



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
July 19, 2022 6:00 PM

Pledge to the Flag  
Public Comment

1. Accept the Minutes of the June 2022 Meeting
2. Treasurer's Report
3. Warrant List
4. Budget and Finance Report
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
9. Local History Room Committee Report
10. Outreach Committee Report
11. Personnel Committee Report
12. Plan of Service Ad Hoc Committee Report
13. Policy Committee Report
  - Behavior and Environment [First Read]
  - Bylaws [First Read]
14. Program Committee Report
15. Public Relations Committee Report
16. Library Director's Report
17. Old Business
18. New Business
  - Trustee Education
19. Executive Session
20. Adjourn

Next Meeting: August 16, 2022 at 6:00 PM



## Minutes of the Groversville Public Library Board of Trustees Meeting June 21, 2022

The Groversville Public Library Board of Trustees held their regular Board meeting June 17, 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 Treasurer Michael Frank. Mr. Reed agreed to serve as secretary pro tempore.

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

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

Mr. Reed asked if there was any discussion regarding the May minutes. Mrs. Shrader pointed out that her name was left off the list of Trustees that were present at the May meeting. Mr. Mazur made a motion to approve the amended minutes which was seconded by Ms. Dunn-Brown. The Board unanimously approved the minutes with a vote of “aye”.

Mr. Reed asked Mr. Frank to deliver the Treasurer’s Report. Ms. Pepper made a motion to approve the Treasurer’s report which was seconded by Mr. Niforos. The Board unanimously approved the Treasurer’s report with a vote of “aye”.

Mr. Frank distributed the Warrants list for June 2022, which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Groversville Public Library and recommended payment of same. Mr. Niforos 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 informed the Board that there was no Budget and Finance Committee Report.

Mr. Frank informed the Trustees that the Groversville Foundation Board has not met in the past month, but that the Foundation did make a \$10,000 payment to the Library.

Mr. Reed delivered Mrs. Jean LaPorta’s Friends of the Groversville Public Library Report.

Mr. Reed delivered his President’s Report to the Board.

In the absence of Mr. Carlson, Ms. Acklin delivered a report on behalf of the Building and Grounds Committee. The information was imbedded in her Director’s Report.

Mr. Reed gave the Local History Room Committee Report.

Ms. Dunn-Brown gave the Outreach Committee Report.

In her Personnel Committee Report, Mrs. Shrader informed the Board that Abby Duplessis, the new Library Clerk, is settling in nicely. Mrs. Shrader then informed the Board that the remainder of her report will be discussed when the Board goes into executive session at the end of the meeting.

Mr. Reed reported that the Policy Committee did not meet during the past month.

Ms. Pepper reported that the Program Committee did NOT meet during the past month.

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 Schrader

Mr. Mazur reported that the Public Relations Committee did meet during the past month. He did say that he had contacted Bob Cudmore about having Mr. Cudmore interview a Board member about the Library. The Board indicated that they were interested, but not right away.

Ms. Acklin delivered the remainder of her Director's Report (not related to building and grounds) to the Board.

No old business was discussed.

Under new business, Ms. Acklin informed the Board that the Staff decided to suspend its staff-paid optical plan but to add a staff-paid dental plan. Neither of these plans were benefits of the Library. Ms. Acklin also informed the Board that the State questioned the term of office of our newly re-elected Board member Richard Carlson. It turns out that the Library's long standing practice of how Trustees are elected to the Board and the length of term of their office is not clearly stated in our Bylaws. Ms. Acklin will need to amend the Library's Annual Report to the State with an explanation and the Board will need to amend its Bylaws.

Mr. Reed requested a motion to enter Executive Session at 7:50 PM, in order to discuss personnel issues. Mr. Niforos made the motion, seconded by Ms. Pepper. The Board unanimously approved with a vote of "aye". At 8:32 PM, Mr. Reed requested a motion to exit Executive Session. Mrs. Shrader made the motion, seconded by Mr. Mazur. The Board unanimously approved with a vote of "aye".

Mrs. Shrader made a motion to accept the Personnel Committee's Report concerning Valerie Acklin's annual evaluation and Ms. Dunn-Brown seconded the motion. The Board unanimously approved with a vote of "aye".

Ms. Pepper made a motion to increase Lex Lanza's hours from 17.5 hours per week to 29.5 hours per week, beginning July 1, 2022, and Mr. Mazur seconded the motion. The Board unanimously approved with a vote of "aye".

At 8:35 PM, Mr. Reed requested a motion to adjourn. Mrs. Shrader made the motion, seconded by Mr. Mazur. The Board unanimously approved with a vote of "aye".

Respectfully submitted,

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Charles Reed, secretary pro tempore

**GLOVERSVILLE PUBLIC LIBRARY**

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

**JUNE 2022**

	<u>Budget July 1, 2021 to June 30, 2022</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$503,695.00	\$0.00	\$503,695.00	\$453,695.00	\$0.00
Investment Income	2,000.00	10.57	412.37	276.85	1,587.63
Gloversville Library Foundation Inc. - Int. & Div.	0.00	10,000.00	60,000.00	0.00	(60,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	1,925.00	555.00	8,075.00
Government Affiliations	7,000.00	579.95	8,726.95	8,048.60	(1,726.95)
IRS Payroll Credit Covid 19	0.00	0.00	65,829.46	152,734.55	(65,829.46)
Fees & Miscellaneous Income	2,500.00	326.08	4,296.04	3,191.22	(1,796.04)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<b>TOTAL RECEIPTS</b>	<u><b>\$535,195.00</b></u>	<u><b>\$10,916.60</b></u>	<u><b>\$654,884.82</b></u>	<u><b>\$628,501.22</b></u>	<u><b>(\$119,689.82)</b></u>
	<u>Income Cash</u>				
	<u>Reconcilement</u>				
Income Cash Balance on June 1, 2022	\$292,503.45				
Plus: Receipts Per Report	10,916.60				
Less: Furniture & Equipment Purchased	0.00				
Less: Expenses Per Report	<u>(96,954.03)</u>				
Income Cash Balance on June 30, 2022	<u><u>206,466.02</u></u>				
Accounts Payable as of 06/30/22	28,136.92				
Accrued Payroll Expense as of 06/30/22	11,957.70				
Cash Received Covid 19 less Credit Due	40,224.61				
Prepaid Expenses as of 06/30/22	<u>(20,467.25)</u>				
Actual Cash Balance on June 30, 2022	<u><u>\$266,318.00</u></u>				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Greg Niforos, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on June 1, 2022	\$256,178.91
Plus: Receipts:	
Interest on Money Market Account	9.91
Tax Levy Received	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	<u>50,000.00</u>
Balance on June 30, 2022	<u><u>\$206,188.82</u></u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on June 1, 2022	\$764,783.24
Plus: Receipts:	
Interest on Money Market Account	62.86
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	<u>0.00</u>
Balance on June 30, 2022	<u><u>\$764,846.10</u></u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on June 1, 2022	\$11,883.21
Plus: Receipts:	
Interest Earned	0.20
Insurance Claim	0.00
Less: Paid Outs:	
Transfer to Building Fund MM Account	<u>0.00</u>
Balance on June 30, 2022	<u><u>\$11,883.41</u></u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on June 1, 2022	\$533.13
Plus: Receipts:	
Interest Earned	0.03
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on June 30, 2022	<u><u>\$533.16</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**JUNE 2022**

	<u>Budget July 1, 2021 to June 30, 2022</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Unexpended Balance</u>
Salaries - Full Time Employees	\$269,028.00	\$ 29,597.57	\$ 284,509.55	\$ 261,065.34	(\$15,481.55)
Salaries - Part Time Employees	110,419.00	14,210.09	107,650.53	86,761.97	2,768.47
Salaries - Custodians	31,504.00	3,195.48	32,455.86	30,594.24	(951.86)
F I C A & Medicare Tax	31,438.00	3,595.74	32,437.23	29,412.14	(999.23)
Unemployment Insurance	800.00	0.00	1,072.00	981.50	(272.00)
Disability & Family Leave Insurance	2,000.00	0.00	2,803.21	2,184.98	(803.21)
Medical Insurance & Reimbursements	53,000.00	374.56	42,491.20	39,922.23	10,508.80
Worker's Compensation Insurance	3,000.00	714.00	3,630.75	3,289.61	(630.75)
Pension Expense	45,151.00	9,095.00	45,342.25	41,885.25	(191.25)
Heat	3,500.00	98.69	4,275.25	2,506.83	(775.25)
Electricity	20,000.00	5,147.87	34,164.98	21,220.23	(14,164.98)
Telephone	6,720.00	565.97	6,857.48	6,649.70	(137.48)
Insurance	25,000.00	0.00	24,713.29	21,949.46	286.71
Books, Periodicals, etc.	43,000.00	6,225.03	40,574.06	38,729.40	2,425.94
Computer & Automation Services	13,200.00	1,173.97	15,163.77	13,174.75	(1,963.77)
Library, Office Supplies & Postage	11,500.00	1,279.46	10,652.93	9,370.39	847.07
Maintenance, Repairs & Bldg. Supplies	10,000.00	13,483.61	24,613.43	18,764.40	(14,613.43)
Maintenance Contracts	28,000.00	0.00	38,099.05	32,661.74	(10,099.05)
Treasurer	8,800.00	750.00	8,800.00	8,800.00	0.00
Professional Fees	7,000.00	6,200.00	6,312.50	6,312.50	687.50
Election Expense	1,000.00	58.10	957.70	1,067.84	42.30
Professional Meetings & Travel	1,000.00	52.88	1,163.61	349.10	(163.61)
Events & Programming	5,000.00	743.20	4,026.91	3,845.42	973.09
Promotion Expense	4,800.00	223.83	1,441.85	2,498.54	3,358.15
General Expense	2,000.00	168.98	609.51	7,135.70	1,390.49
<b>TOTAL EXPENSE</b>	<u><u>\$736,860.00</u></u>	<u><u>\$96,954.03</u></u>	<u><u>\$774,818.90</u></u>	<u><u>\$691,133.26</u></u>	<u><u>(\$37,958.90)</u></u>

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

**JUNE 2022**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7019		Gloversville Public Library	\$ 13,930.97	Payroll
7020		Gloversville Public Library	14,203.12	Payroll
7021		Adirondack Experience (Replace Lost Check #6991)	-	
7022	2649	Michael J. Frank	750.00	Treasurer
7023	2650	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7024	2651	United Health Care	17.40	Medical Insurance
7025	2652	C D P H P	3,283.05	Prepaid Expense
7026	2653	Frontier Communications	565.97	Telephone
7027	2654	National Grid (2,489.53)	72.43	Natural Gas
			2,417.10	Electricity
7028	2655	Naif's	410.00	Newspapers
7029	2656	Business Card (1,623.89)	151.78	Computer & Automation
			14.99	G/E - Zoom
			76.51	Events & Programming
			16.36	Library Supplies
			660.92	A/V - DVDs
			139.00	G/E - Membership Amazon
			158.33	Books
			406.00	Postage
7030	2657	Ingram Library Services	4,337.58	Books
7031	2658	Fleury Risk Management (439.20)	39.90	Insurance - Workers' Comp.
			399.30	Prepaid Expense
7032	2659	Daily Gazette Co., Inc. (108.10)	58.10	Election Expense
			50.00	Promotion Expense
7033	2660	Gilbert Van Guilder Land Surveyor, PLLC	1,750.00	Maintenance & Repairs
7034	2661	Professional Fire Protection, Inc.	350.00	Maintenance & Repairs
7035	2662	NYSIF Workers' Compensation	3,324.08	Prepaid Expense - Workers' Comp.
7036	2663	Parkhurst Pest Control	225.00	Maintenance & Repairs
7037	2664	Gloversville True Value Hardware	307.79	Maintenance & Repairs
7038	2665	Reptile Adventure	240.00	Events & Programming
7039	2666	Johnstown Public Library	26.00	Lost Books, etc
7040	2667	Technical Building Services, Inc.	2,296.30	Maintenance & Repairs
7041	2668	Mohawk Valley Library System	991.39	Computer & Automation
7042	2669	Collaborative Summer Library Program (297.94)	148.83	Promotion Expense
			149.11	Events & Programming
7043	2670	Quill, LLC	818.09	Library Supplies
7044	2671	Blackstone Publishing	31.99	A/V - DVDs
7045	2672	Ballston Spa Library	47.92	Lost Books, etc
7046	2673	Derby Office Equipment, Inc.	21.12	Library Supplies
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	419.45	Pension - Withholdings
DM		E F T NYS Tax Department	1,268.10	Payroll
DM		E F T United States Treasury (8,659.98)	2,745.98	FICA & Medicare Expense
			5,914.00	Payroll
DM		Jaeger & Flynn Associates, Inc. - Reimbursements	374.56	Medical Insurance
		CHECK AND EFT PAID OUTS - MAY 2022	<u>63,750.68</u>	
		PETTY CASH PAID OUTS - MAY 2022		
		Events & Programming	168.33	
		Library Supplies	15.72	
		Maintenance & Repairs	<u>5.03</u>	
		<b>TOTAL MAY 2022 PAID OUTS</b>	<u><u>\$63,939.76</u></u>	
		Plus: Accounts Payable	28,136.92	
		Plus: Accrued Expenses - Payroll & Payroll Taxes	11,957.70	
		Less: Lost Books, etc.	(73.92)	
		Less: Prepaid Expense	<u>(7,006.43)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><u>\$96,954.03</u></u>	

**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**STEWART'S GRANT**

Balance as of June 1, 2022		\$1,760.47
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at June 30, 2022		\$1,760.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of June 1, 2022		\$621.62
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at June 30, 2022		\$621.62

**ADVOCACY GRANT**

Balance as of June 1, 2022		\$110.91
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at June 30, 2022		\$110.91

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of June 1, 2022		\$3,825.00
Appropriation Provided For In 2021-2022 Budget		6,000.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Appropriation Funds Left at June 30, 2022		\$9,825.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of June 1, 2022		\$2,807.18
Funds Received		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Restoration Funds Left at June 30, 2022		\$2,807.18

**PARK TERRACE PTA - COLORTON**

Balance as of June 1, 2022		\$404.39
Funds Received - Donation		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Colorton Funds Left at June 30, 2022		\$404.39

**GLOVERSVILLE PUBLIC LIBRARY**

**ACCOUNTS PAYABLE AS OF JUNE 30, 2022**

(Bills owed and not paid as of 6/30/22)

<u>Vendor</u>		<u>Fund</u>
Gloversville True Value Hardware	\$5.49	Maintenance & Repairs
The State Insurance Fund	674.10	Insurance - Worker's Comp.
National Grid	26.26	Natural Gas
National Grid	2,730.77	Electricity
Goderie's Tree Farm	1,694.00	Maintenance & Repairs
Ingram Library Services, Inc.	576.27	Books
Business Card	49.94	Books
Business Card	109.25	Events & Programming
Business Card	30.80	Computer & Automation
Business Card	14.99	G/E - Zoom Fees
Business Card	2.17	Library Supplies
New York State Employees' & Local Ret. System	9,095.00	Pension Expense
Gilbert Van Guilder Land Surveyor, PLLC	2,000.00	Maintenance & Repairs
Crane Sealcoating	4,850.00	Maintenance & Repairs
Alexis N. Lanza	52.88	Professional Meetings & Travel
Daily Gazette Co., Inc.	25.00	Promotion Expense
Philip Beckett, CPA PC	<u>6,200.00</u>	Professional Fees - Estimate
 <b>TOTAL ACCOUNTS PAYABLE</b>	 <u><u>\$28,136.92</u></u>	

**PREPAID EXPENSES AS OF JUNE 30, 2022**

(Bills paid for periods after 6/30/22)

<u>Vendor</u>		<u>Fund</u>
NYSIF Workers' Compensation	\$3,324.08	Insurance - Worker's Comp.
InStream dba Biel's	\$406.67	Maintenance Contracts
C D P H P	\$3,283.05	Insurance - Medical Insurance
Mohawk Valley Library System	2,591.07	Electronic Books
Fleury Risk Management, LLC	399.30	Insurance - Worker's Comp.
Philadelphia Insurance Companies	739.56	Insurance - Dir. & Off. Liability
Arch Insurance Group	1,471.88	Disability Insurance & Family Leave Ins
T K Elevator Corp.	1,360.39	Maintenance Contracts
PASCO Building Automation Systems	396.25	Maintenance Contracts
M.I.S. of America, Inc.	580.00	Maintenance Contracts
Technical Building Services, Inc.	5,678.33	Maintenance Contracts
Fulton County Regional Chamber	<u>236.67</u>	G/E - Dues
 <b>TOTAL PREPAID EXPENSES</b>	 <u><u>\$20,467.25</u></u>	

**ACCRUED EXPENSES - PAYROLL AS OF JUNE 30, 2022**

(Payroll Due to Employees and not paid as of 6/30/22)

<u>Account</u>	
Salaries - Full Time Employees	\$5,919.53
Salaries - Part Time Employees	4,549.31
Salaries - Custodians	639.10
F I C A & Medicare Tax	<u>849.76</u>
 <b>TOTAL ACCRUED EXPENSES</b>	 <u><u>\$11,957.70</u></u>

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

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

Balance Per Bank Statement					\$ 45,426.98
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
03/15/22	6948	James Esper Landscaping		3,600.00	
05/17/22	7001	James Esper Landscaping		6,300.00	
05/31/22	DM	Retirement Cr for Duplesses - Fixed 7/8/22		7.35	
06/30/22	DM	NYS & Local Employees' Retirement System		419.45	
06/21/22	7025	C D P H P		3,283.05	
06/21/22	7034	Professional Fire Protection, Inc.		350.00	
06/21/22	7040	Technical Building Services, Inc.		2,296.30	
06/21/22	7042	Collaborative Summer Library Program		297.94	
06/21/22	7043	Quill LLC		818.09	
06/21/22	7045	Ballston Spa Library		47.92	
		Total Outstanding Checks		<u>17,420.10</u>	<u>17,420.10</u>
Other Items:		None			<u>-</u>
<b>BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS</b>					<b><u>\$ 28,006.88</u></b>

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

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

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

Balance Per Bank Statement					\$ 206,188.82
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<b><u>\$ 206,188.82</u></b>

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

Balance Per Bank Statement					\$ 764,846.10
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<b><u>\$ 764,846.10</u></b>

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

Balance Per Bank Statement \$ 11,883.41

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**

\$ 11,883.41

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

Balance Per Bank Statement \$ 533.16

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 533.16

\_\_\_\_\_  
Prepared By,  
Michael J. Frank, Treasurer

\_\_\_\_\_  
Reviewed and Approved By,  
Greg Niforos  
Vice President of Finance

## Financial Review June 2022

The Financial Report for the month and fiscal year ending June 30, 2022 shows our income up approximately \$26,400 as compared to the same period of the preceding year primarily due to the increase in the Tax Levy and also the Library Foundation was able to contribute \$60,000 to the Library's Operating Budget since the funds are no longer needed to make payments on the term loan that was taken out during construction. The lower amount of the IRS Payroll Credit for Covid 19 compared to last year reduced our income by approximately \$86,900 from the prior year. Our income as compared to our budget for the year increased approximately \$119,700 primarily due to the IRS Payroll Credit for Covid 19 of approximately \$65,800 and the unplanned funds received from the Library Foundation of approximately \$52,000. Expenses for the year were up approximately \$63,600 over last year due primarily to the increase in Payroll and Payroll related expenses, our Book Expense, our Utility Expenses, our Maintenance Contracts and our Maintenance and Repairs. The Library's Pension Expense also increased by approximately \$3,500 due to additional employees covered in the current year. These increases were partially offset by decreases in Promotion Expense and General Expense. Expenses as compared to our budget for the year increased approximately \$38,000 primarily due to increases in Payroll and Payroll related expenses, Utility costs and Maintenance Contracts and Maintenance and Repairs.

GLOVERSVILLE



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**President's Report**  
**Charles "Ren" Reed / President**  
**June 2022**

The 2021-2022 fiscal year has seen many changes at the Library. Many new programs and services have been launched. However, the biggest change has been the full resumption of programs and services IN THE BUILDING since the start of the pandemic in March 2020.

As we begin the 2022-2023 fiscal year, we need to continue to advocate for adequate funding for the Library. In proportion to our population, the Groversville Public Library lags behind the other two publicly funded libraries in our county in terms of public funding. The Groversville Public Library receives between \$130,000 to \$300,000 less each year compared to the other two libraries in the county in proportion to our population.



## Building and Grounds Committee Report

### Dick Carlson / Chair

### June 2022

Thursday 2/3 Roof Drain Building Leak – Status of permanent repair work, cost estimate, insurance claim, etc. Still awaiting permanent repair; have attempted to contact contractor (Rozelle) about scheduling work to complete repair, but they are apparently no longer in business. Have tried to find other contractors available to do the work, so far without success. Will keep trying.

Building Leak in the Atrium—Plan for permanent repair of Atrium in future (within next two years?) capital project. Update on Tuesday May 10 meeting with architect to discuss the problem and potential solutions. Since that meeting, a second leak in the atrium dome has been observed. What are the next steps and potential funding sources for the permanent fix?

Need to take a look underneath dome to assess the amount of leakage damage and deterioration of underlying support; also ascertain condition (existence?) of original skylight. Valerie authorized \$3,000 for contractor (Mid State LTD) to do this work; because of its unique nature, any repairs to skylight could be “sole source” procurement. Barb has identified two potential grant sources for funding repair project: SHPO Grant & NYS Public Library Construction Grant. SHPO Grant application deadline is Late July, so timing for this year is tight. In the meantime, an interim fix for the latest leak must be progressed; Mid State will be available look at this new problem either on July 15 or July 18.

HVAC Chiller Cooling Season Preparation—Any HVAC issues at this time? None.

Snowplowing Contract—An RFP for services for 2022-2023 winter season will be prepared and issued later this summer. Will also explore ways available to get more responses to the RFP.

Exit Driveway and Other Landscaping –Goderie Tree Farm installed the landscaping along the exit driveway on June 21, and the installed yews have been fertilized and watered. For now, we will maintain the existing landscaping along the Fremont Street side of the library. We intend to install donated hostas and lilies this season (before the first frost). Committee members will identify type, number, etc. of donated plants and report back to Valerie on or before next Committee meeting (August 10), after which we will schedule and enlist volunteers for preparation and installation.

Jared Goderie met with Merry Brown and Dick Carlson at the library July 8 to look over additional landscaping work being considered along the East Fulton Street side and will provide a cost estimate for that work. Estimate is \$608; the Friends have indicated they will provide up

to \$300 for the work, and Committee members have offered to donate the remainder required. Merry will contact Pete Goderie to about the possibility of reducing the estimated cost.

Parking Lot Restriping and Sealing – Crane Sealcoating sealed and striped the parking lot on Sat. June 25. Looks great!

Carnegie Room Stage- Should we install a railing to assist those climbing the step to get on stage? Agreed that it would be a good addition to provide an additional measure of safety, but we still need to figure out how it can be done. Will explore additional options when other tasks permit.

Globe Lights in Front of the Library- Noticed that three lights are out; bulbs need replacing, or is it another issue? Bulbs replaced; problem fixed.

Carpenter Bee Problem- Carpenter bees infiltrated a column on the building. Pest control work completed June 2. Will patch and paint the holes they left to prevent a reoccurrence in future years.

Fire Alarm Malfunction- Alarm trips on its own intermittently; waiting for a part to complete the needed repair, but a model recall issue is apparently complicating things.

Maintenance Contracts – Review Current Status of Scheduled Visits and Actions. Currently up to date with the exception noted below.

- HVAC Software
- HVAC Maintenance
- HVAC Cooling Tower Maintenance
- Sprinkler System – Status of inspection
- Fire Extinguishers
- Elevator
- Fire Inspection—Will not arrange for City FD inspection until roof drain leak permanent fix is in place (interim fix won't pass inspection)

New Library Parcel on East Fulton Street –Next meeting of ad hoc committee to continue discussion of master plan for the development and use of the parcel to support Barb Madonna's grant application work will be convened at the conclusion of this meeting.

Surveyors have been on site to survey the parcel property lines and topography. The architect (Butler Rowland Mays Architects) that has been engaged to perform services related to a conceptual design supporting potential uses is scheduled to visit on July 14; outcome of that visit will be reported at July 19 Board of Trustees meeting.

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## **Outreach Committee Report Merry Dunn Brown / Chair June 2022**

So many events and so little time!

Outreach is keeping quite busy. We attended the Pride Picnic on June 29. There were plenty of people ( I heard estimates of 300) and most of them stopped at the library table. We gave out many calendars, promotional items, children's books, and information about the local history room, the summer reading program, the seed library, etc.. Thank you to the library staff for doing a great job setting it up!

We're looking forward to taking part in the Office for the Aging Picnic at Concordia on 8/11, the FJ&G ThoroughFair on Aug. 20, Fall Fest on 10/8, and the Soroptomist Craft Fair at Gloversville Middle School 11/20. We can always use more help. Let me know if you'd like to join us at any of these.

A big thank you to The Friends for allowing us to give away some of their books at many of these events. The children are especially excited to have their own.

The committee is continuing to distribute calendars monthly to downtown merchants, non-profits, and at one Food Truck Friday per month.

We've been discussing some ideas for an advocacy grant and are looking forward to meeting with the PR Committee to come up with ways to get out information and to bring about a positive budget vote next May.

Much appreciation to the committee members who contribute so much to the outreach efforts. They are Pat Franco, Patti Hoye, Robin Lair, and Chris Pesses.

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**Personnel Committee Report**  
**Susan Shrader / Chair**  
**June 2022**

The personnel committee met during June to review the results of the completed director Evaluation forms. After review, the committee presented the results to the Board at the June Meeting. After discussing the results, recommendations were made to the board.

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**Policy Committee Report**  
**Chris Pesses / Chair**  
**June 2022**

As chair of the Policy Committee I was responsible for making sure that all our policies are up to date. I have created a new spreadsheet with all the policies that are presently listed on our website. Because of the difficulties that we encounter with the present website, we are working toward developing a new one. But those difficulties also have made it hard to put revised policies up replacing older out of date policies. I have gone through the entire list, checking the dates of the review or revisions with the minutes of board meetings. There are some errors on our present website as to when the policy was reviewed, and there is one policy that is on the website with the changes still apparently not fixed.

This spreadsheet should make the process of reviewing policies a little smoother and more timely. I have indicated when the policy was reviewed with what the website shows, as well as the corrections needed. I also have indicated when the policies need to be reviewed again. Obviously, policies may need to be changed as State Ed law changes, or circumstances change. But this is at least a guideline for review.

I hope that this helps all of us, most especially me, keep our policies and our website up to date.

Policy Name	Type of Policy	Date Revised on Web	actual date passed or reviewed/no change	issues	date of next review
Behavior and Environment Policy (former Child Behavior and Supervision)	LS	8/1/2022			8/25
Collection Development Policy	LS	10/1/2020			10/23
Computer and Internet Policy	LS	5/1/2021			5/24
Conflicts of Interest Policy	O	6/1/2021			6/24
Donations, Bequests, and Gifts Policy	F	10/1/2020			10/23
Donor Recognition Policy	F	6/1/2021			6/24
Employee Protections/Whistleblower Policy	O	7/1/2021			7/24
<b>Ethics for Trustees Policy</b>	<b>O</b>	<b>2/1/2019</b>			<b>2/22</b>
Finance: Audit Policy	F	2/1/2020	12/1/2021		2/23
Finance: Budget Development and Expenditure Policy	F	10/1/2021			10/24
Finance: Claims Auditor Policy	F	4/1/2020	12/1/2021		4/23
Finance: General Accounting Policy	F	2/1/2020			2/23
Finance: Investment Policy	F	4/1/2020	12/1/2021		4/23
Finance: Payment Authorization Policy	F	10/1/2021			10/24
Finance: Property, Plant and Equipment (Fixed Assets) and Intangible Assets Policy	F	5/1/2022		title is incorrect on web	5/25
Finance: Purchasing and Procedures Policy	F	3/1/2020			3/23
Finance: Sale and Disposal Policy	F	2/1/2020			2/23
<b>Harassment Policy</b>	<b>O</b>	<b>10/1/2019</b>		still has red and crossouts	<b>10/22</b>
Homebound Services Policy	LS	4/1/2021			4/24
Local History Room Policy	LS	5/1/2021	5/1/2022		5/24
Meeting Room Policy - Meeting Room Request Form	LS	5/1/2021			5/24
Minimum Staff Requirement Policy	O	11/1/2020			11/23
Pandemic Policy	O	4/1/2021			4/24
Patron Borrowing Policy (formerly Circulation Policy)	LS	11/1/2021			11/24
<b>Personnel Policy</b>	<b>O</b>	<b>6/1/2018</b>			<b>6/21</b>
Public Notice Bulletin Board Policy	O	12/1/2019			12/22
Responsibility For Library Operations Policy	O	11/1/2020			11/23
Sexual Harassment Policy - Complaint Form	O	10/1/2019			10/22
Social Justice Policy	O	10/1/2020			10/23
Supporting Organizations Policy	O	3/1/2017			3/20
Tobacco Use Policy	LS	12/1/2019			12/22
Tutoring Policy	LS	7/1/2018			7/21

F: Finance, LS: Library Services, O: Organization  
those highlighted in yellow must be reviewed immediately  
those highlighted in green are to be done by Dec. 2022

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

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

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

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

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

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

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

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

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

Patrons may not deface, mar, or in any way destroy or damage Library materials, furnishings, walls, machines, or any other property either inside or outside the Library.

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

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

### Child Behavior and Supervision

The Library Board and staff are eager for children to use the Library and welcome those who do so. Service to children is an important part of the Library's mission. The Library is free and open to

unaccompanied children who exhibit, through their behavior onsite, that they are independent enough to use its resources for recreation, information, and education.

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

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

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

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

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

ARTICLE I  
Name and Purpose

- Section 1: This organization shall be known as the “Gloversville Public Library”.
- Section 2: The purpose of the organization shall be to provide public library services to residents of the Gloversville Enlarged School District service area as specified in the charter granted by the New York State Board of Regents. The Gloversville Public Library operates in compliance with New York State Law and the Commissioner of Education’s regulations.

ARTICLE II  
Trustees

- Section 1: The governing body of the Library shall be a nine member Board of Trustees. Members of the Board of Trustees shall be elected by the residents of the Gloversville Enlarged School District.
- Section 2: Any legal resident of the Gloversville Enlarged School District, age 18 years or older, is eligible to hold the office of Trustee.
- Section 3: The term of office for Trustees shall be for a period of five years – to run from July 1 – June 30, the Library’s fiscal year.
- Section 4: A Trustee may be removed from office:  
 ...for failing to attend three consecutive regular board meetings without excuse accepted as satisfactory by a majority of the Board of Trustees. At that point, the trustee shall be deemed to have resigned, and the vacancy shall be filled.  
 ...by vote of a majority of the board, on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided that at least one week’s previous notice of the proposed action shall have been given to the accused and to each trustee.
- Section 5: In the event of conflict of interest, a Board member will abstain from voting.
- Section 6: In the event of a Trustee’s resignation, dismissal, death, or inability to serve, a successor shall be selected by a vote of the Board. The newly appointed trustee will serve until the next library election at which time the position will be up for election for the remainder of the term of office of the vacant position. If an election is held to fill a seat for a full five-year term in addition to a seat for an unexpired term of less than five years, the candidate with the greatest number of votes will fill the full term seat, the candidate with the next highest number of votes will receive the shorter term seat.

If an election is held to fill one or more full five (5)-year terms in addition to one or more unexpired terms of less than five years, the candidate receiving the most votes will serve a full term, the candidate with the second most votes will fill the longest remaining term, the candidate with the third most votes will fill the next longest remaining term, etc.

Vacancies which occur for reasons other than expiration of a full term may be filled by Board appointment until the completion of that fiscal year. The Board will make every effort to fill a vacancy which occurs more than three (3) months before the next election. A candidate may be appointed by a majority vote of the Board at a regularly

scheduled Board meeting. The newly appointed Trustee may run for any new or unexpired term at the next election.

ARTICLE III  
Officers

Section 1: The officers of the Library Board of Trustees shall be as follows:

- A President
- A Vice-President
- A Vice-President for Finance
- A Secretary

The officers will serve without pay.

Section 2: Officers shall be elected at the Organization Meeting of the Board of Trustees by a vote of the majority of the Board.

Section 3: The term of office of all elected officers shall be until the next Organization Meeting.

Section 4: In the event a vacancy shall occur during an officer’s term of office, the ad committee shall recommend and the Board of Trustees shall elect a replacement to fill the balance of the term.

Section 5: All positions may be renewed annually.

ARTICLE IV  
Duties of Officers

Section 1: The President shall prepare the meeting agenda with input from the Director and preside at meetings of the Board.

Section 2: In the absence of the President, the Vice-President shall perform the duties of the President.

Section 3: The Vice President for Finance shall present a report of the Library’s financial activities and condition to the Board as often as the Board may require with the assistance of the Treasurer as necessary; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library’s annual budget for the approval of the Board; and shall prepare and file an annual financial report with the Board. In the absence of the President and Vice President, the Vice President for Finance shall perform the duties of President.

Section 4: The Secretary shall be responsible for the minutes of all Board of Trustee meetings.

Section 5: The officers are also authorized to sign contracts, applications for aid, and other legal documents. All officers shall be bonded.

ARTICLE V  
Meetings

- Section 1: There shall be a minimum of seven meetings of the Board of Trustees each year, which shall include not fewer than six regular meetings and the Organization Meeting. All meetings shall be open to the public. Notice of meetings shall be published in one newspaper of general circulation in the City of Gloversville, designated at the Organization Meeting as the board’s newspaper of notice.
- Section 2: The Board of Trustees shall hold its Organization Meeting during the month of July. At that meeting, the Board shall elect its officers, fix its schedule of regular meetings for the forthcoming year, and appoint two representatives as directors of the Gloversville Library Foundation Board. These appointees will be voting members of the Foundation Board of Directors but need not be elected members of the Gloversville Public Library Board of Trustees. Appointments will expire at the next Organization Meeting and may be renewed annually.
- Section 3: Regular meetings shall be held the third Tuesday of the month.
- Section 4: Special meetings for the Board of Trustees may be held on call of the President of the Board, or on request of any three (3) Trustees.
- Section 5: All meetings shall be conducted in accordance with accepted rules of parliamentary procedure. A majority of the whole number of Trustees, including vacancies, shall constitute a quorum. In order to adopt a resolution, a majority of the whole number of Trustees, including vacancies, must vote in the affirmative.

ARTICLE VI  
Committees

- Section 1: Standing Committees – Members of Standing Committees shall be appointed by the President at the Organization Meeting. Members of committees need not be members of the Board, however, the chairperson must be a Board member. A committee which meets independently shall report to the Board of Trustees at the next regularly scheduled meeting. Board President and Library Director will act as ex officio members of each committee. Committee appointments expire at the Organizational Meeting. Positions may be renewed annually.
  - A. The Executive Committee shall be comprised of all officers of the Board of Trustees.
  - B. The Budget, Finance and Audit Committee shall be chaired by the Vice President for Finance, shall include at least one other Board member and the Treasurer, and shall conduct a monthly audit and make recommendations to the Board on all matters of budget and finances of the Library.
  - C. The Building and Grounds Committee shall have a minimum of two Board members and shall make recommendations to the Board concerning repairs and alterations, insurance coverage, and such other matters as may be referred to it by the Board.
  - D. The Personnel Committee shall have a minimum of two Board members and shall make recommendations to the Board on all matters of personnel, including performing the annual evaluation of the Library Director.

- E. The Program Committee shall have a minimum of two Board members and shall work with the Director and staff to develop and implement programs.
- F. The PR Committee shall have a minimum of two Board members and shall work with the Director and staff to promote the Library and its services.

Section 2: Ad-Hoc Committees – The President of the Board may appoint special committees.

ARTICLE VII  
Director

Section 1 The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library, under the direction and review of the Board. The Director shall act as professional advisor to the trustees, and shall serve at the pleasure of the Board. The Director shall be held responsible for the proper performance of all Library employees and volunteers.

Section 2 It shall be the duty of the Library Director to manage the operations of the Library and perform all of the duties listed in the job description set forth by the Board. The Director shall be responsible for the proper specifications of duties, direction and supervision of the staff, for the care and maintenance of Library property, for adequate and proper selection of Library materials in keeping with stated policies established by the board, for efficiency of service to the public, and for operation within the budget appropriations. The Director shall provide an annual report to the Board and the community at the September meeting. The Director shall perform such other duties as may be directed by the Board.

Section 3 The Library Director shall attend all meetings of the Board, including budget meetings or public meetings where action may be taken affecting the interests of the Library. The Director shall be an ex officio member of all standing committees of the Board, and shall have the right to speak on all matters under discussion at Board meetings and committee meetings, but shall not have the right to vote.

Section 4 The Library Director must be a paid position.

ARTICLE VIII  
Treasurer and Claims Auditor

Section 1 A Treasurer, who is not a member of the Board, shall be appointed by the Board of Trustees. The Treasurer may receive compensation.

The Treasurer shall have charge of the funds of the Library, insofar as may be allowed by law. The Treasurer shall work with the Vice President for Finance in preparing all financial reports. The Treasurer is responsible for paying the Library’s bills and payroll, and completing NYS, Federal and additional financial reports.

All checks must be co-signed by an Officer of the Board and the Treasurer.

Amendments

Section 1 Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the Board, including vacancies, at a regular meeting, provided, however, that such changes have been introduced and discussed at a previous meeting. A copy of the proposed changes shall be given to each Board member at least ten (10) days prior to the meeting at which the vote is to be taken.

Adopted: December 20, 2005

Revised: April 18, 2006

Revised: June 19, 2007

Revised: October 19, 2010

Revised: October 16, 2012

Revised: November 19, 2013

Revised: December 2014



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

## **Goals & Dreams**

With the start of the new fiscal year comes a fresh opportunity to look at where the library is heading and reassess our goals and plans. To that end, I've created a list of short- and long-term goals and dreams for the library, covering our collections, programming, services, and staffing. The following is only the tip of the proverbial iceberg. We are going to be delightfully busy!

### *Collection Development*

Last year collection development was our focus, but even though we've shifted our sights to programming, we are still looking forward to continuing to curate current collections and establishing innovative collections that allow us to reach more people. On the drawing board is an oral history initiative for the Local History collection, book pairings that tackle hot button topics, Reminiscing Kits (a sub-collection of our Memory Lane Collection that will help caregivers interact with their loved ones, and additions to the library of things (including a sewing machine, a microscope, and snowshoes).

### *Programming*

Staff members involved in programming are meeting bi-weekly to brainstorm and flesh out programming ideas that will appeal both to distinct audiences, as well as broad swaths of the population. We are currently trying to find the balance between steadily increasing our in-house offerings, expanding our reach with offsite programs and collaborations, maintaining our most popular virtual programs (for those too busy or otherwise unable to attend in person programs), as well as building upon our passive programming efforts to connect with folks who don't attend traditional programs of any type. As we try new things, in order to figure out what works and what doesn't, staff has taken on the majority of the program hosting duties (this also helps keep our programming costs down). But we still hope to hire some outside entertainers and presenters, as the budget allows, to broaden the breadth and depth of our offerings for adults, teens, and children. We've already kicked off food prep and cooking programs for adults, teens, and kids, and the new fiscal year will see the debut of our Books & Brew series (in partnership with the Johnstown Library), Club Baby (for our youngest patrons), and fun one-off programs like a teen trivia competition and a Disney Karaoke night. And, just a reminder, that while it's true we are bringing a lot of new programs on board, we also have many established programs that will be continuing: story time, STEM club, adult crafting (both in person and take-home kits), book tasting, online wellness classes, qi gong exercise classes, and more.

### *Services and Outreach*

We're always looking for ways to extend and improve library services, and our outside-the-box thinking has paid off. Our Little Free Library has seen constant traffic, our Library of Things collection has taken off, and our faxing service, though simple, has proved immensely valuable to the community. Efforts are on to find an organization to offer competent free tax help for low-income residents who need assistance, our participation at the first Glove City Pride Picnic was huge success that we're hoping to repeat at this year's Office of the Aging Senior Picnic and the new FJ&G Thoroughfair, and as the holidays approach we're hoping to provide a gift wrapping station for the community to get gifts under wraps for free. Long-term goals include installing a defibrillator, as well as creating a virtual tour of the library.

### *Staff and Friends*

The most noticeable change underway is to our physical staff work spaces. And the ripple effect of those changes, of course, impact other spaces as well. The back office, which currently houses Linda, Nicole, and Barb will be reconfigured. Linda will remain, and Sally and Chris (who are both currently without desks) will join her. This will provide them all with work areas off the public floors (essential, as each deals with private information), as well as increased real estate for files and supplies. The Reading Room will be reverted to the librarians' office (the original use of that space, I believe), which will house Nicole, Barb, and Lex. This will allow them more access to the collection, as well as patrons who need assistance, in addition to providing them with adequate space to work. The bulletin boards from the Reading Room will be relocated to the parking lot vestibule. The room currently housing our periodicals will be rearranged to include one of our historic work tables with chairs, two comfy chairs, and our Seed Club catalog. The copier from the periodicals space has already been moved to the public computers, where it is easier for staff to assist patrons (the word processing-only computer there was removed to make space; all the remaining computers have word processing capability. These changes will hopefully cause a minimum of disruption and should result in increased staff productivity and better usage of under-utilized spaces. We hope to have them all completed by September. Other plans include increased staff training and expanding continuing education options, a summer staff picnic (Trustees, too!), and, most importantly, working with the Friends to seek their input and solidify their collaboration with upcoming plans and programs, and work towards re-establishing their popular book sales.



## Adult Services Report

Nicole Hauser / Head of Adult Services & Collection Development

April 2022

This month saw the end of JA support of 4 staff PC's, 2 of which were being used as circulation computers. To this end, I swapped those staff computers with others that are still supported, so now all of the "expired" computers are in offices and not being used for circulation.

One Tuesday morning, Linda and I arrived at the library to find the fire alarm going off and firefighters in the building. The alarm was triggered because of a malfunction in the sprinkler system. I contacted PFP and they came later that morning to diagnose the sprinkler problem.

The end of the fiscal year went smoothly on my end and we're ready for 2022-23 to start.

Weeding continued with us considering biographies this month.

On June 21<sup>st</sup>, I gave a virtual presentation on our Library of Things collection to members of MVLS.

This month, because I know we have several off-site outreach activities happening this summer, I spoke with folks at MVLS about how to register people for library cards while we are off-site. Once I knew the process, I showed Sonny and Lex how to do so, and arranged for the appropriate permissions to be turned on, and they successfully registered folks at the Glove City Pride event held in Myers Park!

This month I began planning a joint book discussion group with the librarian at the Johnstown Public Library. It will be called Books 'N Brews and will take place offsite, every other month on the 3<sup>rd</sup> Wednesday at 6 pm. Our first meeting will take place on August 17<sup>th</sup> at Union Hall in Johnstown and we will be discussing the book Taste by Stanley Tucci. Our plan is to move the location for each meeting and to swap between Gloversville and Johnstown.

We made a change to our Book Tasting program by moving it from Mondays at 4:30 pm to the first Thursday of the month at 12 pm, and had 5 people attend, up from 2. Fantastic! We discussed food memoirs and had a lively discussion.

### Programs in June:

- For the Love of Reading's topic was to read a food memoir.
- Book Tasting had 5 participants.
- Joy of Coloring had 2 participants.
- Adult Crafting had a total of 24 participants: 10 at the 1:30 class, 7 at the 5:30 class and 7 picked up as kits.



**Special Projects Report**  
**Barb Madonna / Head of Grant Administration & Special Projects**  
**June 2022**

**1. Wrap up grants from the building renovation.**

Empire State Development, \$500,000 outstanding

We received a request for additional information and I've sent that along. Still looking positive at this point.

**2. New grants for building projects**

Possible grants include another CFA application for the dome (application due 7/29/2022), NYS Public Library Construction funds through DLD for the dome and parking lots (applications typically due in August), and community revitalization opportunities from a few businesses and national non-profit organizations for the parking lots.

**3. Other grants**

Nothing to report

**4. Other projects**

I worked on an inventory of other equipment owned by the Library that as not on Mike's list, but that should be inventoried; items like the photocopier, barcode scanners, and TVs in the program rooms. This project will help track and, if needed, replace items that are damaged, worn out, or are beyond their usefulness.

Completed organization and records retention for our election documents.

Wrapping of the labeling of collections in the Adult Collections with the Audiobook Collection.

The Passive Program for June was a compliments jar. Just a little bit of sunshine for each patron who participated. In July, we are sharing their favorite summer reads. Patrons write their choices on a fish, and it is to the wall in the main lobby.

The remainder of the adult biographies were weeded during. We will begin tackling the Adult Fiction Collection next.

The meeting scheduled for June 28 with Paul Mays from Butler Rowland Mays Architects to begin design discussions for the parking lot was rescheduled to July 14. We also need a topographical survey of the properties to inform decisions about drainage, slope and accessibility and how much of the lots can be used for programming. That was completed on June 29.

The meeting scheduled for June 28 with Paul Mays from Butler Rowland Mays Architects to begin design discussions for the parking lot was rescheduled to July 15. On the 15th we walked the site and he took pictures. We reviewed my doodle that conveyed the committee's ideas about what to do with the site. He did ask if there were a minimum number of parking spots we hoped to gain with the project. Because my drawing was not to scale, nor do I have professional knowledge of parking lot design, our actual number of spots will be less than on the doodle. One thing I did not consider was accessibility for emergency vehicles. If we needed to call 911 while holding a program there, we would need to accommodate an ambulance and maybe a firetruck while the parking lot is full. The plan is to have a architectural design for the August Parking Lot Committee meeting. We also need a topographical survey of the properties to inform decisions about drainage, slope and accessibility and how much of the lots can be used for programming. That was completed on June 29.

The main parking lot was seal coated and striping at the end of the month.

## What I Did On My Summer Vacation by Barbara Madonna

As some of you know, Lance and I like to ride bikes. So far this year, we've done about 700 miles. We started with the Five Boros Bike Tour in NYC at the end of April. Then in June completed the Great Alleghany Passage and C&O trails from Pittsburgh to DC.

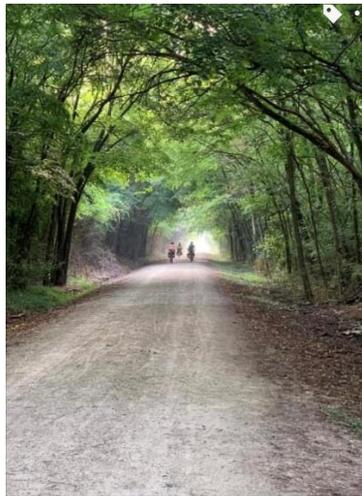
But, its my July trip that might be of some local interest; we traversed Missouri on the Katy Trail. Missouri? Local? Believe it or not, yes! And not just local, but Library Local!.

On day 4 we rolled into Tebbetts, MO and stopped at the Turner Shelter, a hostel, for a butt break and cold drinks. After chatting with a family from Sicily who was visiting relatives in Columbus, MO, Lance entered the hostel to use the restroom and I wandered in to partake of the ice cold A/C – the outside temperature was about 98°. While waiting I noticed an old magazine article tacked to the wall in the kitchen (see attached).

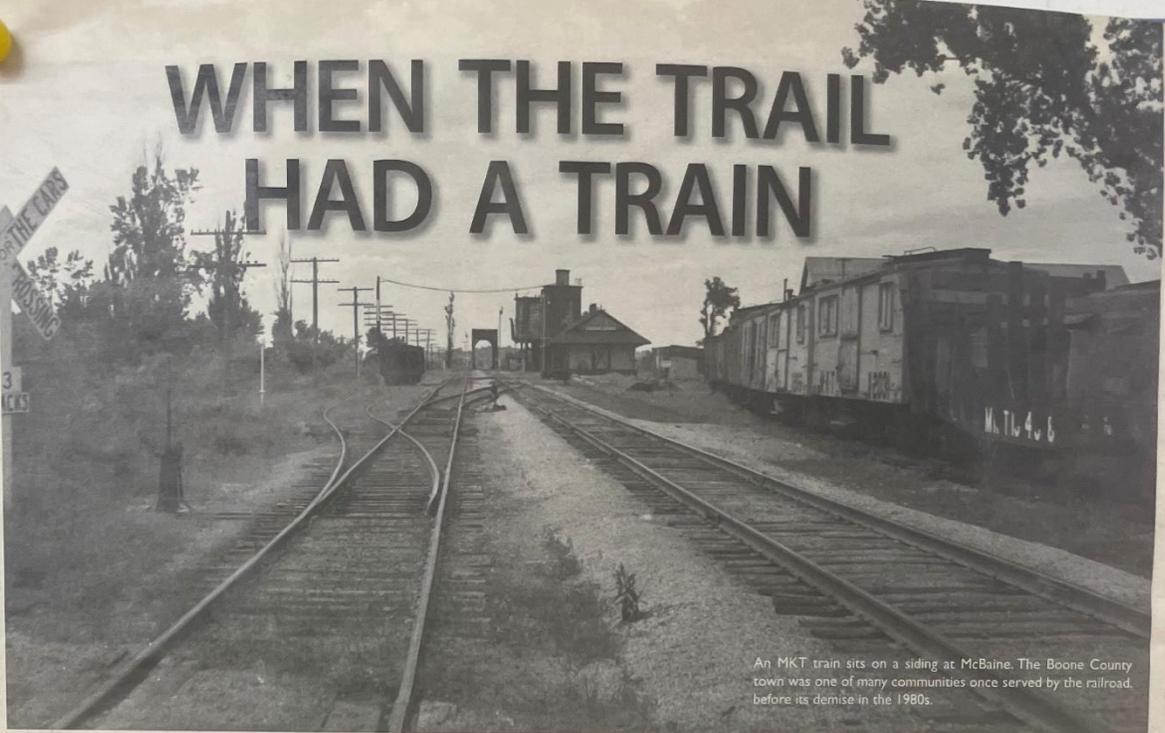
And there he was, in paragraph #2, LEVI PARSONS! OUR Levi Parsons.

Now, I knew he was into railroads. I knew he founded Parsons, Kansas. I knew he underwrote our predecessor library, the Levi Parsons Library of Gloversville and Kingsborough 1880-1888, but I did NOT know that he was the force behind the Missouri-Kansas-Texas (KATY) railroad.

The article tells the story better than I can, so I'll just leave you with some pictures of our trip.



# WHEN THE TRAIL HAD A TRAIN



An MKT train sits on a siding at McBaine. The Boone County town was one of many communities once served by the railroad, before its demise in the 1980s.

## The Katy proved to be a better trail than a railroad

by Jim Denny | [info@ruralmissouri.coop](mailto:info@ruralmissouri.coop)

**A**fter the clouds of the Civil War cleared away, the stage was set for the profound events that would take Missouri into the future. At the top of the list was railroad construction. Earlier, Missouri had gotten into the railroad business reluctantly. During the early 1850s, some 7,000 miles of track radiated from Chicago, while not a single rail line had yet been completed across the Show-Me State.

By 1870, there were roughly 1,500 miles of track, including two cross-state lines, the Hannibal and St. Joseph, and the Pacific, soon to become the Missouri Pacific. At this time another competitor, the Missouri-Kansas-Texas, or more familiarly, the Katy Railroad, entered the scene. This fledgling enterprise, headed by Wall Street financier Levi Parsons, had huge ambitions.

No railroad had yet penetrated Texas with all its cotton and cattle. Parsons and his backers intended to do just that. They combined a railroad called the Union Pacific Southern Branch with another called the Tebo and Neosho to create the Missouri-Kansas and Texas Railroad Co.

The actual construction of this route was a remarkable feat. One phase involved a breakneck race to be the first railroad company to lay track to the border between Kansas and Indian Territory (later Oklahoma). Parsons' hard-driving track layers only barely won the race. The Katy gained the right to be

the sole railroad permitted to extend tracks through Indian Territory into Texas. Meanwhile, another crew was busily laying track from the opposite direction. Starting at Sedalia, they laid track southwesterly toward Parsons, Kansas, and also toward Hannibal to the northeast. Because the Missouri Pacific also ran through Sedalia, the town was destined to become a major railroad hub.

At Boonville, the Missouri River was spanned by an impressive iron bridge with a 363-foot swing span. On the north side of the river, the Katy continued through Franklin to Moberly and then to Hannibal. By April 1873, the 573-mile route from Hannibal to Denison, Texas, was completed. The Katy now had a gateway to Chicago via Hannibal.

The counties through which the Katy passed immediately began to reap the many benefits of having a railroad. But during this early era there also was a price to pay in the form of heavy railroad subscriptions. Henry Countians, to cite but one instance, moaned at the \$28,000 per mile price tag the county shelled out in railroad bonds to get the 37.4 miles of track that ran through the county. Still, Henry County benefitted greatly from the presence of the Katy. Clinton, Calhoun and Windsor became thriving railroad towns. A million bushels of coal from local mines were shipped out of Clinton on an annual basis, while trackside pottery manufacturers in Clinton and Calhoun kept their factories running night and day.

When it came to financing, the locals probably did not fully appreciate how

**Below left:** A crowd waits for the MKT train to arrive at the Higbee depot in 1910. The town was served from one of many MKT lines. **Below right:** An early steam-powered MKT passenger train follows the rails alongside the Missouri River, probably near Rocheport. This stretch remains one of the most popular and scenic sections of the 237.7-mile Katy Trail State Park.



expensive and risky railroads were to build and maintain. Indeed, when the Panic of 1873 struck, Levi Parsons and his cohorts went bankrupt. The Katy and Missouri Pacific Railroads came under the control of Jay Gould, who is remembered as one of the most ruthless of all the robber barons of the Gilded Age.

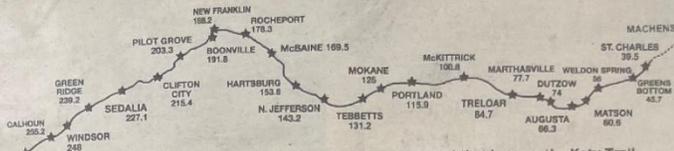
Historians remember the period of Gould control as a dark age for the Katy. Following the ousting of Gould in 1888, the Katy fell into receivership. At that time, there were 1,612 miles of track, mostly in poor condition, as was the whole physical plant of the Katy. Subsequently, more enlightened managers inaugurated a program to upgrade the right of way with new ballast, ties and heavier grade track. Bridges made of steel replaced wooden bridges. Old depots were refurbished and new depots built, such as the imposing brick depot at Sedalia, which presently serves as a welcome center. Katy rolling stock, such as freight cars, was refurbished or replaced, and newer, heavier Mogul-type locomotives became the workhorses of the Katy system.

Also in this period, in 1893, the Katy finally achieved a direct gateway into St. Louis. A group of St. Louis capitalists financed construction of a 162-mile route from Franklin to Machens in St. Charles County. They named new towns that appeared along the route after themselves — McKittrick, Case, Gore, Wainwright and Steedman. On March 16, 1895, passenger and freight service commenced at Union Station in St. Louis. In 1901, an 8.5-mile spur from this route opened service to Columbia. Another short line ran to El Dorado Springs, much visited for its spas and healing springs, and still another line extended to Joplin to take advantage of rich zinc and lead deposits nearby.

The crowning achievement of this period of improvement was the construction in 1932 of a new railroad bridge across the Missouri River at Boonville. Of all steel rivet-connected construction, this bridge had a 405-foot vertical lift span over the channel. This bridge, now preserved by the city of Boonville, remains one of the longest railroad lift span bridges in the nation.

The Katy acquired many feeder lines in Texas, Kansas and Oklahoma during the Gould and receivership years. By 1915, the Katy operated a total of 3,965 miles. Fully a fourth of these lines failed to yield a profit. During World War I, the federal government operated

This group poses on the cowcatcher of the first train to arrive in Rocheport. They are identified as, from left, Francis Lanew, I.J. Canole, Ernest Miner, Dr. E.H. Chinn and George Welbern. The unidentified man in the right background was the engineer.



This map shows the portion of the MKT Railroad that became the Katy Trail

America's railroad system. It evidently didn't do a very good job of it, for the Katy emerged in poor condition. At the end of the war, the Katy carried a large debt accompanied by crippling interest payments. The railroad began to shed underperforming feeder lines. In 1923, the Katy unloaded the 70-mile Moberly to Hanni-

bal branch, much to the regret of later Katy historians, who feel that a potentially profitable mainline to Chicago was lost in the process.

During the Great Depression, the Katy struggled mightily to ward off insolvency. World War II led to a revival of the Katy's fortunes. Business picked up and the Katy was able to acquire streamlined passenger cars and diesel locomotives. But during the 1950s business declined again, and severe employee reduction and drastic cost cutting did little to improve the bottom line of the railroad, which by 1957 had ceased to be profitable. A capable leader, John Barringer, took charge and kept the Katy afloat through the mid-70s.

But the Katy railroad continued to struggle. The big trend was toward centralization, as smaller carriers were increasingly gobbled up by huge holding companies. During this period the Katy could not shed its status as a regional carrier. The huge debt the Katy carried made it an unattractive prospect for potential investors. By the mid-80s a suitor did appear in the form of the Union Pacific. Unfortunately, that merger resulted in the end of the Missouri-Kansas-Texas Railroad as a corporate entity.

Beginning in the early 1990s, a 237.7 mile stretch of the original Katy right of way was converted into the now famous Katy Trail, operated by the Missouri Department of Natural Resources. People on foot or riding on bicycles along this stretch can still see Katy depots, railroad bridges, culverts and a tunnel at Rocheport that were built during the Katy's glory days as one of Missouri's most important railroads.

Denny is a freelance writer from Jamestown.

photos courtesy of the State Historical Society of Missouri



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

Our June Story Time shared stories about insects, Father's Day, random books chosen by the children, and Independence Day. The crafts tied in with stories read: the children created pipe cleaner insects, a Father's Day Card, and 4th of July Poppers! Note: we were very eco-friendly by using biodegradable construction paper for items "popped".

We have been receiving the bulk of new books ordered during May. Some topics are: dealing with emotions, cooking, gender recognition, and graphic novels for ages 5 to 13.

The first of our "Cooking Classes" for ages 5-11 was on Thursday, June 28 at 12:00-1:00 PM, then our second one for ages 12-18 began at 1:30-2:30pm. These will be followed by three more classes offered every other week until August 9. Our first class of eight children voted for the name Super Chefs, and made pretzels using the Cuisinart convection oven donated by Dr. and Mrs. Pesses. They were delicious!

Seven out of eight teens signed up and voted for their name - Menu Masters, and made pizza pinwheel croissants that were very tasty. They, too, used the convection oven.

Both groups learned how to put together a place setting for dinner, gained knowledge of various spices by exposure to some from our pantry, and discussed unit pricing. We had the good fortune to have a visit from an expert, Chef Michael Coon (visiting his parents from Mexico), who volunteered his expertise and time for both classes. He was delightful and informative. The children and I really enjoyed the experience and Chef Coon stated he had a great time and would like to come back again!

For our future classes we will create a salad, a main course and then dessert.

Many thanks to the Friends of the Library, who were very generous by purchasing aprons in two different sizes for our young chefs-in-training to use while here.

And since it's the season, George put the bases together and added the "growing buckets" for the GPL Community Garden. Sally and I purchased some of the plants and others came from our Seed Club, consisting of green and yellow squash, a variety of tomatoes, bell and banana peppers, peas, beans, a variety of lettuce, herbs, cucumbers, and kale. I planted them early one afternoon and they seem to be slowly taking their time to mature. We are looking forward to a bountiful harvest!

Statistics / Monthly Report **June 2022**

	2022	2021
<b>VISITORS</b>	<b>5,457</b>	<b>(4,734)</b>
<b>CIRCULATION</b>		
Adult Circulation	1,435	(1,378)
Teen Circulation	144	(122)
Juvenile Circulation	935	(583)
Audiobooks	63	(70)
eAudio	185	(183)
eBooks	486	(589)
Music	1	(1)
Periodicals	61	(67)
eMagazines	92	(33)
Videos	644	(608)
Museum Passes	4	(5)
Library of Things	16	0
Subtotal	<b>4,066</b>	<b>(3,639)</b>
In-House Use		
Adult	48	(1)
Juvenile	0	(5)
Other Materials	660	(996)
Subtotal	<b>708</b>	<b>(1,002)</b>
<b>Total Circulation</b>	<b>4,774</b>	<b>(4,641)</b>
<b>REFERENCE QUESTIONS</b>	<b>98</b>	<b>(41)</b>
<b>MEETINGS/PROGRAMS/OUTREACH</b>		
40 Adult programs and meetings with 309 people		(28 Adult programs and meetings with 149 people)
6 Juvenile programs and meetings with 103 people		(4 Juvenile programs and meetings with 248 people)
4 Teen programs and meetings with 8 people		(0 Teen programs and meetings with 0 people )
287 One-on-one programs and meetings with 287 people		(227 One-on-one programs & meetings with 227 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	480	(473)
Material Loaned	537	(587)
Total	<b>1,017</b>	<b>(1,060)</b>
<b>COMPUTER USAGE</b>	<b>956</b>	<b>(730)</b>
<b>HISTORICAL ROOM</b>		
Visitors	8	(5)
Books Used	36	(5)
Reference Questions	16	(5)
Microfilm	3	-