



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
January 16, 2024 at 6 PM

Attendance/Call to Order

Pledge of Allegiance

Public Comment

1. Accept the Minutes of the:
  - December 19, 2023 Meeting\*
2. Treasurer's Report\*
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
10. Outreach Committee Report
11. Personnel Committee Report
  - Employee Update
12. Plan of Service Ad Hoc Committee Report
13. Policy Committee Report
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
17. New Business
  - MVLS/JA Update

Adjourn\*

Next Meeting: February 20, 2024 at 6 PM

\* Motion Required

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



## Minutes of the Groversville Public Library Board of Trustees Meeting December 19, 2023

The Groversville Public Library Board of Trustees held its regular meeting on December 19, 2023. Present were President Gregory Niforos, Vice-President Merry Dunn-Brown, Library Director Valerie Acklin, Vice President of Finance, Charles Reed, Treasurer Michael Frank, Caren Pepper, Christine Pesses, Richard Carlson, and Charlotte Will.

Mr. Niforos called the meeting to order at 6:00 PM.

Mr. Niforos opened the meeting by leading the Trustees in the Pledge to the Flag.

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

Mr. Frank administered the Oath of Office to new Library Trustee, Charlotte Will.

Mr. Niforos asked for a motion to accept the Minutes of the November 21, 2023 meeting of the Trustees. After minor corrections were noted, Mrs. Pesses made a motion, seconded by Ms. Pepper to accept the minutes of the meetings as presented. The board approved this motion with a vote of "aye".

Mr. Frank delivered his Treasurer's Report for November 2023. Mr. Niforos asked for a motion to accept the Treasurer's Report. Mr. Reed made a motion, seconded by Ms. Dunn-Brown. The motion carried with a vote of "aye".

Mr. Frank distributed the Warrants List for December 2023. Mr. Niforos asked for a motion to accept the Warrants list. Mr. Carlson made a motion, seconded by Ms. Dunn-Brown to accept the Warrant List and approve payment of the warrants. The motion carried with a vote of "aye".

Mr. Reed delivered the Budget and Finance report. He indicated that the Committee had met for a second time and had made some modifications from the original presentation of the fiscal year 2024-2025 budget projections. Mr. Reed explained the three different scenarios for the tax levy for next year that he had prepared and asked the Trustees to give each some thought before the January 2024 meeting.

Mr. Frank delivered a report on behalf of the Foundation. He noted that the Foundation Board had met on December 6, 2023 at 3 PM at the Library for their Annual Meeting and that a fundraiser mailing was being planned for February 2024.

Mr. Niforos gave the Friends' Report, on behalf of President Jean LaPorta and informed the Trustees that Ms. LaPorta wished to thank everyone who was instrumental in her receiving the MVLS Award.

In his President's Report, Mr. Niforos thanked Mrs. Pesses for her 19 years of dedication to the Library as a Trustee and noted that we would be again looking for a new Trustee to fill out her term of office.

Valerie Acklin  
Library Director

2023-2024  
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Susan Shrader

Charlotte Will

Mr. Carlson noted that the parking lot project was proceeding nicely and Phase 1 was nearing completion. Mr. Carlson reviewed other items in his Building and Grounds report.

There was no Local History Room Committee Report.

Ms. Dunn-Brown reported on behalf of the Outreach Committee. She noted that the Committee is continuing to circulate Library flyers and other information promoting the Library.

Ms. Acklin informed the Trustees that she has hired a part time custodian to hopefully start in early January 2024.

Mr. Reed reviewed the progress of the Plan of Service Committee. Mr. Reed noted that the Committee had met on December 18, 2023 and that they would be meeting again during the second week of January 2024 and that they would hopefully have a draft Plan of Service to present at the January 2024 trustee's meeting.

Mr. Niforos asked Merry Dunn-Brown and Charlotte Will if they would be willing to be Co-chairs of the Policy Committee. They both agreed.

Mr. Niforos informed the Trustees that the second reading of the Bylaws had been sent out for review and any questions. Mrs. Pesses made a motion, seconded by Ms. Pepper, to approve the bylaw changes as presented. This was approved with a vote of "Aye".

Ms. Pepper noted that there was no Program Committee report but that the Committee would be meeting in January 2024.

Mr. Niforos noted that there was no Public Relations report.

Mr. Niforos informed the Trustees that the search committee would need to meet after the first of the year to begin the search process for a replacement for Mrs. Pesses.

Ms. Acklin informed the Trustees that her Director's Report was in the Board package.

Mr. Niforos asked if there was Old Business. Ms. Acklin informed the Trustees that she was following up on the possibilities of the Library becoming an early voting place but that she felt that it probably would not work in the overall scheme of Library hours and space.

Mr. Niforos asked if there was any new business. Mr. Reed told the Board that he was willing to replace Mrs. Pesses as a liaison from the Library Board to the Foundation Board. Ms. Acklin asked the Trustees if the Summer Hours for the Library could be set to start on Memorial Day weekend and end on Labor Day weekend instead of stated dates. Mr. Reed made a motion, seconded by Ms. Dunn-Brown to approve this recommendation. This was approved by a vote by all of "aye".

Respectfully submitted,

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Susan Shrader, Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**DECEMBER 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	\$613,695.00	\$553,695.00	\$0.00
Investment Income	10,000.00	1,188.92	7,163.15	748.37	(2,836.85)
Gloversville Library Foundation Inc. - Int. & Div.	120,000.00	10,000.00	60,000.00	60,000.00	(60,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	2,773.25	2,450.00	(7,226.75)
Government Affiliations	7,000.00	0.00	8,337.50	505,710.80	1,337.50
Donations - Direct	0.00	395.00	4,995.00	817.54	4,995.00
Fees & Miscellaneous Income	2,500.00	213.50	1,727.15	2,300.25	(772.85)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,311.57</u>	<u>10,060.98</u>	<u>311.57</u>
<b>TOTAL RECEIPTS</b>	<b><u>\$773,195.00</u></b>	<b><u>\$11,797.42</u></b>	<b><u>\$709,002.62</u></b>	<b><u>\$1,135,782.94</u></b>	<b><u>(\$64,192.38)</u></b>
	<u>Income Cash Reconciliation</u>				
Income Cash Balance on December 1, 2023	\$808,769.76				
Plus: Receipts Per Report	11,797.42				
Less: Equipment - Computers	0.00				
Less: Expenses Per Report	<u>(71,633.06)</u>				
Income Cash Balance on December 31, 2023	<u>748,934.12</u>				
Accounts Payable as of 12/31/23	0.00				
Accrued Payroll Expense as of 12/31/23	0.00				
Prepaid Expenses as of 12/31/23	<u>(5,021.02)</u>				
Actual Cash Balance on December 31, 2023	<u>\$743,913.10</u> *				
* Includes Treasury Bills @ Purchase Price of	\$590,556.03				

Prepared By,  
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on December 1, 2023	\$127,687.21	
Plus: Receipts:		
Interest on Money Market Account	312.56	<u>Year to Date</u>
Interest on Treasury Bills	0.00	5,084.93
Treasury Bills Matured	50,000.00	
Tax Levy Received	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	0.00	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	85,000.00	
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Balance on November 30, 2023	<u>\$92,999.77</u>	

**FUND BALANCE MONEY MARKET ACCOUNT**

Balance on December 1, 2023	\$115,262.17	
Plus: Receipts:		
Interest on Money Market Account	292.74	<u>Year to Date</u>
Interest on Treasury Bills	0.00	9,722.22
Treasury Bills Matured	250,000.00	
Transfer from Construction Account		
Less: Paid Outs:		
Treasury Bills Purchased	247,948.61	
Transfer to Construction Checking Account	25,000.00	
	<hr/>	
Balance on November 30, 2023	<u>\$92,606.30</u>	

**CONSTRUCTION CHECKING ACCOUNT**

Balance on December 1, 2023	\$2,800.74	
Plus: Receipts:		
Interest Earned	0.24	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	25,000.00	
Less: Paid Outs:		
Butler Rowland Mays Architects, LLP	8,413.86	
Del Signore Blacktop Paving, Inc.	17,638.88	
	<hr/>	
Balance on November 30, 2023	<u>\$1,748.24</u>	

**GLOVERSVILLE PUBLIC LIBRARY**

**CURRENT INVESTMENTS HELD @ BOOK VALUE**

**DECEMBER 31, 2023**

<b>GENERAL FUND</b>	<b><u>PAR</u></b>	<b><u>COST</u></b>	<b><u>INVESTMENT RATE</u></b>	<b><u>REALIZED AT MATURITY</u></b>	<b><u>INTEREST EARNED</u></b>
U. S. Treasury Bills 8 Week Due 01/02/24	\$100,000.00	\$99,175.56	5.4330%	\$100,000.00	\$824.44
U. S. Treasury Bills 13 Week Due 02/08/24	150,000.00	147,996.10	5.4460%	150,000.00	2,003.90
U. S. Treasury Bills 13 Week Due 02/08/24	100,000.00	98,664.07	5.4460%	100,000.00	1,335.93
U. S. Treasury Bills 17 Week Due 03/12/24	150,000.00	147,379.52	5.4690%	150,000.00	2,620.48
U. S. Treasury Bills 26 Week Due 05/09/24	100,000.00	97,340.78	5.4940%	100,000.00	2,659.22
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$600,000.00</b>	<b>\$590,556.03</b>		<b>\$600,000.00</b>	<b>\$9,443.97</b>

<b>FUND BALANCE ACCOUNT</b>	<b><u>PAR</u></b>	<b><u>COST</u></b>	<b><u>INVESTMENT RATE</u></b>	<b><u>REALIZED AT MATURITY</u></b>	<b><u>INTEREST EARNED</u></b>
U. S. Treasury Bills 8 Week Due 02/06/24	\$250,000.00	\$247,948.61	5.4070%	\$250,000.00	\$2,051.39
U. S. Treasury Bills 8 Week Due 01/02/24	250,000.00	247,938.89	5.4330%	250,000.00	2,061.11
U. S. Treasury Bills 8 Week Due 01/02/24	100,000.00	99,175.56	5.4330%	100,000.00	824.44
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$600,000.00</b>	<b>\$595,063.06</b>		<b>\$600,000.00</b>	<b>\$4,936.94</b>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**DECEMBER 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	\$ 32,420.62	\$ 200,584.01	\$ 161,404.21	\$ (207,455.99)
Salaries - Part Time Employees	139,830.00	8,335.62	57,318.59	56,265.23	(82,511.41)
Salaries - Custodians	36,734.00	2,817.96	17,511.61	20,074.88	(19,222.39)
F I C A & Medicare Tax	44,723.00	3,333.48	21,069.26	18,187.48	(23,653.74)
Unemployment Insurance	1,462.00	0.00	667.00	562.50	(795.00)
Disability & Family Leave Insurance	3,858.00	0.00	1,470.78	1,471.88	(2,387.22)
Medical Insurance & Reimbursements	73,000.00	5,979.74	43,405.09	29,540.88	(29,594.91)
Worker's Compensation Insurance	4,385.00	0.00	3,539.83	3,723.38	(845.17)
Pension Expense	58,460.00	572.44	34,625.78	28,522.00	(23,834.22)
Heat	5,500.00	335.30	483.61	1,807.24	(5,016.39)
Electricity	40,000.00	2,099.68	11,486.48	16,186.90	(28,513.52)
Telephone	7,200.00	681.12	3,970.60	3,560.13	(3,229.40)
Insurance	27,000.00	894.07	29,593.73	26,572.20	2,593.73
Collections - Books, DVDs, etc.	42,000.00	4,891.27	19,393.31	19,444.23	(22,606.69)
Computer & Automation Services	15,700.00	1,125.93	17,188.16	8,369.78	1,488.16
Library, Office Supplies & Postage	10,500.00	1,186.40	6,733.96	6,883.77	(3,766.04)
Maintenance, Repairs & Bldg. Supplies	15,000.00	1,144.95	11,782.32	7,994.20	(3,217.68)
Maintenance Contracts	45,000.00	2,998.33	13,458.76	16,867.91	(31,541.24)
Treasurer	9,000.00	750.00	4,500.00	4,400.00	(4,500.00)
Professional Fees	7,000.00	0.00	(750.00)	(200.00)	(7,750.00)
Election Expense	1,000.00	0.00	0.00	0.00	(1,000.00)
Professional Meetings & Travel	1,000.00	671.52	2,275.58	1,444.98	1,275.58
Events & Programming	5,000.00	1,378.64	4,707.47	2,190.36	(292.53)
Promotion Expense	4,800.00	0.00	347.40	166.18	(4,452.60)
General Expense	2,000.00	15.99	373.85	381.62	(1,626.15)
<b>TOTAL EXPENSE</b>	<b><u>\$1,008,192.00</u></b>	<b><u>\$71,633.06</u></b>	<b><u>\$505,737.18</u></b>	<b><u>\$435,821.94</u></b>	<b><u>(\$502,454.82)</u></b>

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

**DECEMBER 2023**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7479		Gloversville Public Library	\$ 16,768.43	Payroll
7480		Gloversville Public Library	16,642.54	Payroll
7481	3069	Michael J. Frank	750.00	Treasurer
7482	3070	C D P H P	5,775.16	Medical Insurance
7483	3071	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7484	3072	Charter Communications	129.98	Computer & Automation
7485	3073	Frontier Communications	681.12	Telephone
7486	3074	National Grid (2,434.98)	335.30	Natural Gas
			2,099.68	Electricity
7487	3075	Ingram Library Services	1,534.67	Books
7488	3076	Philadelphia Insurance Companies (1,628.00)	894.07	General Insurance - D & O Ins
			733.93	Prepaid Expense
7489	3077	T K Elevator Corporation (4,497.49)	2,998.33	Maintenance Contracts
			1,499.16	Prepaid Expense
7490	3078	Mohawk Valley Library System (6,590.92)	943.05	Computer & Automation
			72.00	Library Supplies
			2,787.94	E Books
			2,787.93	Prepaid Expense
7491	3079	Gloversville True Value Hardware	44.95	Maintenance & Repairs
7492	3080	Ambient Environmental, Inc.	1,100.00	Maintenance & Repairs
7493	3081	Derby Office Equipment, Inc.	483.66	Library Supplies
7494	3082	Barbara J. Madonna	44.15	Professional Meetings & Travel
7495	3083	Darla L. Barry	15.72	Professional Meetings & Travel
7496	3084	Crisan Anadio	50.00	Events & Programming
7497	3085	Colleen Rasmussen DBA Simply Yoga	90.00	Events & Programming
7498	3086	Jayflora Designs/Jamie Sammons	800.00	Events & Programming
7499	3087	Quill LLC	601.93	Library Supplies
7500	3088	Flying Saucer Tea Station	196.00	Events & Programming
7501	3089	Business Card (1,185.82)	15.99	G/E - Zoom
			652.00	Professional Meetings & Travel
			52.90	Computer & Automation
			9.82	W G Y Grant Expense
			242.64	Events & Programming
			28.81	Library Supplies
			183.66	A/V - DVDs
7502	3090	Naif's	385.00	Newspapers
7503	3091	Nicole L. Hauser	19.65	Professional Meetings & Travel
DM		E F T NYS & Local Retirement System	1,218.60	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,637.10	Payroll
DM		E F T United States Treasury (10,701.87)	3,333.48	FICA & Medicare Expense
			7,368.39	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	514.00	Medical Insurance
		CHECK AND EFT PAID OUTS - DECEMBER 2023	<u>76,663.90</u>	
		PETTY CASH PAID OUTS - DECEMBER 2023		
		None	<u>0.00</u>	
		<b>TOTAL DECEMBER 2023 PAID OUTS</b>	<u><b>\$76,663.90</b></u>	
		Less: Prepaid Expense	(5,021.02)	
		Less; W G Y Grant Expense	<u>(9.82)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$71,633.06</b></u>	



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

**STEWART'S GRANT**

Balance as of December 1, 2023		\$1,822.06
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 December 31, 2023		\$1,822.06

**W G Y CHRISTMAS WISH GRANT**

Balance as of December 1, 2023		\$1,411.41
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Business Card	7501	Programming
Total Expenses		9.82
Balance of Grant Money Left at December 31, 2023		\$1,401.59

**ADVOCACY GRANT**

Balance as of December 1, 2023		\$180.34
Grant Money Received		200.00
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 December 31, 2023		\$380.34

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of December 1, 2023		\$4,575.00
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 December 31, 2023		\$4,575.00

**RESTORATION FUNDS RECONCILEMENT**

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

## Financial Review December 2023

The Financial Report for the first six months of our fiscal year ending June 30, 2024 shows our income down by approximately \$426,800 as compared to the same period of the prior fiscal year. This was primarily a result of receiving the \$500,000 Empire State Development Grant in November 2022. This was partially offset by an increase in the Tax Levy and an increase in Interest Income on Investments. Expenses for the current period were up approximately \$69,900 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. In addition to the above we also experienced an increase in Computer and Automation Expense with the renewal of the software license with JA for 5 years which did not happen in the prior fiscal 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  
December 31, 2023**

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

Balance Per Bank Statement					\$ 36,249.84
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
12/19/23	7464	Crisan Anadio		\$ 50.00	
12/19/23	7475	Barbara J. Madonna		99.52	
12/19/23	7482	C D P H P		5,775.16	
12/19/23	7484	Charter Communications		129.98	
12/19/23	7492	Ambient Environmental, Inc.		1,100.00	
12/19/23	7495	Darla Barry		15.72	
12/19/23	7497	Colleen Rasmussen DBA Simply Yoga		90.00	
12/19/23	7498	Jayflora Designs/Jamie Sammons		800.00	
12/19/23	7499	Quill LLC		601.93	
12/19/23	7500	Flying Saucer Tea Station		196.00	
		Total Outstanding Checks		<u>8,858.31</u>	<u>8,858.31</u>

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS** \$ 27,391.53

**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>

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 18,001.50

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

Balance Per Bank Statement					\$ 92,999.77
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:

Treasury Bill Correction ( Should Be Fund Balance) -

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 92,999.77

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

Balance Per Bank Statement					\$ 92,606.30
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:

Treasury Bill Correction ( Should Be Fund Balance) -

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 92,606.30

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

Balance Per Bank Statement \$ 27,800.98

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
12/19/23	1200	Butler Rowland Mays Architects LLP	\$ 8,413.86	
12/19/23	1201	DelSignore Blacktop Paving, Inc.	17,638.88	
		Total Outstanding Checks		<u>26,052.74</u>

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 1,748.24

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Prepared By,  
Michael J. Frank, Treasurer

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



## **Building and Grounds Committee Report**

### **Richard Carlson / Chair**

### **December 2023**

#### **New Library Parcel on East Fulton Street**

Phase 1: The project is essentially complete, only one minor punch list items remaining. This will be remedied in the spring once the ground thaws so the final payment will probably be in April. The final paperwork for the DLD grant for this phase has been submitted and we should have the final \$18,000 by the middle of February.

Phase 2: The surveyors were on site last week and we should have the additional elevations by the end of January. The architect and engineer will use that new information to tweak Phase 2 to add more program space in the southeast corner of the lot. The architect is currently working on the bid documents and as soon as all the pieces are ready we will put Phase 2 out to bid. We are hoping for mid-February.

#### **Atrium Restoration Project**

We are still waiting on the scope of work from the architect. Barb has a 'touching-base' meeting with the folks at CRG on January 23 about our GRIP grant. Barb has an initial meeting with our Regional Advisor for the SHPO CFA on January 30. She has already submitted some of the initial paperwork we need for the drawing up of our contract.

#### **HVAC Problems and Fixes**

The Break Room and Lower Lobby are freezing. Stark has been called, we are hoping to schedule a repair soon.

#### **Arborist**

On hold until March and reach out again, when Barb will reach out again to Doc Davis. She will also try the contact that Chris Pesses suggested, Rich Van Alstyne.

#### **Maintenance Contract Updates**

- HVAC Software:
- HVAC Maintenance:
- HVAC Cooling Tower Maintenance:
- HVAC Water Treatment: Renewing our contract with MIS America this month.
- Sprinkler System :
- Fire Extinguishers :
- Elevator: Elevator inspection of the elevator was done. It failed because there is a battery that is depleted (a normal thing for a battery that is five years old). But until we can get TKE here to replace it, the inspection is still outstanding with the Fire Department. TKE has said they will have a technician onsite later this month for the replacement.
- Fire Inspection: See above

#### **New Business**

We have had numerous issues with the back door operator (this is the one we replaced a few years ago). In addition, the handicap button on the outside of the building is not working. We are trying to figure out who to call for assistance.

We've had some furniture in the NonFiction Room that needed to be moved to storage, due to its damage from heavy use.

GLOVERSVILLE



PUBLIC  
LIBRARY

**Public Relations Committee Report**  
**John Mazur / Chair**  
**December 2023**

A press release was e-mailed on October 26 to Tyler McNeil at *The Leader-Herald* concerning the lots located at 66, 68, and 68 1/2 East Fulton Street. If more information was needed for the article, I gave contact information for Barbara Madonna and Richard Carlson. Barb was contacted by a reporter, but no article ever appeared in paper.

A second press release was e-mailed on October 27 to Tyler McNeil at *The Leader-Herald* concerning Chris Pesses being honored by the Library for her nearly 20 years of service. If more information was needed, I gave contact information for Chris Pesses. I did send a follow up to Tyler about this press release. As of yet, no article has appeared in the paper.



**Director's Report**  
**Valerie Acklin / Library Director**  
**December 2023**

**FY 2024-2025**

After taking a hard look at our past spending, as well as a look towards our future fiscal health I made the decision to make rather substantial cuts to almost departments for FY 2024-2025. I am truly lucky, though, to work with a smart, savvy, and dedicated staff, and they are determined to ensure that these cuts result in a minimum of change for patrons. To help with that, I'll be asking Barb to double-down on searching for small grants that we can use to supplement our funds for programming, communications, and collections. Every little bit helps!

**Civil Service**

A great deal of December was spent in communication with the Fulton County Personnel Department (Civil Service), as we worked through a number of staff-related issues. There was a slew of past paperwork (some going back 4-5 years) that needed changes and modifications, as well as a couple of job duties that needed to be revamped. But most importantly, I worked with them to move along the establishment of our much-needed Assistant Director position, as we will as explore avenues that will allow us to permanently hire one of our provisional clerks. Fingers' crossed that we've gained some momentum to keep things moving along.

**Review Time**

I am currently immersed in educating myself about how to conduct productive, reduced-stress employee reviews. After speaking with staff, it seems that there is a lot of nervousness around the more traditional reviews I've held in the past. Mostly because many on staff haven't had reviews during their time at the Library. So, I'm hoping to reimagine the process to be more of a conversation that will provide both the Library and employees with usable information that can be used to improve performance and services. To that end, I am taking a free class given by Library Juice Academy pertaining to trends and methods for effective performance reviews. When it wraps up, I hope to create a new tool to help review staff and then schedule reviews starting in the spring.

**Glove City Coalition**

Alt's been a year since I created the Library's new newsletter and since that time it's pretty much been a one-woman operation (although with plenty of input from staff). I've enjoyed every second, learned a ton of new desktop publishing skills, and had fun rolling up my sleeves and getting creative. But, it is an extremely time-consuming task, and now that I know it's a success, it is time to hand the reins over to someone else. Madison, who publishes an arts magazine in her spare time, has both the know-how and the artistic flair to keep the newsletter going. She'll be heading up the next issue and I'm eager to see the results!



## Gloversville Public Library

Nicole Hauser / Assistant Director & Head of Adult Services

December 2023

Ingram recently changed the way they process invoices and statements. We had a small hiccup due to the change, but have sorted it out. This month I also gave Sally her own Ingram account as she assumes some of the responsibilities related to receiving Ingram materials.

This month I updated Polaris circulation permissions for several staff members to better reflect their current duties and level of responsibility.

We removed the 2 upholstered chairs in the Non-Fiction Room this month. One of those chairs had broken for the second time and we replaced them with a small table and 2 chairs appropriate for the table.

I also took a look at a few of our special collections: Library of Things, Games, and Memory Lane, all established about 2 years ago, and decided not to weed any items at this time.

Inventory of the Seed Club was completed and we had a successful 2nd season. In 2023, we had 66 registrations and 540 seed packets were taken, which was on par with 2022's 65 registrations and 504 seed packets taken.

Payroll training continued in December and included implementing a change to how we process part-time timecards, which should make the process a bit smoother.

### Programs in December:

- Holiday Cookie Exchange:
  - Cancelled due to low registration.
- Books 'N Brews: 9 participants & 2 staff
  - We met at Plaza's Italian Bistro and discussed The Authenticity Project by Clare Pooley.
- Adult Crafting had a total of 28 participants & 2 staff
  - 1:30pm: 5 participants; 5:30pm: 11 participants, and kits: 12 participants.
  - Using found pinecones and ribbons we created decorative wall hangings.
- Craft & Cookies: 13 participants & 2 staff
  - Participants created sets of at least 3 different cards.

Some of GPL's top circulating adult items for 2023, by collection, with circulation in parenthesis, were:

New & Popular Fiction: I Will Find You by Harlan Coben (28)

New & Popular Non-Fiction: The Wager by David Grann (10)

Adult Fiction: Lessons in Chemistry by Bonnie Garmus (20)

Adult Non-Fiction: The Guns at Last Light by Rick Atkinson (24)

Large Type: The Queen's Jewels by Donald Bain (10)

Magazines: People (180)

Adult Video: Top Gun: Maverick (25)

Museum Passes: The Wild Center (9)

Lucky Day: Verity by Colleen Hoover (22)

Library of Things: Folding Utility Wagon (18)

Memory Lane: Caregiver's Guide to Lewy Body Dementia by Helen Buell Whitworth (5)





**Gloversville Public Library**  
**Liz Kurz / Head of Youth Services**  
**December 2023**

This December was a busy one down in Youth Services! We had a lot of kids coming in after school and during the breaks to hang out, play some game, and attend programs, both for children/teens and all ages programs!

In our programs this month, we have had a drop off in attendance for our more regular programs, with Club Baby and Homeschool Lunches not having any attendance throughout the month. While this might look like a damper, our sporadic and one-off programs have continued to be very popular! Our Cookie Decorating with Darla was great fun, and Sonny had a spectacular turn out for Polar Express Storytime, both for the Saturday program, and the Dress Up Storytime appearance, with a combined attendance of 19 children and 17 adults between the independent Saturday program and the Dress Up Storytime program! Sonny's Merry Swiftmas also had a great group of 3 children, 3 teens, and 5 adults taking part in our family-oriented event! The Winter Warm-Up, planned by myself and Lex, had a total of 8 patrons (6 teens and 2 children) show up, ranging from 6<sup>th</sup> – 11<sup>th</sup> grade! They hung out in their respective groups, as well as engaging with each other, and did some coloring and crafting, and everyone got a nice lunch and break from the school break. They signed a card for Lex, who couldn't make it, and most of the kids mentioned being glad to have an excuse to get out of the house, and all of them seemed to enjoy having a spot dedicated to hanging out with friends.

The weeding in Children's Nonfiction continued, with progress being made into the 700's by the start of the month, and the rest will be finished. Materials have also been purchased to fill necessary gaps, and to make sure that this section remains robust with informative and up to date information for all of our youngest patrons. The sections that remain unweeded in this area are limited to Biographies, Holiday Collections, DVD's, and Picture Books. I have provided Sonny with insight on how to handle some of these collections, as well as with appropriate Dusty lists for handling them.



*Photos above are all from the Winter Warm-Up 12/17.  
Food was donated by Hannaford and had our kids happily fed during their winter break!*



## Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

December 2023

### Grants for Building Projects

I received the initial paperwork for the SHPO grant for the dome.

I also continued to work on the list of paperwork needed by the City for our GRIP grant for the dome.

I was able to submit receipts to initiate the final report for our 2022 DLD grant for the parking lot. We received 90% up front and have about \$18,000 outstanding. That should come through in January.

### Other Grants

I had a meeting with Darla and Liz about potential funding for a sensory zone in the youth center.

We were told in December that our \$20,000 Bullet Aid from Assemblyman Smullen should be coming through soon. This funding is given to MVLS for distribution much like our LSTA and LLSA funding.

### Other Projects

After the engineering firm compiled the punch list there is one item outstanding by DeSignore. It will have to wait until the ground thaws to be installed. Once completed they will submit their final bill for Phase 1, approximately \$12,000. A padlock was purchased to lock the water spigot and a key is available at the front desk.

I received a spot elevation list from the engineers to flush out changes to Phase 2 to include part of the sloped area in the southeast corner as part of the outdoor program space. I also contacted the surveyors and they are scheduled for January.

I reached out to AARP to inquire about the Library being used for income tax assistance. My contact said he would forward our offer to his supervisor, but at the time they were in the midst of recruiting volunteers as they do not have enough to man all the sites they have used in the past.

I provided Valerie with a document as a starting point to formalize our onboarding process.

The City reached out and asked if the Library would participate in a video it is having made highlighting the various projects being funded by the DRI and GRIP grants. The Mayor and a videographer will come over in January to record an interview.

Data migration of our donor data in GiftWorks began in December. This should wrap up in January to be ready for the Foundation's 2024 February Appeal.

I began researching AEDs and training. Our hope is to find some grant funding to assist with the equipment and training costs.

Valerie and I set the staff schedule through May 2024.

Organization of records storage continued in the basement.

Statistics / Monthly Report

**December 2023**

Figures in parentheses are comparable figures for 2021

	<b>2023</b>	<b>2022</b>
<b>VISITORS</b>	<b>5,729</b>	<b>(5,336)</b>
<b>CIRCULATION</b>		
Adult circulation	1,381	(1,303)
Teen Circulation	171	(172)
Juvenile Circulation	924	(687)
Audiobooks	31	(75)
eAudio	195	(183)
eBooks	523	(575)
Music	19	(5)
Periodicals	36	(28)
eMagazines	230	(84)
Videos	757	(663)
Museum Passes	2	(3)
Library of Things	23	(14)
Subtotal	<u>4,292</u>	<u>(3,792)</u>
In-House Use		
Adult	32	(12)
Juvenile	397	0
Other Materials	750	(750)
Subtotal	<u>1,179</u>	<u>(762)</u>
<b>Total Circulation</b>	<b>5,471</b>	<b>(4,554)</b>

<b>Additional Stats</b>	
Princh (Wireless Printing):	172 pages/\$20.50 collected
5 faxes/\$12.00 collected	Faxes:
Core Cards	2
Essentials Kit	4
Notary Service	5
Graphic Novels/Adult & YA:	101
Graphic Novels/Youth:	64

<b>REFERENCE QUESTIONS</b>	<b>116</b>	<b>(122)</b>
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**MEETINGS / PROGRAMS / OUTREACH**

- |  |  |
|--|--|
| 65 Adult programs & meetings with 354 people       | (77 Adult programs & meetings 416 people)            |
| 14 Juvenile programs & meetings with 282 people    | (9 Juvenile programs & meetings with 151 people)     |
| 5 Teen programs & meetings with 21 people          | (5 Teen programs & meetings with 36 people)          |
| 115 One-on-one programs & meetings with 115 people | (222 One-on-one programs & meetings with 222 people) |

**INTERLIBRARY LOAN**

Material Borrowed	502	(449)
Material Loaned	460	(493)
Total	<u>962</u>	<u>(942)</u>

<b>COMPUTER USAGE</b>	<b>1097</b>	<b>(988)</b>
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**HISTORICAL ROOM**

Visitors	13	(7)
Books Used	13	(8)
Reference Questions	13	(1)
Microfilm	3	(4)