



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
January 17, 2023 6:00 PM

Pledge

Public Comment

1. Accept the Minutes of the:

- December 2022 Meeting\*

2. Treasurer's Report\*

3. Warrant List\*

4. Budget and Finance Committee Report

- Motion to set tax levy for the 2023-2024 fiscal year at \$613,695\*
- Motion to pass the proposed 2023-2024 fiscal year budget at \$1,008,192\*
- Motion to earmark \$500,000 from the Empire State Development grant for ongoing personnel costs over the next five years\*
- Motion to earmark at least \$500,000 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 scheduled technology updates.\*

5. Foundation Report

6. Friends of the Library Report

7. President's Report

8. Building and Grounds Committee Report

9. Lawyer Search Ad Hoc Committee

10.. Local History Room Committee Report

11. Outreach Committee Report

12. Personnel Committee Report

- New Youth Services Librarian

13.. Plan of Service Ad Hoc Committee Report

14.. Policy Committee Report

- Programming Policy [Second Read]\*
- Harassment Policy [Second Read]\*
- Sexual Harassment Policy [Second Read]\*

15.. Program Committee Report

16.. Public Relations Committee Report

17.. Library Director's Report

18.. Old Business

19.. New Business

- Staff Breakfast
- JA Agreement\*

20. Executive Session\*

- Staff/Civil Service Update
- Assistive Telephone Devices

Adjourn\*

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

\*Motion Required

*Your Library: a gathering place to learn, grow and enjoy.*



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

## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting December 20, 2022

The Gloversville Public Library Board of Trustees held their regular Board meeting December 20, 2022. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Vice President of Finance Greg Niforos, Sue Shrader, Caren Pepper, John Mazur, Library Director Valerie Acklin, and Library Treasurer Michael Frank. Mr. Reed agreed to serve as Secretary Pro Tempore.

Mr. Reed called the meeting to order at 6:00 PM and all present recited the Pledge of Allegiance.

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

Mr. Reed asked if there was any discussion regarding the November minutes. Mr. Mazur pointed out that his name was left off the list of trustees that were present at the November meeting. Ms. Pepper made a motion to approve the amended minutes which was seconded by Mr. Mazur. The Board unanimously approved the minutes with a vote of “aye”.

Mr. Reed asked Mr. Frank to deliver the Treasurer’s Report. At the end of his regular report, Mr. Frank informed the Board about the six new United States Treasury Bills that were bought with money that is currently in savings, but which is designated for specific use over the next five years. Ms. Shrader made a motion to approve the Treasurer’s report which was seconded by Ms. Pesses. The Board unanimously approved the Treasurer’s Report with a vote of “aye”.

Mr. Frank distributed the Warrants List for November 2022 which was audited by John Blackmon, our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Ms. Pesses made a motion to approve the Warrants List which was seconded by Ms. Dunn-Brown and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. The Board unanimously approved the Warrants List with a vote of “aye”.

Mr. Niforos delivered his Budget and Finance Committee Report. Mr. Niforos reported that the committee had completed the 2023-2024 draft budget. It was decided that the \$500,000 Empire State Development Grant that the Library was awarded, in order to cover the needed increase in staffing due to the larger amount of public space after the Library was renovated, would be used in \$100,000 amounts over the next five years to support staffing for those annual budgets. For the time being, the money will be invested in United States Treasury Bills until it is needed to support the annual budget. The increased cost of staffing since 2018 is due in part due to the increased number of library staff needed to fully support the library, but also due to New York State’s efforts to increase minimum wage to \$15 per hour. The committee also recommended that the Library ask the community to support a \$60,000 tax levy increase for the 2023-2024 fiscal year.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had met in early December. Mr. Frank reported that the Foundation Board modified its by-laws. First, the modified by-laws will allow the Board’s treasurer to be paid a salary. Second, the modified by-laws will make the two Gloversville Public Library Trustee liaisons no-voting mem-

bers of the Gloversville Library Foundation Board. Mr. Frank reported that the Gloversville Library Foundation Board had decided to move its investment account from Morgan Stanley to Wells Fargo. Lastly, Mr. Frank reported that the Gloversville Library Foundation Annual Appeal had raised \$12,000 in its first two weeks. All money raised from this appeal will be used to support the Library in purchasing new technology.

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

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

Mr. Carlson delivered his Building and Grounds Committee Report. It was reported that approximately two thirds of the money in the NBT Building Fund money market account was invested in United States Treasury Bills until the money is needed for the three main upcoming building and grounds projects that will be happening over the next five years. Phase I of the 66, 68, and 68 ½ East Fulton Street project will begin in 2023. The library dome repair project will begin in 2024. Phase II of the 66, 68, and 68 ½ East Fulton Street project will not begin until 2025 or 2026.

Mr. Reed informed that Board that there was no report from the New Lawyer Search Ad Hoc Committee.

Ms. Pesses gave the Local History Room Committee Report. It was reported that an estimate had been received for room darkening shades for the Local History Room.

Ms. Dunn-Brown gave the Outreach Committee Report. Ms. Dunn-Brown reported that Outreach Committee had a table at the annual Soroptimist Craft Fair held in November at the Gloversville Middle School and that the volunteers interacted with many of the fair's attendees.

In the Personnel Committee Report, the Board was told that the new library clerk, Madison Smrtic, had joined the staff.

Ms. Pesses reported that the Policy Committee was recommending that four library policies, the Tobacco Free Policy, the Responsibility for Library Operations Policy, the Pandemic Policy, and the Public Notice Bulletin Board Policy, be reviewed and passed as they are. After reviewing these policies, Ms. Dunn-Brown made a motion that they be passed as they are. The motion was seconded by Mr. Carlson. The Board unanimously approved the four policies with a vote of "aye". The Collections Development Policy was amended to comply with the Board Ethics Policy. Mr. Mazur made a motion to amend the Collections Development Policy which was seconded by Mr. Niforos and the Board unanimously approved the amendment with a vote of "aye". The Board reviewed changes to the Harassment Policy and the Sexual Harassment Policy. These two policies will be reviewed again in January. The Board then reviewed the new Programming Policy. This policy will be reviewed again in January.

Ms. Pepper presented the Program Committee Report.

Mr. Mazur presented the Public Relations Committee Report.

Mr. Reed had no Plan of Service Ad Hoc Committee Report. The Board was informed that the Community Engagement Workshop that was to have occurred on December 16, 2022, with the staff was cancelled due to the snowstorm that day and was rescheduled for January 20, 2023.

Ms. Acklin delivered Director's Report to the Board. Ms. Acklin also informed the Board that the Library had purchased new scheduling software that is far superior to the current scheduling software being used. She indicated that while she and the staff are learning how to use the new software, the current software will still be used. It is anticipated that the new software will be in full use by July 1, 2023. Ms. Acklin read two thank you notes – one from Boulevard School and one from Mr. Michael Coons.

No old business was discussed.

Under new business, Mr. Reed requested a motion to enter Executive Session at 7:58 PM in order to discuss a specific Civil Service personnel issue. Mr. Mazur made the motion, seconded by Ms. Pepper. The Board unanimously approved with a vote of "aye". At 8:09 PM, Mr. Reed requested a motion to exit Executive Session. Ms. Pesses made the motion, seconded by Mr. Carlson. The Board unanimously approved with a vote of "aye".

At 8:10 PM, Mr. Reed requested a motion to adjourn. Ms. Pesses made the motion, seconded by Ms. Mazur. The Board unanimously approved with a vote of "aye".

Respectfully submitted,

---

Charles "Ren" Reed, Secretary Pro Tempore

**GLOVERSVILLE PUBLIC LIBRARY**

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

**DECEMBER 2022**

	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	284.85	748.37	236.79	1,251.63
Gloversville Library Foundation Inc. - Int. & Div.	100,000.00	10,000.00	60,000.00	0.00	40,000.00
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	45.00	505,710.80	5,697.30	(498,710.80)
IRS Payroll Credit Covid 19	0.00	0.00	0.00	65,829.46	0.00
Fees & Miscellaneous Income	2,500.00	231.09	3,117.79	1,790.85	(617.79)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,060.98	10,000.00	(60.98)
<b>TOTAL RECEIPTS</b>	<b>\$685,195.00</b>	<b>\$10,560.94</b>	<b>\$1,135,782.94</b>	<b>\$589,174.40</b>	<b>(\$450,587.94)</b>
	Income Cash Reconcilement				
Income Cash Balance on December 1, 2022	\$957,578.66				
Plus: Receipts Per Report	10,560.94				
Less: Land Planning	0.00				
Less: Expenses Per Report	(63,909.75)				
Income Cash Balance on December 31, 2022	904,229.85				
Accounts Payable as of 12/31/22	0.00				
Accrued Payroll Expense as of 12/31/22	0.00				
Cash Received Covid 19 less Credit Due	46,125.72				
Prepaid Expenses as of 12/31/22	(4,735.64)				
Actual Cash Balance on December 31, 2022	\$945,619.93 *				
* Includes Treasury Bills @ Purchase Price of	\$735,668.73				

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 December 1, 2022	\$659,520.05
Plus: Receipts:	
Interest on Money Market Account	130.05
Treasury Bills Matured	50,000.00
Less: Paid Outs:	
Treasury Bills Purchased	488,498.61
Incoming Bank Wire Fee	0.00
Purchase New Checks	0.00
Transfer to Checking Account	<u>70,000.00</u>
Balance on December 31, 2022	<u><u>\$151,151.49</u></u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on December 1, 2022	\$273,700.19
Plus: Receipts:	
Interest on Money Market Account	258.22
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on December 31, 2022	<u><u>\$273,958.41</u></u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on December 1, 2022	\$3,446.46
Plus: Receipts:	
Interest Earned	0.06
Insurance Claim	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on December 31, 2022	<u><u>\$3,446.52</u></u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on December 1, 2022	\$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 December 31, 2022	<u><u>\$152.56</u></u>

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

<b>GENERAL FUND</b>	<b><u>PAR</u></b>	<b><u>COST</u></b>	<b><u>INVESTMENT RATE</u></b>	<b><u>REALIZED AT MATURITY</u></b>	<b><u>INTEREST EARNED</u></b>
U. S. Treasury Bills 8 Week Due 01/24/23	\$50,000.00	\$49,679.56	4.2040%	\$50,000.00	\$320.44
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
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$750,000.00</b>	<b>\$735,668.73</b>		<b>\$750,000.00</b>	<b>\$14,331.27</b>

<b>BUILDING FUND</b>	<b><u>PAR</u></b>	<b><u>COST</u></b>	<b><u>INVESTMENT RATE</u></b>	<b><u>REALIZED AT MATURITY</u></b>	<b><u>INTEREST EARNED</u></b>
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
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$500,000.00</b>	<b>\$491,762.60</b>		<b>\$500,000.00</b>	<b>\$8,237.40</b>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**DECEMBER 2022**

	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	\$ 161,404.21	\$ 128,619.06	\$175,851.99
Salaries - Part Time Employees	154,842.48	8,144.46	56,265.23	44,522.40	98,577.25
Salaries - Custodians	34,234.00	3,583.18	20,074.88	15,230.28	14,159.12
F I C A & Medicare Tax	40,264.45	2,990.04	18,187.48	14,379.98	22,076.97
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	4,270.59	29,540.88	24,541.80	33,459.12
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	470.34	1,807.24	701.50	2,692.76
Electricity	25,000.00	2,267.45	16,186.90	12,417.15	8,813.10
Telephone	7,200.00	604.53	3,560.13	3,451.17	3,639.87
Insurance	25,000.00	896.44	26,572.20	24,713.29	(1,572.20)
Books, Periodicals, etc.	40,000.00	5,630.66	19,444.23	19,613.11	20,555.77
Computer & Automation Services	14,700.00	1,886.43	8,369.78	7,775.50	6,330.22
Library, Office Supplies & Postage	10,500.00	983.34	6,883.77	4,141.77	3,616.23
Maintenance, Repairs & Bldg. Supplies	10,000.00	3,458.07	7,994.20	3,084.01	2,005.80
Maintenance Contracts	38,000.00	0.00	16,867.91	17,881.32	21,132.09
Treasurer	8,800.00	750.00	4,400.00	4,400.00	4,400.00
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	21.00	1,444.98	1,046.07	(444.98)
Events & Programming	5,000.00	524.89	2,190.36	1,949.43	2,809.64
Promotion Expense	4,800.00	56.18	166.18	329.02	4,633.82
General Expense	2,000.00	14.99	381.62	318.25	1,618.38
<b>TOTAL EXPENSE</b>	<b>\$885,048.13</b>	<b>\$63,909.75</b>	<b>\$435,821.94</b>	<b>\$371,109.28</b>	<b>\$449,226.19</b>



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

**DECEMBER 2022**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7172		Gloversville Public Library	\$ 14,841.82	Payroll
7173		Gloversville Public Library	15,573.47	Payroll
7174	2788	Michael J. Frank	750.00	Treasurer
7175	2789	Charter Communications	129.98	Computer & Automation
7176	2790	Frontier Communications	604.53	Telephone
7177	2791	National Grid (2,737.79)	2,267.45	Electric
			470.34	Natural Gas
7178	2792	C D P H P	4,180.32	Medical Insurance
7179	2793	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7180	2794	Gloversville True Value Hardware	106.88	Maintenance & Repairs
7181	2795	Mohawk Valley Library System (6,948.69)	1,703.55	Computer & Automation
			63.00	Library Supplies
			2,591.07	E Books
			2,591.07	Prepaid Expense
7182	2796	Linda Bumpus - Dream Catchers Concert	75.00	Events & Programming
7183	2797	Telecurve, LLC (500.00)	250.00	Events & Programming
			250.00	Stewart's Grant
7184	2798	Naif's	433.00	Newspapers
7185	2799	Ingram Library Services	1,453.95	Books
7186	2800	Philadelphia Insurance Companies (1,636.00)	896.44	General Insurance - D & O Liab. Ins.
			739.56	Prepaid Expense
7187	2801	Ebsco Information Services	886.06	Serials - Magazines
7188	2802	Palmateer Trucking & Container Service	365.00	Maintenance & Repairs
7189	2803	Quill, LLC	325.06	Library Supplies
7190	2804	Technical Building Services, Inc.	1,914.26	Maintenance & Repairs
7191	2805	Business Card (1,343.66)	14.99	G/E - Zoom
			6.18	Promotion Expense
			52.90	Computer & Automation
			208.71	A/V - DVDS
			149.89	Events & Programming
			13.99	Library Supplies
			3.91	W G Y Grant
			62.29	Stewart's Grant
			751.93	Maintenance & Repairs
			57.87	Books
			21.00	Professional Meetings & Travel
7192	2806	Quill, LLC	541.86	Library Supplies
7193	2807	Kyle Rix	50.00	Events & Programming
7194	2808	Derby Office Equipment, Inc.	39.43	Library Supplies
7195	2809	Daily Gazette Co., Inc.	50.00	Promotion Expense
7196	2810	Eva Gigardet	320.00	Maintenance & Repairs
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	437.99	Pension - Withholdings
DM		E F T NYS Tax Department	1,394.70	Payroll
DM		E F T United States Treasury (9,444.04)	2,990.04	FICA & Medicare Expense
			6,454.00	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	330.93	Medical Insurance
		CHECK AND EFT PAID OUTS - DECEMBER 2022	<u>67,556.58</u>	
		PETTY CASH PAID OUTS - DECEMBER 2022		
		None	<u>0.00</u>	
		<b>TOTAL DECEMBER 2022 PAID OUTS</b>	<u><b>\$67,556.58</b></u>	
		Less: Prepaid Expense	(3,330.63)	
		Less: W G Y Grant	(3.91)	
		Less: Stewart's Grant	<u>(312.29)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$63,909.75</b></u>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of December 1, 2022				\$1,539.89
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Business Card	7191	Programming	62.29	
Telecurve, LLC	7183	Programming	<u>250.00</u>	
Total Expenses				<u>312.29</u>
Balance of Grant Money Left at December 31, 2022				<u><u>\$1,227.60</u></u>

W G Y CHRISTMAS WISH GRANT

Balance as of December 1, 2022				\$818.92
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Business Card	7191	Programming	<u>3.91</u>	
Total Expenses				<u>3.91</u>
Balance of Grant Money Left at December 31, 2022				<u><u>\$815.01</u></u>

ADVOCACY GRANT

Balance as of December 1, 2022				\$110.91
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			<u>0.00</u>	
Total Expenses				<u>0.00</u>
Balance of Grant Money Left at December 31, 2022				<u><u>\$110.91</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of December 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			<u>0.00</u>	
Total Expenses				<u>0.00</u>
Balance of Appropriation Funds Left at December 31, 2022				<u><u>\$3,825.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of December 1, 2022				\$2,807.18
Funds Received				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			<u>0.00</u>	
Total Expenses				<u>0.00</u>
Balance of Restoration Funds Left at December 31, 2022				<u><u>\$2,807.18</u></u>

## Financial Review December 2022

The Financial Report for the six-month period ending December 31, 2022 shows our income up approximately \$546,600 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 \$60,000 to the Library's Operating Budget along with the increase in the Tax Levy of \$50,000. These amounts were partially offset by the loss of the IRS Payroll Credit related to Covid 19 of approximately \$65,800. In the period ending December 31, 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 \$64,700 from the same period of last year due primarily to the increase in salaries and payroll related expenses as the Library has been adding needed staff as part of the requirement to obtain the Empire State Development Grant funding. Pension Expense was down from the prior year by approximately \$7,700 due primarily to the improvement in the State's Pension Fund balance as a result of the improvement in the stock market. Utility costs and Maintenance and Repairs have continued to increase due mainly to increases in gas and electricity rates.

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

**GLOVERSVILLE PUBLIC LIBRARY  
BANK RECONCILIATIONS  
December 31, 2022**

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

Balance Per Bank Statement \$ 32,037.01

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
11/15/22	7154	Darla L. Barry	45.34	
12/20/22	7175	Charter Communications	129.98	
12/20/22	7178	C D P H P	4,180.32	
12/20/22	7188	Palmateer Trucking & Container Service	365.00	
12/20/22	7189	Quill LLC	325.06	
12/20/22	7192	Quill LLC	541.86	
12/20/22	7196	Eva Gigardet	320.00	
		Total Outstanding Checks		<u>5,907.56</u>

Other Items:

None -

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

\$ 26,129.45

**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>

Other Items:

None -

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 17,001.50

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

Balance Per Bank Statement \$ 151,151.49

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 151,151.49

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

Balance Per Bank Statement \$ 273,958.41

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 273,958.41

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

Balance Per Bank Statement \$ 3,446.52

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**

\$ 3,446.52

**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



**Budget & Finance Committee Report**  
**Greg Niforos / Chair**  
**December 2022**

The Budget and Finance committee did not meet this month, I did meet with the chairs of the Building and Grounds and Personnel Committees to draft resolutions outlining the intended purpose for money held in reserves in the General Fund and Building Fund. No concerns were raised with the tax levy presented at the December meeting, we will bring up for discussion and vote. Resolutions included below.

- Motion to set the tax levy for the 2023-2024 fiscal year at \$613,695
- Motion to set the 2023-2024 fiscal year budget at \$873,195
- Motion to earmark \$500,000 received from Empire State Development grant for ongoing personnel costs over the next five years
- Motion to earmark money held in Building Fund money market account for planned and unplanned capital expenditures, including but not limited to; Site development at 66-68 E. Fulton St, Atrium dome repair and scheduled technology upgrades

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
<b>EXPENSES</b>												
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	\$ 800	\$ 1,072	\$ 800	\$ 1,462	\$ (272)	\$ 1,462	\$ 662
Disability/NYSPL Insurance	\$ 851	\$ 1,327	\$ 2,185	\$ 859	\$ 2,803	\$ 3,474	\$ 2,803	\$ 3,474	\$ 3,858	\$ 671	\$ 3,858	\$ 385
Subtotal	\$ 337,652	\$ 359,792	\$ 411,000	\$ 51,208	\$ 460,928	\$ 49,529	\$ 460,928	\$ 570,871	\$ 634,647	\$ 109,943	\$ 634,647	\$ 63,776
Worker's Comp	\$ 2,194	\$ 2,634	\$ 3,290	\$ 656	\$ 3,631	\$ 341	\$ 3,631	\$ 3,000	\$ -	\$ (631)	\$ -	\$ 1,385
Medical Insurance	\$ 36,063	\$ 35,817	\$ 39,922	\$ 4,105	\$ 42,491	\$ 2,559	\$ 42,491	\$ 63,000	\$ 73,000	\$ 20,509	\$ 73,000	\$ 10,000
Pension Expense	\$ 29,128	\$ 34,602	\$ 41,895	\$ 7,283	\$ 3,457	\$ 45,151	\$ 45,151	\$ 45,151	\$ 58,460	\$ (191)	\$ 58,460	\$ 13,909
Subtotal	\$ 67,384	\$ 73,053	\$ 85,097	\$ 12,044	\$ 91,464	\$ 6,367	\$ 91,464	\$ 111,151	\$ 135,845	\$ 19,687	\$ 135,845	\$ 24,694
Natural Gas	\$ 2,506	\$ 2,513	\$ 2,507	\$ (6)	\$ 4,275	\$ 1,768	\$ 4,275	\$ 4,500	\$ 5,500	\$ 225	\$ 5,500	\$ 1,000
Electricity	\$ 12,593	\$ 18,683	\$ 21,220	\$ 2,537	\$ 12,945	\$ 25,000	\$ 34,165	\$ 25,000	\$ 40,000	\$ (9,165)	\$ 40,000	\$ 15,000
Telephone	\$ 5,343	\$ 6,352	\$ 6,650	\$ 258	\$ 6,857	\$ 208	\$ 6,857	\$ 7,200	\$ 7,200	\$ 343	\$ 7,200	\$ -
Insurances	\$ 16,074	\$ 21,663	\$ 21,949	\$ 286	\$ 24,713	\$ 2,764	\$ 25,000	\$ 25,000	\$ 27,000	\$ 2,000	\$ 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	\$ 38,099	\$ 38,000	\$ 45,000	\$ (99)	\$ 45,000	\$ 7,000
Subtotal	\$ 36,516	\$ 49,251	\$ 52,326	\$ 3,075	\$ 70,011	\$ 17,665	\$ 70,011	\$ 61,700	\$ 139,700	\$ (8,311)	\$ 139,700	\$ 78,000
Books	\$ 45,648	\$ 40,133	\$ 38,729	\$ (1,404)	\$ 40,574	\$ 1,845	\$ 40,574	\$ 40,000	\$ 42,000	\$ (574)	\$ 42,000	\$ 2,000
Computer Services	\$ 26,407	\$ 11,886	\$ 13,175	\$ 1,289	\$ 1,989	\$ 1,989	\$ 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	\$ 10,653	\$ 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	\$ 200	\$ 9,000	\$ 200
Professional fees (audit/bd)	\$ 6,580	\$ 6,300	\$ 6,313	\$ 13	\$ 6,313	\$ -	\$ 6,313	\$ 7,000	\$ 688	\$ 688	\$ 7,000	\$ -
Election Expense	\$ 788	\$ 303	\$ 1,068	\$ 765	\$ 958	\$ (110)	\$ 1,068	\$ 1,000	\$ 42	\$ (42)	\$ 1,000	\$ -
Prof. Meetings & Travel	\$ 614	\$ 821	\$ 349	\$ (472)	\$ 1,164	\$ 815	\$ 1,164	\$ 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	\$ 1,442
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)	\$ 89,703	\$ 94,800	\$ 98,000	\$ 5,097	\$ 98,000	\$ 3,200
<b>Total Expenses</b>	\$ 680,784	\$ 688,124	\$ 888,707	\$ 73,683	\$ 712,108	\$ 72,400	\$ 712,108	\$ 888,622	\$ 1,008,192	\$ 128,418	\$ 1,008,192	\$ 188,870
							\$ 736,960		\$ 1			\$ 1
<b>REVENUE</b>												
GEISD Tax Levy	\$ 423,695	\$ 453,695	\$ 463,695	\$ -	\$ 503,695	\$ 50,000	\$ 503,695	\$ 553,695	\$ 613,695	\$ 50,000	\$ 613,695	\$ 60,000
Gloversville Library Foundation*	\$ 64,000	\$ -	\$ -	\$ (4,511)	\$ 60,000	\$ 60,000	\$ 100,000	\$ 100,000	\$ 40,000	\$ 40,000	\$ 120,000	\$ 20,000
Foundation - donations	\$ 9,694	\$ 5,066	\$ 555	\$ (4,511)	\$ 1,925	\$ 1,370	\$ 10,000	\$ 10,000	\$ 8,075	\$ 8,075	\$ 10,000	\$ -
Income from Investments	\$ 1,050	\$ 2,162	\$ 277	\$ (1,885)	\$ 412	\$ 136	\$ 2,000	\$ 2,000	\$ 1,588	\$ (412)	\$ 10,000	\$ 8,000
Affiliations & Grants	\$ 8,650	\$ 22,153	\$ 8,049	\$ (14,104)	\$ 8,727	\$ 678	\$ 7,000	\$ 7,000	\$ (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)	\$ (65,829)	\$ -	\$ -
ESD Grant	\$ -	\$ 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	\$ 664,886	\$ 886,186	\$ 873,195	\$ 30,310	\$ 873,195	\$ 188,000
Cash Available	\$ 628,138	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	\$ (32,597)	\$ (18,316)	\$ (11,205)	\$ (57,222)	\$ 535,195	\$ 30,310	\$ 535,195	\$ 886,186	\$ (134,997)	\$ 873,195	\$ (134,997)	\$ 188,000
Surplus/(deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

GLOVERSVILLE



PUBLIC  
LIBRARY

**Friends of the GPL Report**  
**Jean LaPorta / President**  
**December 2022**

The Friends held their first meeting of 2023 on Thursday, January 5th and discussed fundraising plans for this year.

On Tuesday, Jan. 3rd holiday decorations were taken down reluctantly and stored for next year. The lobby really looked beautiful with all the holiday decorations and we wanted to leave them up all year.

Membership renewals for 2023 are still coming in and many have

commented positively about having the renewal form in the December newsletter as a reminder to renew their membership.

A 2023 Book Sale is being planned for a fall date TBA.

We are in discussions with The Colonial Little Theatre for a spring fundraiser there.

Articles for the April Friends newsletter are due by February 28th to Mary Trainor. mtrainor102@gmail.com





## **Building and Grounds Committee Report**

### **Dick Carlson / Chair**

### **December 2022**

**Building Leak in the Atrium:** Nothing new to report since December meeting. Barb Madonna is still awaiting additional information from our architect.

**New Library Parcel on East Fulton Street:** Discussion of project status. Adopt the Committee's recommendation to the full Board concerning the design alternative to be progressed and presented to the City Planning Board. The three site design options developed by our architect as described in Barb Madonna's report to the Committee were discussed and questions about these options were addressed. It was the consensus of the Committee to recommend to the Board that Option 2, which provides 22 parking spaces and a program space of 43' x 115 ½', be the design option to progress and presented to the City Planning Board for approval.

**Restroom Door Handles and Locks:** Material is in hand and will be installed.

**Reading Room Heat Pump Leak:** Repair completed? Remaining work (sheet rock repair) is on hold for now to make sure that heat pump repair holds (don't want to redo sheet rock work a second time if more work is needed).

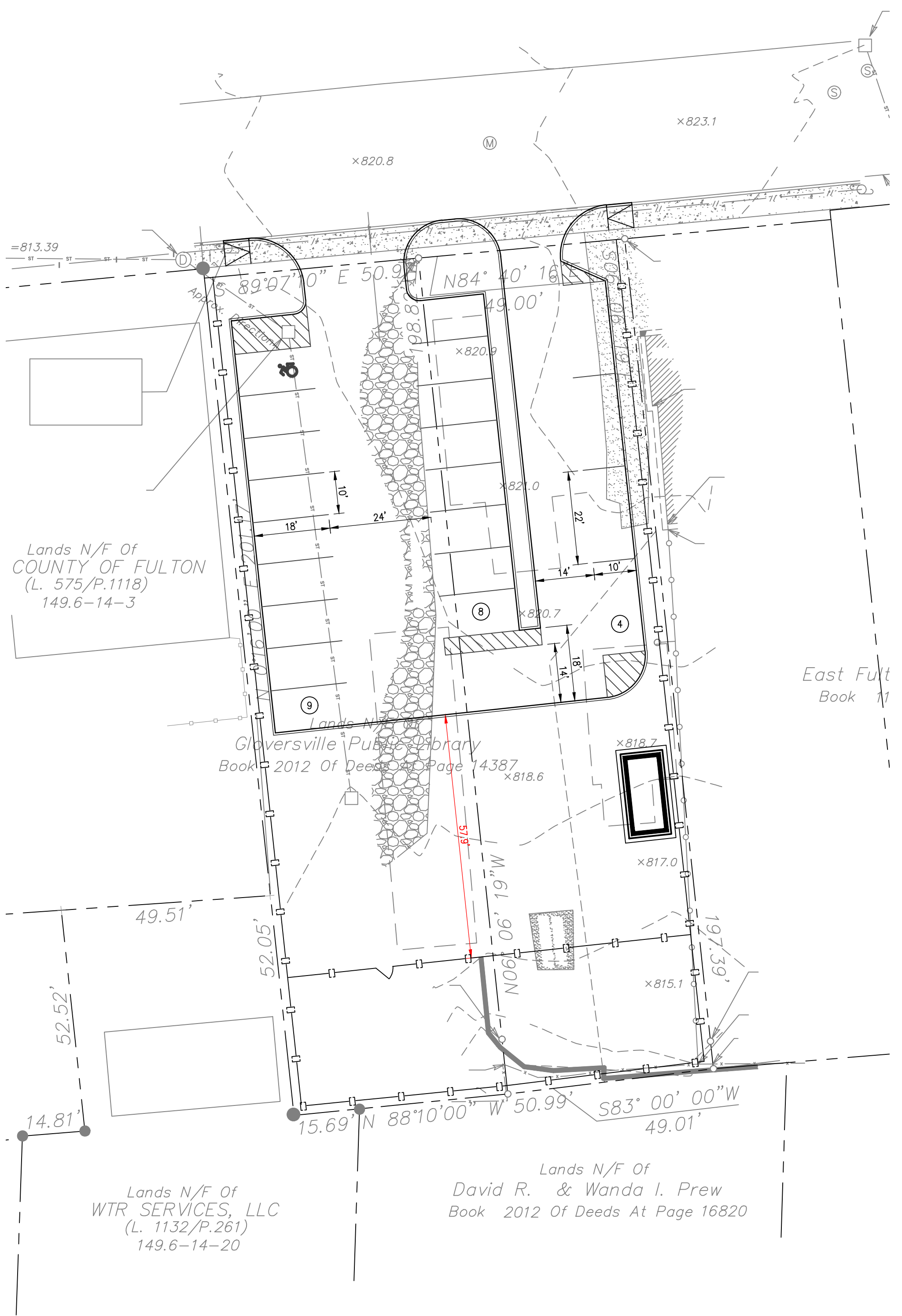
**Dishwasher Repair:** Repair completed? Not done yet; a low priority item for now.

**"Free Food Fridge":** Discussion. Valerie has been discussing a proposal with an agricultural group from Canajoharie to provide a refrigerator on library grounds to make fresh locally grown produce available for local residents. Similar installations currently exist in Albany and Schenectady, are well received there and could provide nutritional benefits in our community as well. Valerie will provide more details and discuss what would be required from the Library at Tuesday's meeting.

**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 – Status of inspection
- Fire Extinguishers
- Elevator
- Fire Inspection

**New Business:** None



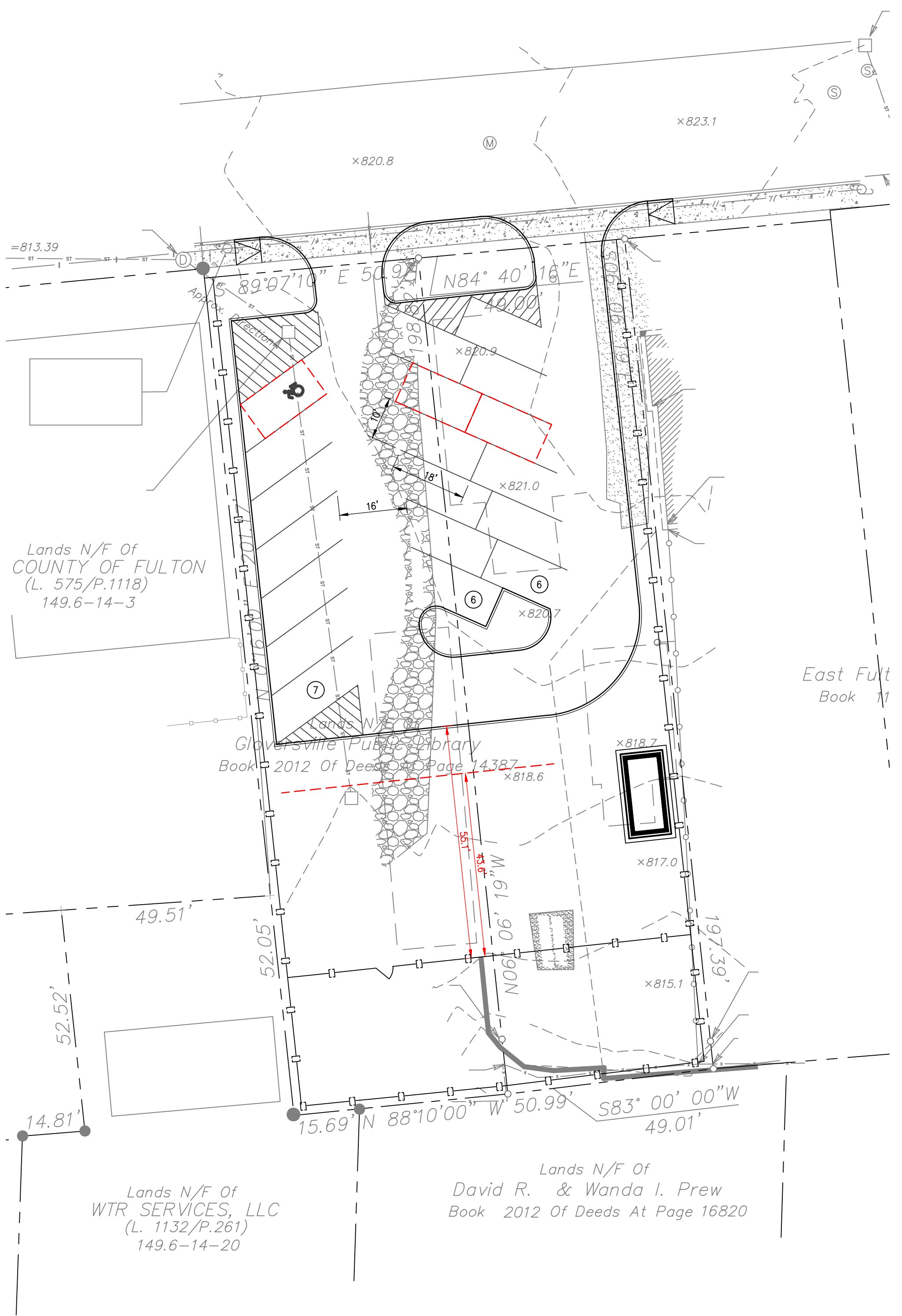
Lands N/F Of  
COUNTY OF FULTON  
(L. 575/P.1118)  
149.6-14-3

Groversville Public Library  
Book 2012 Of Deeds At Page 14387

Lands N/F Of  
WTR SERVICES, LLC  
(L. 1132/P.261)  
149.6-14-20

Lands N/F Of  
David R. & Wanda I. Prew  
Book 2012 Of Deeds At Page 16820

East Fult  
Book 11



=813.39

Lands N/F Of  
 COUNTY OF FULTON  
 (L. 575/P.1118)  
 149.6-14-3

Lands N/F Of  
 Gloversville Public Library  
 Book 2012 Of Deeds At Page 14387

East Fult  
 Book 11

Lands N/F Of  
 WTR SERVICES, LLC  
 (L. 1132/P.261)  
 149.6-14-20

Lands N/F Of  
 David R. & Wanda I. Prew  
 Book 2012 Of Deeds At Page 16820

14.81'

52.52'

49.51'

52.05'

15.69' N 88°10'00" W 50.99'

N 06°19'19" W 106.90'

S 83° 00' 00" W 49.01'

197.39'

x820.8

x823.1

x820.9

x821.0

x820.7

x818.7

x817.0

x815.1

N 84° 40' 16" E 40.00'

S 89°07'10" E 50.99'

198.82'

10'

18'

16'

6

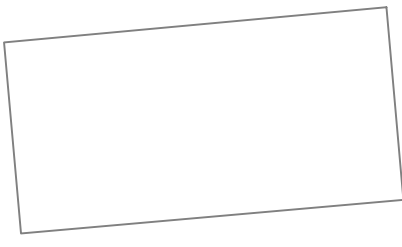
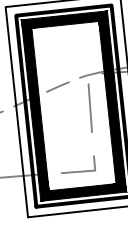
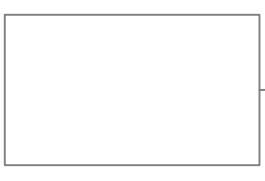
6

7



Approach

Direction



S

M

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

S

GLOVERSVILLE



PUBLIC  
LIBRARY

**Lawyer Search Ad Hoc Committee Report**  
**Charles “Ren” Reed / Chair**  
**December 2022**

The new Lawyer Search Ad Hoc Committee met on January 11, 2023. Using a 2009 Request For Proposal (RFP) as a template, the committee drafted a new RFP for our 2023 search for a new attorney. The committee plans to bring the new RFP to the Board of Trustees for their consideration and approval at the regular February Board meeting. Once the Board approves the proposed RFP, the Library will place the RFP in the legal notices of the *Leader Herald* (the Library’s paper of record), as well as the *Amsterdam Recorder* and the *Daily Gazette*. Copies of the RFP will also be mailed to many notable attorneys in Fulton County. We hope to interview potential candidates in late March or in April and hopefully bring forward a candidate for the Board’s approval at the regular May meeting. The new attorney will begin serving the Library on July 1, 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, economic or housing 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 January 17, 2023

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 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



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?

\_\_\_\_\_

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 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](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://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](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto: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](http://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](http://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.



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

### **New Year, New Tech**

As we start the new year, we're on the edge of a tech tsunami at the library. First we are still knee-deep in our new scheduling and event/room registration software trial. There is a steep learning curve for the new platforms, and we've only been able to take baby steps, but we are still hopeful that we can remain on pace for our planned 6-month rollout. Starting in January, Lex and I will also be rolling up our sleeves to build the library's new website. This will also be a slow process, with the target of going live in the summer or the fall. To that end, we are currently scheduling tutorials with MVLS' Mary Carrier, to learn how to import information from the old site to the new one, as well as ensure that the design of the new sight is user friendly and accessible. In other news we have completed our purchase of the new-to-us color copier/printer/fax/scanner, which is replacing the old black & white copier in the Administration Office. Derby will be coming to give the staff lessons on how to use it in the coming week. I'm also happy to report that, not only did they give us a \$500 for turning in the copier (which we applied towards the cost of the new one), they then turned around and donated the old machine back to us. It will now be living in Liz's office, in Youth Services, so that the YS staff doesn't have to keep running upstairs to copy worksheets and take-home craft instructions. In other news, we are still looking into replacing the public copier (located by the public computers) on the Main Floor, with a Scannex scanner that will give patrons the ability to scan, copy, and email files. Overall, it's a lot of new stuff to learn for the staff, which is why we are rolling things out slowly, but the it will be a much-needed sea change and improve the library experience for both staff and patrons.

### **NEU Event**

We continue to work with the Glove City Coalition, which will be holding its Winter Neighborhood Engagement Unit Event here at the Library on February 23, from 3:00 to 6:00 PM. The event is designed so that community organizations can share what they do by hosting interactive and informative programming for the public. There will be a scavenger hunt, drug awareness escape rooms, Narcan training, a therapy dog meet-and-greet, as well as crafts and (of course) a story time. I have given GCC permission to "take over" the 2<sup>nd</sup> and Carnegie Levels, as well as have a table on the Main Floor of the Atrium. Since the event is taking place during school vacation, we hope to see a significant turnout, particularly from folks in the immediate area. Hopefully we can spread the word about social and community services available in the area, as well as share the Library with folks who may not have visited previously.

### **Programming**

The programming train keeps chugging along! We have now solidified our winter/spring events and are actively planning for summer festivities (including the annual Summer Reading Program). One goal for the summer is to return to the idea of our community garden and give the project the time and energy it needs to truly be successful. Along with an expanded Seed Club, we will be over gardening workshops for everyone – kids, teens, and adults – as well run a raffle for folks willing to volunteer to maintain the garden. The idea is for the gardening efforts to carry over into our food-based programming – so both Easy Eats and the kids/teen cooking classes will be looking at how to prepare fresh fruit and vegetables. And, as we did last year, we'll be providing patrons with opportunity to home garden, through our expanded Seed Club.

### **Free Food Fridge**

And speaking of healthy food...We've been approached by Jade Weiss, a Mohawk Valley organic farmer, to be the site of a Free Food Fridge. There's a bit to discuss about the logistics of this, but do know that the Free Food Fridge movement has been growing across the country (there are currently a number of fridges in Schenectady and Albany) and libraries have been a common location. Attached you'll find information that Jade shared with me, which we can use to get up to speed on what hosting a fridge would mean and jumpstart our discussions. She hopes to attend the February Board meeting to answer questions and share more information.

## NEW YORK

### NY Laws that affect community fridges

#### Food Permits

According to the FDA Food Code, you don't need a permit to share Produce and non-perishables, including dry and baked goods (you are not considered a "food establishment" for this type of food).

The definitions of Food Establishment and Retail Store in the New York Food Code exclude places that handle only pre-packaged, non-potentially hazardous foods, fresh fruits and fresh vegetables. You don't need a permit to operate if your freedge is only distributing this type of food.

For cooked meals (and other potentially hazardous items) you technically need a permit, but health inspectors often waive this requirement for meals that are prepared in a commercial kitchen (not home-cooked). Health inspectors know the food code is not adapted to community fridges and will only ask you for a permit (or check your freedge) if they receive a sanitary complaint. Just make sure the sharing rules are visible and the freedge is always clean and well maintained.\*

FDA: <https://www.fda.gov/media/110822/download>

NY Food Code: <https://regs.health.ny.gov/book/export/html/48394>

NY Definitions of Food Service Establishment and Retail Food Store:

<https://www.nysenate.gov/legislation/laws/AGM/500>

(a) "Food service establishment" means any place where food is prepared and intended for individual portion service, and includes the site at which individual portions are provided, whether consumption occurs on or off the premises, or whether or not there is a charge for the food.

(b) "Retail food store" means any establishment or section of an establishment where food and food products are offered to the consumer and intended for off-premises consumption. The term does not include establishments which handle only pre-packaged, non-potentially hazardous foods, roadside markets that offer only fresh fruits and fresh vegetables for sale, food service establishments, or food and beverage vending machines.

#### Liability

[The Federal Good Samaritan Food Donation Act \(Public Law 104-210\)](#) says that a **nonprofit** organization can't be sued for giving food away, unless they are grossly negligent (know the food is bad but still donate it) or have the intention to hurt someone. **Food donors** (people) donating food to nonprofits are also covered.

If you want to start a community fridge but don't operate a nonprofit, the probability of someone suing you for giving free food away is very small, or inexistent. If you (or the property owner where you want to put a freedge) are still concerned about liability, the freedge nonprofit can protect your freedge with

our general liability insurance. We honestly don't think this is necessary, but we know places might have that requirement (for example some universities).

Federal Law: <https://www.feedingamerica.org/about-us/partners/become-a-product-partner/food-partners>

State Law: <https://www1.nyc.gov/assets/doh/downloads/pdf/public/good-samaritan-laws.PDF>

**\*What do we think about these laws?**

*Food Permits:* Community fridges are common property and should be governed by community rules. Food Codes should not pre-determine the installation of fridges, community needs should. For that reason we encourage freedge hosts to start the fridge based on the community needs, then deal with health authorities later (or never). Food Health codes are normally made for restaurants and other food businesses, and not with community food sharing in mind. Health inspectors know that and tend to be tolerant as long as they see you have your own rules and are serious about them (they will only come bother you if they have a complaint).

*Liability:* We believe fear of liability is misplaced and goes against community trust. We probably should not worry about it. According to one [report from University of Arkansas](#), "lawsuits arising out of the donation or provision of recovered food are extremely uncommon." The report also says that "a thorough search of filings and review of reported decisions did not turn up a single case that involved food donation-related liability" and concludes that "the absence of litigation or other disputes related to food donation demonstrates that fear of lawsuits or other negative publicity related to mishaps with donated food are overstated and largely illusory barriers to food recovery."





**Gloversville Public Library**

Nicole Hauser / Head of Adult Services & Collection Development

December 2022

Inventory of our 30,000+ collection was completed this month. Hats off to Barb Madonna for spearheading this and completing at least 99% of the work! You will find an in-depth report in her report for the month.

Valerie and I sat through a demo of both LibCal and LibStaffer software and were blown away by the functionality of both, as well as the way they integrate with each other and other software we already use. LibStaffer is used to schedule staff. Our current scheduling system is not user friendly and extremely time intensive for Linda Conroy. This software will, quite literally, be like magic and will make things undeniably easier for those maintaining the schedule as well as for those trying to follow it. LibCal will end up replacing our EventKeeper calendar and our SimplyBookMe room reservation software. It will bring both of those functions together into a simpler interface that interacts with other software we also currently use. I am not sure how to put into words how impactful these 2 services will be. All I can say is it will be HUGE and very welcome.

We've spent a lot of time looking forward lately, planning out programming and services for the next calendar and fiscal year, so, I thought it might do some good to look back a bit as well. We are at the end of our first year offering our Seed Club. Anecdotally, it has been extremely well received, by both staff and patrons alike. The table below shows stats from the year. The biggest takeaway is that we had a reduction of 501 seed packets that were unaccounted for at the end of the season. I know that some of those were used for Library programming, such as for the Community Garden, and we will do better tracking those in house uses this coming year. But that alone does not account for the full 501. I will also adjust signage at the seed catalog to hopefully make it clearer to folks that they need to "check out" their seeds at the Main Information Desk instead of just taking them. I'd say we had a pretty successful first year and look forward to continuing this, especially as we start offering programming promoting it and the Community Garden beginning in February!

2022						
Seed Club Info Recorded at Main Desk			Inventory			
Month	Packets picked up	New Registrations		Begin	End	Reduction
January	--	--	Flowers	739	254	485
February	--	--	Herbs	454	350	104
March	126	19	Veggies	2139	1723	416
April	180	24	<b>Totals</b>	<b>3332</b>	<b>2327</b>	<b>1005</b>
May	70	11				
June	45	5				
July	75	4	<b>1005</b>	Reduction of inventory		
August	5	1	<b>-504</b>	Packets taken by patrons recorded at Main Desk		
September	3	1	<b>501</b>	Packets taken unaccounted for*		
October	0	0		*Some were taken for Community Garden or other related programming without being recorded		
November	0	0				
December	0	0				
<b>Totals:</b>	<b>504</b>	<b>65</b>				

Programs in December:

- Book Tasting: 3 participants
  - We discussed staff favorites. This was our 11<sup>th</sup> meeting, and due to continued low attendance of about 3 people per discussion, we've decided to discontinue this program with this being the last.
- Holiday Cookie Exchange: 7 participants
  - Our first holiday cookie exchange went well and everyone who attended was very excited to be there. We learned a few lessons. Mainly, that asking participants to bring 3-4 dozen treats, was too many treats! Our thought for next year is to still ask participants to bring 3-4 dozen treats, with about 2 dozen being for our exchange and then, together, we will package up the “extras” to donate to a community organization.
- Books 'N Brews: 13 participants & 3 staff
  - We continued with a strong turnout at Sam's Seafood and Steakhouse to discuss Elevation by Stephen King. Our group was broken up into 2 tables because of the physical location, so we had 2 discussions going on at the same time. Everyone was very happy with the selection and discussion, and we all agreed that the location was a bit too loud. February 15, 2023 we will be discussing Being Mortal by Atul Gawande at the Pines Restaurant at the Kingsboro Golf Club.
- Adult Crafting had a total of 27 participants & 2 staff
  - 6 at the 1:30 class, 10 at the 5:30 class, and 11 picked up as kits.
  - Participants sewed burlap pouches filled with potpourri.

And, because it's the end of the year, here are the top 20 adult fiction & nonfiction titles from 2022 as compiled from 15 different “best of 2022” lists, all of which we own or are on there way here as you read:

Total # of lists book is on	Title	Author	F/NF
9	<u>The Rabbit Hutch</u>	Gunty, Tess	F
8	<u>In Love</u>	Bloom, Amy	NF
8	<u>Our Missing Hearts</u>	Ng, Celeste	F
8	<u>Tomorrow and Tomorrow and Tomorrow</u>	Zevin, Gabrielle	F
8	<u>The Invisible Kingdom</u>	O'Rourke, Meghan	NF
7	<u>Babel</u>	Kuang, R.F.	F
7	<u>An Immense World</u>	Yong, Ed	NF
7	<u>Trust</u>	Diaz, Hernan	F
7	<u>The Furrows</u>	Serpell, Namwali	F
7	<u>Lessons in Chemistry</u>	Garmus, Bonnie	F
7	<u>Stay True</u>	Hsu, Hua	NF
7	<u>Strangers to Ourselves</u>	Aviv, Rachel	NF
6	<u>Afterlives</u>	Gurnah, Abdulrazak	F
6	<u>The Candy House</u>	Egan, Jennifer	F
6	<u>Either/Or</u>	Batuman, Elif	F
6	<u>If I Survive You</u>	Escoffery, Jonathan	F
6	<u>The Revolutionary: Samuel Adams</u>	Schiff, Stacy	NF
6	<u>The Song of the Cell</u>	Mukherjee, Siddhartha	NF
6	<u>Book Lovers</u>	Henry, Emily	F
6	<u>Ducks: Two Years in the Oil Sands</u>	Beaton, Kate	NF



## Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

December 2022

### Grants

#### New building projects:

- After seeing the newspaper article about Governor Hochul's visit to the Glove Theater and the list of funding pots announced, I contacted one of the city council people to inquire about how we might get more information and apply for the Initiating Downtown Business Improvement Fund. I was directed to Mayor DeSantis and will follow up with him after the first of the year. I am curious if this funding could help with replacing the dome or improving the parking lot.

#### Other grants:

- I submitted the initial paperwork to Wal\*Mart for \$4,000 to support the purchase of a SCANNX unit to replace the public copier.
- I submitted a grant application to MVLS for Advocacy support. The request included support for the new color photocopier, 4 months of fees of the service contract, paper supplies, letters for the sidewalk signboards, and branded t-shirts, stickers and lip balm.

### Other Projects

- The Passive Programs for December was a Reverse Advent Calendar. Each day from December 1st-19th patrons collected items for donation to the Gloversville Free Methodist Church Food Pantry & Captain, the teen outreach program. See the list at the end of my report.
- Inventory was completed in December. After scanning all the items on the shelf, reports were run in the Polaris circulation system to identify the items that had not been inventoried. Then staff began to hunt for them. Many were checked out to patrons, which is a good thing. Somewhere miss shelved and a few were actually missing. I would like to thank Nicole for scanning Nonfiction and Picture Books, Lex for scanning Graphic Novels and the rest of the staff for assistance with clean up. They first needed to hunting for items identified on the reports, and THEN they had to re-shelve everything they pulled; a thankless job and I appreciate all their support. While initially we were not going to inventory Local History as work is still being done on the collection, we decided to go ahead, but not until February. By the numbers, we have 563 items across all the collections that are still checked out, held, or in-transit. 112 items are still "in process," meaning they have been ordered but haven't made it to the shelves yet. Nicole and I decided that anything missing 6 months or less would be bulk changed in the circulation system to a status of "missing". There are 79 items. We also decided anything missing more than 6 months would be bulk changed to "withdrawn". There are 70 of those items. Finally, there are a handful of "lost".
- I also investigated Dial-a-Story, a phone service which allows patrons of all ages to listen to stories from home using a dedicated phone number for our specific collection of stories. The company preprograms 10 of the menu options with content just to get us started. We can fill up to 99 menu options with information about the Library, advertise our programs, share stories, poems, riddles, local history, almost anything. We can record our own or select from their existing library. The service will start in January and the phone number is 888-496-0990.
- 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, the City's Building Inspector, and 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...

- I spoke to John 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 from that desk this year. I am waiting on samples of the shade materials before anything is ordered.
- Finally, I am working with Valerie and Nicole to set up LibCal, LibStaff and LibApps. This is new software that we will be implementing over the next six months to replace EventKeeper for program scheduling and reservations, room booking by both the public and staff, and staff scheduling to replace the cumbersome spreadsheet template that Linda fights with on a daily basis. This software also includes time clock software that can eventually replace our paper time sheets and leave request forms.



**Youth Services Report**  
**Darla Barry / Head of Youth Services**  
**December 2022**

Our festive month began on the first Saturday with a Holiday Cookie Decorating program. We had children and adults participate with decorating various sugar cookies with colorful frosting, made available from our local Walmart, Price Chopper, and Hannaford. I believe the adults had as much fun as the children!

I had the pleasure of enjoying the CSLP (Collaborative Summer Library Program) Virtual Summer Symposium. I found this to be quite informative and interesting, as we start planning our Summer Reading activities. There was plenty to learn, allowing me the opportunity to share information and the link with other department heads.

While I was busy with the Summer Symposium on Zoom, Kim Collar replaced me during Story Time, which was attended by one of the largest groups we have experienced in a while. She did an amazing job reading multiple stories. Later, the children made a beautiful pair of construction paper mittens for decorating. Our Story Time themes for the month were of snowmen, mittens, snowflakes, ornaments, and the celebrations of the season; we also made peanut butter pinecone bird feeders as an end-of-year craft.

Sonny Duross became the Conductor for our annual *Polar Express* Story Time, once again. He read the story by Chris Van Allsburg to the children, then gave out "goodie bags" containing a candy cane, packet of Swiss Miss hot chocolate, a bell on a ribbon and the ticket. The children absolutely love hearing the story unfold during Sonny's dramatic presentation. Following Sonny's reading, the children enjoyed a special treat from Trustee Chris Pesses – a reading of two delightful Hanukkah stories: *Hershel and the Hanukkah Goblins* and *The Chanukah Guest*, both by Eric A. Kimmel.

Our cooking classes each made muffins using Pillsbury quick bread mix. Each group had a choice, the younger ones chose cranberry orange muffins while the teens ones wanted cinnamon swirl muffins. Our donated convection oven did a fine job of baking the small trays. The children were able to enjoy their muffins while consuming hot chocolate topped with mini marshmallows!

The busy month was very enjoyable with the festive feel in the air! It was a pleasure to be able to enjoy the Saturday off prior to Christmas Day and the day after. Thank you for the consideration and the ability to enjoy the time as needed.

Happy New Year to All!

Statistics / Monthly Report

**December 2022**

Figures in parentheses are comparable figures for 2021

	<b>2022</b>	<b>2,021</b>
<b>VISITORS</b>	<b>5,336</b>	<b>(4,803)</b>
<b>CIRCULATION</b>		
Adult circulation	1,303	(1,324)
Teen Circulation	172	(48)
Juvenile Circulation	687	(789)
Audiobooks	75	(68)
eAudio	183	(161)
eBooks	575	(554)
Music	5	(9)
Periodicals	28	(58)
eMagazines	84	(95)
Videos	663	(774)
Museum Passes	3	0
Library of Things	14	(2)
Subtotal	<b>3,792</b>	<b>(3,882)</b>
In-House Use		
Adult	12	(1)
Juvenile Circulation	0	0
Other Materials	750	(722)
Subtotal	<b>762</b>	<b>(723)</b>
<b>Total Circulation</b>	<b>4,554</b>	<b>(4,605)</b>
<b>REFERENCE QUESTIONS</b>	<b>122</b>	<b>(41)</b>
<b>MEETINGS / PROGRAMS / OUTREACH</b>		
77 Adult programs & meetings with 416 people		(28 Adult programs & meetings 226 people)
9 Juvenile programs & meetings with 151 people		(8 Juvenile programs & meetings with 62 people)
5 Teen programs & meetings with 36 people		(0 Teen programs & meetings with 0 people)
222 One-on-one programs & meetings with 222 people		(132 One-on-one programs & meetings with 132 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	449	(498)
Material Loaned	493	(543)
Total	<b>942</b>	<b>(1,041)</b>
<b>COMPUTER USAGE</b>	<b>988</b>	<b>(706)</b>
<b>HISTORICAL ROOM</b>		
Visitors	7	0
Books Used	8	0
Reference Questions	1	0
Microfilm	4	0

Agreement between the Mohawk Valley Library System (MVLS) and the Southern  
Adirondack Library System (SALS) Joint Automation Project and the

---

The Mohawk Valley Library System and the Southern Adirondack Library System have jointly provided integrated automation services to their member libraries since 1983 through the MVLS/SALS Joint Automation Project. The Agreement between the two systems articulates the vision and mission of the Project, stating:

**VISION:** We will achieve excellence in the library and informational services in the eight counties communities through technology.

**MISSION:** MVLS and SALS will collaboratively support and provide access to an integrated automated library system through a joint automation project. We will respond to and assist member libraries with technical support, training and resources by utilizing current and emerging technologies.

The Joint Automation Council was established in 2003 by the two library system boards to “initiate policies and decisions regarding library automation services to the member libraries, recommend policy and advise the two System Boards on issues related to the provision of library automation services including funding”.

The Joint Automation Council is a group of representatives from the member libraries and two systems and an ‘unaffiliated’ party. Libraries are encouraged to participate in the council and in its committees and user groups. A consortium requires all members’ involvement to facilitate shared decision making so that local needs are considered, common policies formed and appropriate budgets developed.

The \_\_\_\_\_ understands that the MVLS/SALS Joint Automation Project is a cooperative project, sharing resources over the eight counties served by the two library systems and will work collaboratively with other member libraries, the Joint Automation Council, Joint Automation Staff and system staff to insure the efficient operation and security of the automated system for all participants.

With a shared patron database, each library is expected to enforce confidentiality laws and policies to ensure that all personal information including borrowing, requests, and information searches remain private. The Joint Automation Project requires all library staff, volunteers and trustees to respect every user's privacy. It expects libraries to enact appropriate local policies, procedures and necessary training to protect confidentiality.

Joint Automation Staff is the sole administrator of the ILS (integrated library system) including any central site hardware, software, and network equipment. Joint Automation Staff is the designated official contact with Innovative, our current automation provider for the Polaris ILS.

To facilitate the use of the automated system by the member libraries of the Mohawk Valley Library System and the Southern Adirondack Library System, the Joint

Automation Project provides automation services and support including, but not limited to:

- Provision of an online catalog, circulation, acquisitions, cataloging, and other functionality necessary to support library services
- Development, improvement and support of central site and local networks necessary for access to the ILS and providing library services to patrons
- Security measures including appropriate firewalls to protect the JA network
- Support for telecommunication services to provide staff connectivity to the ILS
- Full technical support of the network
- Support of member library automation needs during library hours and emergency support as needed
- Support of member library computers purchased through JA or with JA approval, including troubleshooting problems
- Loan of equipment for staff computers
- Hardware support for member library computer equipment including peripherals such as keyboards, barcode readers, and printers
- Hardware support for library local area networks, including wireless and other advancements in network technology
- Maintenance of appropriate files, reports, and other Polaris software applications responsive to member library needs
- User accounts on the Polaris System
- Email accounts and OneDrive access for library staff
- A Joint Automation Intranet providing information and support documentation about the automation system and services
- Coordinated purchase of computer equipment, peripherals, bar codes and other associated items
- Assistance with access to databases, if needed
- Consultation services on member library technology needs including wireless initiatives, local area networks, building projects etc.

The provision of these and other services is funded through State Aid and system funds received by the Mohawk Valley Library System and the Southern Adirondack Library System and by fees paid by member libraries. Grant funds are also pursued for specific automation activities.

Project budgets and member library fees are determined by a structure approved by the Joint Automation Council and the MVLS and SALS Boards of Trustees. Member libraries are billed on a monthly basis. Changes in the fee structure are announced by the Joint Automation Council and the two System Directors no later than March 1 of the year preceding any change. Any changes become effective with the January billing (sent in February). Member Library payments to the MVLS/SALS Joint Automation Project represent resources used by that library and do not represent a financial equity in the system.

Library Responsibilities:

- Act in conformity with applicable New York State Law and Regulations of the Commissioner of Education
- Develop, approve and enforce a confidentiality policy that protects the privacy of all library users. All staff and volunteers will need to sign a JA security policy.



- Abide by the approved policies of the Joint Automation Project
- Follow system conventions for the entry of patron and item information into the shared database
- Notify Joint Automation staff of problems with network performance or connectivity as soon as possible after the problem is experienced
- Notify Joint Automation staff to report equipment or software problems
- Provide training to library staff that explains the Joint Automation Project and the needs for appropriate security of database records, transactions, and public and staff computers. The library staff member providing this training must have been trained by JA staff or the System trainers.
- Notify the Joint Automation staff as early as possible of impending building or other facility changes or plans that will impact the provision of automated services
- Notify the Joint Automation staff of staff changes
- Pay fees and charges as expeditiously as possible
- Provide a contact person for the library in the event of network problems occurring during library closed hours

This agreement may be terminated by mutual agreement of the parties or a library may choose to withdraw from the Joint Automation Project with 180 days (6 months) notification to both the Joint Automation Council and to the appropriate System Director.

In the event of withdrawal from the Joint Automation Project, the library is entitled to an electronic file(s) of patrons who reside in the chartered area, bibliographic records and item records. These files will be provided by Joint Automation staff in standard format at no charge to the library. Should the library require custom programming of these files, the Joint Automation Council shall determine an equitable charge for this processing. No portion of fees paid will be refunded if a library opts out of the project.

For the \_\_\_\_\_

\_\_\_\_\_  
Board of Trustee President

Date: \_\_\_\_\_

\_\_\_\_\_  
MVLS Board President  
( )

Date: \_\_\_\_\_

\_\_\_\_\_  
SALS Board President  
( )

Date: \_\_\_\_\_