended to make the site both more timely and more useful to visitors. The work is slow, but we want to make sure we do it correctly, so that the transition from our old site to the new one is as seamless as possible, both for patrons and staff. Thanks to Lex's diligence, we hope to have the new site go live by the end of the summer, and we will make sure that anyone who visits our old site will be automatically redirected to the new one.

Barb continues the complex and time-consuming task of setting up LibStaffer (our new staff scheduling platform) and Lib Cal (our new event registration and room reservation system). This is no small task, as the procedures for each are complex. We are still working with a free trial of both systems, but will switch to a subscription in the upcoming weeks. Once we have the two systems built, we will slowly be rolling it out to staff and allowing them time to learn the system, before taking both live and making LibCal available to the public, over the summer.

As the Building & Grounds Committee report touched on, we have purchased two new smart TVs – one for the rear entrance vestibule and one for the Large Meeting Room. Both will be mounted on walls – the vestibule already has an adequate mount, and we have purchased one for the Large Meeting Room. Having a new TV will be particularly useful in the Large Meeting Room, as it will allow viewing from all areas of the space, in addition to freeing up the cabinet top, which can now be put to other uses during programs. We chose to purchase new models, instead of putting out a call for donations of older models, as we foresee the use of these devices as growing, and we need smart technology to be utilized for future video streaming, slide decks, and other purposes.

This month we began re-evaluating our Museum Pass collection as prices on some have increased quite dramatically. Madison has helped brainstorm possible locations as well as reached out to said locations to gather the necessary information to make our decision. Some of the new locations we are considering include the Iroquois Museum, the Saratoga Automobile Museum, and the Wild Center. I anticipate making our decisions during the month of February.

While inventorying our collection at the end of last year we noticed a large number of items listed as in-processing. Sally, and other staff, have been working diligently to clean all of those items up and, if needed, get them out onto the shelves. Going forward, we will be keeping a closer eye on in-processing items to make sure we don't get into this situation again, with Sally running a report and doing clean up every month.

I have been meeting with Shari regarding the Local History Room on a more regular basis and feel like we are starting to make small strides forward with that collection. We also appointed Sally as the staff backup for when Shari is not available. Shari is currently working with Sally to familiarize her with the collection.

Barb has been doing 99% of the work, but we have been plugging away at figuring out LibStaffer to use as our new staff scheduling software and have, hopefully, overcome the biggest hurdles facing implementation.

Between Darla and myself we got the 2022 summer reading information to Erica at the Johnstown Public Library for the Fulton County Youth Bureau grant we receive yearly.

Introducing our Puzzle Exchange and Game Nook! Our two newest collections became available on January 13.



The Puzzle Exchange is located on a shelf in the media area and started with 7 puzzles. The rules are simple: take a puzzle, leave a puzzle (if you have one), and we are accepting very small donations of new or lightly used puzzles. This has already been well received by patrons!



The Game Nook is in the Fiction Room on the East Fulton Street wall. It is stocked with puzzles, games, and coloring sheets to use in-house.

I know it's cold outside, but it's time to start thinking about gardening again! The Seed Club brochure and signage have been updated for our coming growing season. One of the changes we've made is increasing the number of seed packets folks can take during the season, from 10 to 15. We've simplified the registration process and, hopefully, made the signage clearer about how to "borrow" seeds from our collection.

Also, this year, in an effort to promote both the Seed Club and community participation in our Community Garden, we will be offering a gardening workshop series that transitions to working in the Community Garden. Sessions will be on the 3rd Thursday of the month at 1:30 pm beginning in February and run through September. The topics will be: garden planning, making flower seed strips (to plant at home), seed starting (for folks to take home and for the Community Garden), preparing the Community Garden for planting, garden upkeep during the summer months, and putting the garden to rest. I am also planning on using produce from our garden as the

basis for our Easy Eats Club in September. One of Darla's STEM classes will actually plant the garden and some of the summer story times may be visiting the garden to help with upkeep. We are also encouraging participation in the Community Garden by offering one raffle ticket, to be entered in a drawing for a prize, for every 30 minutes volunteered providing upkeep in the garden.

Programs in January:

- Easy Eats: 7 participants & 1 staff
 - This month we created three dishes utilizing Super Foods! We made cabbage-pomegranate slaw with quick pickled onions, mango chia pudding, and Aztec popcorn. All three dishes were delicious! In March we will be meeting on the 8th, we will be using the convection oven with the adults for the first time, and our theme will be Green Power (all recipes will include the color green).
- Adult Crafting had a total of 27 participants & 2 staff
 - 1:30 class: 7 participants, 5:30 class cancelled due to snow and converted to kits: 11, and registered as kits: 9.
 - Participants created a snowman wind chime out of a small terra cotta pot, cords, ribbons, and, of course, buttons.



Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

January 2023

Grants for Building Projects

- I followed-up with Mayor DeSantis about funding for our projects through the City of Gloversville's DRI award. The mayor spoke with the city's grant writer and the only thought were to submit a CFA (Consolidated Funding Application) for SHPO funds, which is already on my radar for the dome project.

Other Grants

- We were not awarded funds by WalMart to support the purchase of a SCANNX unit to replace the public copier. There was no explanation as to why the request was rejected. It is my hope that it is because I asked at the end of the Foundation's fiscal year so I submitted another request last week.
- The application to MVLS for Advocacy support was approved for a smaller amount than requested. The application requested \$2,529.44 and included \$998.33 toward the purchase of the new color photocopier and \$548.57 to cover an estimate for the 4 months of the monthly service fee the Library will pay to Derby's covering mid-January through the beginning of May. Other items in the application support our ongoing advocacy efforts in the community including items for the Outreach Committee. MVLS received more requests than available funding and decided to cut support toward to purchase of the photocopier. Our total award is \$2,000. This still support much of what was outlined in the application. The purchasing of grant-funded items is underway.
- An application to WGY's Christmas Wish grant was submitted in support of Lex's efforts with our teen population. Attendees at the School's Out program requested art-based programming and funds from this grant will provide supplies and storage to create an artistic maker cart for programming.
- An application was also submitted to the Stewarts' Holiday Match program. Stewart's focus is youth and this application is focused on live, in-person programming. This is a broad enough topic to cover programs provided by both Darla and Lex and will support bringing in vendors to present programs and workshops. These could be live animal shows, writing workshops with professional writers, performers, or musicians. Any programming not provided by library staff.

Other Projects

- The Passive Programs for January encouraged folks to share their 2023 Bucket List items. Lose weight made the wall, of course, and there were three 'buckets' for work toward a Master's degree, but other items included get a dog, floss more, visit family, and enter a writing competition.
- I had numerous exchanges with Henry Thomas, the engineer hired by Butler Rowland Mays Architects to design the parking lot improvements. We are nailing down details of the design and his firm is preparing the submission to the Gloversville Planning Board. There is another critical item that needs to be reviewed by the full Board, so the submission will be sent to the City in March for the April Planning Board meeting.
- We received the material samples for the new blinds in the Local History Room and blind for the office. These items were ordered just after last month's Board meeting. I do not yet have an installation date.
- The most time-consuming project this month has been working on LibStaffer. This is the new software that we will be implementing for staff scheduling to replace the cumbersome spreadsheet template that Linda fights with on a daily basis.

GLOVERSVILLE



Groversville Public Library

Lex Lanza / Teen Services & Community Engagement Librarian

January 2023
PUBLIC
LIBRARY

This month, in Teen Services, we saw a continued growth in patron attendance at teen programs, with a total number of 26 patrons across the month. The most successful endeavor was the first School's Out program, our new teen queer connection group. Our very first program had 6 patrons who were very excited, enthusiastic, and eager to be there. I am hopeful to see the group continue to grow with additional support from and collaboration with The Pride Center of the Capital Region. Anime Afternoons continues to draw in around a dozen people, with new faces every month. I have been working with Michael from Captain and plan to collaborate with him for the March and April Anime Afternoons. Additionally, the Teen/Adult creative writing group, Write On!, doubled in size and the participants requested "homework," so Bailey and I will be working together to increase takeaway materials and provide a more engaging experience for the February group.



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

We kicked off the new year with Artic animals as our theme for Story Time (please see attached sheet for stories and crafts). The children learned about penguins, polar bears, seals and other winter animals. Our other topics were ducks, owls, and names/letters.

January was a busy month for visitors to our Library. The Rainbow Play School attended, we read Mother Goose nursery rhymes and did a napkin duck craft. The next week we had five Pre-K classrooms from Broadalbin-Perth join us for penguin stories and a penguin craft. Unfortunately, because of seasonal weather, we had to reschedule our fifth class until the following Wednesday.

Sonny began the month with Club Baby, reading about kittens and cats. I completed the second Club Baby for the month with shapes as our theme.

Our STEM class was busy using their imaginations to craft creations from the Goldie Blox tote supplied from MVLS. The four youngsters that attended created their own unique designs, from a fishing pole to a house.

Sonny also had a special event on the last Thursday of the month, an all-ages Disney Karaoke night! It was a happy evening with children and adults joining in with the popular songs from various Disney movies.

Programming for the future has been updated. We will enjoy the colorful seafaring pirate, Captain Jack (aka Rick Martinez) on February 18.

Finally, we welcomed Liz Kurz, our new Head of Youth Services/Children's Librarian. It is a pleasure to meet them and they are a great addition to our staff!

Statistics / Monthly Report

January 2023

Figures in parentheses are comparable figures for 2022

	2023	2,022
VISITORS	5,139	(5,203)
CIRCULATION		
Adult circulation	1,471	(1,272)
Teen Circulation	186	(87)
Juvenile Circulation	1,030	(641)
Audiobooks	91	(48)
eAudio	211	(176)
eBooks	619	(635)
Music	4	(1)
Periodicals	49	(64)
eMagazines	92	(135)
Videos	769	(701)
Museum Passes	0	0
Library of Things	19	(1)
Subtotal	4,541	(3,761)
In-House Use		
Adult	75	(9)
Juvenile Circulation	0	0
Other Materials	720	(660)
Subtotal	795	(669)
Total Circulation	5,336	(4,430)
REFERENCE QUESTIONS	125	(48)
MEETINGS / PROGRAMS / OUTREACH		
73 Adult programs & meetings with 364 people		(27 Adult programs & meetings 215 people)
14 Juvenile programs & meetings with 443 people		(12 Juvenile programs & meetings with 117 people)
5 Teen programs & meetings with 43 people		(0 Teen programs & meetings with 0 people)
156 One-on-one programs & meetings with 156 people		(120 One-on-one programs & meetings with 120 people)
INTERLIBRARY LOAN		
Material Borrowed	631	(509)
Material Loaned	612	(558)
Total	1,243	(1,067)
COMPUTER USAGE	1,213	(647)
HISTORICAL ROOM		
Visitors	8	0
Books Used	65	0
Reference Questions	16	0
Microfilm	3	0