



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
November 21, 2023 at 6 PM

Attendance/Call to Order

Pledge of Allegiance

Public Comment

1. Accept the Minutes of the:
  - October 17, 2023 Meeting\*
2. Treasurer's Report\*
3. Warrant List\*
4. Budget and Finance Committee Report
  - Tax Cap\*
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
  - Snow Plow Contract\*
  - Dome Proposal\*
9. Local History Room Committee Report
10. Outreach Committee Report
11. Personnel Committee Report
  - New employee update
12. Plan of Service Ad Hoc Committee Report
13. Policy Committee Report
  - By-Laws amendment\*
11. Program Committee Report
12. Public Relations Committee Report
13. Trustee Appointment Ad Hoc Committee Report
  - Selection of Trustee\*
14. Library Director's Report
15. Librarians' Reports
16. Old Business
17. New Business
  - Early Voting
  - Charging stations

Adjourn\*

Next Meeting: December 19, 2023 at 6 PM

\* Motion Required



## Minutes of the Gloversville Public Library Board of Trustees Meeting October 17, 2023

The Gloversville Public Library Board of Trustees held its regular meeting on October 17, 2023. Present were President Gregory Niforos, Vice-President Merry Dunn-Brown, Library Director Valerie Acklin, Vice President of Finance, Charles Reed, Treasurer Michael Frank, Caren Pepper, Susan Shrader, and John Mazur.

Mr. Niforos called the meeting to order at 6:03 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 Annual Meeting minutes, The September Regular Meeting minutes and the Special Meeting Minutes of the September 29, 2023 meeting of the Trustees. After minor corrections were noted, Mr. Mazur made a motion, seconded by Mr. Reed to accept the minutes of the meetings as presented. The board approved all three with a vote of "aye".

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

Mr. Frank distributed the Warrants List. Mr. Niforos asked for a motion to accept the Warrants list. Ms. Dunn-Brown made a motion, seconded by Mr. Mazur 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 but that one was planned for early November to begin working on the 2024-2025 budget.

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. Mr. Niforos noted that next week is Friends week and that the Friends are currently conducting their membership drive.

In his President's Report, Mr. Niforos congratulated Jean La Porta, Lex Lanza and Valerie Acklin for their awards presented by Mohawk Valley Library System.

In Mr. Carlson's absence, Mr. Niforos noted that the parking lot project had begun.

There was no Local History Room Committee Report.

Ms. Dunn-Brown reported on behalf of the Outreach Committee. No meeting this past month but hand outs were continuing at many locations.

Mrs. Shrader noted there was no meeting of the Personnel Committee but that an Assistant Director Evaluation form would need to be developed. Ms. Acklin informed the Trustees that one part-time employee who had started had to leave and that E. Hoover would be starting the following day.

Mr. Reed reviewed the progress of the Plan of Service Committee. Mr. Reed introduced Wade Abbott from Mohawk Valley Library System. Mr. Abbott distributed a report on the progress made on the Plan of Service meeting held recently. The Trustees gave their informal approval of the progress to date.

Mr. Niforos informed the Trustees that there was no Policy Committee report. Ms. Acklin informed the Trustees that the Library By-Laws needs an update.

Ms. Pepper noted that there was no Program Committee report.

Mr. Mazur informed the Trustees that the Public Relations Committee had met on October 3, 2023. Mr. Mazur also called the Trustees attention to a press release that was going to be in the *Leader-Herald* newspaper to do with the Library award and the staff awards.

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

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

Ms. Acklin delivered the Library Director's Report. Ms. Acklin noted that L. Kurz had not completed a report for September.

Mr. Niforos asked if there was any Old Business. The snow removal situation was discussed and it was decided to ask Jim Esper if he would be willing to do it again this winter. Ms. Dunn-Brown also asked the Trustees if they would be willing to do a pizza party again this year for the Friends. They agreed that they would.

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

At 7:35 PM Mrs. Shrader made a motion to adjourn, seconded by Mr. Mazur. The motion carried with a vote of "aye".

Respectfully submitted,

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Susan Shrader, Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**OCTOBER 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	\$553,695.00	(\$613,695.00)
Investment Income	10,000.00	3,333.17	5,375.95	241.35	(4,624.05)
Gloversville Library Foundation Inc. - Int. & Div.	120,000.00	10,000.00	40,000.00	40,000.00	(80,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	2,168.25	2,773.25	2,450.00	(7,226.75)
Government Affiliations	7,000.00	1,430.00	7,087.50	5,665.80	87.50
Donations - Direct	0.00	455.00	3,030.00	692.17	3,030.00
Fees & Miscellaneous Income	2,500.00	567.25	1,231.21	1,424.14	(1,268.79)
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>
<b>TOTAL RECEIPTS</b>	<b><u>\$773,195.00</u></b>	<b><u>\$17,953.67</u></b>	<b><u>\$69,497.91</u></b>	<b><u>\$614,229.44</u></b>	<b><u>(\$703,697.09)</u></b>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on October 1, 2023	\$336,442.85				
Plus: Receipts Per Report	17,953.67				
Less: Equipment - Computers	0.00				
Less: Expenses Per Report	<u>(71,428.45)</u>				
Income Cash Balance on October 31, 2023	<u>282,968.07</u>				
Accounts Payable as of 10/31/23	11,310.75				
Accrued Payroll Expense as of 10/31/23	0.00				
Prepaid Expenses as of 10/31/23	<u>0.00</u>				
Actual Cash Balance on October 31, 2023	<u>\$294,278.82</u> *				
* Includes Treasury Bills @ Purchase Price of	\$49,124.03				

Prepared By,  
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on October 1, 2023	\$69,652.66	
Plus: Receipts:		
Interest on Money Market Account	297.88	<u>Year to Date</u>
Interest on Treasury Bills	0.00	4,208.96
Treasury Bills Matured	200,000.00	
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	65,000.00	
	<u>65,000.00</u>	
Balance on October 31, 2023	<u>\$204,950.54</u>	

**FUND BALANCE MONEY MARKET ACCOUNT**

Balance on October 1, 2023	\$273,703.22	
Plus: Receipts:		
Interest on Money Market Account	954.74	<u>Year to Date</u>
Interest on Treasury Bills	0.00	3,305.07
Treasury Bills Matured	250,000.00	
Transfer from Construction Account		
Less: Paid Outs:		
Treasury Bills Purchased	247,921.39	
Transfer to Construction Checking Account	0.00	
	<u>247,921.39</u>	
Balance on October 31, 2023	<u>\$276,736.57</u>	

**CONSTRUCTION CHECKING ACCOUNT**

Balance on October 1, 2023	\$164,181.06	
Plus: Receipts:		
Interest Earned	2.74	
Grant Money Received	0.00	
Less: Paid Outs:		
Del Signore Blacktop Paving, Inc.	10,955.88	
	<u>10,955.88</u>	
Balance on October 31, 2023	<u>\$153,227.92</u>	

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on October 1, 2023	\$273.28	
Plus: Receipts:		
Interest Earned	0.00	
Donations-Amazon Smile	0.00	
Less: Paid Outs:		
Transfer to Checking Account - Account Closed	273.28	
	<u>273.28</u>	
Balance on October 31, 2023	<u>\$0.00</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

OCTOBER 31, 2023

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

<b>FUND BALANCE ACCOUNT</b>	<b><u>PAR</u></b>	<b><u>COST</u></b>	<b><u>INVESTMENT RATE</u></b>	<b><u>REALIZED AT MATURITY</u></b>	<b><u>INTEREST EARNED</u></b>
U. S. Treasury Bills 8 Week Due 12/12/23	\$250,000.00	\$247,921.39	5.4800%	\$250,000.00	\$2,078.61
U. S. Treasury Bills 17 Week Due 11/07/23	250,000.00	245,661.46	5.4320%	250,000.00	4,338.54
<b>TOTAL SECURITIES CURRENTLY HELD</b>	\$500,000.00	\$493,582.85		\$500,000.00	\$6,417.15

**GLOVERSVILLE PUBLIC LIBRARY**

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

**OCTOBER 2023**

	Budget July 1, 2023 to June 30, 2024	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Over/(Under) Budget
Salaries - Full Time Employees	\$408,040.00	\$ 32,667.33	\$ 135,442.77	\$ 106,689.89	\$ (272,597.23)
Salaries - Part Time Employees	139,830.00	9,164.38	39,613.95	39,843.52	(100,216.05)
Salaries - Custodians	36,734.00	2,817.96	11,875.69	12,850.52	(24,858.31)
F I C A & Medicare Tax	44,723.00	3,415.67	14,300.33	12,192.88	(30,422.67)
Unemployment Insurance	1,462.00	333.50	667.00	562.50	(795.00)
Disability & Family Leave Insurance	3,858.00	0.00	1,470.78	1,471.88	(2,387.22)
Medical Insurance & Reimbursements	73,000.00	5,837.83	30,806.94	19,527.04	(42,193.06)
Worker's Compensation Insurance	4,385.00	0.00	3,539.83	3,723.38	(845.17)
Pension Expense	58,460.00	(7.32)	(7.32)	0.00	(58,467.32)
Heat	5,500.00	26.43	78.95	56.48	(5,421.05)
Electricity	40,000.00	2,305.23	7,763.13	8,561.74	(32,236.87)
Telephone	7,200.00	663.89	2,607.34	2,360.94	(4,592.66)
Insurance	27,000.00	0.00	28,699.66	25,675.76	1,699.66
Collections - Books, DVDs, etc.	42,000.00	2,801.18	11,535.30	10,821.07	(30,464.70)
Computer & Automation Services	15,700.00	3,215.93	13,828.63	4,948.18	(1,871.37)
Library, Office Supplies & Postage	10,500.00	977.01	4,150.80	4,777.01	(6,349.20)
Maintenance, Repairs & Bldg. Supplies	15,000.00	1,300.69	9,152.66	3,887.41	(5,847.34)
Maintenance Contracts	45,000.00	4,652.50	10,460.43	14,057.88	(34,539.57)
Treasurer	9,000.00	750.00	3,000.00	2,900.00	(6,000.00)
Professional Fees	7,000.00	(750.00)	(750.00)	(200.00)	(7,750.00)
Election Expense	1,000.00	0.00	0.00	0.00	(1,000.00)
Professional Meetings & Travel	1,000.00	1,085.31	1,463.23	1,142.98	463.23
Events & Programming	5,000.00	92.37	2,056.55	1,396.29	(2,943.45)
Promotion Expense	4,800.00	50.00	100.00	100.00	(4,700.00)
General Expense	2,000.00	28.56	341.87	336.64	(1,658.13)
<b>TOTAL EXPENSE</b>	<b><u>\$1,008,192.00</u></b>	<b><u>\$71,428.45</u></b>	<b><u>\$332,198.52</u></b>	<b><u>\$277,683.99</u></b>	<b><u>(\$675,993.48)</u></b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**OCTOBER 2023**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7422		Gloversville Public Library	\$ 17,420.18	Payroll
7423	3013	Michael J. Frank	750.00	Treasurer
7424	3014	C D P H P	5,775.16	Medical Insurance
7425	3015	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7426	3016	Charter Communications	129.98	Computer & Automation
7427	3017	Frontier Communications	663.89	Telephone
7428	3018	National Grid (2,331.66)	26.43	Natural Gas
			2,305.23	Electricity
7429	3019	Ingram Library Services	1,847.06	Books
7430	3020	Philip Beckett, CPA, PC (6,000.00)	6,750.00	Accounts Payable
			(750.00)	Professional Fees
7431	3021	First Nonprofit Unemployment Program (533.50)	200.00	Cash Reserve
			333.50	Unemployment Insurance
7432	3022	Technical Building Services, Inc.	687.50	Maintenance & Repairs
7433	3023	Mohawk Valley Library System (1,307.44)	1,283.05	Computer & Automation
			24.39	Library Supplies
7434	3024	Daily Gazette Co., Inc.	208.00	Newspapers
7435	3025	Daily Gazette Co., Inc.	50.00	Promotion Expense
7436	3026	Johnstown Public Library	12.99	Lost Books, etc.
7437	3027	Quill LLC	790.51	Library Supplies
7438	3028	Alexis Lanza	70.09	Professional Meetings & Travel
7439	3029	Barbara J. Madonna	228.06	Maintenance & Repairs
7440	3030	Gloversville True Value Hardware	35.13	Maintenance & Repairs
7441	3031	Nicole L. Hauser	215.22	Professional Meetings & Travel
7442	3032	Pasco Building Automation Systems	2,377.50	Maintenance Contracts
7443	3033	Business Card (3,099.43)	15.99	G/E - Zoom
			52.90	Computer & Automation
			217.91	A/V - DVDs
			92.37	Events & Programming
			162.11	Library Supplies
			135.21	Books
			12.57	G/E - Credit Card Interest
			130.00	Professional Meetings & Travel
			2,275.00	Maintenance Contracts
			5.37	W G Y Grant Expense
7444	3034	Naif's	393.00	Newspapers
7445	3035	Springshare LLC	1,750.00	Computer & Automation
7446	3036	New York Library Association	670.00	Professional Meetings & Travel
7447	3037	Professional Fire Protection, Inc.	350.00	Maintenance & Repairs
7448		Gloversville Public Library	17,014.18	Payroll
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	615.74	Pension - Withholdings
DM		E F T NYS Tax Department	1,652.00	Payroll
DM		E F T United States Treasury (10,904.34)	3,415.67	FICA & Medicare Expense
			7,488.67	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	372.09	Medical Insurance
		CHECK AND EFT PAID OUTS - OCTOBER 2023	<u>78,396.81</u>	
		PETTY CASH PAID OUTS - OCTOBER 2023		
		None	<u>0.00</u>	
		<b>TOTAL OCTOBER 2023 PAID OUTS</b>	<u><b>\$78,396.81</b></u>	
		Less: Equipment - Computers	-	
		Less: W G Y Grant Expense	(5.37)	
		Less: Accounts Payable	(6,750.00)	
		Less: Cash Reserve	(200.00)	
		Less: Lost Books, etc.	<u>(12.99)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$71,428.45</b></u>	



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

**STEWART'S GRANT**

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

**W G Y CHRISTMAS WISH GRANT**

Balance as of October 1, 2023		\$1,515.01
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Business Card	7443	Events & Prog.
Total Expenses		5.37
Balance of Grant Money Left at October 31, 2023		\$1,509.64

**ADVOCACY GRANT**

Balance as of October 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 October 31, 2023		\$180.34

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of October 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>
Philip Beckett, CPA, PC	7430	2023 Audit
Total Expenses		6,000.00
Balance of Appropriation Funds Left at October 31, 2023		\$4,575.00

**RESTORATION FUNDS RECONCILEMENT**

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

## Financial Review October 2023

The Financial Report for the first four months of our fiscal year ending June 30, 2024 shows our income down by approximately \$544,700 as compared to the same period of the prior fiscal year. This was primarily a result of not having received our Tax Levy money from the Gloversville Enlarged School District in October this year. The Tax Levy funds were received in early November this fiscal year. Higher rates on our Money Market Account and income from Treasury Bills in the current fiscal year helped increase our Investment Income by approximately \$5,100 over the prior year. Expenses for the current period were up approximately \$54,500 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  
October 31, 2023**

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

Balance Per Bank Statement					\$ 24,212.72
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	
10/17/23	7424	C D P H P		5,775.16	
10/17/23	7436	Johnstown Public Library		12.99	
10/17/23	7442	Pasco Building Automation Systems		2,377.50	
10/17/23	7445	Springshare LLC		1,750.00	
10/17/23	7446	New York Library Association		670.00	
		Total Outstanding Checks			<u>17,010.65</u>
Other Items:		None			<u>-</u>
<b>BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS</b>					<u><u>\$ 7,202.07</u></u>

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

Balance Per Bank Statement					\$ 18,001.50
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks			<u>-</u>
Other Items:		None			<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 18,001.50</u></u>

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

Balance Per Bank Statement					\$ 104,950.54
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		Plus: Outstanding Deposit - 10/31/23		-	100,000.00
		Total Outstanding Checks			<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 204,950.54</u></u>

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

Balance Per Bank Statement					\$ 376,736.57
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		Less: Outstanding Transfer - 10/31/23		-	(100,000.00)
		Total Outstanding Checks			<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 276,736.57</u></u>

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

Balance Per Bank Statement \$ 153,227.92

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**

\$ 153,227.92

**NBT BANK - AMAZON SMILE SAVINGS ACCOUNT - Acct. No. 8003654274 (Account Closed in October 2023)**

Balance Per Bank Statement \$ -

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**

\$ -

\_\_\_\_\_  
Prepared By,  
Michael J. Frank, Treasurer

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

GLOVERSVILLE



PUBLIC  
LIBRARY

**Friends of the GPL Report**  
**Jean LaPorta / President**  
**October 2023**

1. "Three Viewings" was well attended. Thanks for help with parking lot to Ren Reed and Mike Shrader. Lots of nice feedback on the play. Earned \$200 in donations for a debrillator purchase for the Library.
2. Library will soon be decorated for holidays.
3. Book Sale earned over \$1700.
4. Basket Raffle was a success.
5. Many positive comments were received from patrons and staff for Friends Week gifts.
6. Big thank you to the Trustees for the delicious pizza and cookies you provided for our November Friends' meeting. Enjoyed by all. Special thanks to Merry.
7. Newsletter may be mailed out a bit later this time.
8. Dreamcatchers will perform at the Library on Nov. 30 at 6 PM. Registration required. Hope you can attend.
9. Happy Thanksgiving from the Friends of GPL

GLOVERSVILLE



PUBLIC  
LIBRARY

**President's Report**  
**Gregory Niforos / President**  
**October 2023**

In order to expedite our board meetings and to ease the strain on Valerie in putting together the Board packets, we will be adjusting our monthly processes. Going forward committee reports will be due to Valerie on the second Tuesday of each month. This will allow Valerie enough time to compile them into the Board packet and get the packet posted on the website before our meeting. I will still send a reminder a few days prior.

During our meetings, we will focus our discussion on actionable items. During each committee's turn to speak, if there is nothing actionable to discuss, we will allow time for questions from the Board regarding the committee report, but otherwise your report should speak for itself.

We have a very engaged and informed Board and I in no way want to stifle that, but I think we would all appreciate a more concise monthly meeting.

GLOVERSVILLE



PUBLIC  
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**Budget & Finance Committee Report**  
**Charles “Ren” Reed / Chair**  
**October 2023**

This month, the Board will need to pass a motion to override the tax cap for the 2024-2025 fiscal year.

The Budget and Finance Committee met earlier this month to begin drafting the 2024-2025 budget. It is my hope that the Budget and Finance Committee will be able to present a draft budget to the Board at its December meeting. If all goes well, we can set the 2024-2025 tax levy in January.



## **Building and Grounds Committee Report**

### **Richard Carlson / Chair**

### **October 2023**

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

- Phase I: Progressing full speed ahead. As of 11/8, drainage work was completed and gravel base courses were placed, as was parking lot curb and lighting bases. Prep work for sidewalk was also under way. As of 11/13, the parking lot was paved and striped. Work remaining is primarily landscaping the program area and a few other miscellaneous items. If all goes well work should be essentially complete by Thanksgiving.
- Phase II: Funding for the project is secured; we received \$85,995 from the state DLD grant, but may receive more depending on the funding needs of the rest of the public libraries across the state. The engineering for Phase II is already done. We will need the architects to create a bid packet assembled. Minor adjustments may be needed to reflect Phase I work. Ideally we would like to go out to bid in January 2024+/- to get a start in early spring.

#### **Atrium Restoration Project**

After considerable review of the bid procedure options we have decided to progress this project under standard competitive bid procedures to comply with grant program funding requirements. This requires us to amend the architectural services authorization with Butler Rowland Mays; they have submitted a revised proposal for \$35,000 (previously was \$7,500) to reflect the additional work required. This will be offset by not needing to cover the \$80,000 associated with using the cooperative procurement method. This new proposal will be presented to the Board for approval at our 11/21 meeting. As for securing funds for construction, we are continuing to follow up with the City and State to satisfy all requirements for the funds we have already secured and we are continuing to pursue opportunities for additional grant funding. If all goes well, we would like to put this project out to bid in the fall of 2024.

#### **Grant Opportunities for Building Projects**

See discussion above.

#### **Snowplowing RFP and Contract**

No new responses to the RFP anticipated (due 11/15), so we contacted Jim Esper to see if he was planning to send a proposal. He said he was (he's currently busy with fall landscaping work) and he expected it would be pretty much like last year's proposal. We reminded him that we needed something from him soon in order to approve it at our 11/21 Board meeting.

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

- Excessive noise in the Carnegie Room: Looking into using insulation materials we may already have on hand to dampen the noise generated by the unit.
- Temperature Regulation in the Small Meeting Room & Other Locations: Still looking for a way to fix the problem, but nothing so far.

#### **Insurance**

We're OK now but an accounting mishap (not our fault) recently caused us to have our insurance canceled for 5 days because of nonpayment of a \$20 late fee! Apparently NBT's computer didn't register that we had sent in our insurance payment and it automatically canceled us; we're working with them to make sure this doesn't happen again.

#### **Illegal Parking**

The new signage has resolved this issue.

#### **Restroom Locks**

No progress to report.



**Storage Space**

We have been continuing to make slow but steady progress in Carnegie Room closet, as well as other locations around the building. Clean ups and new shelving has helped to improve the situation. Garage sale next year a possibility to consider.

**Free Food Fridge**

The Family Counseling Center has donated the money for the fridge, and we're looking at what kind of fridge might work for a start next spring.

**Arborist**

Trees around the building could use some trimming and attention, but we need someone to take a look at the situation and give us recommendations. Barb will call around for available services.

**Maintenance Contracts**

All up to date.

**New Business**

None

GLOVERSVILLE



PUBLIC  
LIBRARY

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

The Plan of Service Committee met at the Library twice this month to work on setting the goals for the new Plan of Service. At this point, we will have between four and six goals. Next, we will be developing the objects and tasks.



ARTICLE I  
Name and Purpose

- Section 1: This organization shall be known as the “Gloversville Public Library”.
- Section 2: The purpose of the organization shall be to provide public library services to residents of the Gloversville Enlarged School District service area as specified in the charter granted by the New York State Board of Regents. The Gloversville Public Library operates in compliance with New York State Law and the Commissioner of Education’s regulations.

ARTICLE II  
Trustees

- Section 1: The governing body of the Library shall be a nine member Board of Trustees. Members of the Board of Trustees shall be elected by the residents of the Gloversville Enlarged School District.
- Section 2: Any legal resident of the Gloversville Enlarged School District, age 18 years or older, is eligible to hold the office of Trustee.
- Section 3: The term of office for Trustees shall be for a period of five years – to run from July 1 – June 30, the Library’s fiscal year.
- Section 4: A Trustee may be removed from office:
  - ...for failing to attend three consecutive regular board meetings without excuse accepted as satisfactory by a majority of the Board of Trustees. At that point, the trustee shall be deemed to have resigned, and the vacancy shall be filled.
  - ...by vote of a majority of the board, on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided that at least one week’s previous notice of the proposed action shall have been given to the accused and to each trustee.
- Section 5: In the event of conflict of interest, a Board member will abstain from voting.
- Section 6: If an election is held to fill one or more full five (5)-year terms in addition to one or more unexpired terms of less than five years, the candidate receiving the most votes will serve a full term, the candidate with the second most votes will fill the longest remaining term, the candidate with the third most votes will fill the next longest remaining term, etc.  
  
Vacancies which occur for reasons other than the expiration of a full term may be filled by Board appointment until the completion of that fiscal year. The Board will make every effort to fill a vacancy which occurs more than three (3) months before the next election. A candidate may be appointed by a majority vote of the Board at a regularly scheduled Board meeting. The newly appointed Trustee may run for any new 5-year or unexpired term at the next election.

ARTICLE III  
Officers

Section 1: The officers of the Library Board of Trustees shall be as follows:

- A President
- A Vice-President
- A Vice-President for Finance
- A Secretary

The officers will serve without pay.

Section 2: Officers shall be elected at the Organization Meeting of the Board of Trustees by a vote of the majority of the Board.

Section 3: The term of office of all elected officers shall be until the next Organization Meeting.

Section 4: In the event a vacancy shall occur during an officer’s term of office, an ad hoc committee shall recommend and the Board of Trustees shall elect a replacement to fill the balance of the term.

Section 5: All positions may be renewed annually.

ARTICLE IV  
Duties of Officers

Section 1: The President shall prepare the meeting agenda with input from the Director and preside at meetings of the Board.

Section 2: In the absence of the President, the Vice-President shall perform the duties of the President.

Section 3: The Vice President for Finance shall present a report of the Library’s financial activities and condition to the Board as often as the Board may require with the assistance of the Treasurer as necessary; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library’s annual budget for the approval of the Board; and shall prepare and file an annual financial report with the Board. In the absence of the President and Vice President, the Vice President for Finance shall perform the duties of President.

Section 4: The Secretary shall be responsible for the minutes of all Board of Trustee meetings.

Section 5: The officers are also authorized to sign contracts, applications for aid, and other legal documents. All officers shall be bonded.

ARTICLE V  
Meetings

Section 1: There shall be a minimum of seven meetings of the Board of Trustees each year, which shall include not fewer than six regular meetings and the Organization Meeting. All meetings shall be open to the public. Notice of meetings shall be published in

one newspaper of general circulation in the City of Gloversville, designated at the Organization Meeting as the board’s newspaper of notice.

Section 2: The Board of Trustees shall hold its Organization Meeting during the month of July. At that meeting, the Board shall elect its officers, fix its schedule of regular meetings for the forthcoming year, and appoint two representatives as directors of the Gloversville Library Foundation Board. These appointees will be voting members of the Foundation Board of Directors but need not be elected members of the Gloversville Public Library Board of Trustees. Appointments will expire at the next Organization Meeting and may be renewed annually.

Section 3: Regular meetings shall be held the third Tuesday of the month.

Section 4: Special meetings for the Board of Trustees may be held on call of the President of the Board, or on request of any three (3) Trustees.

Section 5: All meetings shall be conducted in accordance with accepted rules of parliamentary procedure. A majority of the whole number of Trustees, including vacancies, shall constitute a quorum. In order to adopt a resolution, a majority of the whole number of Trustees, including vacancies, must vote in the affirmative.

Section 6: A public comment period will be offered at the start of each meeting, any member of the public in attendance is welcome to speak regarding Library-related matters, if they so wish. Speakers will introduce themselves by stating their name and address. Public comment will be limited to, at most, three minutes per speaker, which cannot be ceded to another speaker; with a maximum comment period of 30 minutes. No responses will be given at that meeting, if any follow up is required, the Library Director, President of the Board or the appropriate committee chair will review the concern and follow up at the next meeting. For the purposes of this policy “Members of the Public” will include only those people who are residents of the Gloversville Public Library service area. Non-residents may not speak during the public comment period unless agreed upon by a two-thirds majority of the Board.

ARTICLE VI  
Committees

Section 1: Standing Committees – Members of Standing Committees shall be appointed by the President at the Organization Meeting. Members of committees need not be members of the Board, however, the chairperson must be a Board member. A committee which meets independently shall report to the Board of Trustees at the next regularly scheduled meeting. Board President and Library Director will act as ex officio members of each committee. Committee appointments expire at the Organizational Meeting. Positions may be renewed annually.

- A. The Executive Committee shall be comprised of all officers of the Board of Trustees.
- B. The Budget, Finance and Audit Committee shall be chaired by the Vice President for Finance, shall include at least one other Board member and the Treasurer, and shall

conduct a monthly audit and make recommendations to the Board on all matters of budget and finances of the Library.

- C. The Building and Grounds Committee shall have a minimum of two Board members and shall make recommendations to the Board concerning repairs and alterations, insurance coverage, and such other matters as may be referred to it by the Board.
- D. The Personnel Committee shall have a minimum of two Board members and shall make recommendations to the Board on all matters of personnel, including performing the annual evaluation of the Library Director.
- E. The Program Committee shall have a minimum of two Board members and shall work with the Director and staff to develop and implement programs.
- F. The PR Committee shall have a minimum of two Board members and shall work with the Director and staff to promote the Library and its services.

Section 2: Ad-Hoc Committees – The President of the Board may appoint special committees.

ARTICLE VII  
Director

Section 1 The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library, under the direction and review of the Board. The Director shall act as professional advisor to the trustees, and shall serve at the pleasure of the Board. The Director shall be held responsible for the proper performance of all Library employees and volunteers.

Section 2 It shall be the duty of the Library Director to manage the operations of the Library and perform all of the duties listed in the job description set forth by the Board. The Director shall be responsible for the proper specifications of duties, direction and supervision of the staff, for the care and maintenance of Library property, for adequate and proper selection of Library materials in keeping with stated policies established by the board, for efficiency of service to the public, and for operation within the budget appropriations. The Director shall provide an annual report to the Board and the community at the September meeting. The Director shall perform such other duties as may be directed by the Board.

Section 3 The Library Director shall attend all meetings of the Board, including budget meetings or public meetings where action may be taken affecting the interests of the Library. The Director shall be an ex officio member of all standing committees of the Board, and shall have the right to speak on all matters under discussion at Board meetings and committee meetings, but shall not have the right to vote.

Section 4 The Library Director must be a paid position.

ARTICLE VIII  
Treasurer and Claims Auditor

Section 1 A Treasurer, who is not a member of the Board, shall be appointed by the Board of Trustees. The Treasurer may receive compensation.

The Treasurer shall have charge of the funds of the Library, insofar as may be allowed by law. The Treasurer shall work with the Vice President for Finance in preparing all financial reports. The Treasurer is responsible for paying the Library's bills and payroll, and completing NYS, Federal and additional financial reports.

All checks must be co-signed by an Officer of the Board and the Treasurer.

## Section 2

The Board of Trustees may utilize the position of Claims Auditor to certify claims for payment.

A Claims Auditor, who is not a member of the Board, may be appointed by the Board of Trustees. The Claims Auditor will not receive compensation.

The Claims Auditor shall review claims presented for payment, certify that each claim presented for payment was audited and payment is authorized, and work with the Treasurer to prepare a list of warrants for presentation to the Board at its monthly meeting.

See the Claims Audit policy for more details.

## AMENDMENTS

### Section 1

Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the Board, including vacancies, at a regular meeting, provided, however, that such changes have been introduced and discussed at a previous meeting. A copy of the proposed changes shall be given to each Board member at least ten (10) days prior to the meeting at which the vote is to be taken.

Adopted December 20, 2005  
Revised April 18, 2006  
Revised June 19, 2007  
Revised October 19, 2010  
Revised October 16, 2012  
Revised November 19, 2013  
Revised December 2014  
Revised August 16, 2022  
Revised December 19, 2023



## **Director's Report**

### **Valerie Acklin / Library Director**

### **October 2023**

#### **Smooth Sailing**

It's been a relatively quiet month at the Library, with many projects moving forward as scheduled. The auxiliary parking lot is nearing completion, our weeding of the collection is on target for end-of-the-calendar year benchmarks, the winter newsletter is ready for distribution, programming continues to evolve, and we are preparing the building for the cold weather.

#### **Isolated Challenges**

While the vast majority of our patrons are wonderfully respectful of the Library, we have had a few small incidents of vandalism recently. These are concerning and staff is actively talking through steps we can take to better monitor all our spaces and materials.

#### **Programming and Events**

We were delighted to host the Friends' for their annual Book Sale. The event took over the Carnegie Room for two weeks, culminating in 3 days of public sale at the end. The logistics were substantial, but the Friends were amazing to work with and we were so happy that all the effort on everyone's part translated into record-breaking results.

We were looking forward to our first Queer By Nature program, in conjunction with the Pride Center of the Capital Region, which was to be a hike, but Mother Nature had other ideas. A cold, steady rain meant we had to postpone the activity until next month, but we already have more people than we had registered for this month, so maybe that's the silver lining in the rain cloud.

#### **FY 2023-2024**

Nicole (wearing her new Assistant Director hat) and I sat down to go over preliminary budget numbers for next year. The necessity of substantial cuts to our office supplies and programming budgets quickly became apparent. We are trying to brainstorm ways for those to happen, with minimal impact to the public. Stay tuned!

#### **Holiday Party Plans**

For the third year, we will be having a staff holiday gathering, here at the Library, on Friday, December 8 after closing. Of course, we would all be delighted to have Trustees (including friends and family) join in the fun. Please let me know if you plan to attend, so I can make sure we have enough for all.





## Gloversville Public Library

Nicole Hauser / Assistant Director and Head of Adult Services

October 2023

This month we weeded adult fiction, then shifted all of the books to more evenly distribute them across the shelves and bays.

This past month all of the librarians began working regular shifts at the Non-Fiction staff desk for 5-6 hours per week. It's been a welcome change on my part. I've missed working with the public and working at the Non-Fiction desk is rather quiet, allowing time to get work done while also allowing for some patron interaction.

I am currently in the process of developing departmental and professional goals (short-term thru long-term) and am helping Lex develop theirs as well.

I began learning the payroll process from Mike Frank this past month and am working on typing up the many steps and notes into a procedure that will, hopefully, make sense even to someone who has never done it before. The document is already 5 pages long and I anticipate it at least doubling in size as I learn more!

In the Local History Room, we are spot checking some of the cemetery VHS tapes to see if it would be worthwhile to have them converted to digital files. To do so, a staff member is letting us borrow an old VHS player and we located an old TV from before the renovation that is compatible.

This month Madison worked some magic and connected with both the Fulton County Office for Aging & Youth *and* the Nathan Littauer Nursing Home as locations we can donate homemade cookies to from our Holiday Cookie Exchange coming up on December 4!

### Programs in October:

- Books 'N Brews: 10 participants & 2 staff
  - We met at Plaza's Italian Bistro and discussed "Maybe You Should Talk to Someone" by Lori Gottlieb.
- Adult Crafting had a total of 28 participants & 2 staff
  - 1:30pm: 7 participants; 5:30pm: 10 participants, and kits: 9 participants.
  - We created hedgehogs by folding the pages of old paperback books. Did you know that a group of hedgehogs is called a prickle?
- Library Garden Bulb Planting: 4 community members, 3 staff participants & 2 staff organizing
  - We met outside at the Library Garden on a gorgeous fall afternoon. We planted 400 tulip, hyacinth, and daffodil bulbs with help from community members and staff. The actual planting itself took about an hour, with a couple of hours of prep work ahead of time. We can't wait until spring to see the fruits of our labor!





**Gloversville Public Library**  
**Lex Lanza – Teen Services & Community Engagement Librarian**  
**October 2023**

At the beginning of October, I attended the MVLS Annual Awards dinner with other GPL staff members. Jean LaPorta, the president of our Friends of the Library group, received the Harold & Junice Wusterbarth Volunteer Service Award. We were also presented with the Library Recognition award for my Teen program, School's Out. It was a lovely night and my first time visiting the Arkell Museum and Library in Canajoharie. I hope to be able to go back soon for a proper tour! Here are Jean and I pictured with our awards.



With the teens this month, we did a bit of collaging, which is one of my favorite craft activities. There's really no end to the possibilities, especially when we have such a wide variety of materials available to us. Though we have a slew of magazines at any given moment, I am partial to withdrawn books on natural history myself, which always provide excellent collaging options. As it turns out, the teens agree with me. Pictured below is my favorite collage made by one of our regulars, gilded edges and all. I decided to bring in a frame from home for it, but after seeing the framed masterpiece, the teen decided that it belonged in the library. It now lives on the Youth Services floor, in "The Chill Zone" near The Activity Room.

We have continued to have

meetings with the Pride Center of the Capital Region, both for our ongoing program, School's Out, and for future programming. Thank you to Meagon and Nate for the support!

Right before Halloween, Liz and I participated in a "Trunk or Treat" event for children held at Gloversville High School, organized by Glove City Coalition. We handed out the usual candy and toys, but also free books and comics, which the kids seemed pretty excited about. It was especially fun to see kids dressed as characters from the comics they were grabbing.



Looking ahead, I will be working with Nicole to develop goals for my "departments," both short-term and long-term. I will also be preparing to attend the New York Public Library Conference at the beginning of November as a recipient as one of the three Conference Scholarships awarded annually. It will be my second year at NYLA, and I'm looking forward to attending again and making new connections.



## Youth Services Report

### Liz Kurz / Head of Youth Services

### October 2023

This month we had some very exciting moments in the Youth Services Department, including the installation of some new art on our walls and shelves! During our DIY Crafternoons this month we made a collage, which was then laminated and hung up in our Chill Zone area! We also got to put up a collage made by Lex's Art Cart Hour in the same area (also laminated to avoid any artists from adding to the finished piece). We then got *another* collage that was made during the School's Out social-worker led group session, that was left and then decided by the teen that they thought the piece had more of a home here. Pictures of these beautiful artworks are included at the end of this report!

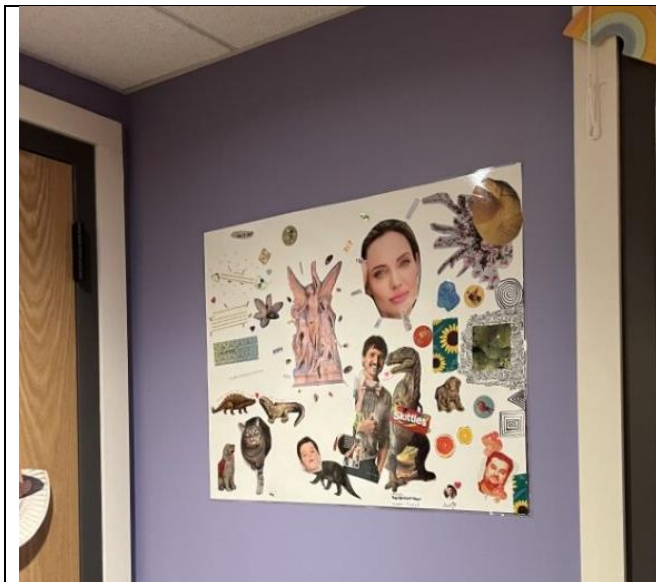
Lex and I also attended the Trunk or Treat at Gloversville High School on October 27, which was so packed with kids that we had no way to keep up with the number of individuals or families that visited. We ran out of candy, books, and goodies within the first half of the event! We have also had contact with Lisa Gutta, the art teacher at Boulevard School, and are planning to be involved with a monster-themed art and writing project for the 5<sup>th</sup> Grade Writing and Illustration club, the culmination of which will be to invite them here to the Library in 2024 to read their stories. More to come as the project develops.

As a department, we also have been working on implementing goal setting, with all hands on deck making sure our space is tidy and beautiful, and that we are not congesting our counters. I am incredibly grateful to everyone that has made an effort this month to clear out our backlog of titles in need of repair, and am particularly grateful to Sophia for the completion of some major projects! All of our scrap paper has been gone through and cut up into routing slips, and we may never need to cut any up again.

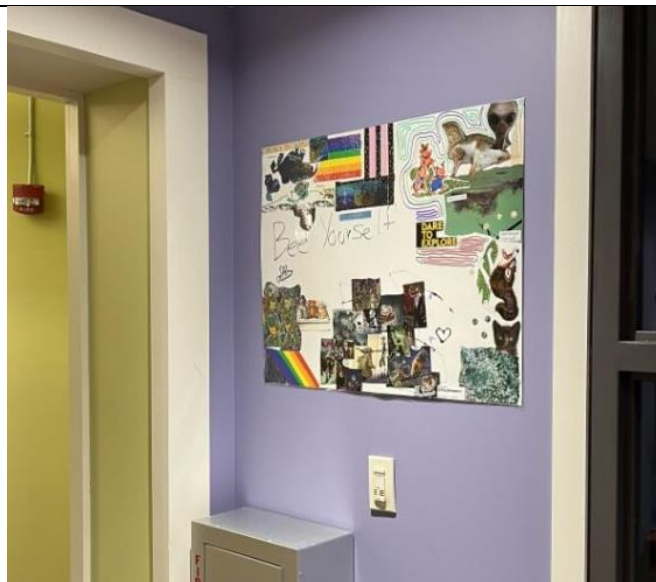
We also now have, officially, completed the transition of all of our picture book titles to our new Picture Book City color categories. Any titles that are not switched over are ones that have either been lost or missing, or are so popular we haven't had them on the shelves to physically re-categorize. We have signs up with our new categories, both with descriptions, as well as pictorial charts, so our readers and pre-readers can become familiar with the colors and themes, and look for them while also becoming familiar with the shelving system of fiction titles!

I have continued with the weeding of nonfiction, and am about to begin with the 400s of this section. In the future, our 398s will be revisited in order to make sure that our folktales are sorted to reflect the content of the materials. While going through, I am highlighting which sections will require updating based on factors such as how outdated the materials are, their history, and circulation statistics. It is my hope that the weeding of nonfiction will be finished before the end of the year, and after that weeding will be done on the Holiday collection, DVDs, and Picture Books. Once all weeding is completed, there will be an evaluation of collection layout, and an effort will be made to make the collections more accessible to browse, and more appealing for patrons during their visits. We are also starting to revisit the Early Literacy Kits that are in great need of updating, and looking at ways we can use kits to encourage use of other library materials.

At the time of writing, I am also reflecting on the programs attended at NYLA at the beginning of November, and am excited to transcribe my notes into a more cohesive form, and to begin to discuss the information I learned with my colleagues in Youth Services, and throughout the building. I am looking forward to thinking about the different ways in which we can engage in the community outside of the building to draw in more families, and at the different ways in which we can encourage families to explore the resources and programs we have to offer.



The collage on display made by the Teen Art Cart Hour



The collage on display by the DIY Crafternoons group



The collage on display by a School's Out teen.



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

**New Grants for Building Projects**

I've continued to gather documentation needed for the DRI GRIP grant administered by Fulton County CRG for the dome. We received the required letter from David Fox, the City's Building Inspector regarding our Zoning status. We signed a contract for \$1,100 with Ambient Environmental to perform the Environmental Site Assessment. They even made the site visit in October to perform the assessment.

A request was sent to Community Bank, NA in Johnstown for support of the parking lot project with specific emphasis on the outdoor programming space.

**Other Grants**

I had conversations with Liz, Darla, and Lex about projects for the upcoming Stewarts and WGY youth-services focused grants that will be due January 3, 2024. I am also looking into an Aldi Community Grant to assist with the Youth Services' cooking classes. I also spoke briefly to Nicole about the upcoming MVLS Advocacy Grant.

**Other Projects**

The parking lot project began on October 16. DelSignore is moving the project along well. To date, the electric meter from the power pole has been installed, wiring was run to the area the shed will be located, and conduit with pull strings has been run to the locations of the site lights. In addition, the water line has been installed, the sidewalk has been removed, and initial grading has been completed, with the first layers of gravel laid down. The pipe to the cache basins has been excavated along with the pit for the drainage for the porous asphalt section.

I had a conversation with our architects, Steve Rowland and Paul Mays, on how to move forward with the dome project in light of the fact the state agency overseeing DRI GRIP grant requires public bidding and will not allow us to use cooperative procurement. They will revise their existing proposal to include design services and bidding. This will replace the design services and oversight that was proposed by the cooperative procurement vendor, and hopefully for less money.

Valerie and I continued to work on staff scheduling and schedules set through the first week of January 2024. The Employee Handbook also continues the review/updating process. When Valerie I feel it is ready to be reviewed by the Board, we will submit it to the Personnel Committee.

I also worked with George to upgrade storage in various locations in the building. Shelves were added behind the Youth Circulation Desk to get books and repairs off the staff counterspace. We rearranged the Unsafe (Records Storage) Room and added a shelf above the filing cabinets. Shelves were added to the Safe Room to free up a metal shelving cabinet that was moved into the Unsafe Room. And shelves were added to the niche in the Carnegie Room closet for safer organization of the AV accessories.

Statistics / Monthly Report **October 2023**

Figures in parentheses are comparable figures for 2022

	<b>2023</b>	<b>2022</b>
<b>VISITORS</b>	<b>5,819</b>	<b>(5,651)</b>
<b>CIRCULATION</b>		
Adult circulation	1,382	(1,313)
Teen Circulation	200	(205)
Juvenile Circulation	1,128	(863)
Audiobooks	49	(98)
eAudio	219	(186)
eBooks	525	(557)
Music	1	(18)
Periodicals	46	(51)
eMagazines	234	(84)
Videos	750	(688)
Museum Passes	0	(3)
Library of Things	23	(16)
Subtotal	<b>4,557</b>	<b>(4,082)</b>
In-House Use		
Adult	25	(173)
Juvenile Circulation	388	0
Other Materials	750	(750)
Subtotal	<b>1,163</b>	<b>(923)</b>
<b>Total Circulation</b>	<b>5,720</b>	<b>(5,005)</b>
 <b>REFERENCE QUESTIONS</b>	 <b>93</b>	 <b>(149)</b>
<b>MEETINGS / PROGRAMS / OUTREACH</b>		
98 Adult programs & meetings with 522 people		(71 Adult programs & meetings 382 people)
15 Juvenile programs & meetings with 925 people		(10 Juvenile programs & meetings with 168 people)
6 Teen programs & meetings with 30 people		(8 Teen programs & meetings with 107 people)
87 One-on-one programs & meetings with 87 people		(95 One-on-one programs & meetings with 95 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	601	(485)
Material Loaned	530	(509)
Total	<b>1131</b>	<b>(994)</b>
 <b>COMPUTER USAGE</b>	 <b>1,232</b>	 <b>(1,102)</b>
<b>HISTORICAL ROOM</b>		
Visitors	13	(16)
Books Used	24	(83)
Reference Questions	17	(15)
Microfilm	8	0

<b>ADDITIONAL STATS</b>	
Princh (wireless printing):	212 pages, \$22.25 collected
Faxes:	13 faxes, \$32.00 collected
Essentials Kit:	4
Graphic Novels/Youth:	69
Graphic Novels/Teen:	97
Library of Things:	23 (including 4 games)