



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

Public Comment

1. Accept the Minutes of the:

- August 2022 Meeting\*
- September 2022 Special Meeting\*

2. Treasurer's Report\*

3. Warrant List\*

4. Budget and Finance Committee Report

- Investment Account\*

5. Foundation Report

6. Friends of the Library Report

7. President's Report

8. Building and Grounds Committee Report

- BRM Services Agreement\*

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

- Meeting Room [First Read]
- Tutoring [First Read]
- Ethics [First Read]
- Personnel [First Read]
- Homebound [First Read]

14. Program Committee Report

15. Public Relations Committee Report

16. Library Director's Report

17. Old Business

- Lawyer

18. New Business

- County Clerk filing fees reimbursement\*

19. Executive Session

- Staff promotions\*

Adjourn

Next Meeting: October 18, 2022 at 6:00 PM

*\*Motion Required*

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



## Minutes of the Gloversville Public Library Board of Trustees Meeting August 16, 2022

The Gloversville Public Library Board of Trustees held its regular meeting on August 16, 2022. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Susan Shrader, Richard Carlson, Gregory Niforos, and Caren Pepper.

Mr. Reed called the meeting to order at 6:05 PM.

Mr. Reed asked if there was any public comment. Hearing none, Mr. Reed asked for a motion to accept the minutes for the 2022 Organizational meeting. Mrs. Pesses made a motion, seconded by Mr. Niforos. Mr. Reed asked if there was any discussion. Mrs. Shrader noted that her last name was misspelled on the Board minutes letterhead. The Board approved to accept the minutes with a vote of “aye.” Mr. Reed asked for a motion to accept the July 2022 Board meeting. Mr. Carlson made a motion, seconded by Ms. Dunn-Brown. Mr. Reed asked if there was any discussion. Ms. Dunn-Brown noted that Mr. Rohrs neglected to include Mrs. Patti Hoyer in her Outreach Committee report. Additionally, Mrs. Shrader noted a grammatical typo in the minutes. Mr. Reed asked if there was any further discussion. The Board approved the July meeting minutes with a vote of “aye.”

Mr. Frank delivered the Treasurer’s Report. After much discussion, Mr. Reed asked for a motion to accept the Treasurer’s Report. Mrs. Pesses made a motion, seconded by Ms. Pepper. The Board approved the motion with a vote of “aye.”

Mr. Niforos reported on behalf of the Budget and Finance Committee. Mr. Niforos reported upon school district tax levy comparisons between districts. Based on his research, Mr. Niforos projects the GPL tax levy for the 2023-2024 budget will be approximately \$.70 per \$1,000 property value assessment.

Mr. Frank noted there was no report on behalf of the Foundation and that the committee had not met.

Mr. Reed delivered the Friends of the Library report on Mrs. La Porta’s behalf. Among the items discussed were the annual basket raffle, Friends memberships, and meeting times. Mr. Reed thanks the Friends for their report and all that they do for the Library.

Mr. Reed indicated that he did not have a report; and deferred to Mr. Carlson’s Building and Grounds Committee report.

Mr. Carlson reported on behalf of the Buildings and Grounds Committee. The plans for 66, 68, and 68 ½ Fulton St. lots was discussed.

Mr. Reed asked for a motion to accept the Warrant List. Mr. Carlson noted that there was a discrepancy of \$0.01 for the second item. Mrs. Pesses made a motion, seconded by Mr. Carlson. Mr. Reed asked if there were any questions. Hearing none, the Board approved with a vote of “aye.”

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

In her Local History Room Committee report, Mrs. Pesses noted that there had not been a report prepared; however, she shared with the Board the statistics of patrons who have visited the Local History Room.

Ms. Dunn-Brown delivered a report on behalf of the Outreach Committee. She indicated they had not been meeting much; however, there has been much correspondence via email and they have continued to distribute GPL calendars at Food Truck Fridays—most recently being on August 5.

Mrs. Shrader reported on behalf of the Personnel Committee, during which she indicated they had met on Friday, August 12. Ms. Acklin added that she may have likely found a part-time custodian and she expressed her concern regarding staffing levels.

Mr. Reed noted there had not been a Plan of Service Ad Hoc Committee meeting. The next meeting will be August 18 at 1:00 PM.

In her Policy Committee report, Mrs. Pesses shared the second reading of the Behavior and Environment Policy. Also, she shared the second reading of the Bylaws Policy. Mrs. Pesses asked for a motion to accept both of the aforementioned policies. Ms. Pepper made a motion, seconded by Mrs. Shrader. The board approved with a vote of “aye.” The policy committee will meet again August 23rd, at 10 AM in the Library.

In her Program Committee report, Ms. Pepper said there had not been a meeting. However, Ms. Acklin shared a report of all the programs through the end of the calendar year.

Mr. Reed asked for a motion to accept the Warrants. Mrs. Pesses made a motion, seconded by Mrs. Shrader. The Board approved with a vote of “aye.”

There was no report on behalf of the Public Relations Committee.

Ms. Acklin shared her Director’s Report. Ms. Pepper noted there was a great compliment shared with her regarding the Library of Things. Ms. Acklin shared that more items have been added to the Library of Things.

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

Mr. Reed asked if there is any New Business. There was none.

At 7:46 PM, Mr. Reed asked for a motion to go into Executive Session. Ms. Dunn-Brown made a motion, seconded by Mr. Carlson.

At 7:48 PM, Ms. Pepper made a motion to leave Executive Session. Mr. Rohrs seconded the motion. The Board approved with a vote of “aye.”

Upon leaving Executive Session, the following motions were made:

· Motion to hire Jeffrey McClary for the position of Custodial Worker, for 17.5 hours per week, at an hourly rate of \$14.50. Mrs. Pesses made a motion, seconded by Mrs. Shrader. The Board approved with a vote of “aye.”

· Motion to hire Darcelle Etkin for the position of Library Clerk, for 17.5 hours per week, at an hourly rate of \$14.50. Ms. Dunn-Brown made a motion, seconded by Mr. Niforos. Citing a personal relationship with the candidate, Ms. Pepper recused herself from voting upon the aforementioned motion. The Board approved with a vote of “aye.”

At 7:50 PM, Mr. Reed requested a motion to adjourn. Mr. Carlson made a motion, seconded by Mr. Rohrs. The board approved with “aye.”

Respectfully submitted,

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Christian W Rohrs, Secretary



## Minutes of the Gloversville Public Library Board of Trustees Special Meeting September 6, 2022

The Gloversville Public Library Board of Trustees held a special meeting on September 6, 2022. Present were President Charles "Ren" Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Librarian Barbara Madonna, Secretary Christian W. Rohrs, Christine Pesses, Susan Shrader, Richard Carlson, Gregory Niforos, and Caren Pepper.

Valerie Acklin  
Library Director

Mr. Reed called the meeting to order at 6:03 PM.

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

Building and Grounds Committee Chair Richard Carlson presented the bid from Butler, Rowland, Mays Architects, LLP for the 66, 68, and 68 ½ E. Fulton St. properties.

From this discussion, the following motion was made:

- Motion to allow Ms. Madonna to submit an application to the NYS Public Library Construction grant project for Phase 1 of creating parking and programming space on the lots at 66, 68 and 68 ½ East Fulton Street.

Mrs. Pesses made a motion, seconded by Mr. Niforos. Mr. Reed asked if there was any discussion. Mrs. Shrader inquired about the grading and space of the lots. Mr. Reed asked if there was any further discussion. The Board approved with the vote of "aye."

At 6:41 PM, Mr. Reed asked for a motion to adjourn. Mrs. Pesses made a motion, seconded by Mrs. Shrader. The Board approved with a vote of "aye."

Respectfully submitted,

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Christian W. Rohrs, Secretary

2022-2023  
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

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Mrs. Shrader reported on behalf of the Personnel Committee, during which she indicated they had met on Friday, August 12. Ms. Acklin added that she may have likely found a part-time custodian and she expressed her concern regarding staffing levels.

Mr. Reed noted there had not been a Plan of Service Ad Hoc Committee meeting. The next meeting will be August 18 at 1:00 PM.

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Respectfully submitted,

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Christian W Rohrs, Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**AUGUST 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	\$553,695.00	\$0.00	\$0.00	\$0.00	\$553,695.00
Investment Income	2,000.00	5.51	13.91	5.67	1,986.09
Gloversville Library Foundation Inc. - Int. & Div.	100,000.00	10,000.00	20,000.00	0.00	80,000.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	2,450.00	0.00	7,550.00
Government Affiliations	7,000.00	0.00	0.00	4,947.30	7,000.00
IRS Payroll Credit Covid 19	0.00	0.00	0.00	0.00	0.00
Fees & Miscellaneous Income	2,500.00	436.09	1,088.23	859.39	1,411.77
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>10,060.98</u>	<u>10,060.98</u>	<u>0.00</u>	<u>(60.98)</u>
<b>TOTAL RECEIPTS</b>	<u><b>\$685,195.00</b></u>	<u><b>\$20,502.58</b></u>	<u><b>\$33,613.12</b></u>	<u><b>\$5,812.36</b></u>	<u><b>\$651,581.88</b></u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on August 1, 2022	<u>\$138,365.42</u>				
Plus: Receipts Per Report	20,502.58				
Less: Land Planning	(2,197.17)				
Less: Expenses Per Report	<u>(59,769.27)</u>				
Income Cash Balance on August 31, 2022	<u><u>96,901.56</u></u>				
Accounts Payable as of 08/31/22	15,295.00				
Accrued Payroll Expense as of 08/31/22	0.00				
Cash Received Covid 19 less Credit Due	40,224.61				
Prepaid Expenses as of 08/31/22	<u>0.00</u>				
Actual Cash Balance on August 31, 2022	<u><u>\$152,421.17</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 August 1, 2022	\$141,196.51
Plus: Receipts:	
Interest on Money Market Account	4.97
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 August 31, 2022	<u><u>\$91,201.48</u></u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on August 1, 2022	\$764,911.06
Plus: Receipts:	
Interest on Money Market Account	64.96
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	<u>0.00</u>
Balance on August 31, 2022	<u><u>\$764,976.02</u></u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on August 1, 2022	\$11,883.61
Plus: Receipts:	
Interest Earned	0.19
Insurance Claim	0.00
Less: Paid Outs:	
Rozell East, Inc.	<u>2,100.00</u>
Balance on August 31, 2022	<u><u>\$9,783.80</u></u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on August 1, 2022	\$533.16
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	0.00
Less: Paid Outs:	
Transfer to Checking Account	<u>483.16</u>
Balance on August 31, 2022	<u><u>\$50.00</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**AUGUST 2022**

	Budget July 1, 2021 to June 30, 2022	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$337,256.20	\$ 24,442.10	\$ 42,773.69	\$ 44,413.32	\$294,482.51
Salaries - Part Time Employees	154,842.48	11,089.96	16,834.96	14,283.24	138,007.52
Salaries - Custodians	34,234.00	2,626.18	4,595.82	5,250.72	29,638.18
F I C A & Medicare Tax	40,264.45	2,919.10	4,911.63	4,881.59	35,352.82
Unemployment Insurance	800.00	0.00	281.25	254.75	518.75
Disability & Family Leave Insurance	2,000.00	0.00	1,471.88	1,331.33	528.12
Medical Insurance & Reimbursements	63,000.00	4,685.20	11,998.42	9,817.24	51,001.58
Worker's Compensation Insurance	3,000.00	0.00	3,723.38	3,906.09	(723.38)
Pension Expense	45,151.00	0.00	0.00	0.00	45,151.00
Heat	4,500.00	56.48	56.48	24.52	4,443.52
Electricity	25,000.00	4,255.87	4,255.87	2,843.14	20,744.13
Telephone	7,200.00	582.39	1,146.66	1,159.20	6,053.34
Insurance	25,000.00	0.00	25,675.76	23,816.85	(675.76)
Books, Periodicals, etc.	40,000.00	2,199.44	5,123.51	5,858.39	34,876.49
Computer & Automation Services	14,700.00	1,042.19	2,053.58	2,251.38	12,646.42
Library, Office Supplies & Postage	10,500.00	1,483.17	2,047.36	929.68	8,452.64
Maintenance, Repairs & Bldg. Supplies	10,000.00	656.64	866.30	117.27	9,133.70
Maintenance Contracts	38,000.00	2,377.50	10,799.14	12,541.79	27,200.86
Treasurer	8,800.00	750.00	1,450.00	1,450.00	7,350.00
Professional Fees	7,000.00	0.00	0.00	0.00	7,000.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	1,000.00	11.88	11.88	57.07	988.12
Events & Programming	5,000.00	551.18	626.18	832.79	4,373.82
Promotion Expense	4,800.00	25.00	25.00	112.00	4,775.00
General Expense	2,000.00	14.99	251.66	258.29	1,748.34
<b>TOTAL EXPENSE</b>	<b><u>\$885,048.13</u></b>	<b><u>\$59,769.27</u></b>	<b><u>\$140,980.41</u></b>	<b><u>\$136,390.65</u></b>	<b><u>\$744,067.72</u></b>

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

**AUGUST 2022**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7073		Gloversville Public Library	\$ 14,826.30	Payroll
7074		Gloversville Public Library	\$ 14,794.02	Payroll
7075	2697	Michael J. Frank	750.00	Treasurer
7076	2698	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7077	2699	C D P H P	4,836.93	Medical Insurance
7078	2700	Frontier Communications	582.39	Telephone
7079	2701	National Grid (4,312.35)	56.48	Heat
			4,255.87	Electric
7080	2702	Naif's	348.00	Newspapers
7081	2703	Mohawk Valley Library System	991.39	Computer & Automation
7082	2704	Void		
7083	2705	Business Card (1,665.16)	14.99	G/E - Zoom
			222.26	Maintenance & Repairs
			50.80	Computer & Automation
			824.78	Library Supplies
			180.48	Events & Programming
			102.00	Office Supplies
			269.85	A/V - DVDS
7084	2706	Daily Gazette Co., Inc.	25.00	Promotion Expense
7085	2707	USS Slater - DEHM	75.00	Events & Programming
7086	2708	Alexis Lanza	11.88	Professional Meetings & Travel
7087	2709	Palmateer Trucking & Container Service	378.00	Maintenance & Repairs
7088	2710	Gloversville True Value Hardware	35.98	Maintenance & Repairs
7089	2711	Pasco Building Automation Systems	2,377.50	Maintenance Contracts
7090	2712	Stewart & Bergen Co., Inc.	20.40	Maintenance & Repairs
7091	2713	Johnstown Public Library	50.90	Lost Books, etc.
7092	2714	Quill, LLC	556.39	Library Supplies
7093	2715	Schoharie Crossing State Historical Site	60.00	Events & Programming
7094	2716	V I A Aquarium	300.00	WGY Grant
7095	2717	Darla L. Barry	235.70	Events & Programming
7096	2718	Butler Rowland Mays Architects, LLP	2,197.17	Land - Study
7097	2719	Ingram Library Services	1,581.59	Books
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	466.00	Pension - Withholdings
DM		E F T NYS Tax Department	1,377.00	Payroll
DM		E F T United States Treasury (9,231.20)	2,919.10	FICA & Medicare Expense
			6,312.10	Payroll
DM		Jaeger & Flynn Associates, Inc. - Reimbursements	106.33	Medical Insurance
		CHECK AND EFT PAID OUTS - AUGUST 2022	<u>62,334.74</u>	
		PETTY CASH PAID OUTS - AUGUST 2022		
		None	<u>0.00</u>	
		<b>TOTAL AUGUST 2022 PAID OUTS</b>	<b><u>\$62,334.74</u></b>	
		Less: Land - Study	(2,197.17)	
		Less: Lost Books, etc.	(50.90)	
		Less: W G Y Grant	(300.00)	
		Less: Medical Insurance Refund	(17.40)	
		Less: Cash Reserve	-	
		Plus: Prepaid Expense	<u>0.00</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<b><u>\$59,769.27</u></b>	

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

**STEWART'S GRANT**

Balance as of August 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 August 31, 2022		\$1,760.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of August 1, 2022		\$1,221.62
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
V I A Aquarium	7094	Programming
Total Expenses		300.00
Balance of Grant Money Left at August 31, 2022		\$921.62

**ADVOCACY GRANT**

Balance as of August 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 August 31, 2022		\$110.91

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of August 1, 2022		\$9,825.00
Appropriation Provided For In 2021-2022 Budget		0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Appropriation Funds Left at August 31, 2022		\$9,825.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of August 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 August 31, 2022		\$2,807.18

**PARK TERRACE PTA - COLORTON**

Balance as of August 1, 2022		\$404.39
Funds Received - Donation		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
Various Supplies for Programming		404.39
Total Expenses		404.39
Balance of Colorton Funds Left at August 31, 2022		\$0.00

## Financial Review August 2022

The Financial Report for the two-month period ending August 31, 2022 shows our income up approximately \$27,800 as compared to the same period of the preceding year primarily due to the increase in the Library Foundation's contribution of \$10,000 to the Library's Operating Budget along with a pass-through of \$2,450 of contributions. The Friends of the Gloversville Public Library also gave us their pledge amount of \$10,000 in August this year which was earlier than last year. In the period ending August 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 \$4,600 from the same period of last year due primarily to the increase in electricity expense, an increase in insurance expense and an increase in medical insurance.

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

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

Balance Per Bank Statement					\$ 41,073.75
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
05/17/22	7001	James Esper Landscaping		6,300.00	
07/08/22	7048	Gabrielle Duplessis		7.35	
08/16/22	7077	C D P H P		4,836.93	
08/16/22	7087	Palmateer Trucking & Container Service		378.00	
08/16/22	7093	Schoharie Crossing State Historical Site		60.00	
		Total Outstanding Checks			<u>11,582.28</u>
Other Items:		None			<u>-</u>

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS** \$ 29,491.47

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

Balance Per Bank Statement					\$ 4,197.64
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		Direct Deposit Payroll 9/2 deducted on 08/30 by Milio Service		12,803.86	
		Total Outstanding Checks			<u>12,803.86</u>
Other Items:		None			<u>-</u>

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 17,001.50

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

Balance Per Bank Statement					\$ 91,201.48
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** \$ 91,201.48

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

Balance Per Bank Statement					\$ 764,976.02
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** \$ 764,976.02

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

Balance Per Bank Statement \$ 9,783.80

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**

\$ 9,783.80

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

Balance Per Bank Statement \$ 50.00

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 50.00

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

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



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

The Budget and Finance Committee did not meet this month. I met individually with Valerie to discuss staffing, getting aligned on current staffing levels, and addressing how we can fill vacancies within our budget. We determined that based on the time it takes to hire we can fill vacancies this year and stay within budget.

I have also been working on budget projections for next year and the next six years, in order to develop a strategic plan to address our budget shortfalls. I will be calling a Finance Committee meeting in October to discuss the strategic plan and our income sources.

I discussed with Mike about investing money from the building fund, now that rates are up a bit, as this will give us some extra funds. We will need to pass to allow us to invest.



## Friends of the GPL Report Jean LaPorta / President August 2022

In August the Friends made their annual donation of \$10,000 to the Library's operating budget.

Robin Lair is chairing the newly formed committee to provide a long-awaited book sale for our devoted book lovers. It will be held on November 17, 18 and 19 in the Carnegie Room. First planning meeting is planned for September 13 at 4 PM in the small meeting room. Volunteers are encouraged to attend. Appropriate books will be accepted only during the week right before the scheduled book sale.

Our first fundraiser of the fall, a chicken BBQ, was held at Whitey's on September 16.

Basket Raffle is going on now. Tickets available at front desk. Tickets are \$1 each or 6 for \$5. Drawing will be held on October 21 at PM. You do not need to be present to win a basket. We will call all the winners. See baskets on Library's Facebook page. Gorgeous!!! Huge thank you to all who donated a basket!

Friends' Week activities are being planned as follows:

- Basket of Baby items will be presented to the first baby born at NLH during Friends Week. If you would like to donate a baby item please leave it in the Friends' mailbox by October 10th, and add Patty Franco's name since she has volunteered to wrap them.
- Staff and Trustee recognition will also take place during that week. Barbara Repenhagen is chairing that committee.
- Small gifts for patrons will be available at the front desk while they last.
- Free books for our young patrons will be available in the lower level and will have Stewarts' coupons for a free ice cream cone attached, while they last. Nancy Krawczeski is chairing that event.

Articles for the December issue of the Friend's newsletter must be submitted to Mary Trainor by October 28, 2022. Her email is: [mtrainor102@gmail.com](mailto:mtrainor102@gmail.com)

Friends' Annual Meeting and regular September meeting were both held on September 8, 2022 in the Friends' Room. Election of Officers and Director was held and goals and fundraisers were reviewed.

Next Friends' meeting scheduled for November 3, 2022 at 5 PM in Friends' Meeting Room.

Don't forget to renew your Friends' membership if you have not had a chance to do so.

The Library grounds continue to look amazing from one season to the next. Thank you Merry Brown and your loyal band of volunteers.



**Local History Room Committee Report**  
**Christine Pesses / Chair**  
**August 2022**

The Local History Room committee did not meet in August. We should set up a meeting schedule for the year.

Books that were already decommissioned and boxed up were reviewed one more time, several boxes found new homes and the remainder were sent on to MVLS.

The Library's public meeting rooms are provided free of charge and may be used for either private meetings or public programs. At the time of booking the Director must be informed of the topic of programs presented to the general public. Public programs must be open to all.

Permission granted to use public meeting rooms in no way constitutes endorsement of the policies or beliefs of any group or organization.

The Library reserves the right to deny requests for use based on the availability of space and/or the frequency or appropriateness of use as determined by the Director. The Library reserves the right to set aside meeting rooms during specific blocks of time for use by the Library. The Library is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the Library's control.

#### Rules governing use of Library meeting rooms by outside groups:

- Public meeting rooms may be used only during Library hours, unless approved by the Director.
- Groups must vacate the meeting room at least ten minutes before the closing of the building.
- Library meeting rooms and kitchenette must be restored to their original condition at the conclusion of the event.
- Unlawful or inappropriate activity shall not be permitted in meeting rooms. Such activity shall be grounds for immediate expulsion and may be a basis to deny future use of the public meeting rooms by any organization violating this policy.
- Meetings may be terminated if they are disruptive to Library services.
- If a group's words or actions disrupt or harass others in the Library; or, if overheard, cause others to feel that the Library is an unsafe space, the Library's *Acceptable Behavior Policy* will apply. Meetings conducted in a manner contrary to the safe space mindset established by the Library may be instructed to dismiss prior to the scheduled end of the meeting room reservation.
- Activities for minors, age 17 and under, must be supervised by responsible adults.
- Permission to use public meeting rooms is not transferable by any organization whose application is approved.
- Public meeting room users agree to pay for any and all damages to Library property incurred while the applicant is using such property.
- Groups may provide light refreshments and may use the kitchenette including the refrigerator at the discretion of the Library Director. Light refreshments may be served in conjunction with a meeting or public event, with advance permission from the Library Director. If approved for refreshments, the kitchenette, including the refrigerator, may also be used.
- Non-library related, private parties, luncheons, and receptions — or any catered events beyond light refreshments — are not permitted.
- The Library is not responsible for personal items lost, stolen or damaged during an event.
- The use of Library equipment may be requested when applying for the use of a room. Equipment available is listed on the meeting room request form.

#### Use of the kitchenette:

- Groups using the Library's meeting rooms may also request in advance the use the kitchenette, kitchenette supplies, and equipment for the serving of approved light refreshments.
- Damage to the kitchenette or abuse of its free supplies and equipment may incur a fee, to be determined by the Library Director. Fees may also be charged if the space is not left in the manner found.
- The Library must be informed if the group is unable to clean appropriately with the supplies on hand.
- Groups may bring their own supplies for a program no more than 1 day prior to the program. The Library is not responsible for securing personal items left in the kitchenette.

Adopted January 17, 2006  
Revised January 2007  
Revised July 2011  
Revised November 2011

Revised December 2017  
Revised February 2019  
Revised May 18, 2021  
Revised October 18, 2022

The Gloversville Public Library is dedicated to being an alternative, complementary, and continuing education site. This tutoring policy applies to the tutoring of all students, regardless of age.

Tutor groups will be limited to a maximum of 2 students per tutor per session. Library space is not to be used as a classroom or office for tutors, but as a safe and quiet workspace for students to receive the instruction necessary for them to be successful.

Tutoring will be allowed in public rooms only. Exclusive use of open tables is not guaranteed. Reservations may be made for the Study Room on the Main Level or the Small Meeting Room on the Upper Level. The Library reserves the right to alter or cancel reservations as necessary. Tutors must check in with staff before proceeding to their reserved tutoring space.

Tutoring will be allowed in public spaces on a first-come/first-serve basis and by reservation of the Main Floor Study Room. Exclusive use of public tables is not guaranteed. Study Room reservations may be made by calling the Library or by reserving the room on the Gloversville Public Library website. Tutors must check in with staff before proceeding to the reserved Study Room. Please see *Meeting Room Policy* for further information.

Adherence to all Library policies is expected of tutor groups.

It is the responsibility of tutors to establish communication with their students. Students under the age of 18 must be under their tutor's supervision at all times.

Tutors working with students at the end of the day are asked to leave the Library ten minutes before **scheduled** closing time.

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

Revised February 17, 2009

Revised July 17, 2018

Revised May 18, 2021

Revised October 18, 2022

The Gloversville Public Library offers free homebound services to Library cardholders in the Gloversville Enlarged School District who are unable to come to the Library either temporarily (due to illness or accident) or permanently (due to a disability or other mobility issue). When requesting the service, the patron will be asked as discreetly as possible to explain the need for homebound services. The patron requesting the service may also be asked to designate someone who can use the patron's library card to check out materials.

Homebound patrons will have the same privileges and responsibilities as other Library borrowers, including loan periods, material types, and fees.

Patrons requesting homebound services must meet the following eligibility requirements:

- Have a valid Gloversville Public card
- Be living within the Gloversville Enlarged School District
- Have an illness, injury, disability, or other mobility issue that prevents them from visiting the Library
- Have a viable means of contact (phone number and/or email address)
- Have a safe and appropriate environment for staff or volunteers to make their deliveries

Appropriate additional services for any homebound patron may include:

- Library staff advising and selecting materials and placing them on reserve
- The reservation of materials via the online catalog or by telephone
- Volunteers or patron designees delivering and picking up materials, and (if necessary), collecting fees
- Library staff offering application forms for the New York State Talking Book and Braille Library

The Library asks that patrons requesting homebound services provide a safe and appropriate environment for staff and/or volunteers delivering materials. Some examples of an unsafe home include, but are not limited to:

- If any person in the home presents threatening behavior, threatens the Library's representative(s), or has weaponry in sight
- If pets are not confined (with the exception of ADA authorized service animals)
- If any person in the home exhibits signs of illness or has been placed in quarantine or isolation for a medical issue that could jeopardize the health of the Library's representative(s)
- If conditions in the home are unsafe

If a staff member or volunteer must leave the home due to concerns about their safety, they will notify the Library Director. Homebound services will then be suspended until the issue(s) reported are resolved.

Adopted January 17, 2006  
Revised December 19, 2017  
Revised April 20, 2021  
Revised October 18, 2022

The *Employee Handbook* is the vehicle that provides the details of the *Personnel Policy* to the employees of the Gloversville Public Library.

The Board of Trustees provides benefits to employees outlined in the *Employee Handbook* and in conjunction with state and federal regulations.

The Board of Trustees provides a system of grievance outlined in the *Employee Handbook*.

The Gloversville Public Library does not permit discrimination for or against any individual or group by its employees.

As a public library the Gloversville Public Library comes under the jurisdiction of Civil Service as administered by the Fulton County Personnel Office. The Library will adhere to the qualification guidelines for professional and non-professional positions in public libraries under Civil Service.

Library employees are defined as follows:

- The director is an employee who meets the NYS standards outlined in Education Law Section 90.8.
- A professional employee possesses an ALA-accredited Masters Degree in Library Science and a public librarian's professional certificate from the State of New York.
- A non-professional, full-time employee is regularly scheduled to work 35 hours per week. All full-time employees are "exempt" employees. They hold salaried positions, and while entitled to compensatory time, they are not entitled to overtime pay.
- A non-professional, part-time employee is regularly scheduled to work a maximum of 29 hours per week. All part-time employees are "non-exempt" employees paid at an hourly rate. They are not entitled to compensatory time.
- A permanent employee is a professional or non-professional employee, either full-time or part-time, who has passed the probationary period in a Board-approved position or job title.
- A temporary employee fills the position of a permanent employee who is on extended leave.
- A special employee is appointed to work on a special project designed to be completed within a limited time and funded by either the regular Library budget or other sources.
- A volunteer performs various library tasks without receiving pay. Any reimbursement will be for preapproved expenses only.

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

Revised June 19, 2018

Reviewed September 20, 2022

Trustees shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of the Library or its users.

Trustees may not benefit either personally or financially from a relationship with any vendor serving the Library.

Trustees may not make decisions for the Library based solely on personal or financial relationships with vendors.

Whenever the appearance of or a conflict of interest exists, it is incumbent upon any trustee to disqualify themselves immediately as outlined by the GPL's *Conflicts of Interest Policy*.

Trustees will receive reimbursement for Library-related expenses only with the approval of the Board.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board, even if they personally disagree.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees must be prepared to support to the fullest the efforts of librarians in all Library operations, including, but not limited to, resisting censorship of library materials by groups or individuals.

Trustees who accept Library Board responsibilities are expected to perform all the functions of Library Trustees.

A trustee must respect the confidential nature of Library business while being aware of, and in compliance with, applicable laws governing freedom of information.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library from the *Ethics Statement for Public Library Trustees* of the Association for Library Trustees and Advocates (ALTA)

Revised January 2010

Revised February 2019

Revised October 20, 2022



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

**Building Update**

After a long wait, the permanent repair to the outside roof drain (the one that had caused the pipe to burst and cause water damage to the librarian's office) was completed by Rozell. We now have a heat coil installed outside that we will be able to plug in, avoiding the ice blockage that was the root of the problem. In addition, TBS came to replace our HVAC filters, the Gloversville Fire Department came for our annual fire inspection, and we had our last water chiller legionella test of the summer. We are still waiting for the actuator replacement part necessary to fix our fire alarm issue, but it looks like that should be happening early next month. This month also saw us completing our recent office shifting. Nicole, Lex, and Barb have now completely moved into the Librarian's Office, and Sally has moved into the work office with Linda. We have also cleared a desk there for Chris when she comes in to work on adult programming. We may need some additional furniture to ensure that the workspaces have all they need to be functional, and Barb is looking into options.

**Programming & Outreach**

We continue to be busy with programming as well. We began with me hosting our monthly Book Tasting, while Nicole was on vacation, and I had a blast sharing my love of graphic novels. Our inaugural Books & Brew discussion, in conjunction with the Johnstown Public Library, was also a huge success. Sixteen readers joined us at Union Hall! We're already looking forward to the next meeting in October (the location of which is still being decided). Looking ahead, Lex was able to finalize fall programming at both The Loft and Gloversville Middle School, and I was able to sit down with Robert from the North Star Café to work out the particulars for two joint book clubs that will be starting in the fall. The staff has also been busy gearing up for new inhouse program, including Club Baby and Anime Afternoons. Of course, we also wrapped up our summer programming, with the end of story time at Rail Trail Park, our kids and teen cooking classes, and our kids' meditation classes. Our summer partnership with the Glove Theater also came to an end with the performance of the student-penned play of reimagined Greek myths at the theater. Sonny said it was a spectacular success and we look forward to working with The Glove again. Outreach-wise, at the end of the month, Barb and I met with representatives from the HFM Recovery Center to plan a photo exhibit to be displayed in the Library during September (which is National Recovery Month).

**Personnel and Friends**

We were able to hire two more staff members this month – a part-time Custodial Worker and a part-time Library Clerk. I continue to work with the Fulton County Personnel Department to complete all the necessary Civil Service paperwork to get them both started as soon as possible. In addition, we started our search for a full-time youth services librarian. The quirky job posting we placed through NYLINE (New York Libraries Information Network) wound up going viral and we received quite a bit of attention on social media, as well as receiving kind messages from librarians across the country. For this position, as well as for Lex's promotion to Librarian, I have submitted the appropriate paperwork to the Personnel Department to create two new Librarian I positions. Finally, a bunch of us enjoyed our first Staff Picnic, at the Pleasant Square Fire Company Pavillion. The weather had looked dicey, but the sun stuck it out and we all had fun chatting, playing games, and enjoying our potluck barbecue. On the Friends front, I have begun working with Robin Lair to plan the long-awaited return of their book sale. So far, we have nailed down dates for book donations, as well as for the actual sale. It will be wonderful to host this much-loved event again. Another annual favorite is the Friends' basket raffle, and Jean LaPorta and I met to hammer out the details for this year's raffle. Basket donations were dropped off and we created a basket wrapping station downstairs, so the baskets didn't have to be taken off-site to be completed.



This month I initiated the process of setting up a separate account with Ingram for ordering graphic novels. The reason behind this is that we catalog our items differently than Ingram. Because of this, graphic novels come in with the wrong spine labels and we have to change them immediately, which is an additional use of materials and staff time. Once the account is setup, we will be able to specify how we want each item to be cataloged and will receive them processed correctly, saving us time and money.

A computer order through JA is coming up in September. This month we spent time evaluating what we may need and coming up with a tentative plan.

We also ordered additional items for the Library of Things collection this month. Processing is slow for several reasons, but is slowly moving forward. New items include:

- Sewing Machine
- Laser Tag set
- CD/DVD USB drive
- Portable projector and pop up screen
- Snowshoes
- A corn hole set
- A set of safety vests

Barb also began the process to replace our WiFi hotspot with a plan that will be appropriate for loaning it out to the public.

We finally wrapped up our large weeding project in the Adult Fiction collection and removed just over 1,000 titles that, mostly, had not circulated in 2.5+ years. Now we have some breathing room on the shelves.

Books 'N Brews met for the first time this month and was a huge success with 17 participants! This program was co-hosted with the Librarian from Johnstown Public Library. We met at Union Hall in Johnstown and discussed "Taste" by Stanley Tucci. It was a resounding success. 13 of the participants are interested in attending the next event being held in October. We learned a lot from this first meeting and I will be taking those lessons to heart as I plan October's event. In October we will be discussing "Shoeless Joe" by W. P. Kinsella and the location is TBD.

A lot of time this month was spent planning programming, both immediately upcoming and as far out as 2023.

#### Programs in August:

- For the Love of Reading's topic was to read a graphic novel.
- Book Tasting discussed graphic novels had 4 participants and was run by Valerie.
- Books 'N Brews inaugural meeting at Union Hall had 17 participants!
- Adult Crafting had a total of 31 participants creating corn husk dolls: 11 at the 1:30 class, 10 at the 5:30 class and 11 picked up as kits.



## Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

August 2022

### Wrap up grants from the building renovation

Empire State Development, \$500,000 outstanding

ESD staff are still reviewing and processing our request for payment. I had a couple additional inquires for information, and have send the requested items along promptly. It seems like things are moving forward smoothly...

### New grants for building projects

I plan to submit an application in September for the NYS Public Library Construction funds through DLD. The applications are first reviewed by a committee at MVLS which decides how to divide up the allotment given to MVLS. Their recommendation is forwarded to the Division of Library Development in Albany for review. Awards are generally announced late spring/early summer with 90% of the award given in August (a year after the application is submitted to MVLS).

I also hope to submit applications for community revitalization opportunities from a few businesses and national non-profit organizations for the parking lots.

### Other grants

None

### Other projects

The Passive Programs for August were jars of Swedish Fish (continuing with the summer theme of Oceans of Possibilities) at the adult and youth information desks. Patrons were asked to submit their best guesses as to how many fish were in each. The adult department had 2 patrons with close guesses and the youth department had a young girl guess the exact number. All total, 162 patrons participated.

We also displayed a Libby banner in the Main Lobby to remind patrons about eBooks and downloadable audio content.

Weeding of the Adult Fiction Collection concluded at the end of August and we began weeding the adult medical books.

I spoke with Paul Mays and Lisa Hayes from Butler Rowland Mays Architects to adjust the design for the parking lot based on the Board's input. With the redesign in hand, they were able to procure estimates for us for the NYS DLD grant application. A special board meeting will be held September 6th to review the estimates and decide on what phases to submit for the construction grant funding through DLD.

Staff from MidState Industries are working to get estimates for the dome repair. There are 4 options; 1. Restore the entire skylight with glass, similar to the Chamber's dome. 2. Replace just the cap and interior panels with glass for a smaller skylight and the rest of the dome with metal. 3. Replace all of the metal in kind, replace the interior panels with glass and add lighting inside the dome to create a faux skylight. 4. Replace all the metal in kind.

Paperwork is in play to replace the MVLS provided patron hotspot with equipment and a plan for MobileCitizen. This company offers a very reasonable option for providing unlimited WiFi to library patrons.

I spent a lot of time on the phone with Joint Automation trying to get the adult computers to print properly. As Windows issues updates coordination with the lockdown (Deep Freeze), print management (Cassie), and existing print drivers (generic universal HP drivers) software that control printing is becoming problematic. GLV203 has been a particular troublesome. JA even came out for a half day visit to work on the issue. Most, except, GLV203, seem to be printing now.

We finished up swapping offices around and I obtained quotes from Accent Furniture for some additional pieces to complete the project.

Valerie and I met with representatives from HFM Prevention Council to walk through the Library's gallery space for an 'images of recovery' show they would like to hang throughout September.

Finally, we had our annual fire department inspection during August. We need to provide a copy of the recent fire alarm and the elevator inspections to complete the process. We also need to coordinate with the Building Inspector to obtain and hang occupancy signs in all of the spaces that can hold 10 or more people.

### **Meetings & Calls:**

- August 1st Staff meeting
- August 4-11th Home with COVID
- August 9th Meeting with MidState Industries about dome
- August 15th Staff meeting Fire Department Inspection
- August 16th Johnson Controls – Fire Alarm Inspection Meeting with Nicole Building Committee Meeting Parking Lot Committee Meeting
- August 18th Paul Mays, Butler Rowland Mays Architects – parking lots
- August 22nd Staff meeting Program meeting
- August 23rd HFM Prevention Council
- August 27th Staff picnic
- August 29th Staff meeting



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

We began the month with a visit from the folks at Schoharie Crossing, for our youngest audience from Kindergarten through Grade 5. Kathryn Shoop was the presenter, instead of David Brooks. She shared the stage with Kathy Sponenberg, who played the piano while the children sang the song "Low Bridge!-Everybody Down or Fifteen Years On the Erie Canal." There were coloring books and informational material for the children and parents.

Continuing with our Summer Reading Program theme, "Oceans of Possibilities," we visited the Fulton County Historical Society & Museum for our Thursday Story Time. Samantha Hall-Saladino, as always, was happy for our visit and offered the attendees a tour the facility. Sonny became a merman and read a collection of sea-themed stories on the grass in the front yard of the museum. The children that attended played with bubbles and created paper mermaids, despite the extremely hot day!

Our next Story Time focused on pirates. The craft was either a Lad or Lassie pirate face to which the children added different hair, eye, and facial colors. The last Story Time for this summer was related to beaches. The children, using colored sand, filled their choice of a plastic containers shaped as various sea shells, fish, whales, dolphins, a boat, and other sea items that were then attached to a lanyard to wear as a necklace.

Our fourth cooking class was a dessert creation and enjoyed by all involved. Chef Michael Coon, once again, joined us for the last class of the summer session. We made "biscuit donuts" using a deep-fryer and homemade vanilla ice cream using an ice cream maker (donated by Barbara Madonna).

Unfortunately, we cancelled the Schoharie Crossing with David Brook that was to be for middle schoolers. This was a pre-registration-required program and no one signed up for the afternoon. I believe this was due to the fact that: 1) it was the week before school was to begin, and many families were on their summer vacation and 2) students in town had fall sports starting up. After speaking with David, we agreed to hold the program at another time in the future.

Statistics / Monthly Report **August 2022**

	2022	2021
<b>VISITORS</b>	<b>5,763</b>	<b>5,737</b>

**CIRCULATION**

Adult Circulation	1,812	1,593
Teen Circulation	224	152
Juvenile Circulation	1,149	839
Audiobooks	89	126
eAudio	180	191
eBooks	550	608
Music	12	15
Periodicals	72	54
eMagazines	69	33
Videos	829	658
Museum Passes	7	1
Library of Things	16	2
Subtotal	<b>5,009</b>	<b>4,272</b>
In-House Use		
Adult	3	3
Juvenile	0	0
Other Materials	660	660
Subtotal	<b>663</b>	<b>663</b>
<b>Total Circulation</b>	<b>5,672</b>	<b>4,935</b>

<b>REFERENCE QUESTIONS</b>	<b>118</b>	<b>82</b>
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**MEETINGS/PROGRAMS/OUTREACH**

60	Adult programs and meetings with 290 people	(30 Adult programs and meetings with 143 people
9	Juvenile programs and meetings with 125 people	(4 Juvenile programs and meetings with 278 people)
1	Teen programs and meetings with 8 people	(0 Teen programs and meetings with 0 people )
290	One-on-one programs and meetings with 290 people	(190 One-on-one programs & meetings with 190 people)

**INTERLIBRARY LOAN**

Material Borrowed	691	498
Material Loaned	572	595
Total	<b>1,263</b>	<b>1,093</b>

<b>COMPUTER USAGE</b>	<b>1,315</b>	<b>908</b>
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**HISTORICAL ROOM**

Visitors	14	3
Books Used	127	6
Reference Questions	14	12
Microfilm	3	0