



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
June 20, 2023 6:00 PM

Attendance/Call to Order

Pledge

Public Comment

1. Accept the Minutes of the:
 - May 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 schedules*
9. Lawyer Search Ad Hoc Committee
10. Local History Room Committee Report
11. Outreach Committee Report
12. Personnel Committee Report
13. Plan of Service Ad Hoc Committee Report
14. Policy Committee Report
15. Program Committee Report
16. Public Relations Committee Report
17. Library Director's Report
18. Librarians' Reports
19. Old Business
 - Free Food Fridge
20. New Business
 - Payroll Committee

Adjourn*

Next Meeting: July 18, 2023 at 6:00 PM

**Motion Required*



Minutes of the Gloversville Public Library Board of Trustees Meeting May 16, 2023

The Gloversville Public Library Board of Trustees held its regular meeting on May 16, 2023. Present were President Charles "Ren" Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Gregory Niforos, John Mazur, and Caren Pepper. Present from the public was Adrian Nolett.

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

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

Mr. Reed asked for a motion to accept the April meeting minutes. Mr. Mazur made a motion, seconded by Ms. Dunn-Brown. Mr. Reed asked if there was any discussion. There was none. The Board approved with a vote of "aye".

Mr. Frank delivered his Treasurer's Report. After some discussion, Mr. Reed asked if there was a motion to accept the Treasurer's Report. Mrs. Pesses inquired about the NYS pension bill. Ms. Pepper made a motion to accept the Treasurer's report, seconded by Mr. Niforos. The Board approved with a vote of "aye".

Mr. Frank distributed the Warrant List. Mr. Reed asked for a motion to accept the Warrant List. Mr. Rohrs made a motion, seconded by Mr. Niforos. The Board approved with a vote of "aye".

Mr. Niforos delivered the Budget and Finance Committee Report. He indicated that there had not been a meeting; however, he was pleased to report the passing of the tax levy vote. Mr. Mazur inquired about the absentee voter percentage. The Board thanks Mr. Niforos and the committee for all of their hard work.

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

Mr. Reed delivered the Friends of the Library Report on behalf of Mrs. Jean La Porta. He indicated that the pie ale and performance of The Addams Family were very successful. Articles for the August newsletter need to be to Mary Trainor by June 28.

Mr. Reed delivered the President's Report. He thanked many including the community for passing the tax levy.

Ms. Acklin delivered the Building and Grounds Report, on behalf of Mr. Carlson. She indicated the building projects and required grant funding are in motion. From this report, the following motion was made:

- Motion to authorize Ms. Barbara Madonna to submit and sign the CFA application paperwork. Mrs. Pesses made the motion, seconded by Ms. Pepper. The Board approved with a vote of "aye".
- Motion to authorize the repair of the HVAC system with Stark Tech, at an estimated cost of \$13,000. Mr. Mazur made the motion, seconded by Ms. Dunn-Brown. The Board approved with a vote of "aye".

Mr. Reed delivered the Lawyer Search Ad Hoc Committee Report. From this report, the following motion was made:

- Motion to retain Ms. Stephanie Cole Adams as our new Library General Counsel, with Mr. Bryan Goldberger as a second choice should Ms. Adams decline the offer. Mrs. Pesses made the motion, seconded by Mr. Mazur. Mrs. Pesses inquired whether Ms. Adams would be on retainer or per hour. Mr. Reed indicated her compensation would be per hour. The Board approved with a vote of "aye".

Valerie Acklin
Library Director

2022-2023
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Mrs. Pesses delivered the Local History Room Committee Report. The next meeting with the volunteers will be in June.

Ms. Dunn-Brown reported on behalf of the Outreach Committee. She indicated that Outreach Committee will only be present on first Friday of the month for Food Truck Fridays.

Mr. Niforos delivered the Personnel Committee Report, in Ms. Shrader's absence. Mr. Niforos indicated there was no report; however, he reminded everyone that the Director Evaluations are due.

Mr. Reed delivered the Plan of Service Ad Hoc Committee Report. He noted there was not a meeting; however, the committee is putting together the last community outreach workshop, which is proving to be difficult.

Mrs. Pesses delivered the Policy Committee Report. The following finance policies were reviewed by Mr. Frank and were accepted as is:

- Motion to accept the Budget Development and Expenditure Policy, as well as the Payment Authorization Policy as written. Ms. Pepper made the motion, seconded by Ms. Dunn-Brown. The motion carried with a vote of "aye".

Ms. Pepper delivered the Program Committee Report. She noted there had not been a meeting; however, they will try to meet before the June Board meeting.

Mr. Mazur reported on behalf of the Public Relations Committee. He noted there had not been a meeting, but the committee will meet in the summer season. He noted there had been positive feedback on advertisements for the library vote; however, there had been feedback regarding the lack of privacy as patrons voted

Ms. Acklin delivered the Library Director's Report. She added that she had met with the Gloversville Police Department regarding active shooter training. Mr. Reed also requested that there is a "Librarians' Reports" line added to the Board agenda/minutes.

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

Mr. Reed asked if there was any New Business. In this discussion, the following motion was made:

- Motion to certify the May 2, 2023 tax levy vote and trustee election, the results of which are:
 - ◆ Tax levy of \$613,695.00: Yes: 166; No: 56.
 - ◆ Five-Year Trustee Term: Susan Shrader
 - ◆ Five-Year Trustee Term: Richard Carlson

Mr. Rohrs made a motion, seconded by Mr. Niforos. The Board approved with a vote of "aye".

At 7:07 PM, Mr. Mazur made a motion to enter Executive Session for reasons of personnel changes, seconded by Mr. Niforos. The Board approved with "aye".

At 7:39, Mr. Rohrs made a motion to leave Executive Session, seconded by Mr. Niforos. The Board approved with a vote of "aye".

At 7:42 PM, Mr. Reed asked if there was a motion to adjourn. Mr. Mazur made a motion, seconded by Ms. Dunn-Brown. The Board approved with a vote of "aye".

Respectfully submitted,

Christian W Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

MAY 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	1,167.72	5,631.21	401.80	(3,631.21)
Gloversville Library Foundation Inc. - Int. & Div.	100,000.00	10,000.00	110,000.00	50,000.00	(10,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	900.00	18,831.00	1,925.00	(8,831.00)
Government Affiliations	7,000.00	350.00	506,607.00	8,147.00	(499,607.00)
IRS Payroll Credit Covid 19	0.00	0.00	0.00	65,829.46	0.00
Fees & Miscellaneous Income	2,500.00	478.93	6,201.29	3,969.96	(3,701.29)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,060.98	10,000.00	(60.98)
TOTAL RECEIPTS	<u><u>\$685,195.00</u></u>	<u><u>\$12,896.65</u></u>	<u><u>\$1,211,026.48</u></u>	<u><u>\$643,968.22</u></u>	<u><u>(\$525,831.48)</u></u>
	Income Cash Reconciliation				
Income Cash Balance on May 1, 2023	<u>\$709,608.74</u>				
Plus: Receipts Per Report	12,896.65				
Less: Equipment - TVs & Computers	0.00				
Less: Expenses Per Report	<u>(64,443.20)</u>				
Income Cash Balance on May 31, 2023	<u><u>658,062.19</u></u>				
Accounts Payable as of 05/31/23	0.00				
Accrued Payroll Expense as of 05/31/23	0.00				
Prepaid Expenses as of 05/31/23	<u>(10,052.00)</u>				
Actual Cash Balance on May 31, 2023	<u><u>\$648,010.19</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$538,126.05				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Greg Niforos, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on May 1, 2023	\$23,332.50	
Plus: Receipts:		
Interest on Money Market Account	143.70	<u>Year to Date</u>
Interest on Treasury Bills	0.00	4,365.70
Treasury Bills Matured	100,000.00	
Less: Paid Outs:		
Treasury Bills Purchased	0.00	
Incoming Bank Wire Fee	0.00	
Purchase New Checks	0.00	
Transfer to Checking Account	<u>50,000.00</u>	
Balance on April 30, 2023	<u>\$73,476.20</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on May 1, 2023	\$161,030.04	
Plus: Receipts:		
Interest on Money Market Account	515.86	<u>Year to Date</u>
Interest on Treasury Bills	0.00	9,390.07
Treasury Bills Matured	250,000.00	
Transfer from Construction Account	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	248,955.83	
Transfer to Construction Checking Account	<u>0.00</u>	
Balance on April 30, 2023	<u>\$162,590.07</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on May 1, 2023	\$5,781.66	
Plus: Receipts:		
Interest Earned	0.09	
Building Fund Transfer	0.00	
Less: Paid Outs:		
LRC Engineering & Surveying, DPC	0.00	
Butler Rowland Mays Architects, LLP	<u>936.75</u>	
Balance on April 30, 2023	<u>\$4,845.00</u>	

AMAZON SMILE SAVINGS ACCOUNT

Balance on May 1, 2023	\$203.53	
Plus: Receipts:		
Interest Earned	0.00	
Donations-Amazon Smile	69.73	
Less: Paid Outs:		
Transfer to Checking Account	<u>0.00</u>	
Balance on April 30, 2023	<u>\$273.26</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

APRIL 30, 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 26 Week Due 06/01/23	\$500,000.00	\$488,498.61	4.7220%	\$500,000.00	\$11,501.39
U. S. Treasury Bills 8 Week Due 06/13/23	50,000.00	49,627.44	4.9060%	50,000.00	372.56
TOTAL SECURITIES CURRENTLY HELD	\$550,000.00	\$538,126.05		\$550,000.00	\$11,873.95
BUILDING FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 17 Week Due 06/20/23	\$250,000.00	\$246,033.33	4.9450%	\$250,000.00	\$3,966.67
U. S. Treasury Bills 4 Week Due 06/20/23	250,000.00	248,955.83	5.4820%	250,000.00	1,044.17
U. S. Treasury Bills 8 Week Due 06/20/23	100,000.00	99,245.56	4.9680%	100,000.00	754.44
TOTAL SECURITIES CURRENTLY HELD	\$600,000.00	\$594,234.72		\$600,000.00	\$5,765.28

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

MAY 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	\$ 30,637.06	\$ 327,352.39	\$ 254,911.98	\$9,903.81
Salaries - Part Time Employees	154,842.48	10,289.88	107,860.96	93,440.44	46,981.52
Salaries - Custodians	34,234.00	3,191.68	39,651.87	29,260.38	(5,417.87)
F I C A & Medicare Tax	40,264.45	3,375.06	36,327.23	28,841.49	3,937.22
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	3,950.79	51,680.38	42,116.64	11,319.62
Worker's Compensation Insurance	3,000.00	0.00	2,552.23	2,916.75	447.77
Pension Expense	45,151.00	0.00	28,522.00	36,247.25	16,629.00
Heat	4,500.00	1,047.40	5,257.89	4,176.56	(757.89)
Electricity	25,000.00	1,756.39	29,281.25	29,017.11	(4,281.25)
Telephone	7,200.00	639.66	6,780.85	6,291.51	419.15
Insurance	25,000.00	0.00	26,572.20	24,713.29	(1,572.20)
Books, Periodicals, etc.	40,000.00	4,537.24	34,954.24	34,349.03	5,045.76
Computer & Automation Services	14,700.00	1,625.60	15,576.73	13,989.80	(876.73)
Library, Office Supplies & Postage	10,500.00	1,451.87	13,342.86	9,373.47	(2,842.86)
Maintenance, Repairs & Bldg. Supplies	10,000.00	635.46	11,769.74	11,129.82	(1,769.74)
Maintenance Contracts	38,000.00	0.00	29,777.49	38,099.05	8,222.51
Treasurer	8,800.00	750.00	8,050.00	8,050.00	750.00
Professional Fees	7,000.00	0.00	200.00	112.50	6,800.00
Election Expense	1,000.00	815.34	885.15	899.60	114.85
Professional Meetings & Travel	1,000.00	72.05	1,606.99	1,110.73	(606.99)
Events & Programming	5,000.00	(434.70)	3,244.04	3,283.71	1,755.96
Promotion Expense	4,800.00	37.76	1,252.54	1,218.02	3,547.46
General Expense	2,000.00	64.66	507.24	440.53	1,492.76
TOTAL EXPENSE	\$885,048.13	\$64,443.20	\$787,178.43	\$677,864.87	\$97,869.70

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

MAY 2023

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7301		Gloversville Public Library	\$ 17,482.61	Payroll
7302	2907	Michael J. Frank	750.00	Treasurer
7303		Void	-	
7304	2909	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7305	2910	Charter Communications	129.98	Computer & Automation
7306	2911	Frontier Communications	639.66	Telephone
7307	2912	National Grid (2,803.79)	1,756.39	Electric
			1,047.40	Natural Gas
7308	2913	Ingram Library Services	3,696.94	Books
7309	2914	Business Card (1,359.51)	125.30	Events & Programming
			52.90	Computer & Automation
			15.99	G/E - Zoom
			427.31	A/V - DVDS
			317.46	Maintenance & Repairs
			12.76	Promotion Expense
			391.80	Postage
			15.99	Books
7310	2915	Quill LLC	853.85	Library Supplies
7311	2916	Palmateer Trucking & Container Service	318.00	Maintenance & Repairs
7312	2917	Fulton Montgomery Regional Chamber Of Commerce (292.00)	48.67	G/E - Dues
			243.33	Prepaid Expense
7313	2918	Mary Ann Frank	221.25	Election Expense
7314	2919	Amanda Ossenfort	221.25	Election Expense
7315	2920	Alexis N. Lanza	72.05	Professional Meetings & Travel
7316	2921	Daily Gazette Co., Inc. (397.84)	25.00	Promotion Expense
			372.84	Election Expense
7317	2922	Mohawk Valley Library System (1,149.27)	943.05	Computer & Automation
			206.22	Library Supplies
7318	2923	Springshare (1,499.00)	499.67	Computer & Automation
			999.33	Prepaid Expense
7319		Void	-	
7320	2924	Naif's	397.00	Newspapers
7321		Gloversville Public Library	16,793.79	Payroll
7322	2908	C D P H P	4,180.32	Medical Insurance
7323		Elizabeth H. Kurz Michel	34.38	Dental Ins Refund
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	589.86	Pension - Withholdings
DM		E F T NYS Tax Department	1,583.10	Payroll
DM		E F T United States Treasury (10,627.12)	3,375.06	FICA & Medicare Expense
			7,252.06	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	11.13	Medical Insurance
		CHECK AND EFT PAID OUTS - MAY 2023	<u>66,245.86</u>	
		PETTY CASH PAID OUTS - MAY 2023		
		None	<u>0.00</u>	
		TOTAL MAY 2023 PAID OUTS	<u><u>\$66,245.86</u></u>	
		Less: Events & Programming (Defensive Driving Program)	(560.00)	
		Less: Prepaid Expense	<u>(1,242.66)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$64,443.20</u></u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

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

W G Y CHRISTMAS WISH GRANT

Balance as of May 1, 2023		\$815.01
Grant Money Received		700.00
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 May 31, 2023		\$1,515.01

ADVOCACY GRANT

Balance as of May 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 May 31, 2023		\$180.34

APPROPRIATION FOR FUTURE AUDIT

Balance as of May 1, 2023		\$9,825.00
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 May 31, 2023		\$9,825.00

RESTORATION FUNDS RECONCILEMENT

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

Financial Review May 2023

The Financial Report for the eleven-month period ending May 31, 2023 shows our income up approximately \$567,100 as compared to the same period of the preceding year 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 period ending May 31, 2022 the Foundation was still using the funds to pay down the term loan taken out due to having provided funds for the construction project. Expenses for the current year to date period were up approximately \$109,300 from the same period of last 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 \$7,700 due primarily to the improvement in the State's Pension Fund balance as a result of the improvement in the stock market. Utility costs and Maintenance and Repairs have continued to increase due mainly to increases in gas and electricity rates.

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
May 31, 2023**

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

Balance Per Bank Statement					\$ 10,589.25
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	
05/16/23	7311	Palmateer Trucking & Container Service		318.00	
05/16/23	7318	Springshare, LLC		1,499.00	
05/16/23	7323	Elizabeth H. Kurz Michel		34.38	
		Total Outstanding Checks		<u>6,051.38</u>	<u>6,051.38</u>
Other Items:		None			<u>-</u>
BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS					<u><u>\$ 4,537.87</u></u>

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>	<u>-</u>
Other Items:		None			<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 17,001.50</u></u>

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

Balance Per Bank Statement					\$ 73,476.20
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 73,476.20</u></u>

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

Balance Per Bank Statement					\$ 162,590.07
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 162,590.07</u></u>

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 4,845.00

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

\$ 4,845.00

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

Balance Per Bank Statement \$ 273.26

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 273.26

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance

GLOVERSVILLE



PUBLIC
LIBRARY

Friends of the GPL Report
Jean LaPorta / President
May 2023

Here is a short update on Friends' activities this May.

Finishing a busy fundraising year, the Friends have already started planning for fall events. Watch for information about our Chicken BBQ, Annual Basket Raffle, Book Sale and hopefully, an additional event still in the early planning stages.

Don't forget to send any articles you would like included in the August Friends' newsletter to Mary Trainor by June 28. Her email is: mtrainor102@gmail.com.

Many thanks to Merry and her hardworking committee for making the library grounds look so beautiful.

Next Friends' meeting is Thursday, August 3 at 5 PM.

Have a great summer!



President's Report

Charles "Ren" Reed / President

May 2023

Diversity refers to all aspects of human difference, social identities, and social group differences, including but not limited to race, ethnicity, creed, color, sex, gender, gender identity, sexual identity, socio-economic status, language, culture, national origin, religion/spirituality, age, (dis)ability, and military/veteran status, political perspective, and associational preferences. The United States is a diverse nation and is becoming more diverse every decade.*

Equity refers to fair and just practices and policies that ensure all persons residing in the United States can thrive. Equity is different than equality in that equality implies treating everyone as if their experiences are exactly the same. Being equitable means acknowledging and addressing structural inequalities — historic and current — that advantage some and disadvantage others. Equal treatment results in equity only if everyone starts with equal access to opportunities. An example of equity are handicap parking spaces set aside for people with physical disabilities. Equality would exist if everyone would have equal access to all parking spaces! Another example of equity is the current tiered tax structure with people earning less paying a lower tax rate and with people earning more paying a higher tax rate. Equality would exist if everyone would pay the same tax rate.*

Inclusion refers to a community where all members feel (and are) respected, have a sense of belonging, and are able to participate and achieve to their potential. While diversity is essential, it is not sufficient. A community can be both diverse and non-inclusive at the same time, thus a sustained practice of creating inclusive environments is necessary for success.*

Those who support DEI initiatives believe that everyone, regardless of race, ethnicity, creed, color, sex, gender, gender identity, sexual identity, socio-economic status, language, culture, national origin, religion/spirituality, age, (dis)ability, and military/veteran status, political perspective, and associational preferences are equal participants in the life and work of the United States. DEI supporters believe that all levels of government and all public institutions should work to safeguard and improve the lives of all people.

Public libraries are public spaces open to ALL. Their collections, programming, and services should be diverse and should be equitably accessible to ALL with an aim to promote inclusion.

**The first three paragraphs borrow heavily from the University of Iowa's website on DEI.*



Building and Grounds Committee Report

Richard Carlson / Chair

May 2023

The Committee devoted the entire meeting to the building projects we are planning to progress over the next couple of years. The Committee also agreed to hold off discussing any other Building and Grounds related matters until its next meeting in July as there are no other urgent matters requiring its immediate attention.

Barb Madonna's attachments provide good summary information about these projects and the three options we currently have for progressing them. The basic issue the Committee has to resolve concerns the sequencing of the projects, taking into consideration not just the remaining life of the interim dome repairs done last year but also cash flow, grant reimbursements, etc. There are pros and cons for each of these options, requiring the Committee to present its recommendation to the Board at its Tuesday, June 20 meeting concerning which option to pursue.

To summarize:

Option 1 is the one we have been envisioning since we started discussing these projects. We would build Phase I of the parking lot this year, progress the rehabilitation of the dome in 2024, and complete Phase II of the parking lot in 2025. Its advantages are that we would have the paved (although unlit and unfenced) lot by the end of this fall and we would do the permanent repair of the dome when the projected grant funds first became available (assuming we are successful in getting them). However, we would be committing a very significant amount of our capital reserve funds in 2024 (and possibly beyond) until the grant reimbursements for the dome project arrived. This could cause us major problems if the Library experiences any unexpected expenses, potentially jeopardizing programs and/or staffing.

Option 2 is a best case option from the standpoint of completing all the improvements in the quickest time possible. It would address any security concerns with the parking lot by providing the lighting and fencing a year sooner and would also give us an earlier use of the area for any outdoor programming requiring lighting and power. However, it would magnify the cash flow concerns described in Option 1 and would also present us with all the potential headaches associated with having two major projects being progressed simultaneously.

Option 3 flips the sequencing of the dome repair and Phase II of the parking lot. It has the advantages of addressing the security concerns associated with an unlit, unfenced parking lot and also reducing the cash flow concerns presented by the other options. However, it delays the permanent repair of the dome for another year, and this increases the risk that last year's interim repairs may not last that long. While the dome does not have any structural problems new leakages could appear and this also could increase the cost of that project.

Recommendation:

After discussing these options, the Committee recommends progressing Option 3 as the option which best balances the trade-offs which must be considered.

Building Committee – Upcoming project options

- Phase 1 of the parking lot includes updating the drainage, running the electricity and water lines underground to their end points, grading the whole lot, paving the whole lot.
Engineer estimate: \$250,000.
- Phase 2 of the parking lot includes installing all of the site lights, the perimeter fence, sign, landscaping, and shed.
Engineer’s estimate: \$100,000
- Dome project includes replacing all of the metal skin of the exterior, repairing and repainting the interior, and engineering and architectural fees.
Contractor and Barb’s estimates: ~ \$425,000

- ❖ Option 1: Phase 1 parking lot in 2023, phase 2 in 2025, Dome in 2024
- ❖ Option 2: Phase 1 parking lot in 2023, Phase 2 & Dome in 2024
- ❖ Option 3: Phase 1 parking lot in 2023, phase 2 in 2024, Dome in 2025

Cash flow concerns.

All in, our estimate have us spending approximately \$775,000 for all three projects.

How do we wisely manage the Capital Improvement funds we have by timing projects, minimizing inflation, applying for and actually receiving grant funding, and juggling investment opportunities?

Expense:	Income:
Option 1: 2023 - \$250,000 Phase 1 for parking lot	August 2023: \$163,000 for 2022 DLD Grant Late fall – Early 2024: \$18,000 for 2022 DLD Grant (2022 grant was written when Phase 1 was smaller and cost less. Estimate is \$25,000 more than original, but Phase 2 is \$110,000 less)
2024 - \$425,000 Dome	90-95% funded with 3 grants (hopefully) 100% reimbursement after completion, possibly received by end of 2025
2025 - \$100,000 Phase 2 for parking lot	75% (\$75,000) funded with grants (hopefully) August 2026: \$67,5000 Late fall – Early 2026: \$7,500
Option 2: 2023 - \$250,000 Phase 1 for parking lot	August 2023: \$163,000 for 2022 DLD Grant Late fall – Early 2024: \$18,000 for 2022 DLD Grant
2024 - \$425,000 Dome	90-95% funded with 3 grants (hopefully) 100% reimbursement after completion, possibly received by end of 2025
2024 - \$100,000 Phase 2 for parking lot	75% (\$75,000) funded with grants (hopefully) August 2024: \$67,5000 Late fall – Early 2024: \$7,500

<p>Option 3: 2023 - \$250,000 Phase 1 for parking lot</p>	<p>August 2023: \$163,000 for 2022 DLD Grant Late fall – Early 2024: \$18,000 for 2022 DLD Grant</p>
<p>2024 - \$100,000 Phase 2 for parking lot</p>	<p>75% (\$75,000) funded with grants (hopefully) August 2024: \$67,5000 Late fall – Early 2024: \$7,500</p>
<p>2025 - \$425,000 Dome</p>	<p>90-95% funded with grants (hopefully) 90-95% funded with 3 grants (hopefully) 100% reimbursement after completion, possibly received by end of 2026</p>

Gloversville Public Library Building Grants 2023

Estimated Expenses	Cost Estimate:	Percentage:
MidState Estimate:	\$ 378,800.00	89.6%
Painting and plaster:	\$ 30,000.00	7.1%
Environmental engineer:	\$ 2,000.00	0.5%
BRM fee:	\$ 7,500.00	1.8%
Garland fee:	\$ 4,500.00	1.1%
CFA Costs	\$ 61.00	0.0%
	\$ 422,861.00	

Possible Grants:

Gloversville DRI	\$ 100,000.00	24% 75% max/\$100,000 max 75% in high poverty areas as defined as 10% or more below poverty level. Per their chart, 12078
CFA SHPO	\$ 275,000.00	65% is 20.4%
DLD 2023 Application	\$ 47,800.00	11% 75% max
	\$ 422,800.00	

Optional Project for 2024:

DLD 2023 App parking lot Phase 2	\$ 70,000.00	70% 75% max
Library share	\$ 30,000.00	30% 75% max
Total	\$ 100,000.00	

Total DLD 2023 Application \$ 117,800.00



Local History Room Committee Report

Chris Pesses / Co-Chair

May 2023

This report is compiled from the notes that Nicole took. Thank you to Nicole for helping out with this.

At this meeting we established a list of projects, and future projects, for volunteers to contribute to as well as a rough timeline for touching base with each other and library staff. The decision about what projects to do was determined by how the room has presently been used. Most of our use has been with the items we are going to deal with immediately...yearbooks, business directories, and microfilm.

Project 1: Yearbooks

Make a list of the GHS yearbooks missing from our collection . Upon further searching, Shari found the list that originally was left by Jill Lathrop, one of our volunteers. We are missing 1994, 1996, 2000, 2007, and 2018. Chris Pesses will put an article in the Fall Friends Newsletter asking for donations of the missing yearbooks. We can only have 1 or 2 copies of each, so we don't want a deluge. We will also put a request out in our Fall newsletter, and on our new website, if we have not already received the needed donations.

Project 2: City Directories

After making a list of missing, photocopied, and damaged directories, volunteers will attempt to find replacements from community members and local institutions. Chris and hopefully another volunteer will look over the directories and see what needs to be repaired or replaced, and discuss places where we might find extras that are not desired. Prior donations for these items have come from businesses. We will have to call around to see what/how we can possibly obtain additional copies or replace ones we are missing. The Leader Herald/ WBCollins printing company was the producer of these.

Project 3: Microfilm

The Library currently has the Leader Herald on microfilm thru 2018. We need to work on completing and continuing our collection so we will proceed as follows: Volunteers will contact the Leader Herald to get digital copies of the paper from 2019 to the present and to establish this exchange going forward in a continuous and timely manner. This will require making phone calls to the Gazette/Leader for 2019 and forward for either microfilm or copies on usb sticks. We cannot have CD Rom because we have no reader. Hopefully, one of our volunteers will be willing to spend some time on this project.

Project 4 (Fall start date): Vertical Files

We will begin this project in the Fall after Shari has had time to go through and remove anything that should not be in the drawers. Volunteers will create a "shelf list" (library words meaning a sheet of paper with a list of the contents) of the vertical file, including recommendations for whether items are pertinent to our mission and should be kept or not. Each drawer will be just gone through with each file folder listing title of folder, contents, and then keep or not. The list will be placed in the front of the file drawer. This project will be an ongoing project but can only be done as Shari has finished her review of the drawer's contents. When the shelf list project is complete, we will then begin to decide how to organize the drawers for the easiest retrieval of information, and determine if there are better places for some of the information or items to go.

Project 5 (Future): Scrapbooks

A project for the future which may include things like creating displays or programming around the contents of the scrapbooks. Volunteers will meet every other month to work on projects and touch base. Staff and volunteers will meet every other month to touch base and ask questions.

Our next meeting is scheduled for August 8 at 3pm to touch base.

If any of these projects are of interest to you, we would be delighted to bring you into the fold and have your help with this room. The Local History Room will be an ongoing project for many years and holds a treasure trove of interesting artifacts. Some of them belong with us, and some of them could have better homes. All this will take time to decide.

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Outreach Committee Report Merry Dunn Brown / Chair May 2023

This month, over 210 calendars and a few more newsletters and Seed Club flyers were distributed to stores and several non-profits in the downtown area. At Food Truck Fri., 6/2, approximately 10 calendars and Seed Club flyers were given out before the rain started. Upcoming plans: We'll be attending Juneteenth, 6/19, 2-4:00 along with Valerie Acklin to donate books and promotional materials. We'll do the same for the Glove City Pride Picnic, June 28, 4:00-7:00 PM.



Director's Report
Valerie Acklin / Library Director
May 2023

Website Update

I am excited to announce that the Library's new, ADA-compliant website will go live on Tuesday, June 20! This has been an incredibly intense and time-consuming project that Lex, myself, and Mary Carrier of MVLS worked on together. But, while we all worked on it, the credit for the finished project belongs with Lex. Mary helped guide us through the basics of the new WordPress template (which will be the basis of all MVLS member websites), and I mocked up page designs and provided copy, but Lex handled all of the coding and the actual creation of the various website page. It was detailed-oriented work that required her to learn on the fly – all while balancing her YA librarian, programming, and social media duties. I hope you will be as proud of her, and the website, as I am. Of course, the website is a collection of living electronic documents, which means it is never quite finished. So, as you peruse it, you will find that some links are not yet working and some information has yet to be included. We will continue to fill in the gaps and improve the site, as we work with it. But, enough of it is in place for us to be confident of taking it public. As required by MVLS, we will also be changing our website address. The new address will be gpl.mvls.info (which nicely mirrors our public email address: gpl@mvls.info, so hopefully it will be easy for patrons to remember). Anyone you visits our old website, gloversvillelibrary.org, will be automatically directed to our new site, so the change should be seamless. We will, though, need to change all our contact information on letterhead, business cards, etc. We will be trying to wrap up all these loose ends over the summer, but for now we're eager to hear feedback and continue making the necessary tweaks to ensure that the website is a valuable community resource.

Insurance Update

In preparation for the new fiscal year, and because my vacation eats up the first half of June, I am working to renew all our insurance policies this month. There have been some changes that are important to note:

- Our umbrella/liability policy and our Inland Marine (fine arts) policy, through NBT, have increased by a combined \$3060 for FY 2023-2024
- Our CDPHP Medical Policy has a deductible increase of \$400 and a monthly premium increase of \$124.21. In addition, we will incur a month from Marshall & Sterling, of \$50 per month, for the administration of our HRA.
- MVLS and SALS are all strongly recommending that member libraries establish a cybersecurity policy. This is because any hack or breach of our system – and that includes everything from our computer hard drives, to our MS One Drive, to Polaris – would be our responsibility, which has the potential to cost many tens of thousands of dollars to remedy. Not JA's, not MVLS'. Because of this, eventually, it will become a requirement within the JA agreement (as well as a requirement to access Microsoft One Drive and Office Suite), so it seems a good idea to explore our options now, so we don't have to make a decision under deadline when it stops being optional. I contacted Kevin O'Brien of Upstate Agency Insurance, in Glen Falls, who presented a SALS-sponsored webinar on library cybersecurity last month, to inquire about particulars, and he informed me that Upstate is working on universal application for all SALS and MVLS member libraries that should be available over the summer. I will keep the Board in the loop as I learn more information about policy details and cost.

**Adult Services Report****Nicole Hauser / Head of Adult Services & Collection Development****May 2023**

We finished weeding the 600s and will be moving onto the 300s next.

As the end of the current fiscal year approaches I've been updating spreadsheets and preparing reports to help determine how programming and material monies should be spent in the next fiscal year based on metrics such as circulation.

The vast majority of the backlogged Library of Things items are now available for patrons to check out after a lot of diligent work by Madison.

This month has been very focused on the Library Garden. I solicited last minute donations of soil from an anonymous donor and started plants from Jade Weiss. Her generous donation included eggplant, tomatillos, a variety of tomatoes, a variety of peppers, and more. Between her donation, and the seeds we started in-house, the garden is off to a great start!

Programs in May:

- ❖ Easy Eats: 7 participants & 1 staff
 - This month we created tasty desserts that everyone ended up loving!
- ❖ Garden Club Garden Setup: 2 participants & 4 staff
 - This month we met outside at the Library Garden to prepare it for planting. We extended the bed on the ground by approximately another 4 feet, filled the buckets with soil, pulled all the weeds, and raked it all out, about 2 hours' worth of work with 6 people. It was a little disappointing to see the participants attendance drop from about 7 to 2 this month when we moved outside to begin work in the garden.
- ❖ Adult Crafting had a total of 25 participants & 2 staff
 - 1:30 PM class: 4 participants; 5:30 PM: 10 participants, and registered as kits: 11
 - Participants created collaged scenes by tearing images out of magazines.



Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

May 2023

New Grants for Building Projects

The state opened up the applications for the CFA's this month and I began our application. Most of the questions are fairly straight forward, but the submission requires a number of supporting documents that need to be created or gathered from contractors and community partners.

Other Grants

We received \$700 from WGY in support of Teen and Children's Programming and \$350 from MVLS for summer programs.

We also submitted requests to Assemblyman Smullen and Senator Walczyk for Legislative (Bullet) Aid. To date, Assemblyman Smullen awarded us \$20,000 in support of our technology needs.

Other Projects

- Dick, Caren and I attended the May Gloversville Planning Board meeting. Last month it was recommended to us that we consolidate all three lots into one. On Monday I received the consolidation from our surveyor. The first action the Planning Board took was to review and accept our consolidation.
- They reviewed the site plan for parking lot and program space. They had a number of questions, which I hope I adequately answered. There are a few next steps: Because there are curb cuts we need to have this reviewed with NYS DOT. They will have 30 days to give feedback.
- Because the project is within 500 ft of a state highway we need to also have this reviewed by the County Planning Board. This is a new one to me. Apparently, it falls under Section 239-M of the General Municipal Law. We do not need to attend that meeting.
- And finally, we do need a public hearing. That will be at the Gloversville Planning Board's June meeting. They will open the public hearing for comments by the public at 7pm before opening the regular planning board meeting.
- Nicole and I tag teamed the weeding of the Adult cookbooks in the NonFiction Room. Next, we will move to the 300's which is an eclectic collection of Social Sciences, Political Science, Economics, Law, Education, Commerce, Transportation, Communication, Customs and Folklore.

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Teen Services Report

Lex Lanza / Teen Services & Community Engagement Librarian

May 2023

This month, a large focus was continuing to grow our Graphic Novel collection. After the New & Popular Adult collections were moved recently, the Graphic Novel space has considerably expanded. This was perfect timing for a patron to generously donate several bags of books, some of which were classic Marvel comics in excellent condition. With these donations, and extra funds moved to the Graphic Novel allotment, I have added over 50 Graphic Novels to our collection in the last few months. With the help of an eye-catching display asking patrons to suggest titles they wanted to see in the library, I also added quite a few Manga, a very popular genre we had been lacking. Additionally, I have spent many hours working on the new website, which is now in its final editing stages, down to meticulous details. I remain hopeful it will be ready to launch by July 1.

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

This May has been quite a month in our Youth Services area! We had special guests joining at almost all of our Thursday Story Times, with two guest readers from the Arc at Lexington coming in nearly every week (save for May 11th, due to extenuating circumstances), and a very special appearance by the cast of “Looking for Little Mouse” the week before its premiere at The Glove (including our very own Sonny Duross)! Due to unexpected illness, I was not able to be here that week, but I have heard that it was a fun time for all and our little ones enjoyed all the festivities about gardens and mice!

This allowed us to also celebrate our library garden and involve our little ones in talking about the planting which happened that same day. During May, I also finished purchasing new materials for the end of the fiscal year, and arranged for streamlined processing of materials we have acquired through donations and MVLs preview bins to make sure we get gorgeous new titles on the shelf quickly. This has allowed for weeding to begin on our J Fiction collection, which will be getting a solid makeover with older award winners and titles that still circulate well getting updated copies over the next few months, and titles that aren’t being used getting cleared out to make room for better circulating materials. As part of this, we have also set up a display called “Saving Our Books,” to highlight some fun and beautiful books that haven’t circulated in years to see if we can grant them a new life on our shelves. Weeding will continue with J Easy Readers next and then we work our way through the rest of the Youth Services collections over the summer.

We are continuing to have steady attendance for Club Baby. Many of those families will be growing bigger soon, as some of our youngest patrons are expecting siblings. Because of this we have been starting to see some of our regular patrons coming in less often, but we are excited to see them again soon with new little ones in tow.

I have also been working with Lex and Darla in order to create transitional programming over different age ranges to keep our children engaged at the library, and work on making sure we have activities and space for them as they grow. This includes the DIY Crafternoons for our tween-aged patrons, which will be starting up in June, and then continuing through the summer and fall as part of our regular programming. We hope to include other similar programs as we work on our programming for the future!

Statistics / Monthly Report

May 2023

Figures in parentheses are comparable figures for 2022

	2023	2022
VISITORS	5,657	(6,203)
CIRCULATION		
Adult circulation	1,457	(1,214)
Teen Circulation	252	(130)
Juvenile Circulation	1,089	(1,177)
Audiobooks	52	(71)
eAudio	187	(203)
eBooks	541	(500)
Music	4	(12)
Periodicals	56	(57)
eMagazines	63	(86)
Videos	750	(770)
Museum Passes	4	(4)
Library of Things	26	(10)
Subtotal	<u>4,481</u>	<u>(4,234)</u>
In-House Use		
Adult	35	(29)
Juvenile Circulation	403	0
Other Materials	780	(750)
Subtotal	<u>1,218</u>	<u>(779)</u>
Total Circulation	5,699	(5,013)
REFERENCE QUESTIONS	127	(111)
MEETINGS / PROGRAMS / OUTREACH		
83 Adult programs & meetings with 423 people		(45 Adult programs & meetings 234 people)
9 Juvenile programs & meetings with 188 people		(8 Juvenile programs & meetings with 87 people)
8 Teen programs & meetings with 41 people		(16 Teen programs & meetings with 33 people)
233 One-on-one programs & meetings with 233 people		(576 One-on-one programs & meetings with 576 people)
INTERLIBRARY LOAN		
Material Borrowed	482	(522)
Material Loaned	549	(459)
Total	<u>1,031</u>	<u>(981)</u>
COMPUTER USAGE	1,207	(924)
HISTORICAL ROOM		
Visitors	9	(4)
Books Used	45	(8)
Reference Questions	6	(8)
Microfilm	0	0

Gloversville Public Library Free Food Fridge

Purpose Statement

This document outlines the requirements of the Gloversville Public Library Free Fridge Project, initiated by Jade Weiss. The Free Fridge is a food justice project created not by an organization, but by individuals looking to distribute excess and share abundance in the local community.

We want to make fresh foods, fruits, produce, low-intervention foods, ready-to-eat meals (and more) accessible to all. **This is an iterative learning process, the guidelines and responsibilities may shift over time but this is a concerted effort to lean into learning together as a community.**

This document is a work in progress / draft as it is the first of its kind at this moment.

Resource Links

- <https://freedge.org/freedge-yourself/legal/>

Involved Parties

- The Gloversville Public Library - <http://gloversvillelibrary.org/>
- Jade Weiss - 727.688.1681 / jadeskyweiss@gmail.com

More involved parties will be added in the future.

Involved Parties Responsibilities

The Gloversville Public Library:

- Providing space for the fridge
- Providing the electricity to run the fridge
- Do daily checks when staffing / manpower allows
- If first on the scene, report issues back to Jade Weiss to resolve (vandalism, breaks, any issues)
- Promote and publicize the fridge within the community
- Build the hutch / trellis that borders / contains the fridge
- In the event of a power outage, if the library is in session, putting a sign on the fridge that says “power out, do not take food out of the fridge at this time” or something similar
 - Calling Jade Weiss to communicate the issue, they will stay on call to see if resolved, if not resolved within 3 hours, they will come to scoop the food.
 - With the exception of severe weather events, in which case, safety is prioritized, others will likely not be getting things out of the fridge. Once weather has cleared, call Jade Weiss and a solution will be implemented unique to the situation.

Jade Weiss:

- Providing the fridge / supporting the project financially through themselves and other individuals supporting the project
- Providing the signage / instructions for the fridge and its care (TBD below)
- Replacing or fixing the fridge in the event of any vandalism, breaks, issues, etc.
 - Troubleshooting issues with the fridge
- Promote and publicize the fridge within the community
- Facilitating donations, additional fridge checks, additional people to assist with those tasks
- Create an inbox / feedback system for folks that access the fridge to request items, provide feedback, etc. and intentionally create a system of communication between the Free Fridge and those it hopes to feed.
- Remain communicative in this iterative learning process
- Providing cleaning supplies for the fridge

General Fridge Care

This section will be fleshed out over time, but is a guide to create signage that will be present in the future.

- Implement first in/first out culture (sign on the fridge)
- Implement guidelines for providing food (available at the fridge, in pamphlets, and on socials)
 - This includes communicating that we cannot take homemade items at this time due to legal reasons and upkeep
 - But we do take... TBD
- Implementing robust signage to communicate guidelines of the fridge and such
- Implement cleaning / check schedule to ensure the fridge/freezer stays clean / accessible / organized
- If somebody puts something unwanted in the fridge (example, homemade lasagna with no labels) the library will call Jade Weiss to either create a solution within the hour, or throw it away.