



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
October 17, 2023 6 PM

Attendance/Call to Order

Pledge of Allegiance

Public Comment

1. Accept the Minutes of the:
 - 2023-2024 Annual Meeting*
 - September 19, 2023 Meeting*
 - September 29, 2023 Special Meeting*
2. Treasurer's Report*
3. Warrant List*
4. Budget and Finance Committee Report
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
9. Local History Room Committee Report
10. Outreach Committee Report
11. Payroll Ad Hoc Committee Report
12. Personnel Committee Report
 - New employee update
13. Plan of Service Ad Hoc Committee Report
14. Policy Committee Report
11. Program Committee Report
12. Public Relations Committee Report
13. Trustee Appointment Ad Hoc Committee Report
 - Letter of interest
14. Library Director's Report
15. Librarians' Reports
16. Old Business
17. New Business
 - Plan of Service update

Adjourn*

Next Meeting: November 21, 2023 at 6 PM

*Motion Required

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



Valerie Acklin
Library Director

2023-2024
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Susan Schrader

Minutes of the Gloversville Public Library Board of Trustees Annual Meeting September 19, 2023

The Gloversville Public Library Board of Trustees held its annual on September 19, 2023. Present were President Gregory Niforos, Vice-President Merry Dunn-Brown, Library Director Valerie Acklin, Vice President of Finance, Charles Reed, Treasurer Michael Frank, Richard Carlson, Caren Pepper, Susan Shrader, Christine Pesses, and John Mazur.

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

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

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

Mr. Frank delivered his Annual Financial Report for the fiscal year ending June 30, 2023. Mr. Niforos asked for a motion to accept the Treasurer's Annual Financial Report. Mr. Reed made a motion to accept the Annual Financial Report. This motion was seconded by Ms. Dunn Brown and approved by all with a vote of "aye".

Ms. Acklin reviewed her Annual Director's Report which showed all the accomplishments the Library has made during the fiscal year ending June 30, 2023 with new programming, etc.

At 6:27 PM, Ms. Pepper made a motion to adjourn, seconded by Mr. Mazur. The motion carried with a vote of "aye".

Respectfully Submitted,

Michael J. Frank, Interim Secretary



Minutes of the Gloversville Public Library Board of Trustees Special Meeting September 29, 2023 1 PM

The Gloversville Public Library Board of Trustees held a Special Board meeting September 29, 2023. President Greg Niforos noted that the following Trustees were present: Vice President Merry Dunn Brown, Vice President of Finance Charles "Ren" Reed, Sue Shrader, Richard Carlson, Caren Pepper, and John Mazur. Library Director Valerie Acklin was also present.

Valerie Acklin
Library Director

Noting that a quorum of the Library Board of Trustees was present, Mr. Niforos called the meeting to order at 1:01 PM and everyone rose to recite the Pledge of Allegiance. Mr. Reed agreed to serve as Secretary Pro Tempore.

2023-2024
Board of Trustees

At 1:02 PM, Mr. Niforos requested a motion to enter into executive session for the purpose of discussing personnel matters. Mr. Mazur made the motion which was seconded by Ms. Pepper. The Board unanimously approved with a vote of "aye".

Merry Dunn Brown

At 1:10 PM, Mr. Niforos requested a motion to leave executive session. Mr. Carlson made the motion which was seconded by Ms. Dunn Brown. The Board unanimously approved with a vote of "aye".

Richard Carlson

Mr. Niforos requested a motion to accept Nicole Hauser's three-year contract as written. Ms. Pepper made the motion which was seconded by Mr. Mazur. The Board unanimously approved with a vote of "aye".

John Mazur

Greg Niforos

Mr. Niforos requested a motion to appropriate up to \$350 for Liz Kurz to attend New York Library Association's Developing Leaders Program and to appropriate up to \$250 for Nicole Hauser to attend either Library Journal Management Training Program or American Library Association's Library Administrator Certificate Program. Mr. Mazur made the motion which was seconded by Ms. Dunn Brown. The Board unanimously approved with a vote of "aye".

Caren Pepper

Christine Pesses

Charles Reed

At 1:15 PM, Ms. Acklin excused herself and the Board welcomed Mr. Wade Abbott from the Mohawk Valley Library System who then led the Board in a workshop to begin the development of the Library's new vision and mission statements.

Christian Rohrs

Susan Shrader

At 2:32 PM, Mr. Niforos requested a motion to adjourn. Ms. Shrader made the motion, seconded by Mr. Mazur. The Board unanimously approved with a vote of "aye".

Respectfully submitted,

Charles "Ren" Reed, Secretary Pro Tempore



Minutes of the Gloversville Public Library Board of Trustees Meeting September 19, 2023

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

Mr. Niforos called the meeting to order at 6:28 PM.

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

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

Mr. Niforos asked for a motion to accept the August Regular Meeting minutes. Ms. Dunn-Brown made a motion, seconded by Mrs. Pesses to accept the minutes of the meeting as presented. Mr. Niforos asked for a motion to accept the minutes of the Special Board Meeting of August 30, 2023. Mr. Carlson made a motion, seconded by Mrs. Shrader to accept the minutes of the special meeting as presented. The board approved both with a vote of "aye".

Mr. Frank delivered his Treasurer's Report for August 2023. Mr. Niforos asked for a motion to accept the Treasurer's Report. Mr. Mazur made a motion, seconded by Ms. Pepper. The motion carried with a vote of "aye".

Mr. Frank presented the Library's 990 tax return for the Trustees review and comments. Mrs. Pesses made a motion to have Mr. Frank file the 990 tax return with the Internal Revenue Service. This motion was seconded by Mrs. Shrader and approved with a vote of "aye".

Mr. Frank presented our annual audit report performed by Philip Beckett CPA PC for our fiscal year ending June 30, 2023. Mr. Frank review his findings with the Trustees. Mrs. Pesses mad a motion to accept the audit and findings as presented. Mrs. Shrader seconded this motion and it was approved with a vote of "aye".

Mr. Frank distributed the Warrants List. Mr. Niforos asked for a motion to accept the Warrants list. Mr. Mazur made a motion, seconded by Mrs. Shrader to accept the Warrant List and approve payment of the warrants. The motion carried with a vote of "aye".

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

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

Mr. Niforos highlighted several items in the Friends of the Library Report.

In his President's Report, Mr. Niforos informed the Trustees that the Board still needed someone to agree to take over the position as Secretary. Mrs. Shrader said that she would assume the position if Mr. Frank would continue to take and write up the minutes. He agreed to do this during meetings of the Trustees.

Mr. Carlson reviewed the Building and Grounds Report. He also distributed a copy of the proposal to be available for bids to do snow removal the coming winter.

There was no Local History Room Committee Report.

Valerie Acklin
Library Director

2023-2024
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Susan Shrader

Ms. Dunn-Brown reported on behalf of the Outreach Committee. No meeting this past month.

Mr. Reed informed the Trustees that Mrs. Hauser would be learning how to do the payroll for the Library staff as a backup to Mr. Frank.

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

Mr. Reed reviewed the progress of the Plan of Service Committee.

Mrs. Pesses reviewed the Trustee's Education Policy second reading. No changes were noted in this reading. Ms. Dunn Brown made a motion, seconded by Ms. Pepper, to approve the Policy as presented. This motion was approved with a vote of "aye".

Mr. Mazur noted that there was no Program Committee report.

There was no Public Relations Committee report. Meeting to be held on October 3, 2023.

Mr. Reed informed the Trustees that the Ad Hoc Committee had received one application for the vacant Trustee position.

Ms. Acklin delivered the Library Director's Report. We have been awarded the New York State Building of the Year award by NYLA and Lex Lanza won a \$600 Scholarship from NYLA. Ms. Acklin also informed the Trustees that the Family Counseling Center was giving us \$400 to help with buying the Refrigerator for the Food Fridge program.

Mr. Niforos asked if there was any Old Business. Ms. Acklin gave a report on the new Staffing Platform.

Mr. Niforos asked if there was any New Business. Hearing none,

At 8:05 PM, Mr. Reed made a motion to go into Executive Session to discuss employee positions. Mr. Mazur seconded this motion and it was approved with a vote of "aye".

At 8:17 PM Mrs. Pesses made a motion to come out of Executive Session. Mr. Mazur seconded the motion and it carried with a vote of "aye".

Mrs. Shrader made a motion to raise Sally Ostrander's salary to \$37,500 effective October 1, 2023, to separate from our service Gabrielle Duplessis effective September 30, 2023 and to hire Em Hoover as a part time Library Clerk at \$15.25 per hour starting October 1, 2023. This motion was seconded by Mr. Carlson and approved by a vote of "aye".

At 8:19 PM Mr. Reed made a motion to adjourn, seconded by Mr. Mazur. The motion carried with a vote of "aye".

Respectfully submitted,

Michael J. Frank, Interim Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

SEPTEMBER 2023

	Budget July 1, 2023 to June 30, 2024	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Current Year Over/(Under) Budget
Tax Levy	\$613,695.00	\$0.00	\$0.00	\$0.00	(\$613,695.00)
Investment Income	10,000.00	266.14	2,042.78	86.02	(7,957.22)
Gloversville Library Foundation Inc. - Int. & Div.	120,000.00	10,000.00	30,000.00	30,000.00	(90,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	605.00	2,450.00	(9,395.00)
Government Affiliations	7,000.00	730.00	5,657.50	4,915.80	(1,342.50)
Donations - Direct	0.00	0.00	2,575.00	617.17	2,575.00
Fees & Miscellaneous Income	2,500.00	(14.24)	663.96	945.70	(1,836.04)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,060.98</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$773,195.00</u>	<u>\$10,981.90</u>	<u>\$51,544.24</u>	<u>\$49,075.67</u>	<u>(\$721,650.76)</u>
	<u>Income Cash Reconciliation</u>				
Income Cash Balance on September 1, 2023	\$432,605.36				
Plus: Receipts Per Report	10,981.90				
Less: Equipment - Computers	(3,478.92)				
Less: Expenses Per Report	<u>(103,665.49)</u>				
Income Cash Balance on September 30, 2023	<u>336,442.85</u>				
Accounts Payable as of 09/30/23	18,060.75				
Accrued Payroll Expense as of 09/30/23	0.00				
Prepaid Expenses as of 09/30/23	<u>0.00</u>				
Actual Cash Balance on September 30, 2023	<u>\$354,503.60</u> *				
* Includes Treasury Bills @ Purchase Price of	\$246,089.36				

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on September 1, 2023	\$139,387.05	
Plus: Receipts:		
Interest on Money Market Account	265.61	<u>Year to Date</u>
Interest on Treasury Bills	0.00	1,174.29
Treasury Bills Matured	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	0.00	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	70,000.00	
	<u>70,000.00</u>	
Balance on September 30, 2023	<u>\$69,652.66</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on September 1, 2023	\$273,030.00	
Plus: Receipts:		
Interest on Money Market Account	673.22	<u>Year to Date</u>
Interest on Treasury Bills	0.00	-
Treasury Bills Matured	0.00	
Transfer from Construction Account	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	0.00	
Transfer to Construction Checking Account	0.00	
	<u>0.00</u>	
Balance on September 30, 2023	<u>\$273,703.22</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on September 1, 2023	\$4,845.24	
Plus: Receipts:		
Interest Earned	0.42	
Grant Money Received	163,026.00	
Less: Paid Outs:		
Butler Rowland Mays Architects, LLP	3,690.60	
	<u>3,690.60</u>	
Balance on September 30, 2023	<u>\$164,181.06</u>	

AMAZON SMILE SAVINGS ACCOUNT

Balance on September 1, 2023	\$273.27	
Plus: Receipts:		
Interest Earned	0.01	
Donations-Amazon Smile	0.00	
Less: Paid Outs:		
Transfer to Checking Account	0.00	
	<u>0.00</u>	
Balance on September 30, 2023	<u>\$273.28</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

SEPTEMBER 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 13 Week Due 10/05/23	\$100,000.00	\$98,677.97	5.3880%	\$100,000.00	\$1,322.03
U. S. Treasury Bills 17 Week Due 11/01/23	100,000.00	98,287.36	5.4050%	100,000.00	1,712.64
U. S. Treasury Bills 17 Week Due 12/05/23	50,000.00	49,124.03	5.4840%	50,000.00	875.97
TOTAL SECURITIES CURRENTLY HELD	\$250,000.00	\$246,089.36		\$250,000.00	\$3,910.64

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

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

SEPTEMBER 2023

	Budget July 1, 2023 to June 30, 2024	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Over/(Under) Budget
Salaries - Full Time Employees	\$408,040.00	\$ 47,961.87	\$ 102,775.44	\$ 79,436.84	\$ (305,264.56)
Salaries - Part Time Employees	139,830.00	15,206.02	30,449.57	30,943.01	(109,380.43)
Salaries - Custodians	36,734.00	4,226.94	9,057.73	9,267.34	(27,676.27)
F I C A & Medicare Tax	44,723.00	3,415.11	10,884.66	9,153.03	(33,838.34)
Unemployment Insurance	1,462.00	0.00	333.50	281.25	(1,128.50)
Disability & Family Leave Insurance	3,858.00	0.00	1,470.78	1,471.88	(2,387.22)
Medical Insurance & Reimbursements	73,000.00	6,931.32	24,969.11	15,042.28	(48,030.89)
Worker's Compensation Insurance	4,385.00	0.00	3,539.83	3,723.38	(845.17)
Pension Expense	58,460.00	0.00	0.00	0.00	(58,460.00)
Heat	5,500.00	26.26	52.52	56.48	(5,447.48)
Electricity	40,000.00	2,500.34	5,457.90	4,255.87	(34,542.10)
Telephone	7,200.00	667.20	1,943.45	1,756.31	(5,256.55)
Insurance	27,000.00	0.00	28,699.66	25,675.76	1,699.66
Books, Periodicals, etc.	42,000.00	3,805.27	8,734.12	7,964.66	(33,265.88)
Computer & Automation Services	15,700.00	7,391.41	10,612.70	3,488.74	(5,087.30)
Library, Office Supplies & Postage	10,500.00	1,075.10	3,173.79	3,781.25	(7,326.21)
Maintenance, Repairs & Bldg. Supplies	15,000.00	7,470.00	7,851.97	1,078.38	(7,148.03)
Maintenance Contracts	45,000.00	1,800.00	5,807.93	14,057.88	(39,192.07)
Treasurer	9,000.00	750.00	2,250.00	2,200.00	(6,750.00)
Professional Fees	7,000.00	0.00	0.00	0.00	(7,000.00)
Election Expense	1,000.00	0.00	0.00	0.00	(1,000.00)
Professional Meetings & Travel	1,000.00	41.92	377.92	11.88	(622.08)
Events & Programming	5,000.00	317.74	1,964.18	994.20	(3,035.82)
Promotion Expense	4,800.00	25.00	50.00	50.00	(4,750.00)
General Expense	2,000.00	53.99	313.31	321.65	(1,686.69)
TOTAL EXPENSE	<u>\$1,008,192.00</u>	<u>\$103,665.49</u>	<u>\$260,770.07</u>	<u>\$215,012.07</u>	<u>(\$747,421.93)</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

SEPTEMBER 2023

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7399		Gloversville Public Library	\$ 16,988.26	Payroll
7400	2992	Michael J. Frank	750.00	Treasurer
7401	2993	C D P H P	5,775.16	Medical Insurance
7402	2994	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7403	2995	Charter Communications	259.96	Computer & Automation
7404	2996	Frontier Communications	667.20	Telephone
7405	2997	National Grid (2,526.60)	26.26	Natural Gas
			2,500.34	Electricity
7406	2998	Ingram Library Services	3,087.48	Books
7407	2999	Naif's	486.00	Newspapers
7408	3000	Daily Gazette Co., Inc.	25.00	Promotion Expense
7409	3001	Technical Building Services, Inc.	7,470.00	Maintenance & Repairs
7410	3002	Mohawk Valley Library System (10,557.47)	7,078.55	Computer & Automation
			3,478.92	Equipment - Computers
7411	3003	Victor Bujanow	875.00	Events & Programming
7412	3004	Barabara J. Madonna	41.92	Professional Meetings & Travel
7413	3005	Town of Ballston Community Library	13.99	Lost Books, etc.
7414	3006	Johnson Controls Fire Protection, LP	1,800.00	Maintenance Contracts
7415	3007	Derby Office Equipment, Inc.	325.15	Library Supplies
7416	3008	Schoharie Crossing State Historic Site	30.00	Events & Programming
7417	3009	Crisan Anadio	50.00	Events & Programming
7418	3010	Quill LLC	191.95	Library Supplies
7419	3011	Business Card (1,098.44)	15.99	G/E - Zoom
			52.90	Computer & Automation
			215.83	A/V - DVDs
			237.74	Events & Programming
			558.00	Library Supplies
			17.98	Books
7420	3011	Business Card (35.98)	38.00	G/E - Credit Card Interest
			(2.02)	A/V - DVDs
7421	3011	Gloversville Public Library	17,684.05	Payroll
DM		E F T Invesco - 403b	150.00	Payroll
DM		E F T NYS & Local Retirement System	921.54	Pension - Withholdings
DM		E F T NYS Tax Department	1,636.50	Payroll
DM		E F T United States Treasury (10,858.15)	3,415.11	FICA & Medicare Expense
			7,443.04	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	1,465.58	Medical Insurance
		CHECK AND EFT PAID OUTS - SEPTEMBER 2023	85,813.54	
		PETTY CASH PAID OUTS - SEPTEMBER 2023		
		None	0.00	
		TOTAL SEPTEMBER 2023 PAID OUTS	<u>\$85,813.54</u>	
		Less: Equipment - Computers	(3,478.92)	
		Plus: Prepaid Payroll	22,753.48	
		Less: Reimbursement for Driver Ed Course	(875.00)	
		Less: Pension, Med. Ins. & 403B Not Paid at 8/31/23	(533.62)	
		Less: Lost Books, etc.	(13.99)	
		NET TO BALANCE TO EXPENSES	<u>\$103,665.49</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

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

W G Y CHRISTMAS WISH GRANT

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

ADVOCACY GRANT

Balance as of September 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 September 30, 2023		\$180.34

APPROPRIATION FOR FUTURE AUDIT

Balance as of September 1, 2023		\$10,575.00
Appropriation Provided For In 2023-2024 Budget		0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Appropriation Funds Left at September 30, 2023		\$10,575.00

RESTORATION FUNDS RECONCILEMENT

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

Financial Review September 2023

The Financial Report for the first three months of our fiscal year ending June 30, 2024 shows our income up by approximately \$2,500 as compared to the same period of the prior fiscal year. This was primarily a result of higher rates on our Money Market Account and income from Treasury Bills in the current fiscal year. Expenses for the current period were up approximately \$45,800 over the same period in the prior year due primarily to the increase in salaries and payroll related expenses as the Library has been adding needed staff as part of the requirement to obtain the Empire State Development Grant funding. We also experienced an increase of \$3,000 in our Commercial Insurance Package premium over the prior year. In addition to the above we also experienced an increase in Computer and Automation Expense with the renewal of the software license with JA for 5 years which did not happen in the prior fiscal year.

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

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

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

Balance Per Bank Statement					\$ 18,644.90
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
06/20/23	7334	James Esper Landscaping		6,425.00	
09/19/23	7401	C D P H P		5,775.16	
09/19/23	7402			42.16	
09/19/23	7413			13.99	
09/19/23	7415			325.15	
09/19/23	7416			30.00	
09/19/23	7418			191.95	
09/29/23	DM	Invesco - 403b		150.00	
		Total Outstanding Checks		<u>12,953.41</u>	<u>12,953.41</u>
Other Items:		None			<u>-</u>
BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS					<u><u>\$ 5,691.49</u></u>

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

Balance Per Bank Statement					\$ 19,072.82
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
09/29/23	6363	George Emden IV		1,071.32	
		Total Outstanding Checks		<u>1,071.32</u>	<u>1,071.32</u>
Other Items:		None			<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 18,001.50</u></u>

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

Balance Per Bank Statement					\$ 69,652.66
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>\$ 69,652.66</u></u>

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

Balance Per Bank Statement					\$ 273,703.22
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>\$ 273,703.22</u></u>

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 164,181.06

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 164,181.06

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

Balance Per Bank Statement \$ 273.28

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 273.28

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE



PUBLIC
LIBRARY

Budget & Finance Committee Report
Charles “Ren” Reed / Chair
September 2023

The Budget and Finance Committee did not meet in September or early October 2023. However, the committee will meet in early November to begin the budgeting process for the 2024-2025 fiscal year. I will be asking each committee chair to review your budgetary needs and I will be sending out an email to ask if your committee will need budget increases and, if so, how much more you think you will need.

GLOVERSVILLE



PUBLIC
LIBRARY

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

The Plan of Service Committee met at the Library on October 11 and developed a draft of a new Vision Statement and a draft of a new Mission Statement. Wade Abbott from MVLS will be making a presentation at the October Board meeting to introduce these drafts and to get feedback from the Trustees.

The Plan of Service Committee is also moving ahead with the next step in this process: broad goal setting.

GLOVERSVILLE



PUBLIC
LIBRARY

Public Relations Committee Report

John Mazur / Chair

September 2023

Valerie Acklin gave a brief description on how the *GPL Cover to Cover* newsletter issues are "put together" for publication.

Items for the Community Notes section in *The Leader-Herald* are to be submitted by sending the information to notes@dailygazette.net. The staff will begin submitting short notices.

John Mazur will contact *The Leader-Herald* with a press release, e-mail, and phone call regarding the two awards that will be awarded at the MVLS Annual Meeting on October 4, 2023. All information given to the press will first be reviewed by Valerie Acklin. Looking to have some news releases throughout the year.

Ren Reed distributed a rough draft of a calendar timeline so the Board will be aware of upcoming events. Items were added, and the calendar timeline will be reviewed at the January 2024 meeting.

When the Plan of Service is completed, it should be publicized.



Director's Report
Valerie Acklin / Library Director
September 2023

Early Literacy Room Additions

The Early Literacy Center has been seeing a lot of action of late. Our educational toys and puzzles are extremely popular with our youngest patrons, and as the cooler weather has arrived we've seen an uptick in what is already the most popular space in the building. With that in mind, we've undertaken a bit of a makeover in the area, freeing up some floor space to expand the play area. In the next few weeks, we should be receiving a toy washer/dryer unit (for free!) from MVLS, which we will be looking to move into the room, and we're on the search for a new or gently used toy kitchen to go along with it. Eventually we also hope to add some low shelving for toy food items, that along with the cash register we already own, will allow youngsters to go "shopping." We hope all of these imaginative play items will appeal to a wide array of children and allow them to safely explore grown-up tasks, while practicing communication and social skills.

Scheduling Update

After a 10-hour scheduling marathon that had us in the building until 1 AM, Barb and I finally build the foundation for an ongoing staffing schedule, which will take effect starting in October. While not perfect, is a good deal more stable than what we had been working with (which had everyone shifting desks every 15 minutes, and daily schedules changing every two weeks). What we weren't able to do is enter all the necessary data into the scheduling software platform in a way that makes it viable to use. That's going to take a bit more time, but Barb and I need a couple of weeks to step away from this particular task. So, we'll revisit the software at the end of October and hopefully be able to go live with it in November.

The Great Give Back

If you haven't already heard, the Library will be taking part in The Great Give Back in October by teaming up with The Family Counseling Center to hold a new and gently-used luggage drive to support Domestic Violence Awareness Month. These items will be used by those fleeing dangerous situations, who need luggage to store their clothes and other items while they are between permanent housing. The Great Give Back is a library-centered community service initiative that provides opportunities for library patrons across the state to participate in meaningful, collaborative, service experiences. All types of luggage will be accepted, with the only requirement being that used items be in very good condition (no rips or holes), with all wheels, handles, and straps in working condition. Please help us spread the word!

Other Stuff

Lots of other proverbial balls remain in the air, as we move forward. We're still waiting for the auxiliary parking lot project to break ground (any day now!); I'm collaborating almost daily with the Friends' on the book sale, theatre performance, basket raffle, Friends' Week events, the holiday concert, and the holiday building decorations; Lex and I are continuing to fine-tune our contract with the NYS Department of Health, for our queer adult programming with the Pride Center of the Capital Region; and I'm still trying to stay ahead of the staffing curve (as we have lots of changes going on, with some folks leaving, new ones joining us, and current staff changing positions and duties). It's a busy time, indeed!



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

Where did September go?

Slowly but surely, we are continuing to weed the 300's.

After dissolving the audiobook collection in August, we were able to move the New & Popular and Lucky Day collections to those empty shelves. We then moved the Library of Things peg board and Puzzle Exchange to fill in those empty shelves. We also used this opportunity to move our Game collection onto a public shelf for the first time and to create a display space for the Library of Things collection. We also began receiving MVLS's rotating DVD collection, filling in the empty shelving from where the Library of Things peg board had been.

Working with Sally and the clerks, we did some necessary clean-up work in Polaris. We created several lists of items with statuses other than "In" (in-processing, held, repair, etc) and then searched for the actual items on the shelf or in other locations throughout the library. We were unable to find many of the items at which point we withdrew them from Polaris. We also discovered a large number (41) sitting on our regular shelves with a status of held since 12/2022 because of a mix up and were able to rectify the situation.

A new passive, reader's advisory service was also implemented at the beginning of September. The end cap directly across from the Information Desk now holds our "Read, Review, Recommend" display, with bookmarks folks can fill out to recommend titles to fellow patrons.

Libby was updated introducing the following enhancements to how users discover and enjoy magazines:

- **One tap to read:** When a user discovers a magazine anywhere in the app, they can open it and start reading with one tap, generating a checkout for your library.
- **Streamlined access:** Instead of appearing alongside ebook and audiobook loans, magazines have been moved to a new dedicated section of the Shelf summary, called the **Magazine Rack**. From the Magazine Rack, users can see the latest issue of their magazine subscriptions and any other issues they choose to keep. This will help users find their favorite magazines in one convenient place.
Note: To save space on a user's device, magazines are not automatically downloaded for offline use. Instead, users can manually choose which issues to download.
- **Easier subscriptions:** Users can subscribe to magazines via a new, convenient **Subscribe** option from magazine search results and title details pages. When a new issue is released, it will automatically be added to the user's Magazine Rack and generate a checkout for your library.
- **Improved discovery:** From their Magazine Rack, users can navigate to the **Newsstand**, a new view of a user's recently opened issues and other popular magazine titles in your collection.

We have planned out the flower garden that will be replacing the Library Vegetable Garden next season. There will be tulips, hyacinths, daffodils, sunflowers, and more! On October 19, 2023 at 1:30pm we will be planting many, many bulbs and would like to invite you to join us. We hope to see you there in your work clothes and with trowels! Thank you to the Friends' of the Library for their generous donation so we were able to purchase about 400 various bulbs for this project.

Programs in September:

- **Easy Eats:** 2 participants & 1 staff
 - We had 10 people registered for this program. 5 cancelled in the 2 days leading up to the program and 3 did not show, which was a very disappointing turn out. Our theme this month was harvest and we were able to use kale and tomatoes grown in the Library Garden.
- **Garden Club: Garden to Rest & Raffle:** 3 participants & 4 staff
 - We met outside at the Library Garden on a lovely fall afternoon. We harvested the last of the kale, tomatoes, tomatillos, and celery before pulling all of the plants and putting the garden to rest for the season.

- Adult Crafting had a total of 18 participants & 2 staff
 - 1:30 class: 8 participants; 5:30: 10 participants, and kits were not available this month.
 - We made squeegee paintings. It was a fun process that everyone enjoyed even though most folks didn't come away with a "finished" product as per usual. And I know I said this last month as well, but many participants really enjoyed the class and the new technique that they learned and made a point of telling us so.
- Craft & Cookies: 18 participants & 2 staff
 - This program replaced Open Craft Lab and we had an amazing turnout! Folks designed decorative hanging boards using leftover cork floor tiles from the renovation and pinecones/sticks/acorns tops/etc. It was a very successful program.

Teen Services Report

Lex Lanza/Teen Services & Community Engagement Librarian

September 2023

So much happened in September! In the beginning of the month, we were joined by Lauren Quinn from Albany Medical Center for School's Out. Lauren reached out earlier this year after hearing about the program and offered to run a sexual health Jeopardy game. I thought it was a wonderful idea, and decided to wait until the group was a little more established to have her visit. We had 7 patrons that day and split into two teams. Lauren gave a very informative presentation before and ran through a full Jeopardy game. The winning team only won by 100 points, so it was a close match! We gave out some prizes from Planned Parenthood and the Pride Center to the winners. Here is a picture of the Jeopardy board.



Aside from programming, I had a busy month regarding professional development. I applied for the Public Libraries Section NYLA Conference scholarship and was surprised to receive one of the three scholarships they awarded. I'm very grateful and excited to attend NYLA again in November and get a chance to gain some fresh perspectives. As a scholarship recipient, I'll be working a shift at the PLS booth at the conference, which will be a great opportunity to meet other Librarians as well.

Valerie also submitted School's Out for the MVLS program recognition award, and I joined her in Schenectady to present about the program. It was my first time at MVLS and it was nice to see where it all happens. I gave my presentation about School's Out and we had a nice conversation with the panel members about the program. A few weeks later we found out we had been chosen and will receive the award at the annual MVLS dinner. Being chosen for both of these awards this month, both local and state-wide, has been incredibly validating, especially considering I am wrapping up my first year as a Librarian.

I found myself back at MVLS on September 26th when I joined Nicole on a trip for their Public Services Meet Up. It was very refreshing to hear from other library staff in our system. I made some good connections and hope to collaborate in the future. Everyone always has such good ideas, but even better is having the chance to be in the same room as like-minded individuals who are energetic and passionate about what we do.



Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

September 2023

New grants for building projects

I attended an information session for the GRIP (Gloversville Revitalization Initiative Program) funding. We were awarded \$80,000 in August for the dome. At the info session I learned that if other projects that were awarded funds are unable to move forward, their pool of money will be redistributed by the committee. This could mean more funding for projects that did not receive their full request, or it might mean providing funding to projects that received no initial funding.

I gave a brief presentation the MVLS' Library Services Committee about our application for NYS Public Library Construction Aid through the Division of Library Development for Phase 2 of the parking. The estimated price for Phase 2 is \$145,534. Our grant request was for the full 75%, or \$109,150. Unfortunately, MVLS only has \$885,064 to allocate and \$1,073,930 in requests. We were awarded \$85,995 by MVLS. As with Phase 1, if the state finds funds that have not been allocated by other library systems across the state, we could receive more than \$85,995.

I submitted a request to modify the scope of work of the project outlined in our 2022 Public Library Construction Aid award to include paving in Phase 1. This has been approved by the state.

Other grants

I submitted the 2023 MVLS Dream and Do grant. We are requesting support for outdoor, folding tables and benches with adjustable legs for the new outside program space. With adjustable legs we will be able to accommodate programs for both children and adults.

I had prepared a request to Community Bank NA for funding in support of purchasing a refrigerator for the Free Food Fridge, but Valerie secured a donation from the Family Counseling Center. So, I pivoted our Community Bank NA application to request funding for the shed for the parking lot.

Finally, I resubmitted our renovation project to the Public Library Section (PLS) of NYLA for their annual Building Award. I had submitted our project in 2020, but COVID put the kibosh on any awards that year. While not a grant, it is an award of \$1,000. And we were selected as the 2023 winners! The award will be conveyed at the annual conference at the beginning of November.

Other projects

Nicole and I set up the reading magnifier that Valerie had secured through a donation. It is located in the West Reading Room. This will be especially useful to patrons who have difficulty reading the newspapers.

The parking lot project is expected to begin the first week of October. Beginning October 2nd, the staff are parking in the municipal lot behind The Glove. The contractor estimates 4-5 weeks so we should be parking there again before snow falls (and sticks). I submitted our sidewalk permit paperwork and fee to the City.

Valerie and I had virtual meetings with our LibStaffer consultant to create a new staff schedule that will begin on October 2nd. Despite the work of the consultant, it is still taking staff time to tweak and finalize.

I worked with Bill Losier from Kelley Bros. to upgrade and migrate the software that manages our electronic locks. This includes: Rear entrance, staff gate, exterior door to Linda and Sally's Office, interior door to Linda and Sally's Office, Local History Room, Book Drop Room, IT/Electrical Room on the Lower Level, Darla's Office, Liz's Office, Safe Room, Valerie's Office, and Staff Break Room.

Nicole and I reached out to a variety of area stores for support of the Library Garden and Seed Club. Home Depot gave me a \$50 coupon right on the spot that can be used in the store for purchases of \$50.01 or more.

I have begun making updates to the Employee Handbook. And I am also gathering information to create an Onboarding process.

	2023	2,022
VISITORS	5,850	5,435
CIRCULATION		
Adult circulation	1,469	(1,387)
Teen Circulation	181	(164)
Juvenile Circulation	1,106	(1,113)
Audiobooks	50	(100)
eAudio	215	(179)
eBooks	509	(617)
Music	18	(10)
Periodicals	50	(53)
eMagazines	125	(99)
Videos	706	(718)
Museum Passes	6	(4)
Library of Things	20	(12)
Subtotal	4,455	(4,456)
In-House Use		
Adult	63	(74)
Juvenile Circulation	372	0
Other Materials	720	(720)
Subtotal	1,155	(794)
Total Circulation	5,610	(5,250)

ADDITIONAL STATISTICS:

Princh:	160 pages printed/ \$16.00
Faxes:	14 faxes/\$41.50 collected
Essentials Kit:	3
Graphic Novels/Youth Services:	87
Graphic Novels/Young Adult:	94
Memory Lane:	1
Library of Things:	19

REFERENCE QUESTIONS	99	(128)
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MEETINGS / PROGRAMS / OUTREACH

92 Adult programs & meetings with 442 people	(66 Adult programs & meetings 343 people)
13 Juvenile programs & meetings with 520 people	(8 Juvenile programs & meetings with 156 people)
6 Teen programs & meetings with 36 people	(1 Teen programs & meetings with 3 people)
89 One-on-one programs & meetings with 89 people	(372 One-on-one programs & meetings with 372 people)

INTERLIBRARY LOAN

Material Borrowed	567	(523)
Material Loaned	540	(538)
Total	1,107	(1,061)

COMPUTER USAGE	1,268	(1,192)
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HISTORICAL ROOM

Visitors	9	(18)
Books Used	57	(58)
Reference Questions	13	(18)
Microfilm	3	0



BOARD OF TRUSTEES

Jane Borrelli / Mary Van Patten - <i>President</i>	Susan London
Katherine Hawkins - <i>Vice President</i>	Mary Salluzzo
Joanne Mickle - <i>Secretary</i>	Haileab Samuel
Rosemary Barger - <i>Finance Officer</i>	Rebecca Sokol
April Davies	Helen Thomas
Deb Escobar	Christine Witkowski
	Kim Zimmer
	Sally Rappa - <i>Treasurer</i> <i>(Not a Trustee)</i>

STAFF

<i>Executive Director</i>	Eric Trahan
<i>Assistant Director</i> <i>Member Services Coordinator</i>	Sharon O'Brien
<i>Financial Manager</i>	Joseph Sherry
<i>Communication Specialist</i>	Wade Abbott
<i>Public Services Consultant</i>	Heather Dickerson / Beth Rienti
<i>Technology & Growth Specialist</i>	Mary Carrier
<i>Administrative Associate</i>	Kate Clingan
<i>Library Assistant - Cataloging</i>	Pam Lombardi

JOINT AUTOMATION

Mary Hanley	Chris Mundell
Michele Largeteau	Jim Baker
David MacFarland	Jason Thomson

DIRECTOR'S MESSAGE

We have moved the MVLS Annual Meeting and Annual Report to the fall; but it is a springtime of new growth and excitement for MVLS and the member libraries. All libraries are actively working on realizing the MVLS vision and goals. Libraries are fully invested in their role as community anchors; and they embrace the importance of ongoing active community engagement, effective communications, collaborative development of resources and services, and a commitment to a secure future.

One of the biggest demonstrations of that commitment to secure library futures has been our libraries' courageous dedication to consequential public budget votes. In 2023, ten MVLS libraries committed to budget votes that will build library budgets by a total of more than \$500,000. And more libraries have embraced the annual budget vote as the most effective way to ensure a secure future for valued library services in the community.

Of course, the only purpose of a robust library budget is to serve the community. And it is great to be able to report that MVLS libraries are building their community service for all. Libraries are reaching out in innovative ways to bring more users into the library family. From the MVLS perspective, some of the most exciting of these are initiatives that are being done in a collaborative way. From the continually growing e-resources, through new and updated early literacy and STEAM resources, through collaborative efforts like the Library Treasure Hunt; libraries are expanding services through cooperation. Shared resources improve service for all!

Sharing information on these library services is another important part of community engagement. It completes the cycle that leads back to a secure future through a population that supports a robust library budget. The MVLS community engagement services can be an important part of completing that circle. MVLS can work with your library and community to help ensure that all segments of the population know that the library is there to serve them, and that they have a say in how the library operates. Full transparency is a requirement for continued community support.

A tangential benefit that MVLS provides for member libraries is continuity in times of change. Change can be necessary, exhilarating or maddening; and it is also inevitable. At least two of our libraries are going to see profound changes in 2024 with the retirement of Dawn Lamphere in St Johnsville and Michael Burnett in Northville. Dawn and Michael have been library leaders for decades, and have been my colleagues for more than 30 years. While they will be undeniably missed, their libraries and communities have the benefit of their long leadership and of the collective knowledge and commitment of MVLS and all of the member libraries. A transition of that import is just another example of libraries planning for secure futures.

MVLS is here to assist all libraries with achieving the mission and vision of building communities through strong libraries.

Eric Trahan, Director

MVLS: Mission, Vision, Services & Goals

Mission Statement: Mohawk Valley Library System serves communities by empowering libraries.

MVLS Vision: Mohawk Valley Library System libraries are cherished as community anchors with secure futures. Libraries are models of good governance and efficient management; they provide education, entertainment, and events, and serve as a nexus for collaborating and building community.

MVLS Services:

- MVLS, through the Joint Automation Consortium, provides libraries with a **shared library computer system** and database, and with all of the network and workstation support necessary to make that system effective for libraries and communities.
- MVLS encourages **resource sharing** through the shared database and Polaris request system, through interlibrary loan, shared collections, shared e-resources, and delivery service to all library locations.
- MVLS works to **make library services relevant to everyone**; we network and collaborate with libraries, governments, and community organizations to find new ways to serve the disenfranchised, people with disabilities, the economically disadvantaged and the institutionalized.
- MVLS explores, showcases, and champions **library services for children and families**, helping to make early literacy, family literacy, children's, and teen services expected, available and appreciated by all.
- MVLS facilitates and provides **programs for adult learners** with emphasis on assisting libraries and library users with changing technologies to help bridge the digital divide.
- MVLS assists library staff and trustees with expertise, vision and innovation offered through **continuation education and consultation**, to empower libraries to transform communities.
- MVLS **connects libraries through networking**, information exchange and collaboration to build community and broaden horizons; connecting libraries with one another, with the wider library community, government agencies, and interest groups.
- MVLS **promotes and celebrates library services** throughout our 4 counties and in New York State, helping libraries communicate impact and value.

MVLS Goals:

1. MVLS empowers libraries with vision and knowledge for a secure future
2. MVLS empowers libraries with skills, tools, and resources for serving all
3. MVLS empowers libraries with collaboration for outstanding library service
4. MVLS empowers libraries with inspiration and methods for telling the library story

MVLS Services In Depth

Library Computer System

- Polaris software and database with 300,000 library users and 2.3 million items
- Library computer purchasing and support, troubleshooting & repair, including software
- Networking support including security, firewalls, Office 365, Cassie, & wireless networks
- IT consultants for building projects, new equipment & services
- Support & training on all Polaris related issues

Resource Sharing

- Full cataloging for all library resources
- Seamless interlibrary loan across 8 counties giving every library user access to items
- Out of area interlibrary loan coordinated through the Capital District Library Council and the Crandall Library
- Shared e-book, e-audio, and magazine collections of over 23,000 items
- Shared physical collections include DVD, audio, Large Print, Graphic Novels, & Holiday
- Professional collection available to all libraries
- All library locations receive delivery 3, 4 or 5 days per week

Outreach Services

- Library services coordinated at 4 county jails and the Hale Creek Correctional Facility
- Resources shared with many community sites to promote libraries and reading
- Liaison with literacy organizations

Children & Families

- Coordinates and supports library participation in the Summer Reading Program
- Provides preview collections and guidance for building juvenile collections
- Provides resources for children's programs including
 - Legos & Duplos
 - Big Play resources and activities
 - Start with Science and STEM kits
 - 1000 Book Before Kindergarten collections
 - ReadSquared program database

Adult Services

- Tech Savvy & Digital Literacy programs coordinated and provided
- Adult Program Swap and other information sharing

Consultation and Continuing Education

- Assist libraries with issues: collections, customer service, programs, fine free
- Assist directors: minimum standards, charters, policies, building issues
- Assist boards: policies, community engagement, budget issues, planning

Networking & Professional Connections

- Coordinate meetings & gatherings: directors, youth services staff, adult staff etc.
- NYLA membership & conference assistance for all members
- Coordination with CDLC, school library systems, and public library systems
- Assist libraries with state reporting & other regulatory issues

Promoting & Celebrating Libraries

- Promote, schedule and facilitate library advocacy activities
- Assist libraries with community engagement
- Provide press releases and press contacts

MVLS Empowers Libraries by Pursuing Goals

MVLS empowers libraries with vision and knowledge for a secure future

- Assists member libraries to envision and attain sustainable funding through community engagement, budget votes, state and municipal advocacy, and other funding.
- Educates, coaches, and champions member libraries in achieving transparent, team-based governance.
- Provides expertise to aid member libraries in envisioning and developing community-serving facilities through design, space utilization, renovation, and construction.

MVLS empowers libraries with skills, tools and resources for serving all

- Coaches, trains, and supports member library staff and trustees, enabling them to become dynamic library and community leaders.
- Facilitates the collecting, loaning, and sharing of library materials.
- Provides resources that foster educational and entertaining classes, programs, and events in MVLS member libraries and communities.
- Empowers libraries to connect their communities with the information, technology, vision, and expertise that they need to thrive.

MVLS empowers libraries with collaboration for outstanding library service

- Provides thoughtful and individualized library-centered service to each member library.
- Connects member libraries to regional, statewide, and national organizations and trends that affect and inform library services.
- Encourages and celebrates the sharing of best practices so member libraries can meet their communities' needs.
- Works with member libraries to develop and deliver collections, services, classes, events, and promotions to share region wide.

MVLS empowers libraries with inspiration and methods for telling the library story

- Trains and empowers member libraries to develop communications plans and use communications tools to keep their communities informed.
- Provides resources to tell the library story with tie-ins for national and regional initiatives.
- Coordinates regional and state advocacy efforts, helping member libraries demonstrate impact and need to elected officials.
- Develops regular, effective tools and initiatives to keep all MVLS stakeholders informed about system services and activities.



AMSTERDAM FREE LIBRARY

Serving the community in the City and Town of Amsterdam
Funded by the City and the Amsterdam School District Voters
Total population served (chartered): 23,776
Annual operating budget: \$420,948
Mary Donohue, President, Board of Trustees
Nicole Hemsley, Library Director

2022 Highlights

- 34,224 books, etc. borrowed by community members
 - 22,161 visits to the library
 - 4,134 attended classes, programs and events
 - 18,854 computer sessions facilitated
 - 57,021 items onsite for community use
 - 6,723 active library users
- This year, we helped expand last year's Library Treasure Hunt to create the MVLS Library Passport Program, a collaborative program with all 14 MVLS Libraries where patrons got their passports stamped at each library they visited this summer.
 - We had a number of cool programs this year, like our Bee Scavenger Hunt, Summer Bird Walks with George Steele, Bite Prevention with Officer Gina, and more!



CANAJOHARIE LIBRARY

Serving the community in the Canajoharie School District
Funded by the Village of Canajoharie, Village of Palatine Bridge and Town of Root
Total population served (chartered): 6,501
Annual operating budget: \$334,917
Charles Tallent, President, Board of Trustees
Maria Cancro, Library Director

2022 Highlights

- 17,489 books, etc. borrowed by community members
 - 16,293 visits to the library
 - 2,821 attended classes, programs and events
 - 2,310 computer sessions facilitated
 - 43,750 items onsite for community use
 - 2,335 active library users
- This year, we welcomed so many people to our SRP programs! The building was buzzing all summer long! Great to see so many participants after a few quiet years due to covid.
 - We are looking forward to expanding our programming for seniors, increasing our Storytime audience, and meeting the needs of our community!



THE COMMUNITY LIBRARY

Serving the community in the Cobleskill-Richmondville School District

Funded by the voters of Cobleskill-Richmondville

Total population served (chartered): 13,176

Annual operating budget: \$334,887

Kenneth Hotopp, President, Board of Trustees

Kimberly Zimmer, Library Director

2022 Highlights

- 33,413 books, etc. borrowed by community members
 - 16,165 visits to the library
 - 2,858 attended classes, programs and events
 - 11,897 computer sessions facilitated
 - 40,769 items onsite for community use
 - 3,790 active library users
- Expanded promotional efforts have helped us find new patrons and grant writing successes have funded new programs and resources that attract new visitors. Attendance at our weekly story times has increased and our summer reading program saw significant increases in participation among all age groups. Circulation numbers are up, particularly in the children's, teen, and adult fiction collections. The number of patrons visiting our library is increasing!
 - We are moving forward with the expansion of our library space into a long-unused portion of the building. This expansion will double our available space and provide dedicated space for a children's room, a teen room, a creative workshop, improved staff office and work areas, and large flexible spaces for community meetings and programming.



FROTHINGHAM FREE LIBRARY

Serving the community in the towns of Mohawk, Glen and Charleston

Funded by the voters of the Fonda-Fultonville School District, the Villages of Fonda & Fultonville and Towns of Mohawk & Glen

Total population served (chartered + funded): 6,620

Annual operating budget: \$98,493

Wendy Sullivan, President, Board of Trustees

John Sullivan, Library Director

2022 Highlights

- 14,045 books, etc. borrowed by community members
 - 6,500 visits to the library
 - 1,704 attended classes, programs and events
 - 4,700 computer sessions facilitated
 - 43,062 items onsite for community use
 - 1,080 active library users
- We have been able to greatly increase participation in all our programs and events, giving us confidence in trying more activities to engage our community and beyond!
 - 2024 is our 80th Anniversary! We can't wait to celebrate with our patrons and community!



FORT HUNTER FREE LIBRARY

Serving the community in the Town of Florida and Tribes Hill
Funded by the voters of the Fonda-Fultonville School District,
the Town of Florida and the Amsterdam School District
Total population served (chartered): 3,604
Annual operating budget: \$39,050
Beverly Osborne, President, Board of Trustees
Judi Steiger, Library Director



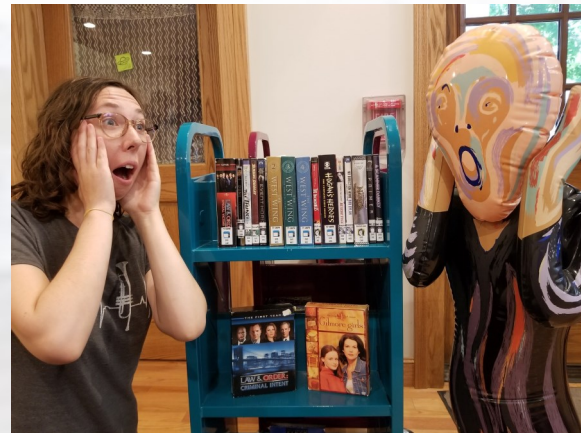
2022 Highlights

- 4,774 books, etc. borrowed by community members
 - 3,421 visits to the library
 - 1,178 attended classes, programs and events
 - 1,325 computer sessions facilitated
 - 28,213 items onsite for community use
 - 196 active library users
- Our first-ever book, bake, and rummage sale was a huge success! Our community really came out to support us.
 - Our Summer Reading Program and children's programming overall is growing and surpassing anything that we could have imagined a few years ago! We're so proud of the number of children and students who are coming into the library on a regular basis.
 - We are in such a good place right now - we have amazing staff and a fantastic Board who all have energy, ideas and passion for libraries, learning and supporting the community. Our tiny rural library is GROWING!!!



FORT PLAIN FREE LIBRARY

Serving the community in the Fort Plain School District
Funded by the voters of the Fort Plain School District, the Town of Minden & the Village of Fort Plain
Total population served (chartered + funded): 5,385
Annual operating budget: \$171,228
Rodney Strait, President, Board of Trustees
Whitney Hubbard, Library Director



2022 Highlights

- 15,038 books, etc. borrowed by community members
 - 11,440 visits to the library
 - 3,787 attended classes, programs and events
 - 8,050 computer sessions facilitated
 - 38,884 items onsite for community use
 - 1,766 active library users
- This year, we really focused on increasing the amount and diversity of our programs. It was awesome to welcome people of different age groups and interest levels!
 - We created a music room, with a record player, records, a piano, an electric guitar, and an amp, with more instruments on the way! We plan to offer free music lessons and we're working on launching a community composers guild.
 - We created a community art collage during Fort Plain Heritage Days that we put on display at the library.



GLOVERSVILLE PUBLIC LIBRARY

Serving the community in the Gloversville School District
Funded by the voters of the Gloversville School District
Total population served (chartered): 18,436
Annual operating budget: \$852,361
Charles Reed, President, Board of Trustees
Valerie Acklin, Library Director

2022 Highlights

- 50,553 books, etc. borrowed by community members
 - 68,000 visits to the library
 - 6,804 attended classes, programs and events
 - 12,507 computer sessions facilitated
 - 55,068 items onsite for community use
 - 6,320 active library users
-
- We started School's Out, a youth group for queer teens and allies that meets twice a month at the library to talk about their lives and get support from their peers in a safe space.
 - We're looking forward to developing our new outdoor programming space so that we can offer our patrons outdoor events in the warm weather months.



JOHNSTOWN PUBLIC LIBRARY

Serving the community in the Johnstown School District
Funded by the voters of the Johnstown School District
Total population served (chartered): 11,135
Annual operating budget: \$540,352
Deborah Callery, President, Board of Trustees
Erica Wing, Library Director

2022 Highlights

- 55,554 books, etc. borrowed by community members
 - 19,284 visits to the library
 - 8,878 attended classes, programs and events
 - 4,916 computer sessions facilitated
 - 64,084 items onsite for community use
 - 4,922 active library users
-
- We saw so many new faces enter the building this year—it was gratifying to rejuvenate our patron base!
 - We're looking forward to our upcoming outdoor renovation: Accessible, with green spaces, places for programming, and learning-centered landscapes.



MIDDLEBURGH LIBRARY

Serving the community in the Middleburgh School District

Funded by the voters of the Middleburgh School District

Total population served (chartered): 5,489

Annual operating budget: \$189,901

Diane Stewart, President, Board of Trustees

Teresa Pavoldi, Library Director

2022 Highlights

- 17,753 books, etc. borrowed by community members
 - 6,541 visits to the library
 - 973 attended classes, programs and events
 - 7,933 computer sessions facilitated
 - 42,887 items onsite for community use
 - 2,082 active library users
- We held a Summer Reading Carnival to kick off the program. So many people came and so many people registered for library cards and signed up for summer reading. We had never done an actual kick-off before!
 - We are working to create a new long-range plan of service. It will be exciting to hear what the community thinks and create new goals for our library.



NORTHVILLE PUBLIC LIBRARY

Serving the community in the Northville School District

Funded by the voters of the Northville School District

Total population served: 2,835

Annual operating budget: \$139,767

Stella Williams, President, Board of Trustees

Michael Burnett, Library Director

2022 Highlights

- 14,763 books, etc. borrowed by community members
 - 11,831 visits to the library
 - 875 attended classes, programs and events
 - 3,722 computer sessions facilitated
 - 42,205 items onsite for community use
 - 1,502 active library users
- Our annual 3-day-long July 4th weekend book sale brought out many locals, summer residents and old friends scouring through hundreds of boxes of books for great deals
 - We hosted the Insolent Willies, a music quartet, playing many genres of music that filled our program room with enthusiasm from all that attended



MARGARET REANEY MEMORIAL LIBRARY

Serving the community in the Village of St. Johnsville
Funded by the voters of the OESJ School District
Total population served (chartered + funded): 5,736
Annual operating budget: \$104,951
David Salvagni, President, Board of Trustees
Dawn Lamphere, Library Director

2022 Highlights

- 4,477 books, etc. borrowed by community members
 - 5,176 visits to the library
 - 706 attended classes, programs and events
 - 1,014 computer sessions facilitated
 - 46,078 items onsite for community use
 - 884 active library users
- This summer, we created a buzz with our Bee A Reader program which brought bee-centric activities, information and recipes, along with free books, to readers preK-4th grade
 - We participated in the system-wide Library Passport Program and were pleasantly surprised by the number of visitors who came from afar to the western front of MVLS!
 - We worked in conjunction with the St. Johnsville Chamber of Commerce collecting cereal for the Helping Hands Food Pantry. The need is great but our community is greater!

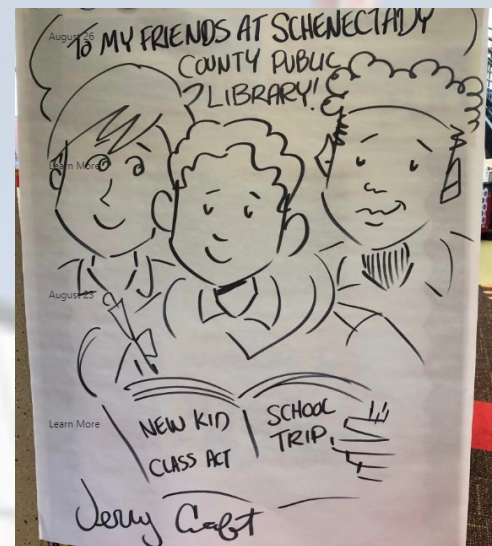


SCHENECTADY COUNTY PUBLIC LIBRARY

Serving the community in Schenectady County
Funded by Schenectady County
Central library with 8 branch libraries
Total population served (chartered): 158,061
Annual operating budget: \$6,251,171
Tina Chericoni Versaci, President, Board of Trustees
Charity Thorne, Library Director

2022 Highlights

- 693,267 books, etc. borrowed by community members
 - 510,186 visits to the library
 - 24,382 attended classes, programs and events
 - 94,638 computer sessions facilitated
 - 379,527 items onsite for community use
 - 63,161 active library users
- Hosted award-winning author Jerry Craft for our end-of-summer celebration. The New Kid author spoke at the Central branch (where we had face painting, balloon art, and an ice cream social), and then went to the Mont Pleasant branch for another presentation and a pizza party!
 - We held Bike Rodeos for kids aged 5-13 to develop and practice bike safety skills, as well as to receive helmet fittings and bike tune-ups.



SCHOHARIE FREE LIBRARY

Serving the community in the Schoharie School District
Funded by the voters of the Schoharie School District
Total population served: 6,392
Annual operating budget: \$158,146
Jacquelyn Hadam, President, Board of Trustees
Yvonne Keller-Baker, Library Director

2022 Highlights

- 18,885 books, etc. borrowed by community members
 - 6,385 visits to the library
 - 3,552 attended classes, programs and events
 - 3,311 computer sessions facilitated
 - 42,543 items onsite for community use
 - 1,564 active library users
- This year we threw a chicken BBQ fundraiser, and that drew many people from the community. It was wonderful to see everyone eating together, visiting with friends and neighbors, children playing on the lawn, and people dancing and enjoying the music.
 - We are a small library in a small town, with a small staff and budget. We're pleased that in spite of these challenges, we've not only expanded and updated our book collection, but we're able to bring arts, nature, nutrition, and STEM education, digital skills, fun creative programs, music, a writing group with several published authors, and events which foster connection to our community, and we appreciate the incredible support and engagement of our community!



SHARON SPRINGS FREE LIBRARY

Serving the community in the Town of Sharon
Funded by the voters of the Town of Sharon
Total population served (chartered): 1,697
Annual operating budget: \$63,644
Jeanne Irwin, President, Board of Trustees
Helen Thomas, Library Director

2022 Highlights

- 10,177 books, etc. borrowed by community members
 - 5,264 visits to the library
 - 1,185 attended classes, programs and events
 - 1,911 computer sessions facilitated
 - 37,570 items onsite for community use
 - 707 active library users
- We ran two summer reading programs: Our children's program ran on Thursday mornings with themes that coordinated weekly with our adult/family program. Our adult/family summer reading program consisted of a different brown grab bag each week containing items connected to the themes of Sharing, Caring and Kindness. Most had a reading list of related books, all had a quote or picture to post on your refrigerator (ex "Be kind whenever possible. It is always possible." Dalai Lama). We handed out 25-30 bags a week and the program was well received!
 - We held a poster contest for patrons to create a poster based on the themes of our summer reading program, All Together Now; Caring, Sharing and Kindness.



LIBRARY SUPPORT

Library	Population	Local Public Funds	Per Capita Pub-Support	Total Operating Fund Receipts	Total Per Capita Support
Amsterdam	23,776	\$248,344	\$10.45	\$311,161	\$13.09
Canajoharie	6,501	\$950	\$0.15	\$274,651	\$42.25
Cobleskill	13,176	\$286,000	\$21.71	\$318,115	\$24.14
Fonda	6,620	\$53,558	\$8.09	\$163,452	\$24.69
Fort Hunter	3,604	\$38,000	\$10.54	\$52,525	\$14.57
Fort Plain	5,385	\$91,000	\$16.90	\$172,909	\$32.11
Gloversville	18,436	\$533,695	\$28.95	\$1,202,693	\$65.24
Johnstown	11,135	\$410,356	\$36.85	\$456,974	\$41.04
Middleburgh	5,489	\$166,412	\$30.32	\$186,476	\$33.97
Northville	2,835	\$140,569	\$49.58	\$145,351	\$51.27
St. Johnsville	1,643	\$70,000	\$42.60	\$130,706	\$79.55
Schenectady	158,061	\$5,792,110	\$36.64	\$6,251,172	\$39.55
Schoharie	6,392	\$96,000	\$15.02	\$148,698	\$23.26
Sharon Springs	1,697	\$43,860	\$25.85	\$65,788	\$38.77
TOTAL	264,750	7,970,854	\$30.11	\$9,880,671	\$37.32

INTERLIBRARY LOAN

Library	2021 ILL Borrowed	2022 ILL Borrowed	% Change	2021 ILL Loaned	2022 ILL Loaned	% Change
Amsterdam	4,608	4,674	1.43%	4,500	4,919	9.31%
Canajoharie	4,948	3,228	-34.76%	3,274	2,917	-10.90%
Cobleskill	4,460	4,050	-9.19%	4,416	4,879	10.48%
Fonda	1,709	2,667	56.06%	2,913	2,602	-10.68%
Fort Hunter	863	1,194	38.35%	1,682	1,336	-20.57%
Fort Plain	3,153	2,771	-12.12%	1,813	1,896	4.58%
Gloversville	6,108	6,422	5.14%	7,423	6,487	-12.61%
Johnstown	8,016	8,781	9.54%	8,719	7,660	-12.15%
Middleburgh	2,603	2,807	7.84%	3,480	2,860	-17.82%
Northville	2,804	3,093	10.31%	3,472	2,604	-25.00%
St. Johnsville	714	1,030	44.26%	2,164	1,881	-13.08%
Schenectady	46,469	41,090	-11.58%	20,043	32,001	59.66%
Schoharie	1,366	2,822	106.59%	2,697	2,059	-23.66%
Sharon Springs	2,785	2,107	-24.34%	2,304	2,250	-2.34%
TOTAL	90,606	86,736	-4.27%	68,900	76,351	10.81%

CIRCULATION and HOLDINGS

Library	2021 Circulation	2022 Circulation	% Change	2021 Holdings	2022 Holdings	Per Capita Holdings
Amsterdam	27,418	34,224	24.82%	54,451	57,021	2.4
Canajoharie	21,839	17,489	-19.92%	43,753	43,750	6.73
Cobleskill	28,283	33,413	18.14%	41,224	40,769	3.09
Fonda	10,059	14,045	39.63%	40,601	43,062	6.5
Fort Hunter	4,187	4,774	14.02%	26,547	28,213	7.83
Fort Plain	14,583	15,038	3.12%	33,211	38,884	7.22
Gloversville	42,945	50,553	17.72%	53,894	55,068	2.99
Johnstown	49,199	55,554	12.92%	63,662	64,084	5.76
Middleburgh	15,515	17,753	14.42%	41,165	42,887	7.81
Northville	15,616	14,763	-5.46%	40,447	42,205	14.89
St. Johnsville	4,019	4,477	11.40%	43,928	46,078	28.05
Schenectady	520,640	693,267	33.16%	325,792	379,527	2.4
Schoharie	13,837	18,885	36.48%	40,262	42,543	6.66
Sharon Springs	11,224	10,177	-9.33%	35,400	37,570	22.14
TOTAL	779,364	984,412	26.31%	884,337	961,661	3.63

LIBRARY USE

Library	Program Attendance	Library Visits	Reference Questions	Public Internet Computers	Wireless and Public Computer Use
Amsterdam	4,134	22,161	6,294	15	18,854
Canajoharie	2,821	16,293	1,434	5	2,310
Cobleskill	2,858	16,165	985	5	11,897
Fonda	1,704	6,500	2,912	4	4,700
Fort Hunter	1,178	3,421	574	2	1,325
Fort Plain	3,787	11,440	8,580	6	8,050
Gloversville	6,804	68,000	1,212	7	12,507
Johnstown	8,878	19,284	21,000	3	4,916
Middleburgh	973	6,541	2,429	10	7,933
Northville	875	11,831	914	6	3,722
St. Johnsville	706	5,176	386	2	1,014
Schenectady	24,382	510,186	22,482	101	94,638
Schoharie	3,552	6,385	947	4	3,311
Sharon Springs	1,185	5,264	64	4	1,911
Total	63,837	708,647	70,213	174	177,088

Schedule of Support and Revenue and Expenses (Cash Basis)

For The Year Ended December 31, 2022

Support and Revenue:

State Aid	1,282,843.00
JA Fees & Equipment	394,697.77
Miscellaneous	110,152.85
Interest	1,284.85

Total Support and Revenue 1,788,978.47

Expenses:

Cash grants to member libraries	153,009.58
Material grants to member libraries	11,743.02
Member Library Purchases	557.84
Books	43,563.65
Electronic access	107,045.17
Periodicals	517.93
Recordings	2,498.87
Building Repairs	22,380.82
Repairs and Maintenance	3,339.15
Custodial Supplies	337.14
Utilities	12,850.55
Salaries	440,335.37
Benefits	177,971.75
Contractual Costs - Delivery	165,198.02
Contractual Costs - JA Fees & Equipment	359,437.46
Contractual Costs - Other	129,110.28
Professional Fees	7,154.45
Membership Dues	7,821.00
Equipment	8,499.90
Insurance	7,398.21
Office & library supplies	2,771.36
Postage & freight	620.93
Publicity and printing	838.81
Telephone	3,339.61
Travel	5,396.21

Total Expenses: 1,673,737.08

Increase of Support and Revenue Over Expenses 115,241.39

Schedule of Support and Revenue and Expenses (Cash Basis)

For The Year Ended December 31, 2022

Support and Revenue:

State Aid	1,282,843.00
JA Fees & Equipment	394,697.77
Miscellaneous	110,152.85
Interest	<u>1,284.85</u>

Total Support and Revenue 1,788,978.47

Expenses:

Program Expenses	1,498,333.81
Management and General	<u>175,403.28</u>

Total Expenses: 1,673,737.09

Increase (decrease) in Net Assets 115,241.38

Net Assets - Beginning 1,434,380.21

Net Assets - Ending 1,549,621.60

Increase of Support and Revenue Over Expenses 115,241.39