



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
July 18, 2023 6:00 PM

Attendance/Call to Order

Pledge

Public Comment

1. Accept the Minutes of the:
  - June 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
  - Capital project construction updates
9. Local History Room Committee Report
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
14. Program Committee Report
15. Public Relations Committee Report
16. Library Director's Report
17. Librarians' Reports
18. Old Business
20. New Business
  - FY 2023-2024 Audit Fee \*

Adjourn\*

Next Meeting: August 15, 2023 at 6:00 PM

*\*Motion Required*



## Minutes of the Gloversville Public Library Board of Trustees Meeting June 20, 2023

The Gloversville Public Library Board of Trustees held their regular Board meeting June 20, 2023. President Charles "Ren" Reed noted that the following Trustees were present: Vice President Merry Dunn-Brown, Vice President of Finance Greg Niforos, Sue Shrader, Richard Carlson, Caren Pepper, and John Mazur. Library Director Valerie Acklin and Library Treasurer Michael Frank were also present.

Noting that a quorum of the Library Board of Trustees was present, Mr. Reed called the meeting to order at 6 PM and the Pledge of Allegiance was recited. Mr. Reed agreed to serve as Secretary Pro Tempore, in the absence of Mr. Rohrs.

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

Mr. Reed asked if there was any discussion regarding the April minutes. It was noted that there was a small error in which "pie sale" was presented as "pie ale". Mr. Mazur made a motion to approve the amended minutes which was seconded by Mr. Niforos. The Board unanimously approved the minutes with a vote of "aye".

Mr. Reed asked Mr. Frank to deliver the Treasurer's Report. Mr. Frank noted that, as of June 20, 2023, all the funds that had been invested in US Treasury Bills, were back in Library's accounts. Mr. Frank informed the Board that a full accounting of the US Treasury Bills investments will be presented at the July Board meeting. Ms. Pepper made a motion to approve the Treasurer's Report, which was seconded by Ms. Dunn-Brown. The Board unanimously approved the Treasurer's Report with a vote of "aye".

Mr. Frank distributed the Warrants List for May 2023, which was audited by John Blackmon, our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mr. Niforos made a motion to approve the Warrants List and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims, which was seconded by Mr. Carlson. The Board unanimously approved the Warrants List with a vote of "aye".

Mr. Niforos informed the Board that there was no Budget and Finance Committee Report. However, he recommended that the Board approve a 50-cent to 75-cent cost-of-living hourly wage increase for all staff except for Ms. Lanza, Mr. Emden, Ms. Peto, Ms. Hauser (whose raises were approved at an earlier meeting) and Ms. Acklin for the 2023-2024 fiscal year. After much discussion, Mr. Niforos made a motion to approve a 75-cent hourly wage for said staff, which was seconded by Mr. Mazur. The Board unanimously approved with a vote of "aye". Mr. Niforos then recommended that the Board approve the \$2,000 raise for the Library Director, Ms. Acklin, which had been budgeted for in the 2023-2024 operating budget. Ms. Pepper made the motion, which was seconded by Ms. Shrader. The Board unanimously approved with a vote of "aye". Mr. Niforos then recommended that the Board consider using a payroll service for the biweekly payroll. After some discussion, Mr. Reed announced the formation of an ad hoc Payroll Service Committee to gather information, and appointed himself, Mr. Niforos, and Ms. Shrader to the committee. It was noted that the cost of a payroll service was not budgeted for in the 2023-2024 annual budget.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since their last Board meeting and that there was no report.

Mr. Reed delivered Mrs. Jean LaPorta's Friends of the Gloversville Public Library Report. Mr. Reed also said that he would organize the Board's raffle basket contribution for this year's Friends annual Raffle Basket Auction in the fall.

Mr. Reed presented his President's Report for the month.

Mr. Carlson presented his monthly report. He explained the pros and cons of each of the three options outlined in his report, involving two capital projects: the new parking lot on E. Fulton St. and the Library's dome. After some debate, Ms. Dunn-Brown made a motion to move ahead with the third option, which was seconded by Ms. Shrader. The Board unanimously approved the option with a vote of "aye".

Valerie Acklin  
Library Director

2022-2023  
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Mr. Reed delivered Ms. Pesses's Local History Room Committee Report.

Ms. Dunn-Brown gave the Outreach Committee Report.

Ms. Shrader presented to the Board the results of the annual evaluation of the Library Director, Ms. Acklin. It was noted that Ms. Acklin received high marks in all areas of the evaluation. Ms. Pepper made a motion to accept the Personnel Committee's annual evaluation of the Library Director, Ms. Acklin, which was seconded by Mr. Carlson. The Board unanimously approved the motion with a vote of "aye".

Mr. Reed reported that there was no Plan of Service Ad Hoc Committee Report.

Ms. Acklin reported that there was no Policy Committee Report.

Ms. Pepper informed the Board that there was no Program Committee Report.

Mr. Mazur indicated that there was no Public Relations Committee report.

Ms. Acklin delivered her Director's Report to the Board. She gave the Board a preview of the Library's new website. She also informed the Board that all libraries in MVLS will eventually be required to hold an insurance policy to financially protect libraries in the event of a cyber-attack. Ms. Acklin encouraged the Board to consider getting such a policy sooner than later. Ms. Acklin indicated that she will be presenting the Board with more information at a future time.

The Librarians' reports were recognized by the Board.

Under old business, Ms. Acklin presented the agreement between the Library and Ms. Jade Weiss, as it relates to the Free Food Fridge program that will hopefully start in late summer.

At 7:51 PM, Mr. Reed requested a motion to adjourn. Ms. Shrader made the motion, seconded by Ms. Dunn-Brown. The Board unanimously approved with a vote of "aye".

Respectfully submitted,

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Charles "Ren" Reed, Secretary Pro Tempore

**GLOVERSVILLE PUBLIC LIBRARY**

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

**JUNE 2023**

	Budget July 1, 2022 to June 30, 2023	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$553,695.00	\$0.00	\$553,695.00	\$503,695.00	\$0.00
Investment Income	2,000.00	13,099.46	18,730.67	412.37	(16,730.67)
Gloversville Library Foundation Inc. - Int. & Div.	100,000.00	10,072.79	120,072.79	60,000.00	(20,072.79)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	18,831.00	1,925.00	(8,831.00)
Government Affiliations	7,000.00	2,093.00	508,700.00	8,726.95	(501,700.00)
IRS Payroll Credit Covid 19	0.00	0.00	0.00	65,829.46	0.00
Fees & Miscellaneous Income	2,500.00	841.53	7,042.82	4,296.04	(4,542.82)
Friends of the Gloversville Public Library, Inc.	10,000.00	250.00	10,310.98	10,000.00	(310.98)
<b>TOTAL RECEIPTS</b>	<b><u>\$685,195.00</u></b>	<b><u>\$26,356.78</u></b>	<b><u>\$1,237,383.26</u></b>	<b><u>\$654,884.82</u></b>	<b><u>(\$552,188.26)</u></b>
	<b>Income Cash Reconcilement</b>				
Income Cash Balance on June 1, 2023	<u>\$658,062.19</u>				
Plus: Receipts Per Report	26,356.78				
Less: Equipment - Computers & Land	(1,987.19)				
Less: Expenses Per Report	<u>(114,669.78)</u>				
Income Cash Balance on June 30, 2023	<u><u>567,762.00</u></u>				
Accounts Payable as of 06/30/23	27,735.23				
Accrued Payroll Expense as of 06/30/23	14,509.07				
Prepaid Expenses as of 06/30/23	<u>(19,366.99)</u>				
Actual Cash Balance on June 30, 2023	<u><u>\$590,639.31</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$0.00				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Greg Niforos, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on June 1, 2023	\$73,476.20	
Plus: Receipts:		
Interest on Money Market Account	1,225.01	<u>Year to Date</u>
Interest on Treasury Bills	11,874.15	16,239.85
Treasury Bills Matured	550,000.00	
Less: Paid Outs:		
Treasury Bills Purchased	0.00	
Incoming Bank Wire Fee	0.00	
Purchase New Checks	0.00	
Transfer to Checking Account	75,000.00	
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Balance on June 30, 2023	<u>\$549,701.21</u>	

**FUND BALANCE MONEY MARKET ACCOUNT**

Balance on June 1, 2023	\$162,590.07	
Plus: Receipts:		
Interest on Money Market Account	1,107.76	<u>Year to Date</u>
Interest on Treasury Bills	5,765.28	15,155.35
Treasury Bills Matured	600,000.00	
Transfer from Construction Account	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	0.00	
Transfer to Construction Checking Account	0.00	
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Balance on June 30, 2023	<u>\$763,697.83</u>	

**CONSTRUCTION CHECKING ACCOUNT**

Balance on June 1, 2023	\$4,485.00	
Plus: Receipts:		
Interest Earned	0.08	
Building Fund Transfer	0.00	
Less: Paid Outs:		
None	0.00	
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Balance on June 30, 2023	<u>\$4,485.08</u>	

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on June 1, 2023	\$273.26	
Plus: Receipts:		
Interest Earned	0.01	
Donations-Amazon Smile	0.00	
Less: Paid Outs:		
Transfer to Checking Account	0.00	
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Balance on June 30, 2023	<u>\$273.27</u>	

**GLOVERSVILLE PUBLIC LIBRARY**

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

**JUNE 2023**

	Budget July 1, 2022 to June 30, 2023	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$337,256.20	\$ 39,464.17	\$ 366,816.56	\$ 284,509.55	(\$29,560.36)
Salaries - Part Time Employees	154,842.48	13,722.34	121,583.30	107,650.53	33,259.18
Salaries - Custodians	34,234.00	3,376.51	43,028.38	32,455.86	(8,794.38)
F I C A & Medicare Tax	40,264.45	4,327.08	40,654.31	32,437.23	(389.86)
Unemployment Insurance	800.00	0.00	1,229.50	1,072.00	(429.50)
Disability & Family Leave Insurance	2,000.00	0.00	2,942.66	2,803.21	(942.66)
Medical Insurance & Reimbursements	63,000.00	(68.71)	51,611.67	42,491.20	11,388.33
Worker's Compensation Insurance	3,000.00	1,236.66	3,788.89	3,630.75	(788.89)
Pension Expense	45,151.00	11,310.75	39,832.75	45,342.25	5,318.25
Heat	4,500.00	(643.89)	4,614.00	4,275.25	(114.00)
Electricity	25,000.00	3,833.26	33,114.51	34,164.98	(8,114.51)
Telephone	7,200.00	637.35	7,418.20	6,857.48	(218.20)
Insurance	25,000.00	0.00	26,572.20	24,713.29	(1,572.20)
Books, Periodicals, etc.	40,000.00	6,447.29	41,401.53	40,574.06	(1,401.53)
Computer & Automation Services	14,700.00	2,809.57	18,386.30	15,163.77	(3,686.30)
Library, Office Supplies & Postage	10,500.00	2,458.58	15,801.44	10,652.93	(5,301.44)
Maintenance, Repairs & Bldg. Supplies	10,000.00	9,212.26	20,982.00	24,613.43	(10,982.00)
Maintenance Contracts	38,000.00	6,425.00	36,202.49	38,099.05	1,797.51
Treasurer	8,800.00	750.00	8,800.00	8,800.00	0.00
Professional Fees	7,000.00	6,750.00	6,950.00	6,312.50	50.00
Election Expense	1,000.00	0.00	885.15	957.70	114.85
Professional Meetings & Travel	1,000.00	0.00	1,606.99	1,163.61	(606.99)
Events & Programming	5,000.00	2,234.71	5,478.75	4,026.91	(478.75)
Promotion Expense	4,800.00	215.87	1,468.41	1,441.85	3,331.59
General Expense	2,000.00	170.98	678.22	609.51	1,321.78
<b>TOTAL EXPENSE</b>	<b><u>\$885,048.13</u></b>	<b><u>\$114,669.78</u></b>	<b><u>\$901,848.21</u></b>	<b><u>\$774,818.90</u></b>	<b><u>(\$16,800.08)</u></b>

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

**JUNE 2023**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7324		Gloversville Public Library	\$ 16,626.99	Payroll
7325		Gloversville Public Library	16,848.17	Payroll
7326	2926	Michael J. Frank	750.00	Treasurer
7327	2927	C D P H P	5,740.78	Prepaid Expense
7328	2928	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7329	2929	Charter Communications	129.98	Computer & Automation
7330	2930	Frontier Communications	637.35	Telephone
7331	2931	National Grid (890.29)	1,560.56	Electric
			(670.27)	Natural Gas
7332	2932	Ingram Library Services	4,352.52	Books
7333	2933	Business Card (2,742.47)	1,112.59	Events & Programming
			84.84	Computer & Automation
			15.99	G/E - Zoom
			941.41	A/V - DVDS
			59.47	Maintenance & Repairs
			10.00	Promotion Expense
			28.75	Postage
			56.65	Books
			(72.79)	Donation - Library Foundation
			366.56	Library Supplies
			139.00	G/E - Amazon Membership
7334	2934	James Esper Landscaping	6,425.00	Maintenance Contracts
7335	2935	Naif's	485.00	Newspapers
7336	2936	Daily Gazette Co., Inc.	25.00	Promotion Expense
7337	2937	Quill LLC	1,924.27	Library Supplies
7338	2938	NYSIF Workers' Compensation	3,164.63	Prepaid Expense
7339	2939	Gloversville True Value Hardware (76.92)	10.98	Maintenance & Repairs
			65.94	Events & Programming
7340	2940	Derby Office Equipment, Inc.	30.00	Events & Programming
7341	2941	Mohawk Valley Library System (3,493.04)	2,065.85	Computer & Automation
			1,427.19	Equipment - Computers
7342	2942	Bobcat of Gloversville-Johnstown, LLC	380.00	Maintenance & Repairs
7343	2943	Gilbert Van Guilder Land Surveyor, PLLC	560.00	Land
7344	2944	Victor Bujanow CIC	560.00	Events & Programming
7345	2945	Fleury Risk Management, LLC (448.20)	375.20	Prepaid Expense
			73.00	Insurance - Workers' Comp.
7346	2946	Mid-State Industries, LTD	2,700.00	Maintenance & Repairs
7347	2947	Technical Building Services, Inc.	1,506.84	Maintenance & Repairs
7348	2948	Board of Water Commissioners	240.87	Maintenance & Repairs
7349	2949	Johnstown Public Library	48.97	Lost Books, etc.
7350	2950	Schenectady County Public Library	20.00	Lost Books, etc.
7351	2951	First Congregational - U.C.C.	100.00	Events & Programming
7352	2927A	C D P H P	34.38	Prepaid Expense
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	580.51	Pension - Withholdings
DM		E F T NYS Tax Department	1,556.50	Payroll
DM		E F T United States Treasury (10,386.04)	3,296.01	FICA & Medicare Expense
			7,090.03	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	171.95	Medical Insurance
		CHECK AND EFT PAID OUTS - JUNE2023	<u>83,778.83</u>	
		PETTY CASH PAID OUTS - JUNE 2023		
		None	<u>0.00</u>	
		<b>TOTAL JUNE 2023 PAID OUTS</b>	<b><u>\$83,778.83</u></b>	
		Plus: Accounts Payable	\$27,735.23	
		Plus: Accrued Expenses - Payroll, etc.	14,509.07	
		Plus: Donation from the Foundation	72.79	
		Less: Equipment - Computers	(1,427.19)	
		Less: Land	(560.00)	
		Less: Lost Books, etc.	(123.96)	
		Less: Prepaid Expense	<u>(9,314.99)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<b><u>\$114,669.78</u></b>	

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

**STEWART'S GRANT**

Balance as of June 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 June 30, 2023		\$1,877.60

**W G Y CHRISTMAS WISH GRANT**

Balance as of June 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 June 30, 2023		\$1,515.01

**ADVOCACY GRANT**

Balance as of June 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 June 30, 2023		\$180.34

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of June 1, 2023		\$3,825.00
Appropriation Provided For In 2022-2023 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 June 30, 2023		\$3,825.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of June 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 June 30, 2023		\$2,807.18



**GLOVERSVILLE PUBLIC LIBRARY**

**ACCOUNTS PAYABLE AS OF JUNE 30, 2023**

(Bills owed and not paid as of 6/30/23)

<u>Vendor</u>		<u>Fund</u>
Gloversville True Value Hardware	\$21.00	Maintenance & Repairs
The State Insurance Fund	1,163.66	Insurance - Worker's Comp.
National Grid	26.38	Natural Gas
National Grid	2,272.70	Electricity
Collaborative Summer Library Program	102.93	Events & Programming
Collaborative Summer Library Program	155.87	Promotion Expense
Johnstown Public Library	9.99	Lost Books, etc.
Schenectady County Public Library	45.00	Lost Books, etc.
Business Card	131.74	Books
Business Card	195.10	Maintenance & Repairs
Business Card	263.25	Events & Programming
Business Card	528.90	Computer & Automation
Business Card	15.99	G/E - Zoom Fees
Business Card	139.00	Library Supplies
New York State Employees' & Local Ret. System	11,310.75	Pension Expense
Technical Building Services, Inc.	4,098.00	Maintenance & Repairs
Ingram Library Services, Inc.	479.97	Books
Daily Gazette Co., Inc.	25.00	Promotion Expense
Philip Beckett, CPA PC	6,750.00	Professional Fees - Estimate
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<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$27,735.23</b>	
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**PREPAID EXPENSES AS OF JUNE 30, 2023**

(Bills paid for periods after 6/30/23)

<u>Vendor</u>		<u>Fund</u>
NYSIF Workers' Compensation	\$3,164.63	Insurance - Worker's Comp.
InStream dba Biel's	\$406.67	Maintenance Contracts
C D P H P	\$5,775.16	Insurance - Medical Insurance
Mohawk Valley Library System	2,591.07	Electronic Books
Fleury Risk Management, LLC	375.20	Insurance - Worker's Comp.
Philadelphia Insurance Companies	739.56	Insurance - Dir. & Off. Liability
Arch Insurance Group	1,470.78	Disability Insurance & Family Leave Ins
T K Elevator Corp.	1,405.01	Maintenance Contracts
PASCO Building Automation Systems	396.25	Maintenance Contracts
M.I.S. of America, Inc.	1,800.00	Maintenance Contracts
Springshare, LLC	999.33	Computer & Automation
Fulton County Regional Chamber	243.33	G/E - Dues
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<b>TOTAL PREPAID EXPENSES</b>	<b>\$19,366.99</b>	
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**ACCRUED EXPENSES - PAYROLL AS OF JUNE 30, 2023**

(Payroll Due to Employees and not paid as of 6/30/23)

<u>Account</u>	
Salaries - Full Time Employees	\$8,769.81
Salaries - Part Time Employees	3,957.86
Salaries - Custodians	750.33
F I C A & Medicare Tax	1,031.07
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<b>TOTAL ACCRUED EXPENSES</b>	<b>\$14,509.07</b>
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## Financial Review June 2023

The Financial Report for the fiscal year ending June 30, 2023 shows our income up approximately \$582,400 as compared to the same fiscal year ending June 30, 2022 primarily due to the receipt of the \$500,000 from the Empire State Development Grant and also the increase in the Library Foundation's contribution of \$60,000 to the Library's Operating Budget along with the increase in the Tax Levy of \$50,000. These amounts were partially offset by the loss of the IRS Payroll Credit related to Covid 19 of approximately \$65,800. In the fiscal year ending June 30, 2022 the Foundation was still using the funds to pay down the term loan during the first half of the fiscal year, taken out due to having provided funds for the construction project. Expenses for the current fiscal year were up approximately \$127,000 over the prior fiscal 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. Pension Expense was down from the prior year by approximately \$5,500 due primarily to the improvement in the State's Pension Fund balance as a result of the improvement in the stock market.

As interest rates have been increasing the Library has started to invest some of the General Fund and Fund Balance Fund balances in short term United States Treasury Bills to help improve the Library's income.

**GLOVERSVILLE PUBLIC LIBRARY**  
**BANK RECONCILIATIONS**  
**June 30, 2023**

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

Balance Per Bank Statement \$ 28,360.34

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
03/21/23	7261	James Esper Landscaping	4,200.00
06/20/23	7327	C D P H P	5,740.78
06/20/23	7328	The Paul Revere Life Insurance Company	42.16
06/20/23	7334	James Esper Landscaping	6,425.00
06/20/23	7340	Derby Office Equipment, Inc.	30.00
06/20/23	7346	Mid-State Industries, LTD	2,700.00
06/20/23	7350	Schenectady County Public Library	20.00
06/20/23	7351	First Congregational Church - U. C. C.	100.00
06/29/23	7352	C D P H P	34.38
Total Outstanding Checks			<u>19,292.32</u>

Other Items:

None -

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS**

\$ 9,068.02

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

Balance Per Bank Statement \$ 17,001.50

Outstanding Checks:

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

Other Items:

None -

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 17,001.50

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

Balance Per Bank Statement \$ 549,701.21

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 549,701.21

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

Balance Per Bank Statement \$ 763,697.83

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 763,697.83

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

Balance Per Bank Statement \$ 4,845.08

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**

\$ 4,845.08

**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,  
Greg Niforos  
Vice President of Finance



## Building and Grounds Committee Report

### Richard Carlson / Chair

### June 2023

Ms. Madonna's update, as the Committee did not meet:

#### **Parking Lot: Phase 1**

The architects and engineers were focused on preparing the bid set for distribution on 7/11. The invitation to bid was sent to the *Leader-Herald*.

#### Timeline

Bids go out: July 11, 2023

Pre-bid meeting and site walk-through: July 17, 2023 at 10 AM

Bids due: August 3, 2023 by 3pm

Bid opening: August 3, 2023 at 3:05 PM

Project start date: after Labor Day

Substantial completion: November 22, 2023

Final completion: December 13, 2023

A couple items to note: Planting of bushes is by owner. This means we are responsible for doing it, either with volunteers or contracting it out. We do have a quote from Goderies for it and it will be added to the new grant application. The contractors will prepare the beds and mulch, but we will be responsible for the planting. This allows us to control the timeline a bit. So, if the site is not ready this fall, we can push the planting to the spring. Another landscaping item is that we did go with sod. It will be a bit more expensive, we'll have a better chance of actually having a lawn. Finally, I will be on vacation and possibly still out of town at the bid opening. If I am in town, I'll come in, but Valerie will be there either way. The Board should be prepared to award a contract at the August Board meeting. Keep your fingers crossed...

#### **The Atrium Dome**

The focus here has been working on a Consolidated Funding Application to NYS Office of Parks, Recreation and Historic Preservation for the Environmental Protection Fund the agency manages. Though the application deadline is July 28, I will be out of town with no access to technology, so I need to have it submitted by Tuesday, July 18.

I think the hardest part has been getting information back from the other players involved; the architect, Mid-State Industries, and the new folks, The Garland Group. Garland, actually, has been the most responsive. Without quotes and resumes the application will either be limited or incomplete. The quote I received from Mid-State is dated September 2022. My experience with the DLD grants leads me to the belief that this is too old to be acceptable. I've requested a new quote and encouraged Mid-State to update it to cover inflation or wage increases or whatever. Better to anticipate it now and have it in the grant request, especially when this project will be, hopefully, completed in 2025; that's 3 years after the initial quote.

Based on the quote I received from Garland, Mid-State has provided a new number, it is \$13,200 higher (\$392,000) but I don't have a copy of it. I'm also gasping at the mark up Garland uses for their design and engineering services as part of using the cooperative procurement route. They charge at 15% markup, based on Mid-State's number, plus 5% for contingency, bonds, permits, etc. So, another \$80,160! Include the architect's fee with reimbursables and we have a new project budget of \$480,690. This does not include any interior restoration. I've not been able to get anything from the architect about this piece. I'm hoping we might be able to include it in a DLD application next year. Final note about the CFA request is that we can only request up to 75% of our project.

Last bit on the dome is that the local committee reviewing projects for the city's DRI GRIP (Gloversville Revitalization Improvement Program) will be meeting next Tuesday, July 17 to review all of the applications submitted, including ours for \$100,000. I assume it is an evening meeting and hope that we will hear something by the end of next week. While I'll be away, I'll be checking my email for that one and let the Board know as soon as I hear something. Unfortunately, if the answer is no, it will be too late to

**Parking Lot – Phase 2**

I know, we haven't even gotten Phase 1 underway, but the grant deadline for phase 2 is fast approaching — September 1, 2023 — so I am working on this grant too. The challenge with this one is that the scope of work we are actually completing in Phase 1 is a bit different from what I wrote in last year's grant. We have the opportunity to include some of items that got moved because our construction date is within the timeframe of the grant for Phase 2, but I'm not yet sure how to provide quotes or estimates for those items.

GLOVERSVILLE



PUBLIC  
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**Outreach Committee Report**  
**Merry Dunn Brown / Chair**  
**March 2023**

The Outreach committee is continually looking for new ways to inform about and promote the programs and services of the GPL. In July, we visited approximately 20 commercial and non-profit establishments. They were given calendars and some newsletters. Our newest stops are the Groversville City Hall and the fire station. We're exploring the possibility of sharing information with the city assessor's office. In their mailings to new residents, we'd like to have them enclose an invitation to visit the library along with general information about it.



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

**Grants, Grands, and More Grants**

While Barb is doing the heavy lifting, tackling the grants for our two upcoming capital projects, many other staff members have been dabbling in grant writing as well, if on a much smaller scale, in the hopes of finding alternative funding avenues to stretch our operating budget dollars as far as possible. I've asked Darla, Liz, and Lex to start coordinating for upcoming annual submissions to Stewarts and WGY, for youth and teen programming. We will focus on younger children for one, and tweens/teens for the other. Lex and I were also approached by the Pride Center of the Capital Region, to partner on a program for adults in the Fulton-Montgomery area that would be modeled on the Library's successful School's Out program. The program through the NYS Dept. of Health would revolve around health education for marginalized communities that aren't the focus of other efforts in the area. That has been submitted and my understanding that we should hear back by mid-August. I've also begun brainstorming for the fall round of MVLS advocacy grants, the funds from which are intended for election promotion, and hope to meet with both the Outreach Committee and the PR Committee before the fall gets underway. We will continue to seek out grant opportunities of all sizes, as we look to cut costs without limiting our services or collections.

**Community Engagement**

June was a relatively slow month in many respects, with lots of time going to wrapping up records and paperwork for the close of the current fiscal year and setting departmental budgets and payroll for the upcoming one, the Library did get out and about in the community quite a bit. We began our residency at Food Truck Fridays – with Library Staff attending both Fridays, and the Outreach Committee joining us for the first Friday. Despite adverse weather conditions on both Fridays, we distributed newsletters, calendars, and flyers, as well as opened two new Library accounts. The Library and the Outreach Committee returned to Castiglione Park for Gloversville's Juneteenth event, where we did our best to engage with the community, despite a lower-than-expected turnout. Any disappointment over Juneteenth was quickly erased by the overwhelming success of Glove City Pride. With over 200 attendees and 18 participating community organizations and local business, Myers Park was a hub of activity. Along with Outreach volunteers, we interacted with a wide array of attendees, and our tie-dye activity was one of the most popular stations. It was a crowded and colorful celebration.

**Staff Picnic**

Just a reminder that our annual GPL Staff Picnic is right around the corner! We hope we'll see you at the Pleasant Square Fire Department pavilion on Sunday, August 6<sup>th</sup>, from 3-7 PM. Staff will providing a pot-luck BBQ, as well as lawn games, so all you need to bring is your appetite and your best strategies for cornhole and bocce ball. That said, if you have your heart set on contributing, feel free to reach out to me and let me know what you'd like to bring. Keep your fingers crossed that Mother Nature cooperates and remember that friends and family are most welcome to attend!





We began weeding the 300's and are slowly working our way through this section. The 300's cover a wide range of topics including: law, etiquette, money management, civil service test prep, education, transportation, customs, political science, and more.

2 blood pressure cuff kits have been added to our Library of Things collection and the check-in procedures for Library of Things items have been updated and clarified for staff.

The end of the fiscal year has gone smoothly and we are prepared to begin the next. See the chart below for some circulation highlights for the fiscal year. The adult media collections circulation decreased the most, with a similar amount percent increase in circulation for the Children's collections combined. Overall circulation was up 8.26% over last fiscal year.

Circulation by Collection							
Collection	Totals:	21-22 Circ Count	21-22 Percentage of Circ	22-23 Circ Count	22-23 Percentage of Circ	Change in Circ from Previous Year	Change in Percentage of Circ from Previous Year
Adult Media: Audiobooks, Music, & DVD's	Totals:	8948	16.16%	8153	13.51%	(795)	-2.65%
Adult Collections: Fiction, Nonfiction, Large Type, Memory Lane, New Fiction, New Nonfiction, & Lucky Day	Totals:	17210	31.08%	17665	29.27%	455	-1.81%
Library of Things & Museum Passes	Totals:	48	0.09%	194	0.32%	146	0.23%
Magazines	Totals:	766	1.38%	717	1.19%	(49)	-0.20%
Graphic Novels	Totals:	277	0.50%	858	1.42%	581	0.92%
Teen: Fiction & Nonfiction	Totals:	1070	1.93%	1080	1.79%	10	-0.14%
Children's Collections: Board Books, Easy Readers, Fiction, Graphic Novels, Holiday, Nonfiction, Picture Books, Braille, & DVD's	Totals:	10951	19.78%	13602	22.54%	2651	2.76%
MVLS Rotating Collections: Audiobooks, Children's Fiction, Graphic Novel, Large Type, & Teen	Totals:	569	1.03%	821	1.36%	252	0.33%
eBooks, eAudiobooks, & eMagazines	Totals:	8330	15.04%	10064	16.67%	1734	1.63%
Newspapers	Totals:	7200	13.00%	7200	11.93%	0	-1.07%
<b>Grand Total:</b>		<b>55369</b>	<b>100%</b>	<b>60354</b>	<b>100%</b>	<b>4985</b>	<b>8.26%</b>

## Programs in June:

- Books 'N Brews: 12 participants & 2 staff
  - About 2 hours before our discussion, the Pines restaurant, where we were supposed to meet, let us know that their chef had walked out. Fortunately, Plaza's Italian Bistro was able to accommodate us and we were able to contact all of the registered participants in time. We had a fantastic discussion about The Stranger in the Woods: The Extraordinary Story of the Last True Hermit by Michael Finkel.
- Garden Club: Garden Upkeep: 4 participants & 2 staff
  - This month we met outside at the Library Garden. We pulled weeds and fertilized the plants.
- Adult Crafting had a total of 28 participants & 2 staff
  - 1:30 class: 9 participants; 5:30: 10 participants, and registered as kits: 9
  - Participants created frosted acrylic discs to hang in a sunny spot.
- Bad Art Kits
  - Kits became available to the public on Wednesday, June 28 and started with a bang, handing out more than 50 on the first day! This is an all-ages program where people are encouraged to have fun with the process of creating and prompted to make something truly terrible. The only real guideline is that each piece must include a shoulder pad, a spork, and a puzzle piece. All submissions will be in the running to win a Terrible Trophy! Submissions are due back by July 28 and an exhibit will go up on August 2 and voting begins. A reception will be held on August 24 at 5pm when the winner will be announced.

Do you love crafting, being messy, and letting out your inner artist?

Get ready for...

# BAD ART

Join us for a chance to win a Terrible Trophy

"BAD ART" KIT PICKUP BEGINS: JUNE 28, 2023  
RETURN ART TO LIBRARY BY: JULY 28, 2023  
EXHIBIT OPENS: AUGUST 2, 2023  
RECEPTION AND AWARD CEREMONY: AUGUST 24, 2023 @ 5 PM

One submission per person.

GLOVERSVILLE  
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If you need some inspiration...enjoy these Bad Artists!





**Gloversville Public Library**  
**Lex Lanza / Teen Services & Community Engagement Librarian**  
**June 2023**

June contained a lot of programming and outreach. Sonny and I have been tabling at Food Truck Fridays twice a month, which unfortunately have been met with less than ideal weather. Still, despite the rain, we have been able to hand out some newsletters and chat with community members. Hopefully, the turnout improves as summer goes on. The highlight of this event for me have been the halal truck, which has excellent food!

The Creative Writing group seems to be gaining some momentum. This month we had the highest attendance so far at 9 patrons. It was a great program and I am looking forward to July; I handed out an optional "homework" assignment encouraging everyone to record their dreams for a month and bring them into the next program. Dream poems are my favorite to write, so I'm eager to see how theirs turn out.

School's Out was also very successful this month. We had 5 patrons the first time, and then 13 the second time. This is the most we have ever had to School's Out, so it was a great day for Nathaniel from The Pride Center to visit. Additionally, the Pride Picnic in Myers Park was absolutely a success. Liz and I prepared a tie dye bandana project, which was super popular. We had prepared 50 kits and used every single one of them! It was a whirlwind of an afternoon. While reflecting afterwards, I thought about how different last year's picnic was. I didn't know many of the kids yet. I wasn't quite a Librarian yet, and I was still a few months away from starting the outreach programs in the community and schools. Now I've had almost a year to connect with the kids, and it was incredibly rewarding and heartwarming to see so many of them attend the picnic.

Lastly, this month was the final push for finishing up the new website. It is a great relief for me to have the majority of the work done, and just edits and upkeep ahead.





**Youth Services Report**  
**Liz Kurz / Head of Youth Services**  
**June 2023**

This June was a busy month down in Youth Services, with everyone getting in gear to kick off our summer reading programming and planning toward future programs this upcoming Fall! We had a total of 5 Story Times this month with an average of 6 children attending each. Our biggest for sure was the last on the month on the 29<sup>th</sup> with 10 children attending (and 8 adults), which was initially the date of our first Travelling Storytime, but hosted in the library due to the air quality from the wildfire smoke was held indoors and without the QiGong for Children portion of the program. Luckily, we got the word out in time, and still had a fantastic turnout. We are hopeful that the remainder of our Travelling Story Times of the summer will go off without a hitch!

This month also held our first DIY Crafternoon, the program I am holding for tweens to come in and unleash their creative spirits with our craft supplies! We had only 2 attendees this month, who also attend a number of teen programs, and they took advantage of having my full attention and I was able to teach them to crochet. I am looking forward to working up this program and getting some artwork that can be displayed throughout the Youth Services area, to get our children invested in the space.

I have also begun developing a plan for engaging with homeschool families within the community, as we have seen a number of families coming in with plans to homeschool or are already homeschooling. The planning began with a survey that has been promoted on social media, as well as with flyers featuring a QR code and link to type into any computer browser. This has resulted in (to date) 29 responses, which have provided a wealth of information to better reach these families to create engagement activities to bring them into the library to use our resources. Their answers will also help ensure that we are curating the appropriate resources to actually support their ongoing needs. This survey has provided insight to begin programming this fall, and to reevaluate our current J collections in the ways they can support the needs of our community.

Our collections have also seen some major action this June, with weeding going on throughout the entire J Fiction collection. We are removing materials that are worn out and not serving the interests and needs of our patrons. This has resulted in increased shelf real estate, which has provided us with the opportunity to start shelving materials more dynamically: to get more covers facing out and catching the attention of patrons, as well as creating a "Save This Book" display for materials that we purchased 2+ years ago and have not circulated since being processed. This will hopefully get this collection circulating more, and we have already seen more attention being given to books that typically go overlooked! This weed will continue into the Easy Readers next, before tackling our J Nonfiction, which will allow me to ensure that we have the most accurate and up-to-date and engaging information for our young learners.

As a final note, we had a fantastic time at the Gloversville Pride Picnic, getting to see a bunch of kids and families that come to programs, and meet the families of older kiddos that come solo. We went through all of the 50 bandanas that we brought and had to let others know that we will be doing more tie dye this summer, and to come back then! They took newsletters and we had many community members learning about what we offer for the first time and seeming very excited to come in and join us this summer.





## **Special Projects Report**

**Barb Madonna / Head of Grant Administration & Special Projects**

**June 2023**

### **New Grants for Building Projects**

Continuing to work on the CFA application for the dome and eyeing up the 2023 application for Public Library Construction Aid through the Division of Library Development

### **Other Grants**

Continued work on Advocacy and Community Engagement grants

### **Other Projects**

- The public hearing for the parking lot project at the Gloversville Planning Board's June meeting went smoothly and we received our approval letters later that week.
- I had a Zoom meeting with Paul Mays from Butler Rowland Mays Architects, and Henry Thomas from The LRC Group, to discuss putting the bid set out to bid.
- Mike Frank and I had a brief meeting to discuss timelines and cash flow for the construction projects.
- I met with Nicole, Valerie, and Linda to revamp some internal forms for requesting and tracking staff paid time off.
- Weeding of the Adult 300s in the Nonfiction Room began.

Statistics / Monthly Report

June 2023

Figures in parentheses are comparable figures for 2022

	<b>2023</b>	<b>2,022</b>
<b>VISITORS</b>	<b>5,129</b>	<b>(5,457)</b>
<b>CIRCULATION</b>		
Adult circulation	1,522	(1,435)
Teen Circulation	248	(144)
Juvenile Circulation	974	(935)
Audiobooks	38	(63)
eAudio	214	(185)
eBooks	521	(486)
Music	4	(1)
Periodicals	52	(61)
eMagazines	70	(92)
Videos	668	(644)
Museum Passes	2	(4)
Library of Things	25	(16)
Subtotal	<u>4,338</u>	<u>(4,066)</u>
In-House Use		
Adult	86	(48)
Juvenile Circulation	403	0
Other Materials	780	(660)
Subtotal	<u>1,269</u>	<u>(708)</u>
<b>Total Circulation</b>	<b>5,607</b>	<b>(4,774)</b>
<b>REFERENCE QUESTIONS</b>	<b>149</b>	<b>(98)</b>
<b>MEETINGS / PROGRAMS / OUTREACH</b>		
69 Adult programs & meetings with 321 people		(40 Adult programs & meetings 309 people)
11 Juvenile programs & meetings with 258 people		(6 Juvenile programs & meetings with 103 people)
6 Teen programs & meetings with 47 people		(4 Teen programs & meetings with 8 people)
269 One-on-one programs & meetings with 269 people		(287 One-on-one programs & meetings with 287 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	562	(480)
Material Loaned	630	(537)
Total	<u>1,192</u>	<u>(1,017)</u>
<b>COMPUTER USAGE</b>	<b>1,249</b>	<b>(956)</b>
<b>HISTORICAL ROOM</b>		
Visitors	15	(8)
Phone/Email Requests	3	
Books Used	83	(36)
Reference Questions	33	(16)
Microfilm	3	(3)