



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
September 19, 2023 6 PM

Call to Order/Attendance Public

Comment

1. Accept the Minutes of the:
 - August 2023 Meeting*
 - August 30, 2023 Special Meeting*
2. Treasurer's Report*
 - Authorize filing of 990 tax return*
 - Accept Phil Beckett's audit*
3. Warrant List*
4. Budget and Finance Committee Report
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
9. Local History Room Committee Report
10. Outreach Committee Report
11. Payroll Ad Hoc Committee Report
12. Personnel Committee Report
13. Plan of Service Ad Hoc Committee Report
14. Policy Committee Report
 - Trustee Education Policy [Second Reading]*
11. Program Committee Report
12. Public Relations Committee Report
13. Trustee Appointment Ad Hoc Committee Report
14. Library Director's Report
15. Librarians' Reports
16. Old Business
 - Secretary Opening
 - Staffing Platform Update
 - Free Food Fridge Update
17. New Business

Adjourn*

Next Meeting: October 17, 2023 at 6 PM

*Motion Required



Minutes of the Gloversville Public Library Board of Trustees Meeting August 15, 2023

The Gloversville Public Library Board of Trustees held its regular meeting on August 15, 2023. Present were President Gregory Niforos, Vice-President Merry Dunn-Brown, Library Director Valerie Acklin, Vice President of Finance, Charles Reed, Treasurer Michael Frank, Susan Shrader, Christine Pesses, and John Mazur.

Mr. Niforos called the meeting to order at 6:02 PM.

Mr. Niforos opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Niforos informed the Trustees that Christian Rohrs had tendered his resignation earlier this month for personal family reasons. Mr. Frank offered to take the minutes of the night's meeting and to fill in until a new Secretary is appointed.

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

Mr. Niforos asked for a motion to accept the July Organizational Meeting and the July Regular Meeting minutes. Ms. Dunn-Brown made a motion, seconded by Mrs. Shrader to accept the minutes of both meetings as presented. The Board approved both 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. Reed made a motion, seconded by Mr. Mazur. 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. Mr. Mazur made a motion, seconded by Mrs. Shrader to accept the Warrant List and approve payment of the warrants. The motion carried with a vote of "aye".

Mrs. Pesses made a motion to have Ms. Acklin sign the maintenance agreement with Stark Tech for \$7,019. Ms. Dunn-Brown seconded this motion and it was approved with a vote of "aye".

Mrs. Pesses made a motion to accept the Base Bid of \$256,868, from DelSignore Paving of Troy, NY, covering the Auxiliary Parking Lot Project – Phase 1, as recommended by Butler Rowland Mays Architects. Mr. Mazur seconded this motion and it was approved with a vote of "aye".

Mrs. Pesses made a motion to accept the Add Alternate 1 Bid of \$1,331, from DelSignore Paving of Troy, NY, covering work on the strip of property adjacent to the western edge of the Library's lot if, and only if, agreed to by property owner, Patti Noble. This motion was seconded by Mrs. Shrader and approved with a vote of "aye".

Mr. Reed delivered the Budget and Finance report. He indicated that there had not been a meeting.

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

In his President's Report, Mr. Niforos thanked Mr. Rohrs for his devotion as Secretary of the Board over the past few years. The board echoed his sentiments with appreciation and boundless gratitude. Mr. Niforos asked the Board to consider a replacement to be appointed until the next election in May 2024.

In Mr. Carlson's absence Mr. Niforos reviewed the Building and Grounds Report.

There was no Local History Room Committee Report.

Ms. Dunn-Brown reported on behalf of the Outreach Committee.

Mrs. Shrader noted there was no meeting of the Personnel Committee.

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

Mrs. Pesses reviewed the Trustee's Education Policy first reading. No changes were noted in this reading.

Mr. Mazur noted that there was no Program Committee report. There was no Public Relations Committee report.

Ms. Acklin delivered the Library Director's Report.

Mr. Niforos asked if there was any Old Business. It was noted that several Trustees needed to sign the Conflicts of Interest form.

Mr. Niforos asked if there was any New Business. Mrs. Acklin noted that the MVLS Awards Program was coming up and that she was nominating 2 employees for awards. Two other people were also suggested for consideration.

At 7:50, Mrs. Shrader made a motion to go into Executive Session to discuss employee positions. Mrs. Pesses seconded this motion and it was approved with a vote of "aye".

At 8:05 Mr. Niforos requested a motion to leave Executive Session. Mr. Reed made a motion, seconded by Mr. Mazur. The motion carried with a vote of "aye".

Mrs. Pesses made a motion to promote Madison Smrtic to Library Assistant starting October 1, 2023 at an hourly rate of \$18.50 and to promote Gabrielle Duplessis to Library Clerk starting October 1, 2023. This motion was seconded by Ms. Dunn-Brown and approved by a vote of "aye".

At 8:13 Mr. Mazur made a motion to adjourn, seconded by Mrs. Shrader. The motion carried with a vote of "aye".

Respectfully submitted,

Michael J. Frank, Interim Secretary



Minutes of the Gloversville Public Library Board of Trustees Special Meeting August 30, 2023 7:30 PM

The Gloversville Public Library Board of Trustees held a Special Board meeting August 30, 2023. President Greg Niforos noted that the following Trustees were present: Vice President Merry Dunn-Brown, Vice President of Finance Charles "Ren" Reed, Sue Shrader, Richard Carlson, Caren Pepper, and Christine Pesses. Library Director Valerie Acklin was also present.

Valerie Acklin
Library Director

Noting that a quorum of the Library Board of Trustees was present, Mr. Niforos called the meeting to order at 7:04 PM and everyone recited the Pledge of Allegiance. Mr. Reed agreed to serve as Secretary Pro Tempore.

At 7:05 PM, Mr. Niforos requested a motion to enter into executive session for the purpose of discussing personnel matters. Ms. Pesses made the motion which was seconded by Ms. Shrader. The Board unanimously approved with a vote of "aye".

At 8:10 PM, Mr. Niforos requested a motion to leave executive session. Ms. Pesses made the motion which was seconded by Ms. Shrader. The Board unanimously approved with a vote of "aye".

Mr. Niforos requested a motion to create the position of Assistant Library Director as outlined in the resolution below. Ms. Shrader made the motion which was seconded by Ms. Dunn Brown. The Board unanimously approved with a vote of "aye".

WHEREAS the Board is responsible for strategic planning and budgeting for a workforce that meets the evolving needs of the library;

THEREFORE BE IT RESOLVED that the Board shall create an "Assistant Director" position, to go into effect as soon as such job title is confirmed with the Fulton County Personnel Department, with compensation as to be determined, but no less than \$60,000 annually; and

BE IT FURTHER RESOLVED that pending the creation of the "Assistant Director" position, and in recognition of current operational needs, the Board hereby authorizes assigning further duties consistent with the duties of "Librarian II", for compensation of \$57,000.00 (Fifty-Seven Thousand Dollars) per year to that position, to be effective no later than October 1, 2023 and prorated for the remainder of the 2023-2024 fiscal year; and

BE IT FURTHER RESOLVED that the Board shall budget to fill any "Assistant Director" role, upon creation, consistent with Civil Service rules, via internal promotion if possible, and shall further budget to incentivize a candidate of suitable qualifications with a one-time payment of up to \$4,500.00 (Four Thousand Five Hundred Dollars) for a recruitment bonus upon acceptance of the "Assistant Director" job; and

BE IT FURTHER RESOLVED that the Board shall budget for 100% of employee medical insurance costs for the following three years, and an annual salary increase of \$1,250 (One Thousand Two Hundred Fifty Dollars) to take effect at the start of the second year as "Assistant Director", upon acceptance of the "Assistant Director" job; and

BE IT FURTHER RESOLVED that the Board directs the Library Director to work with Fulton County Personnel Department, the Library's attorney, and any candidate of suitable qualifications, to take all action necessary to effect the details of this resolution, including offering the additional compensation to the Librarian II as described by September 1, 2023.

Mr. Niforos requested a motion to hire Madison Soussi as a Library Clerk for 17.5 hours per week \$15.25 per hour and to hire Madison Soussi as a maintenance worker for 12 hours per week at \$15.25 per hour. Ms. Pesses made the motion, seconded by Mr. Carlson. The Board unanimously approved with a vote of "aye".

At 8:15 PM, Mr. Niforos requested a motion to adjourn. Ms. Dunn Brown made the motion, seconded by Ms. Pesses. The Board unanimously approved with a vote of "aye".

Respectfully submitted,

Charles "Ren" Reed, Secretary Pro Tempore

58 East Fulton Street, Gloversville, NY 12078

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GLOVERSVILLE PUBLIC LIBRARY

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

AUGUST 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	1,392.63	1,776.64	13.91	(8,223.36)
Gloversville Library Foundation Inc. - Int. & Div.	120,000.00	10,000.00	20,000.00	20,000.00	(100,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	605.00	2,450.00	(9,395.00)
Government Affiliations	7,000.00	4,927.50	4,927.50	0.00	(2,072.50)
Donations - Direct	0.00	2,075.00	2,575.00	415.00	2,575.00
Fees & Miscellaneous Income	2,500.00	445.71	678.20	673.23	(1,821.80)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,060.98</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$773,195.00</u>	<u>\$28,840.84</u>	<u>\$40,562.34</u>	<u>\$33,613.12</u>	<u>(\$732,632.66)</u>
	<u>Income Cash Reconciliation</u>				
Income Cash Balance on August 1, 2023	<u>\$489,427.94</u>				
Plus: Receipts Per Report	28,840.84				
Less: Equipment - Computers	(18,614.40)				
Less: Expenses Per Report	<u>(67,049.02)</u>				
Income Cash Balance on August 31, 2023	<u><u>432,605.36</u></u>				
Accounts Payable as of 08/31/23	1,517.55				
Accrued Payroll Expense as of 08/31/23	0.00				
Prepaid Expenses as of 08/31/23	<u>(4,605.34)</u>				
Actual Cash Balance on August 31, 2023	<u><u>\$429,517.57</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$246,089.36				

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 August 1, 2023	\$58,293.43	
Plus: Receipts:		
Interest on Money Market Account	217.65	<u>Year to Date</u>
Interest on Treasury Bills	0.00	1,174.29
Treasury Bills Matured	200,000.00	
Less: Paid Outs:		
Treasury Bills Purchased	49,124.03	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	70,000.00	
	<u>70,000.00</u>	
Balance on August 31, 2023	<u>\$139,387.05</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on August 1, 2023	\$272,336.10	
Plus: Receipts:		
Interest on Money Market Account	693.90	<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	0.00	
Transfer to Construction Checking Account	0.00	
	<u>0.00</u>	
Balance on August 31, 2023	<u>\$273,030.00</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on August 1, 2023	\$4,845.16	
Plus: Receipts:		
Interest Earned	0.08	
Building Fund Transfer	0.00	
Less: Paid Outs:		
None	0.00	
	<u>0.00</u>	
Balance on August 31, 2023	<u>\$4,845.24</u>	

AMAZON SMILE SAVINGS ACCOUNT

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

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

AUGUST 31, 2023

GENERAL FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 13 Week Due 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
U. S. Treasury Bills 17 Week Due 12/05/23	50,000.00	49,124.03	5.4840%	50,000.00	875.97
TOTAL SECURITIES CURRENTLY HELD	\$250,000.00	\$246,089.36		\$250,000.00	\$3,910.64

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

AUGUST 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	\$ 31,974.58	\$ 54,813.57	\$ 42,773.69	\$ (353,226.43)
Salaries - Part Time Employees	139,830.00	10,536.86	15,243.55	16,834.96	(124,586.45)
Salaries - Custodians	36,734.00	2,817.96	4,830.79	4,595.82	(31,903.21)
F I C A & Medicare Tax	44,723.00	5,208.34	7,469.55	4,911.63	(37,253.45)
Unemployment Insurance	1,462.00	0.00	333.50	281.25	(1,128.50)
Disability & Family Leave Insurance	3,858.00	0.00	1,470.78	1,471.88	(2,387.22)
Medical Insurance & Reimbursements	73,000.00	6,188.51	18,037.79	11,998.42	(54,962.21)
Worker's Compensation Insurance	4,385.00	0.00	3,539.83	3,723.38	(845.17)
Pension Expense	58,460.00	0.00	0.00	0.00	(58,460.00)
Heat	5,500.00	26.26	26.26	56.48	(5,473.74)
Electricity	40,000.00	2,957.56	2,957.56	4,255.87	(37,042.44)
Telephone	7,200.00	640.63	1,276.25	1,146.66	(5,923.75)
Insurance	27,000.00	0.00	28,699.66	25,675.76	1,699.66
Books, Periodicals, etc.	42,000.00	1,964.78	4,928.85	5,123.51	(37,071.15)
Computer & Automation Services	15,700.00	1,125.93	3,221.29	2,053.58	(12,478.71)
Library, Office Supplies & Postage	10,500.00	1,100.97	2,098.69	2,047.36	(8,401.31)
Maintenance, Repairs & Bldg. Supplies	15,000.00	375.97	381.97	866.30	(14,618.03)
Maintenance Contracts	45,000.00	0.00	4,007.93	10,799.14	(40,992.07)
Treasurer	9,000.00	750.00	1,500.00	1,450.00	(7,500.00)
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	336.00	336.00	11.88	(664.00)
Events & Programming	5,000.00	1,003.68	1,646.44	626.18	(3,353.56)
Promotion Expense	4,800.00	25.00	25.00	25.00	(4,775.00)
General Expense	2,000.00	15.99	259.32	251.66	(1,740.68)
TOTAL EXPENSE	<u>\$1,008,192.00</u>	<u>\$67,049.02</u>	<u>\$157,104.58</u>	<u>\$140,980.41</u>	<u>(\$851,087.42)</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

JULY 2023

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7379		Gloversville Public Library	\$ 17,570.06	Payroll
7380		Gloversville Public Library	17,520.38	Payroll
7381	2975	Michael J. Frank	750.00	Treasurer
7382	2976	C D P H P	5,775.16	Medical Insurance
7383	2977	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7384	2978	Charter Communications	129.98	Computer & Automation
7385	2979	Frontier Communications	640.63	Telephone
7386	2980	National Grid	26.26	Natural Gas
			2,957.56	Electricity
7387	2981	Ingram Library Services	1,370.57	Books
7388	2982	Naif's	396.00	Newspapers
7389	2983	Leon Etienne	696.00	Events & Programming
7390	2984	Derby Office Equipment, Inc.	6.00	Library Supplies
7391	2985	Daily Gazette Co., Inc. (72.97)	25.00	Promotion Expense
			47.97	Maintenance & Repairs
7392	2986	Palmateer Trucking & Container Service	328.00	Maintenance & Repairs
7393	2987	Gary Van Slyke	75.00	Events & Programming
7394	2988	Crisan Anadio	50.00	Events & Programming
7395	2989	Quill LLC	1,051.00	Library Supplies
7396	2990	Business Card (829.75)	15.99	G/E - Zoom
			52.90	Computer & Automation
			198.21	A/V - DVDs
			182.68	Events & Programming
			43.97	Library Supplies
			336.00	Professional Meetings & Travel
7397	2991	Mohawk Valley Library System (19,557.45)	943.05	Computer & Automation
			18,614.40	Equipment - Computers
7398	2992	Gloversville Public Library	17,614.52	Payroll
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	614.28	Pension - Withholdings
DM		E F T NYS Tax Department	2,476.10	Payroll
DM		E F T United States Treasury (16,510.68)	5,208.34	FICA & Medicare Expense
			11,302.34	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	722.77	Medical Insurance
		CHECK AND EFT PAID OUTS - JULY 2023	<u>107,883.28</u>	
		PETTY CASH PAID OUTS - JULY 2023		
		None	<u>0.00</u>	
		TOTAL JULY 2023 PAID OUTS	<u>\$107,883.28</u>	
		Less: Equipment - Computers	(18,614.40)	
		Plus: Pension, Med. Ins. & 403B Not Paid at 8/31/23	533.62	
		Less: Prepaid Payroll	<u>(22,753.48)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$67,049.02</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

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

W G Y CHRISTMAS WISH GRANT

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

ADVOCACY GRANT

Balance as of August 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 August 31, 2023		\$180.34

APPROPRIATION FOR FUTURE AUDIT

Balance as of August 1, 2023		\$10,575.00
Appropriation Provided For In 2023-2024 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, 2023		\$10,575.00

RESTORATION FUNDS RECONCILEMENT

Balance as of August 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 August 31, 2023		\$2,807.18

Financial Review August 2023

The Financial Report for the first two months of our fiscal year ending June 30, 2024 shows our income up by approximately \$6,900 as compared to the same period of the prior fiscal year. This was primarily a result of receiving our Local Library State Aid earlier in 2023. Our Investment Income was also higher in 2023 as a result of our investing funds in Treasury Bills during the first two months of 2023. Expenses for the current period were up approximately \$16,100 over the same period in the prior year due primarily to the increase in salaries and payroll related expenses as the Library has been adding needed staff as part of the requirement to obtain the Empire State Development Grant funding. We also experienced an increase of \$3,000 in our Commercial Insurance Package premium over the prior year.

As interest rates have been increasing the Library started to invest some of the General Fund and Fund Balance Fund balances in short term United States Treasury Bills. This practice began in November 2022 to help improve the Library's income. This is continuing into the new fiscal year.

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

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

Balance Per Bank Statement					\$ 23,198.92
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	
08/15/23	7382	C D P H P		5,775.16	
08/15/23	7389	Leon Etienne		696.00	
08/15/23	7392	Palmateer Trucking & Container Service		328.00	
08/15/23	7393	Gary Van Slyke		75.00	
		Total Outstanding Checks		<u>13,299.16</u>	<u>13,299.16</u>
Other Items:		None			<u>-</u>

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 9,899.76

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

Balance Per Bank Statement					\$ 19,072.82
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
08/31/23	6362	George Emden IV		1,071.32	
		Total Outstanding Checks		<u>1,071.32</u>	<u>1,071.32</u>
Other Items:		None			<u>-</u>

BALANCE IN LEDGER AND QUICKBOOKS \$ 18,001.50

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

Balance Per Bank Statement					\$ 139,387.05
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 \$ 139,387.05

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

Balance Per Bank Statement					\$ 273,030.00
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 \$ 273,030.00

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 4,845.24

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 -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 4,845.24

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	<u>-</u>	<u>-</u>

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
August 2023

- Book Sale donations will be accepted in the Carnegie Room from October 3 -10.
- Book Sale October 12 -14. Anyone wishing to volunteer please contact Robin Lair.
- The Friends' August newsletter received many positive comments for all the information that was included. Thank you to all who submitted articles.
- If you plan to submit an article of the December issue of the newsletter, please submit your article by October 27 to Mary Trainor at mtrainor102@gmail.com
- The chicken BBQ at Whiteys was on September 15. Thank you for all who supported this fundraiser.
- The Friends Annual Business meeting was conducted on September 7, 2023. Election of officers, reviewing goals for 2023-2024, future fundraisers, and approving 2023-2024 meeting dates were among the items discussed.
- Friends Basket Raffle is underway. Raffle tickets are available at front desk of library. Drawing is Oct. 27.
- Yes, we are doing a Baby Basket for Friends Week again this year and if you wish to donate a baby item you can leave it in the Friends' mailbox marked "baby basket donation - Attention Patty Franco."
- A free staged trading play provided by the Colonial Little Theatre is being planned for November 3. More details to follow.
- A free holiday musical program by The Dreamcatchers, a popular local singing group, is also in the works for November. 30th. What a great way to begin the holiday season with music and holiday cookies and punch.
- Friends are making great progress in updating our email contact list and hope to have it ready to use in the spring.



President's Report
Gregory Niforos / President
August 2023

I attended the Plan of Service community meeting on August 30. It was great to see many community leaders in attendance and contribute to a very meaningful discussion. I am looking forward to seeing the final result. Thank you to Ren and Caren for leading the Plan of Service committee. C
Reminder there is a special board meeting on September 29 from 1-2:30 PM to draft new vision and mission statements.

NYLA hosted a webinar on "The Freedom to Read". The host, Jaime LaRue, discussed the historical reasons behind book bans, and how the current movement echoes that, but also differs. He stressed the importance of having good policies in place before issues arise. You can review our policies on book challenges in our Collection Development and Programming policies. As an organization, the Groversville Public Library supports and abides by the ALA Library Bill of Rights, and supports the Freedom to Read and Freedom to View. Those documents are available to read on our website.

In the interest of having policies in place before issues arise I want to propose a rule for our meetings that Public Comment be limited to, at most, 3 minutes per speaker, which cannot be ceded to another speaker, and maximum comment period of 30 minutes. No responses will be given at that meeting, if any follow up is required, myself, Valerie, or the appropriate committee chair will review the concern and follow up at the next meeting.

The MVLS Annual Dinner is October 4 at 5:30 at the Canajoharie Library. Invitations are forthcoming.

Interviews with prospective board members are ongoing, and I am still seeking someone to fill the vacant Secretary seat.



Buildings and Grounds Committee Report
Richard Carlson/Chair
August 2023

New Library Parcel on East Fulton Street

Phase I:

- The bid option (paving the strip next to the former Probation Building) will not be included in the project, as the building owner decided not to have the strip paved
- Barb amended the grant for Phase I to include the parking area paving (originally envisioned to be in Phase II). This doesn't get us any more money from the grant but it eliminates a potential paperwork issue which might delay the project start
- We are awaiting the contractor's submission of the completed contract paperwork. As soon as DelSignore submits it we can schedule a pre-construction meeting and the start of work.
- We still haven't received the 90% of the grant amount (Barb says it usually gets here in August but she hasn't seen it). This shouldn't present any cash flow issues for us unless receiving the funds gets dragged out for some reason
- Need to address employee parking needs while the project is under construction
- Barb submitted a "Dream and Do" small grant application to MVLS for adjustable height outdoor folding tables and benches for use in the outdoor programming area
- Do we want to publicize (newspaper article, etc.) the start of the project to let folks know what's happening down there?

Phase II:

- Barb recently submitted the DLD 2023 grant application for Phase II. It was for 75% of \$145k, which is \$109k
- Barb met with other MVLS members also submitting applications this grant cycle. Some of them are also planning some major projects; we should know what we will be getting by the end of next week (9/22+/-)
- Depending on timing and availability of funds we may be able to purchase and install the "Additional Parking" sign for the new lot later this year

Atrium Restoration Project

Update: On Thurs., 9/14 Barb met with representatives of the City and the Center for Regional Growth (CRG) to go over the next steps for securing the City's GRIP grant. We were awarded \$80k by the City (we had requested \$100k). The major takeaways from the meeting are summarized below.

- Asbestos Survey – The dome repair project will need a certified asbestos and hazardous material survey. While the building rehabilitation project included these surveys and abatement measures the project did not include this work for the dome. Initially the City told us that the survey could be done under a contract the City already had for this work at a number of sites but it now appears more likely that we will have to arrange for it ourselves. Barb had received an estimate for this work (\$900) earlier this year, so she will get in touch with the firm for an updated one so that the work can be done before winter.
- Cooperative Procurement Contract - Up to now we have been planning to progress this project under a cooperative procurement process under which a contractor already preapproved by the State for a broad range of work would in turn subcontract the work to a firm with the needed expertise for the specialized work the dome rehabilitation will require. It now appears unlikely that the State agency administering the program providing funding to the City will allow cooperative procurement. This is being checked out but as of now it looks like we will have to revisit the contractual arrangement for progressing the project.
- MBE/WBE Contract Requirements – Both the City’s GRIP grant and the SHPO CFA grant (we have also made an application for \$383k in funding under that program for the dome project) require that a portion of those grant funds be applied to work performed by minority and women owned business enterprises (MBE/WBE). That amounts to 13% of the grant award for MBE contractors and 17% for WBE contractors, or a total of \$139k between the two grants and the two programs. To date none of the three contractors (our architect, Mid-State for the dome repair, and Garland for the cooperative procurement) we have been working with on the project are MBE or WBE firms. Given all the various complexities this project is presenting we are investigating how the MBE/WBE requirements will be applied to this project.
- Interior Work – We do not yet have a contractor, or an estimate, for the plastering and painting that will be required to restore the interior of the dome. While a firm for that work may help us meet part of the overall MBE/WBE requirement, that is unknown at this time.
- We will know whether we were successful in securing a SHPO CFA grant when they are announced this December. Until then we will continue our efforts towards resolving these outstanding issues.

Grant Opportunities for Building Projects: See above items.

HVAC Problems and Fixes: Still having air circulation issues.

Insurance: Nothing new to report

Illegal Parking: Problem seems to have eased up.

Restroom Locks: Will be installed this fall.

Carnegie Room Chair Rail: Installed

Storage Space Issues: Will purchase shelving unit for the Carnegie Room storeroom. Also looking to rearrange things in the “unsafe room” in the basement to provide more storage space.

Gate Hardware: Installed

Grounds Maintenance: Last clean-up session for the season set for September 26 at 9 AM.

Maintenance Contracts: Review Current Status of Scheduled Visits and Actions

- HVAC Software
- HVAC Maintenance
- HVAC Cooling Tower Maintenance
- Sprinkler System: Inspected
- Fire Extinguishers
- Elevator
- Fire Inspection
- Key Fob lock software: PremiSys will upgrade software on Mon. 9/18 as part of their contract

New Business: Large Meeting Room storage drawers now have handles and locks.

GLOVERSVILLE



PUBLIC
LIBRARY

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

The ad Hoc Payroll Service Committee did not meet in September. However, one of Nicole’s new duties will be to learn how to generate the payroll in the case of an emergency. Our treasurer, Mike Frank, will begin instructing Nicole how to do this. I recommend that this committee be disbanded since its work is done.

GLOVERSVILLE



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

The Data Analysis Workshop was held at the Library on August 30 at 5 PM and was well attended. The goal of this workshop was to generate takeaways suggested by the raw data collected from the Community Engagement Workshops that were held over the past 8 months. The committee then met on September 5, 2023 to plan what happens next. As a result, a special meeting of the Board was called for Friday, September 29, 2023 at 1 PM to develop a vision statement and a mission statement for the Library. Once this is done, then goal setting can begin.

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
August 2023

Scheduling Platform Update

Barb and I have been meeting regularly with the folks at SpringShare (the company behind LibStaffer, our new staff scheduling platform) to build a new system for employees to be scheduled. This is no small undertaking. The problem isn't with the new system, it's with the way the Library has operated up until now. As far as the workday goes, each employee has their own individual start and end times to their day, and those start and end times differ depending on the day. There has been zero consistency and no set start/end times for anyone. Ever. To make matters worse, public desk and/or office shifts have been in 15-minute increments. That means that within an hour, at any given desk, there may be four different people stationed there. That is maddening for everyone and horrendous in terms of productivity. Add to that, the fact that our current scheduling template only allows for 12 employees, which means that seven of us are never even included on the schedule. The result has been chaos, with it nearly impossible to figure out who is where and when. Even the new platform couldn't process the data. With no one having a regular schedule or set start/end times, it simply couldn't do what we needed it to. We were, quite literally, giving it all exceptions and no rules, which isn't viable. So, Barb and I spent an entire day at my house throwing everything we currently do scheduling-wise out the window and then building new parameters for work hours and desk shifts. We are now working with our SpringShare consultant to input this new scheduling matrix into the software platform. There are still a few minor issues that need ironing out, but we're now confident that we will be able to make things work and hope to bring the new scheduling platform online next month. We'll then be training Linda to take over the reins (as soon as she's comfortable doing so). This has been an exhausting and time-consuming project, and both Barb and I will feel relieved when it becomes reality. I'm looking forward to sharing more info about how it works/is working when it finally goes live.

Staff Training

The past few months have brought the need for both staff training and staff cross-training to the surface. So, for the rest of the year, we're going to make a concerted effort to do both. First, we've had a lot of new faces added to our clerical staff, and there have been a lot of recent Polaris and other system-wide changes to that even seasoned clerks are struggling with. This has resulted in errors that impact what we do in-house, as well as impacts other member libraries and the folks at MVLS. So, I've asked Linda and Sally (our two Senior Library Clerks) to use some of our staff meeting time each week to give our clerical staff a hands-on Library Clerk 101 refresher course. I'm confident that our crew will be able to hone their circulation skills quickly. I'm also hoping to have the senior staff cross-train with each other, so there's no point of failure should we be down a person for a long time. We're starting with Nicole, who is going to teach both Liz and I the ins and outs of Cassie management and Ingram oversight. This is going to be a long-term project process, as there are a lot of moving pieces to the physical building, all of its systems, the collection, the computers, and all the programs that we use to do all the things that we do.

MVLS Annual Meeting

It's fall, which means it's time for MVLS Annual Meeting...and we're all invited! The Annual Meeting is a wonderful event at which all the system libraries come together to learn and celebrate what we've all done, at both an institutional and system level. The information and conversations at the Annual Meeting help us evaluate what we do and plan for the future. It's one of the few times each year that we get to pick the brains of our sister libraries and get to talk face-to-face with their staff and trustees. The evening also includes the bestowing of the MVLS Awards, and I'm proud to report that Gloversville is up for two of the three awards being handed out. I won't know if we'll be one of the lucky recipients until late September, but it sure would be fun to have a hometown crowd there to cheer our accomplishments, regardless of the results. Plus, there's free food. This year,

the Annual Meeting will be held at the Canajoharie Library & Arkell Art Museum, which is a lovely facility. I've never been there and am excited to go! I strongly urge any Board members who can attend, do so. It will put the hard work that everyone at Gloversville (including trustees!) does in context and it's a lot of fun, to boot. I believe email invites were sent out to all trustees, so please RSVP using the link in that email. Or, type in the URL from the announcement below. Hope to see you there!



YOU ARE INVITED



.....> **TO THE** <.....

MVLS ANNUAL MEETING



OCTOBER 4, 2023, 5:30-7:30 PM



**The Canajoharie Library & Arkell Museum
2 Erie Blvd, Canajoharie NY 13317**



RSVP BY SEPTEMBER 28 AT:



<https://forms.gle/n7gX3XsjFsqT9CjZ6>



Gloversville Public Library

Nicole Hauser / Head of Adult Services & Collection Development

August 2023

August was busy!

Summer reading finished up and we gathered, collated, and sent statistics off to the Johnstown Public Library, who manages the report to the Fulton County Youth Bureau. We should expect to see the money come from Johnstown this Fall.

The Meraki switch and router associated with our WiFi system were replaced and all licenses, including the 11 access points that did not need to be replaced, were renewed. All of the licenses will need to be renewed again in 5 years (2028). None of the hardware should need to be replaced in 2028 unless it fails or is retired by the company.

Ingram reached out for another range of barcodes and I sent along the next 3,000. This should be enough to get us through more than a year.

An audiobook collection dissolution plan was worked up and implemented at the very end of the month. We withdrew more than 680 audiobooks and have offered them to the Friends' of the Library for their upcoming book sale. Of those approximately 700 items, less than 25 were out at any given time, showing that the collection is no longer desirable to our community. We still have a small collection of rotating audiobooks on our shelves from MVLS to help ease with the transition.

I arranged for a representative from Biels/InStream to update our microfilm machine software and for additional staff training for those working with it the most.

With a lot of August feeling like Fall, we began to evaluate the third year of our Library vegetable Garden. For the past three years we have attempted to encourage folks to help us cultivate a vegetable garden and enjoy the harvest. The first two years had no participation from the community and this year, with the effort of monthly programs from January thru September, we've had a small handful of folks (3, not including staff) contribute. The time has come to re-evaluate. Our plan for next growing season is to have a flower garden instead of vegetables. Hopefully this will bring beauty and joy to our patrons without the food waste we've experienced thus far. Perhaps we can revisit the idea of a vegetable garden in the future after a year or two of consideration.

Programs in August:

- Books 'N Brews: 10 participants & 2 staff
 - We met at Plaza's Italian Bistro and had yet another interesting discussion, this time about the fiction title What Alice Forgot by Liane Moriarty.
- Garden Club: Garden Upkeep: 1 participant & 2 staff
 - We met outside at the Library Garden to pull weeds, pull plants past their prime, water, and harvest the bounty.
- Adult Crafting had a total of 28 participants & 2 staff
 - 1:30 class: 10 participants; 5:30: 9 participants, and registered as kits: 9
 - This was our first attempt using clay in class. We created trinket dishes by rolling out clay and pressing a leaf into it. Many participants really enjoyed the class this month and made a point of telling us so.

- **Bad Art & Bad Art Reception**
 - As previously reported, 200 kits were picked up during the month of July. A total of 45 pieces of art were submitted for our exhibition. 274 votes were cast for folks' favorite pieces. There were 18 attendees at the reception. Our winners were:



People's Choice with 42 votes:
The Hello Kitty Warship Portal Party by Callie Rix



Favorite Adult with 28 votes:
Pollinators Rock! by Carmella Buhrmaster



Favorite Teen with 22 votes:
The Mythical Unicorn by Alana McDonald



Favorite Child with 19 votes:
Angel's Song by Bridget Little



Gloversville Public Library

Lex Lanza / Teen Services & Community Engagement Librarian

August 2023

August was a month of many meetings, working with staff about PR (including the website, social media, and calendars), as well as programming and other projects. We have made some changes to PR, implementing the templates, procedures, and guidelines discussed last month to create more streamlined and consistent advertising for our programs and events. Moving forward, we hope to have programming advertising posting on social media at least a month ahead, in order to give patrons ample time to register and plan ahead.

Sonny and I attended the last two Food Truck Fridays of the season, doing our best to stay dry from the rain that persisted both times. It's been great to be able to show up and represent the Library all summer, despite the weather challenges. I especially enjoyed being able to support local food trucks (my personal favorite being the chicken and rice bowl from A & S Spice on Wheels) and pet the dogs available for adoption at the Fulton County Regional SPCA.

This month we had excellent attendance at School's Out, particularly on the 4th Monday when we had a social worker visiting from The Pride Center of the Capital Region. Our cyanotype project did not turn out as we hoped, unfortunately, which was only due to a lack of sunlight needed for exposure (it was dark and rainy that day). It can be hard to plan around weather but having successfully mastered the technique, I hope to use it in the future.

The Creative Zone will be returning to The Loft next month. Liz and I will be alternating who runs the program each month, and have come up with a list of projects from May-Sept, approved by The Loft's director, DiAnne Mott. The Creative Zone was unattended when held on site all summer, but attendance is usually better at The Loft, as there are always students there. Aside from The Loft and The Pride Center of the Capital Region, I continue to be in contact with outside organizations to plan for future collaborations in the coming months, including CAPTAIN and Albany Medical Center. I have also begun to work with Valerie and the Pride Center to prepare for a new Adult program in the fall.

Several months ago, I polled the staff for their favorite graphic novels. I received a slew of fantastic answers and was able to put up a wonderful display in preparation for September to make use of some shelf space in our Graphic Novel collection (pictured here!).





Youth Services Report
Liz Kurz / Head of Youth Services
August 2023

The end of summer saw us as busy as ever, with two of our three most popular programs of the summer occurring during this month! At the beginning of the month, we had illusionist Leon Etienne perform for us to a crowd of 46 people! This appears to have been a fun program for all involved and seemed to be as big, or bigger, of a draw for adults within the community, taking up more than half of our audience. We are very glad that this program went so well, and you can even see a card still on the ceiling of the Carnegie Room from the night of the show!

Our other standout program was our Tie Dye Day with a total number of 43 people participating. This was an incredibly fun program for all involved and got every member of the families participating laughing and having a good time. Since the program, a few families have shown me pictures of the creations they left with, that they are super proud of and excited to try new techniques at home! We even had a shirt left behind, that after two weeks without any patrons calling or contacting us about missing it, I finally rinsed out. While doing so, I recognized the sports team logo and was able to identify the shirt as belonging to a family that had come in towards the end of the program. They were very happy to get a call and came in the next day to pick up their finished shirt!

This month I also assisted Nicole with the Bad Art Reception, which was a very fun event, with everyone enjoying the snacks and activities we had out! Two of our winners were there that night, and I got to speak to Carmella Buhrmaster, the winner of our best adult trophy, the next week, when she told me this is the first trophy she has ever won! It was a heartwarming moment to share with her and her son Lawrence, who brought in a beautiful piece of art that he made for Sonny's birthday. Overall, just a wonderful moment to be a part of.

I took some time toward the end of the month to revisit my intention of tidying up in Youth Services, and tackled some of the clutter behind the Youth Services Desk, including pulling out contents of drawers and sorting through things that needed to be discarded or shredded, as well as creating some ways to limit the things that take up a significant amount of drawer and counter space. I will be continuing this project by working with Barb and George to get shelving put up toward the back of the information desk area to keep bulkier items off the desk and give us a little bit of flexibility with our storage options. Sonny was a huge help and took the initiative to clean out the back corner that serves and his desk space, and help me go through old papers and magazines that had been sitting in drawers for some time.

The end of the month also had a lot of patrons reaching out about Story Time, since we took a break during the last two weeks, as well as calling or coming in to ask questions about the upcoming Homeschool programming beginning in September.



Our Best Child trophy winner and her mom, with Nicole, at the Bad Art reception



Sonny with the art made for him by Lawrence Buhmaster, and delivered by Lawrence and his mother



The crowd at the Bad Art reception during the awards presentation



Special Projects Report
Barb Madonna / Head of Grant Administration & Special Projects
August 2023

New Grants for Building Projects

We received notification that our application for the Gloversville Revitalization Initiative Program was preliminarily funded at \$80,000. Our request was for \$100,000. The next step is a meeting for applicants so they understand all of the steps and requirements of receiving funding.

I wrapped up work on the 2023 application for Public Library Construction Aid through the Division of Library Development for Phase 2 of the parking lot project. The project includes the remaining site work, installation of the site lighting, perimeter fence, parking sign, landscaping, and shed for storage. The estimated price is \$145,534. Our grant request was for the full 75%, or \$109,150.

Other Grants

With regard to the 2022 Public Library Construction Aid award, I have submitted a request to modify the scope of work of the project. Since the paving piece of the parking lot was moved from Phase 1 to Phase 2 we need the state to sign off on an amendment. I don't anticipate any issues since we will be completing the scope of work originally submitted in the application, we will just move paving from Phase 2 to Phase 1, but it is a process and might cause a delay in getting started.

I completed final reports for the 2022 MVLS Advocacy Grant that we received in January and for the 2023 MVLS Summer Mini Grant that we received in support of youth programming this summer.

I also began writing the 2023 MVLS Dream and Do grant, brainstorming the 2023 MVLS Advocacy Grant due in December, and looking at funding through the foundations associated with Community Bank NA, MVP and CDPHP.

Finally, I am resubmitting our building project to the Public Library Section (PLS) of NYLA for their annual Building Award. I did submit it in 2020, but....COVID. None of the current PLS Board know what happened with the 2020 awards and we were told we could apply again. While not a grant, it is an award of \$1,000.

Other projects

Bids were due August 3rd. Three contractors submitted and Del Signore was the low bidder. Interestingly, they had also bid on the 2020 parking lot project. Both prices were quite close to each other despite the fact the projects are very different in scope.

Valerie and I had a Zoom call with a consultant at LibStaffer for assistance with setting up staff scheduling. Valerie and I had a follow up meeting to rethink everything about scheduling and complete the homework our consultant assigned. We wrapped up the month with a productive follow-up Zoom call with the consultant. We hope to launch the software October 2nd (which is a Monday).

Valerie and I had a Zoom call from the staff at FrontStream, the vendor that hosts the Foundation's donor software.

Chris Mundell from Joint Automation made a site visit to swap out the hardware that runs our wireless networks.

Statistics / Monthly Report **August 2023**

Figures in parentheses are comparable figures for 2022

	<u>2023</u>	<u>2022</u>
VISITORS	5,544	(5,763)
CIRCULATION		
Adult circulation	1,728	(1,812)
Teen Circulation	282	(224)
Juvenile Circulation	1,410	(1,149)
Audiobooks	62	(89)
eAudio	207	(180)
eBooks	553	(550)
Music	11	(12)
Periodicals	81	(72)
eMagazines	72	(69)
Videos	666	(829)
Museum Passes	4	(7)
Library of Things	14	(16)
Subtotal	<u>5,090</u>	<u>(5,009)</u>
In-House Use		
Adult	43	(132)
Juvenile Circulation	357	0
Other Materials	690	(690)
Subtotal	<u>1,090</u>	<u>(822)</u>
Total Circulation	6,180	(5,831)
REFERENCE QUESTIONS	124	(118)
MEETINGS / PROGRAMS / OUTREACH		
89 Adult programs & meetings with 409 people		(60 Adult programs & meetings 290 people)
10 Juvenile programs & meetings with 199 people		(9 Juvenile programs & meetings with 125 people)
10 Teen programs & meetings with 97 people		(1 Teen programs & meetings with 8 people)
210 One-on-one programs & meetings with 210 people		(290 One-on-one programs & meetings with 290 people)
INTERLIBRARY LOAN		
Material Borrowed	637	(691)
Material Loaned	584	(572)
Total	<u>1221</u>	<u>(1,263)</u>
COMPUTER USAGE	1,621	(1,315)
HISTORICAL ROOM		
Visitors	22	(14)
Books Used	25	(127)
Reference Questions	34	(14)
Microfilm	17	(3)

Additional August Statistics:

Princh	220 pages printed (\$24.55)
Faxes	8 faxes (\$31.00)
Essentials Kit	3
Seeds	3 new patrons/22 packets
Graphic Novels: Youth	96
Graphic Novels: Teen	122
Library of Things	14 (including 6 games)