



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
August 15, 2023 6:00 PM

Call to Order/Attendance

Public Comment

1. Accept the Minutes of the:
 - 2023-2024 Organizational Meeting*
 - July 2023 Meeting*
 2. Treasurer's Report*
 3. Warrant List*
 4. Budget and Finance Committee Report
 - Trustee Appointment Ad Hoc Committee
 5. Foundation Report
 6. Friends of the Library Report
 7. President's Report
 8. Building and Grounds Committee Report
 - Stark contract renewal*
 9. Local History Room Committee Report
 - Shari's Research
 - Documentarian images
 10. Outreach Committee Report
 11. Payroll Ad Hoc Committee
 11. Personnel Committee Report
 12. Plan of Service Ad Hoc Committee Report
 13. Policy Committee Report
 - Trustee Education Policy [First Reading]
 14. Program Committee Report
 15. Public Relations Committee Report
 16. Library Director's Report
 17. Librarians' Reports
 18. Old Business
- Conflict of Interest
19. New Business
 - MVLS/NYLA Awards
 - Secretary Opening

Adjourn*

Next Meeting: September 19, 2023 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 Organizational Meeting July 18, 2023

The Gloversville Public Library Board of Trustees held its Organizational Meeting on July 18, 2023. Present were Gregory Niforos, Merry Dunn-Brown, Treasurer Michael Frank, Library Director Valerie Acklin, Christian W. Rohrs, Susan Shrader, Richard Carlson, and Caren Pepper.

Valerie Acklin
Library Director

Treasurer Michael Frank called the meeting to order at 6:03 PM.

The following Board Members and Election Clerks were sworn into office:

- 5-year board membership: Susan Shrader
- 5-year board membership: Richard Carlson
- Treasurer: Michael Frank
- Library Director: Valerie Acklin
- Library Election Clerk: Valerie Acklin
- Deputy Election Clerk: Nicole Hauser
- Deputy Election Clerk: Barbara Madonna

Mr. Frank asked for motions of election to be made for the following officers:

- Mr. Gregory Niforos, President. Ms. Pepper made a nomination.
- Merry Dunn-Brown, Vice President. Mr. Niforos made a nomination.
- Mr. Charles "Ren" Reed, Vice President of Finance. Mr. Niforos made a nomination.
- Christian W. Rohrs, Secretary. Mr. Niforos made a nomination.

The aforementioned motions were approved with a vote of "aye" from the Board.

At this point, President Gregory Niforos assumed responsibility of overseeing the meeting.

Mr. Niforos asked for a motion to approve items 3-10 on the Agenda. Ms. Dunn-Brown made a motion, seconded by Mr. Carlson. The Board approved with a vote of "aye".

Mr. Niforos asked for a motion to elect himself and Mrs. Pesses as Representatives to the Gloversville Library Foundation Board. Mr. Rohrs made a motion, seconded by Mrs. Shrader. The motion carried with a vote of "aye".

Mr. Niforos inquired if current chairpersons for Building and Grounds, Local History Room, Outreach, Personnel, Policy, Program, and Public Relations committees would continue serving as chairpersons. Each chairperson agreed. Prior to the Organizational Meeting, Mr. Niforos inquired if Mr. Reed would stand as the chairperson of the Budget and Finance Committee, and as co-chair of the Local History Room Committee, to which Mr. Reed agreed.

2023-2024
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Mr. Niforos requested a vote to appoint John Blackmon as Claims Auditor for the Gloversville Public Library. Ms. Pepper made a motion, seconded by Mrs. Shrader. The motion carried with a vote of “aye”.

The GPL Holiday Observance Calendar was approved by the Board.

Mr. Niforos asked if there was a motion to designate the Library Director to be the appointing authority for Civil Service employment actions. Ms. Dunn-Brown made a motion, seconded by Mr. Carlson. The motion carried with a vote of “aye”.

Mr. Niforos also noted the Conflict of Interest statement for the 2023-2024 fiscal year will be made available for signing starting July 20, 2023, at the Library.

At 6:23 PM, Mr. Niforos asked for a motion to adjourn the Organizational Meeting. Ms. Dunn-Brown made a motion, seconded by Mrs. Shrader. The motion carried with a vote of “aye”.

Respectfully submitted,

Christian W. Rohrs, Secretary



Minutes of the Gloversville Public Library Board of Trustees Meeting July 18, 2023

The Gloversville Public Library Board of Trustees held its regular meeting on July 18, 2023. Present were President Gregory Niforos, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Susan Shrader, Richard "Dick" Carlson, and Caren Pepper.

Mr. Niforos called the meeting to order at 6:23 PM.

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

Mr. Niforos asked for a motion to accept the June minutes. Mr. Carlson made a motion, seconded by Ms. Dunn-Brown. Mr. Carlson noted a date typo, and a typo on the fourth paragraph. The Board approved with a vote of "aye".

Mr. Frank delivered his Treasurer's Report. Mr. Niforos asked for a motion to accept the Treasurer's Report. Mr. Rohrs made a motion, seconded by Mr. Carlson. The motion carried with a vote of "aye".

Mr. Frank distributed the Warrants List. Mr. Niforos asked for a motion to accept the Warrants List. Ms. Dunn-Brown made a motion, seconded by Mrs. Shrader. Ms. Pepper had a question regarding a 10-cent discrepancy. Mr. Frank explained the discrepancy. The motion carried with a vote of "aye".

Mr. Niforos delivered the Budget and Finance Report. He indicated that there had not been a meeting in June.

Mr. Frank delivered a report on behalf of the Foundation. He noted there had not been a meeting in June.

Mr. Niforos noted there was not a Friends of the Library Report.

In his President's Report, Mr. Niforos thanked Mr. Reed for his devotion as President of the Board and applauds all his efforts over the past few years. The Board echoed his sentiments with appreciation and boundless gratitude.

Mr. Carlson delivered the Building and Grounds Committee Report.

There was no Local History Room Committee Report.

Ms. Dunn-Brown reported on behalf of the Outreach Committee. She discussed new residents moving to the community and how Mayor DeSantis meets the new residents. She would like to disseminate information about the Library to new Gloversville residents.

Mrs. Shrader noted there was no meeting and report for the Personnel Committee.

Mr. Niforos noted there has not been a Payroll Ad Hoc Committee meeting.

Valerie Acklin
Library Director

2023-2024
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

There was no Policy Committee Report.

Ms. Pepper delivered the Program Committee Report.

There was no Public Relations Committee Report.

Ms. Acklin delivered the Library Director's Report. She shared the fall GPL Cover to Cover newsletter and discussed programs, grants, etc. She also noted the staff picnic is approaching, August 6th from 3 until 7 PM.

Mr. Niforos asked if there was any Old Business. It was noted that the snowplow bid needs to be revisited.

Mr. Niforos asked if there was any New Business. The Fiscal Year 2023-2024 Audit Fee was discussed. From this discussion, the following motion was made:

- Motion to authorize Valerie Acklin to sign Phil Beckett's Audit Engagement Letter for the 2023-2024 fiscal period. Mr. Rohrs made a motion, seconded by Mrs. Shrader. The Board approved with a vote of "aye".

At 7:29 PM, Ms. Acklin requested a motion to enter Executive Session to discuss an employee request. Ms. Shrader made a motion, seconded by Ms. Dunn-Brown. The motion carried with a vote of "aye".

At 7:43 PM, Mr. Niforos requested a motion to leave Executive Session. Ms. Dunn-Brown made a motion, seconded by Mrs. Shrader. The motion carried with a vote of "aye".

At 7:44 PM, Mrs. Shrader made a motion to adjourn, seconded by Ms. Dunn-Brown. The motion carried with a vote of "aye".

Respectfully submitted,

Christian W. Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JULY 2023

	Budget July 1, 2023 to June 30, 2024	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Current Year Over/(Under) Budget
Tax Levy	\$613,695.00	\$0.00	\$0.00	\$0.00	\$613,695.00
Investment Income	10,000.00	384.01	384.01	8.40	9,615.99
Gloversville Library Foundation Inc. - Int. & Div.	120,000.00	10,000.00	10,000.00	10,000.00	110,000.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	605.00	605.00	2,450.00	9,395.00
Government Affiliations	7,000.00	0.00	-	0.00	7,000.00
Fees & Miscellaneous Income	2,500.00	732.49	732.49	652.14	1,767.51
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL RECEIPTS	<u>\$773,195.00</u>	<u>\$11,721.50</u>	<u>\$11,721.50</u>	<u>\$13,110.54</u>	<u>\$761,473.50</u>
	Income Cash Reconcilement				
Income Cash Balance on July 1, 2023	<u>\$567,762.00</u>				
Plus: Receipts Per Report	11,721.50				
Less: Equipment - Computers & Land	0.00				
Less: Expenses Per Report	<u>(90,055.56)</u>				
Income Cash Balance on July 31, 2023	<u>489,427.94</u>				
Accounts Payable as of 07/31/23	18,060.75				
Accrued Payroll Expense as of 07/31/23	0.00				
Prepaid Expenses as of 07/31/23	<u>0.00</u>				
Actual Cash Balance on July 31, 2023	<u>\$507,488.69</u> *				
* Includes Treasury Bills @ Purchase Price of	\$395,791.04				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Charles W. Reed, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on July 1, 2023	\$549,701.21	
Plus: Receipts:		
Interest on Money Market Account	383.26	<u>Year to Date</u>
Interest on Treasury Bills	0.00	-
Treasury Bills Matured	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	395,791.04	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	1,000.00	
Transfer to Regular Checking Account	95,000.00	
	<hr/>	
Balance on July 31, 2023	\$58,293.43	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on July 1, 2023	\$763,697.83	
Plus: Receipts:		
Interest on Money Market Account	994.66	<u>Year to Date</u>
Interest on Treasury Bills	0.00	-
Treasury Bills Matured	0.00	
Transfer from Construction Account	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	492,356.39	
Transfer to Construction Checking Account	0.00	
	<hr/>	
Balance on July 31, 2023	\$272,336.10	

CONSTRUCTION CHECKING ACCOUNT

Balance on July 1, 2023	\$4,485.08	
Plus: Receipts:		
Interest Earned	0.08	
Building Fund Transfer	0.00	
Less: Paid Outs:		
None	0.00	
	<hr/>	
Balance on July 31, 2023	\$4,485.16	

AMAZON SMILE SAVINGS ACCOUNT

Balance on July 1, 2023	\$273.27	
Plus: Receipts:		
Interest Earned	0.00	
Donations-Amazon Smile	0.00	
Less: Paid Outs:		
Transfer to Checking Account	0.00	
	<hr/>	
Balance on July 31, 2023	\$273.27	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

JULY 31, 2023

GENERAL FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 4 Week Due 08/01/23	\$100,000.00	\$99,618.63	5.1900%	\$100,000.00	\$381.37
U. S. Treasury Bills 8 Week Due 08/29/23	100,000.00	99,207.08	5.3190%	100,000.00	792.92
U. S. Treasury Bills 13 Week Due 10/05/23	100,000.00	98,677.97	5.3880%	100,000.00	1,322.03
U. S. Treasury Bills 17 Week Due 11/01/23	100,000.00	98,287.36	5.4050%	100,000.00	1,712.64
TOTAL SECURITIES CURRENTLY HELD	\$400,000.00	\$395,791.04		\$400,000.00	\$4,208.96

FUND BALANCE ACCOUNT	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 13 Week Due 10/05/23	\$250,000.00	\$246,694.93	5.3880%	\$250,000.00	\$3,305.07
U. S. Treasury Bills 17 Week Due 11/07/23	250,000.00	245,661.46	5.4320%	250,000.00	4,338.54
TOTAL SECURITIES CURRENTLY HELD	\$500,000.00	\$492,356.39		\$500,000.00	\$7,643.61

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JULY 2023

	Budget July 1, 2023 to June 30, 2024	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Over/(Under) Budget
Salaries - Full Time Employees	\$408,040.00	\$ 22,838.99	\$ 22,838.99	\$ 18,331.59	\$ (385,201.01)
Salaries - Part Time Employees	139,830.00	4,706.69	4,706.69	5,745.00	(135,123.31)
Salaries - Custodians	36,734.00	2,012.83	2,012.83	1,969.64	(34,721.17)
F I C A & Medicare Tax	44,723.00	2,261.21	2,261.21	1,992.53	(42,461.79)
Unemployment Insurance	1,462.00	333.50	333.50	281.25	(1,128.50)
Disability & Family Leave Insurance	3,858.00	1,470.78	1,470.78	1,471.88	(2,387.22)
Medical Insurance & Reimbursements	73,000.00	11,849.28	11,849.28	7,313.22	(61,150.72)
Worker's Compensation Insurance	4,385.00	3,539.83	3,539.83	3,723.38	(845.17)
Pension Expense	58,460.00	-	-	0.00	(58,460.00)
Heat	5,500.00	-	-	0.00	(5,500.00)
Electricity	40,000.00	-	-	0.00	(40,000.00)
Telephone	7,200.00	635.62	635.62	564.27	(6,564.38)
Insurance	27,000.00	28,699.66	28,699.66	25,675.76	1,699.66
Books, Periodicals, etc.	42,000.00	2,964.07	2,964.07	2,924.07	(39,035.93)
Computer & Automation Services	15,700.00	2,095.36	2,095.36	1,011.39	(13,604.64)
Library, Office Supplies & Postage	10,500.00	997.72	997.72	564.19	(9,502.28)
Maintenance, Repairs & Bldg. Supplies	15,000.00	6.00	6.00	209.66	(14,994.00)
Maintenance Contracts	45,000.00	4,007.93	4,007.93	8,421.64	(40,992.07)
Treasurer	9,000.00	750.00	750.00	700.00	(8,250.00)
Professional Fees	7,000.00	-	-	0.00	(7,000.00)
Election Expense	1,000.00	-	-	0.00	(1,000.00)
Professional Meetings & Travel	1,000.00	-	-	0.00	(1,000.00)
Events & Programming	5,000.00	642.76	642.76	75.00	(4,357.24)
Promotion Expense	4,800.00	-	-	0.00	(4,800.00)
General Expense	2,000.00	243.33	243.33	236.67	(1,756.67)
TOTAL EXPENSE	<u>\$1,008,192.00</u>	<u>\$90,055.56</u>	<u>\$90,055.56</u>	<u>\$81,211.14</u>	<u>(\$918,136.44)</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

JULY 2023

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7353		Gloversville Public Library	\$ 16,231.54	Payroll
7354		Gloversville Public Library	17,093.25	Payroll
7355	2952	National Grid	2,299.08	Accounts Payable
7356	2953	Ingram Library Services	479.97	Accounts Payable
7357	2954	Daily Gazette Co., Inc.	25.00	Accounts Payable
7358	2955	NYSIF Workers' Compensation	1,163.66	Accounts Payable
7359	2956	Johnstown Public Library	9.99	Accounts Payable
7360	2957	Schenectady County Public Library	45.00	Accounts Payable
7361	2958	Gloversville True Value Hardware	21.00	Accounts Payable
7362	2959	Technical Building Services, Inc.	4,098.00	Accounts Payable
7363	2960	Collaborative Summer Library Program	258.80	Accounts Payable
7364	2961	Business Card (1,302.97)	1,273.98	Accounts Payable
			23.00	Computer & Automation
			5.99	Events & Programming
7365	2962	Michael J. Frank	750.00	Treasurer
7366	2963	C D P H P	5,775.16	Medical Insurance
7367	2964	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7368	2965	Charter Communications	129.98	Computer & Automation
7369	2966	Frontier Communications	635.62	Telephone
7370	2967	Linda Conroy	153.41	Petty Cash
7371	2968	Naif's	373.00	Newspapers
7372	2969	Derby Office Equipment, Inc.	986.98	Library Supplies
7373	2970	First Nonprofit Unemployment Program (533.50)	333.50	Unemployment Insurance
			200.00	Cash Reserve
7374	2971	Rick Martinez	350.00	Events & Programming
7375	2972	Mohawk Valley Library System	943.05	Computer & Automation
7376	2973	Dove and Olive Branch Music	150.00	Events & Programming
7377	2974	Liberty Mutual Insurance Company	27,960.10	Insurance - Commercial Package
7378	2967A	Linda Conroy	0.10	Petty Cash
DM		E F T United States Treasury	16.74	Federal Excise Tax - Med. Ins.
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	572.96	Pension - Withholdings
DM		E F T NYS Tax Department	1,543.90	Payroll
DM		E F T United States Treasury (10,435.56)	3,292.28	FICA & Medicare Expense
			7,143.28	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	591.64	Medical Insurance
		CHECK AND EFT PAID OUTS - JULY 2023	<u>95,072.12</u>	
		PETTY CASH PAID OUTS - JULY 2023		
		Events & Programming	136.77	
		Maintenance & Repairs	6.00	
		Library Supplies	4.00	
		Postage	6.74	
			<u>6.74</u>	
		TOTAL JULY 2023 PAID OUTS	<u>\$95,225.63</u>	
		Less: Accrued Payroll Expense	(\$14,509.07)	
		Plus: Prepaid Expenses	19,366.99	
		Less: Accounts Payable	(9,674.48)	
		Less: Petty Cash Check	(153.51)	
		Less: Cash Reserve	(200.00)	
			<u>(200.00)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$90,055.56</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of July 1, 2023		\$1,877.60
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 July 31, 2023		\$1,877.60

W G Y CHRISTMAS WISH GRANT

Balance as of July 1, 2023		\$1,515.01
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 July 31, 2023		\$1,515.01

ADVOCACY GRANT

Balance as of July 1, 2023		\$180.34
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 July 31, 2023		\$180.34

APPROPRIATION FOR FUTURE AUDIT

Balance as of July 1, 2023		\$3,825.00
Appropriation Provided For In 2023-2024 Budget		6,750.00
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 July 31, 2023		\$10,575.00

RESTORATION FUNDS RECONCILEMENT

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

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

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

Balance Per Bank Statement					\$ 28,661.57
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
06/20/23	7334	James Esper Landscaping		6,425.00	
07/18/23	7356	Ingram Library Services		479.97	
07/18/23	7358	NYSIF Workers' Compensation		1,163.66	
07/18/23	7363	Collaborative Summer Library Program		258.80	
		Total Outstanding Checks		<u>8,327.43</u>	<u>8,327.43</u>
Other Items:		None			<u>-</u>
BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS					<u><u>\$ 20,334.14</u></u>

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

Balance Per Bank Statement					\$ 18,001.50
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
Other Items:		None			<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 18,001.50</u></u>

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

Balance Per Bank Statement					\$ 58,293.43
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 58,293.43</u></u>

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

Balance Per Bank Statement					\$ 272,336.10
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 272,336.10</u></u>

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 4,845.16

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

\$ 4,845.16

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

Balance Per Bank Statement \$ 273.27

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 273.27

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Charles W. Reed
Vice President of Finance



Friends of the GPL Report
Jean LaPorta / President
July 2023

If you are interested in volunteering for the Friends' Fall Book Sale contact Robin Lair. The Book Sale Committee will be meeting August 17, at 11 AM in the small meeting room at the library. Keep saving any books you wish to donate until the library can begin accepting them. Book Sale is October 12-14 in the Carnegie Room.

The August newsletter was mailed to members earlier this month. Please let me know when Trustees would be interested in submitting an article for the December issue.

The 2023 Friends' \$500 scholarship was awarded to GHS graduate Rebecca Towne. She will be attending Rochester Institute of Technology, with a major in 3D Digital Design.

At the August 3 Friends Meeting the annual \$10,000 donation to the library's annual budget was approved.

Contact Marion Clemente or Barbara Reppenhagen for the Friends' Chicken BBQ Fundraiser tickets (\$14). BBQ is scheduled for September 15 from 4-6 PM at Whitey's in Johnstown.

Friends Patty Franco, Susan Shrader, and Jean La Porta were guest readers at the August 10 Story Time at Rail Station Park. Books on colors were featured and the children who attended were given a free Stewart's ice cream cone coupon.

On September 7, 2023 the Annual Business Meeting of the Friends will take place at 5 PM, followed by the regular September meeting.

The annual Basket Raffle will be conducted starting right after Labor Day. Tickets are \$1 or 6 for \$5. Drawing will be on Friday, October 27 at 2 PM.

We are also asking for voluntary donations for the baby basket that we will be assembling for the first baby born this year at Nathan Littauer Hospital during Friends Week, which is October 22-27. Donations may be left in the Friends' mailbox at the Library by September 29, and labeled "BABY BASKET DONATION."

Special thank you to Merry Brown and her committee for taking such good care of the Library grounds. The greenery and flowers look fantastic. Can't wait to see the outdoor holiday decorations.

GLOVERSVILLE



PUBLIC
LIBRARY

Payroll Service Ad Hoc Committee Report
Charles “Ren” Reed / Chair
July 2023

The Ad Hoc Payroll Service Committee did not meet in July. However, after doing some research, I determined that engaging a payroll service to process the Library’s payroll would cost AT LEAST \$3,000 per year. After discussing this with Mike Frank, we wondered if a library staff member could be trained to process the payroll as a back up to the treasurer and to then process the payroll twice a year (2 out of 26 payrolls) as a means to “stay in practice”.

The committee will meet in September to discuss this and other options.

GLOVERSVILLE



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Plan of Service Ad Hoc Committee Report
Charles “Ren” Reed / Co-Chair
July 2023

The Plan of Service Ad Hoc Committee met on Thursday July 27 to beginning planning the next steps in developing the new Plan of Service document. As part of that planning, a Data Analysis Workshop will be held at the Library on August 30 at 5 PM. The goal of this workshop will be to generate approximately five major takeaways suggested by the raw data collected from the Community Engagement Workshops that were held over the past eight months. The committee will meet again in September 2023.

Purpose

The purpose of the Trustee Education Policy is to comply with *New York State Education Law Section 260-D* which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the System Board.

According to *Section 260-D*, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
 - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils

- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Conference and Travel Policy. All continuing education requesting reimbursement must be pre-approved by the Library Board.

Adopted: September 19, 2023



Director's Report
Valerie Acklin / Library Director
July 2023

Collection Changes and Cleanouts

Summer is always a tad quiet as far as building traffic goes, with many folks traveling and enjoying the outdoors. While we miss interactions with our patrons, we've been using this time to reorganize and rearrange many areas in the building. Our Teen section and Graphic Novel sections have been shifted to remove older titles that haven't circulated, as well as provide some much-needed shelf space. We have expanded our Puzzle Exchange, and we are in the process of dissolving our audiobook CD collection, which has had very little circulation for the past few years. We'll continue to participate in the MVLS circulating audiobook collection for now, to ensure that listeners of CD audiobooks still have new options to choose from. In addition, the number of streaming and downloadable MP4 audiobooks continues to grow through Libby (the app that supports our electronic resources in Overdrive and maintained by MVLS). Taking the space vacated by CD audiobooks will a new floating collection of popular fiction and non-fiction, maintained by MVLS. This is an incredibly important step for libraries in this region, as it will allow books to "live" where they are most requested, which, in turn, means that each library doesn't have to purchase multiple copies of new hardcover (ie: expensive) titles, only to withdrawn them 6-months later when they are no longer as popular. Our own New and Popular collection, as well as our Lucky Day collection, will move closer to the MVLS floating collection (to keep like materials together). And their former home will be taken over by our Library of Things pegboard and display. It's a lot of movement, but it's all happening right in front of the Information Desk, where staff is readily available to provide assistance. Down in Youth Services, Picture Book City reassignments are almost finished, and collections continue to be weeded. A thorough reorganization of the Activity Room was necessary, as I felt it was no longer a safe space for programming. Liz and Darla worked hard and now it is kid-friendly and ready to go. Liz also tackled the filled-to-overflowing closet in the room, which is now configured with Youth Services' supplies.

Community Engagement

A lot has been happening outside the building, too, as we prepare for fall. I'll be meeting with the Legal Aid Society of Northern New York, Catholic Charities, as well as The Family Counseling Center in the next few weeks, in the hopes of establishing partnerships that can help provide supportive library services to those in need the community. In addition, Lex and I have begun talks with The Pride Center of the Capital Region, as we start planning programming stemming from our \$50,000 NYS Department of Health grant. Another exciting venture on the horizon is the establishment of the Gloversville Youth Community Engagement Awards, which will be annual service awards given by the Glove City Coalition to teens living within the GESD. I'm heading up the award committee and I'm excited to work with other non-profit stakeholders to bring it to life.



Gloversville Public Library

Nicole Hauser / Head of Adult Services & Collection Development

July 2023

The new fiscal year has gotten off to a solid start. Materials and programming funds have been sorted and “divvied” up, and budget spreadsheets and Polaris funds have been updated. We’ve started ordering books and materials for the collection again.

I finalized and submitted the EBSCO order for our magazine subscriptions for the 2024 calendar year. Two magazines were discontinued by the publisher (effective May & June) and we cancelled subscriptions for five others due to low circulation. If no other magazines are discontinued between now and January, that means we will have 21 magazine subscriptions on our shelves to start the new year, with a much wider selection available online through Libby.

This month I also managed to finally connect the new copier/printer to our network and set up the network monitoring between it and Derby’s. This means that in the future, Derby’s will be alerted by the copier/printer itself when it is running low on toner and they will be able to get it to us BEFORE we run out!

The month ended with a bang, with 18 new computers begin installed on July 31. All of the public computers on the Main Level were replaced with brand new machines, which was long overdue, and all of the staff circulation computers were replaced as well. Two members from Joint Automation came out to complete the installation and it went rather smoothly, with only a few minor hiccups.

Program planning and prep is ongoing, as usual. At this point we are in the process of planning programming through February 2024. I was also able to add a beginning yoga class to our Fall schedule at the last minute that will be run by a certified community member. Also, in the past year, MVLS has introduced a new maker/crafting item collection for member libraries to borrow from. I have been taking advantage of this new collection that includes multiples of items such as heat guns, easels, jewelry making tools and more. This is allowing us to explore new techniques and projects in our crafting classes that we were unable to before because of lack of equipment. Thank you MVLS!

Programs in July:

- Easy Eats: 6 participants & 1 staff
 - We cooked a Mexican meal together, as we prepared dishes from alternative diets including vegan, gluten-free, vegetarian, and keto.
- Garden Club: Garden Upkeep: 1 participant & 2 staff
 - This month we met outside at the Library Garden. We pulled weeds, trimmed plants, watered, and harvested.
- Adult Crafting had a total of 26 participants & 2 staff
 - 1:30 PM class: 5 participants; 5:30 PM: 11 participants; Registered for kits: 10 patrons
 - Participants created gnome heads, as bases for air plants, out of small clay pots.
- Bad Art
 - We made, and handed out, 200 Bad Art kits during July. So many Bad Art kits were handed out that we ran out of shoulder pads and sporks, two of the required elements in the kits. To accommodate this, we found two other elements of which we had many and substituted those in! Completed pieces were due by July 28 and 43 were returned. The Bad Art art show will be on display from August 2 – September 1 on the Main Level. Patrons will be able to vote for their favorite pieces and a reception and awards ceremony will be on August 24 at 5 PM. This program has created a lot of buzz and excitement and positive energy!

This month I saw a slight decrease in attendance of Teen Programs, likely due to many patrons being out of town for summer vacation. We still saw most of our regulars, and with the exception of The Creative Zone, none of the programs were unattended. I held my first Table Top Tuesday teen game night and sadly only one patron came, so we were limited to 2 player games.

In my collections, I did a full weed of the teen fiction and nonfiction. It was definitely time for a purge. With Sally's help, the shelves have been measured and shifted, and things are looking much neater. I have started slowly ordering new teen books and graphic novels again.

This month I also held multiple PR meetings among staff, breaking them up by department (Youth Services and Adult). I will be meeting with Valerie shortly to discuss everything. My goal is to work on making our PR more streamlined and ensuring that events are advertised well in advance. I would also like to create a template for advertising graphics that everyone who works on PR would follow, in order to maintain a recognizable and consistent brand. We also discussed plans to increase promotion of services and collections, including Museum Passes, the Library Garden, and the Library of Things. Here are some of the photos that were posted to help bring patron's attention to our Library Garden, and encourage them to help themselves!



I intend to work on creating our new Teen Art Cart in August to be ready to go in the fall. I spent some time this month preparing for an exciting new program. Under Madison's direction, we did a test run of cyanotypes, a process of using sunlight to create an image on chemically treated paper. Cyanotypes will be done at two programs next month. Below are some of our test run results!



Youth Services Report

Liz Kurz / Head of Youth Services
July 2023

This month has had a whopping 16 programs, with a great turnout for most! Our Travelling Story Times were incredibly popular, as expected, but our most surprising massive attendance was for our Sidewalk Chalk Festival to kick-off Summer Reading. It was so popular, we plan to repeat it in the fall, when, hopefully, it won't rain later on in the day and wash everything away, as it did this time. We also had great success with our Captain Jack Sparrow program on July 12, which felt like a significant comeback after having to postpone the show due to lack of interest back in February. Our Puzzle Competition also was a success, with 5 teams participating, 2 patrons sitting in observing, and a winning time of 41 minutes for a 300-piece puzzle! We are excited to repeat this program, as well, and bring back families to engage with each other.



In addition to programs, we have been busy downstairs! We have had more kids and families come in, with summer vacation giving everyone more time to fill with hanging out at the library. We have a family that comes in every week to have a toddler meet with a specialist, while the older siblings have been entertaining themselves with our books, toys, and computers! The oldest son of the family has spent a great deal of time speaking with me about his special interests, manga and video games, especially Roblox, *Attack on Titan*, and *Avatar: The Last Airbender*. We also had two girls this month who, while staying with their aunt, were very excited about books and learning about/spending time in the library. They specifically were looking for Spanish and bilingual picture books and easy readers. During their time here, they also learned about how to read a books spine label and a little about the Dewey Decimal System!

Our back-end projects also moved forward this month. Our J fiction weed is officially complete, and we are now working on our easy readers. After that we will move on to our J nonfiction section. We have also progressed to the next stage of our Picture Book City revamp, which means we are going through the entire collection to see if any books were missed or need a second evaluation. I also took over cleaning the Activity Room storage in order to get a better sense of what materials we have for the upcoming fiscal year, and to improve our access to the materials we have in storage. This has already inspired ideas for crafts and made materials more accessible, and I am hopeful that it will continue to trend in that direction!





Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

July 2023

New Grants for Building Projects

I submitted the CFA application for the dome. This really took up the majority of the month. I also started the 2023 application for Public Library Construction Aid through the Division of Library Development for Phase 2 of the parking lot.

Other Grants

None

Other Projects

- I met with Valerie and Linda to review personnel topics including tracking staff paid time off. Valerie and I also had a Zoom call with a consultant at LibStaffer for assistance in setting up our staff scheduling.
- Weeding of the Adult 300s in the Nonfiction Room continued.
- We had a pre-bid meeting walk through of the parking lot. Unfortunately, no contractors came.

Meetings & Calls

- July 3: Staff meeting
- July 5: Meeting with Valerie and Linda
- July 6: Zoom call with LibStaffer
Meeting with Valerie
- July 10: Staff meeting
- July 17: Pre-bid walk through of parking lot
Staff meeting
- July 18: Submitted CFA application
- July 19-31: Vacation

Statistics / Monthly Report

July 2023

Figures in parentheses are comparable figures for 2022

	<u>2023</u>	<u>2022</u>
VISITORS	5,123	(5,577)
CIRCULATION		
Adult circulation	1,492	(1,520)
Teen Circulation	250	(185)
Juvenile Circulation	1,115	(1,315)
Audiobooks	45	(81)
eAudio	209	(209)
eBooks	524	(612)
Music	12	(17)
Periodicals	50	(27)
eMagazines	66	(76)
Videos	672	(701)
Museum Passes	5	(5)
Library of Things	19	(11)
Subtotal	<u>4,459</u>	<u>(4,759)</u>
In-House Use		
Adult	59	(64)
Juvenile Circulation	310	0
Other Materials	600	(600)
Subtotal	<u>969</u>	<u>(664)</u>
Total Circulation	5,428	(5,423)
REFERENCE QUESTIONS	121	(89)
MEETINGS / PROGRAMS / OUTREACH		
85 Adult programs & meetings with 319 people		(65 Adult programs & meetings 270 people)
15 Juvenile programs & meetings with 256 people		(11 Juvenile programs & meetings with 302 people)
9 Teen programs & meetings with 62 people		(2 Teen programs & meetings with 14 people)
311 One-on-one programs & meetings with 311 people		(228 One-on-one programs & meetings with 228 people)
INTERLIBRARY LOAN		
Material Borrowed	492	(655)
Material Loaned	528	(537)
Total	<u>1,020</u>	<u>(1,192)</u>
COMPUTER USAGE	1,347	(1,496)
HISTORICAL ROOM		
Visitors	23	(12)
Books Used	43	(59)
Reference Questions	36	(6)
Microfilm	8	(5)

Additional Circulation & Services Stats:

Graphic Novels/Youth	117
Graphic Novels/YA & Adult	99
Library of Things	19 (including 6 games)
Princh (Wireless Printing)	139 pages printed, \$15.40 collected
Faxes	10 faxes, \$33.00 collected
Essentials kit	1
Seed Club	2 new patrons/1 repeat patron/30 packets