



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

Attendance/Call to Order
Pledge of Allegiance
Public Comment

1. Accept the Minutes of the:
 - March 19, 2024 Meeting*
2. Treasurer's Report*
3. Warrant List*
4. Budget and Finance Committee Report
 - Budget Hearing
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
9. Local History Room Committee
10. Outreach Committee Report
11. Personnel Committee Report
 - Director's Evaluation
12. Policy Committee Report
13. Program Committee Report
14. Public Relations Committee Report
15. Library Director's Report
16. Librarians' Reports
17. Old Business
 - Incident Report Update
18. New Business
 - Health Insurance Renewal
 - Sexual Harassment Prevention Training

Adjourn*

Next Meeting: May 21, 2024 at 6 PM

* Motion Required



Minutes of the Groversville Public Library Board of Trustees Meeting March 19, 2024 at 6 PM

The Groversville Public Library Board of Trustees held its regular monthly Board meeting on March 19, 2024. President Greg Niforos noted that the following Trustees were present: Vice President Merry Dunn Brown, Vice President of Finance Charles "Ren" Reed, Susan Shrader, Richard Carlson, Caren Pepper, Charlotte Will, and Jonathan Federman. Library Director Valerie Acklin was also present.

Announcing that a quorum of the Library Board of Trustees was present, Mr. Niforos called the meeting to order at 6:01 PM and everyone rose to recite the Pledge of Allegiance. Mr. Reed agreed to serve as Secretary Pro Tempore.

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

Mr. Niforos asked for a motion to accept the Regular Meeting Minutes of the February 20, 2024 meeting of the Trustees as well as the Special Meeting Minutes of the March 5, 2024 meeting of the Trustees. After minor corrections were noted, Mr. Carlson made a motion, seconded by Ms. Dunn Brown. The Trustees all approved this motion with a vote of "aye".

Mr. Frank delivered his Treasurer's Report for February 2024. Mr. Niforos requested a motion to accept the Treasurer's Report. Ms. Pepper made the motion, seconded by Ms. Shrader. The Board unanimously approved with a vote of "aye".

Mr. Frank distributed the Warrants for March 2024. Mr. Niforos requested a motion to accept the Warrants and approve payment of the Warrants. Ms. Dunn Brown made the motion, seconded by Ms. Shrader. The Board unanimously approved with a vote of "aye".

Mr. Reed delivered the Budget and Finance Report. Mr. Reed then led a discussion about a number of "talking points" that the Trustees could employ to support the budget vote in May. The scheduled 2024-2025 Budget Hearing was postponed until the Board's April meeting.

There was no report from the Groversville Library Foundation.

Mr. Niforos presented the Friends of the Groversville Public Library Report on behalf of Mrs. Jean LaPorta.

There was no President's Report.

Mr. Carlson presented the Building and Grounds Committee Report.

There was no Local History Room Committee Report.

Ms. Dunn Brown indicated that there was no Outreach Committee Report but said that the Committee would be meeting once a number of its members returned from vacation.

Ms. Shrader presented the Personnel Committee Report.

Mr. Niforos dissolved the Plan of Service ad Hoc Committee. Mr. Niforos thanked Ms. Pepper and Mr. Reed for co-chairing this committee.

Ms. Wills turned the discussion of the new Sexual Harassment Prevention Policy and the revised Board of Trustees Bylaws over to Ms. Acklin. After a second reading of the new Sexual Harassment Prevention Policy, Mr. Niforos asked for a motion to approve this new policy. Ms. Dunn Brown made the motion, seconded by Ms. Pepper. The Trustees all approved this motion with a vote of "aye". After a second reading of the new Board of Trustees Bylaws, Mr. Niforos asked for a motion to approve this new policy. Ms. Wills made the motion, seconded by Mr. Carlson. The Board unanimously approved with a vote of "aye".

Valerie Acklin
Library Director

2023-2024
Board of Trustees

Merry Dunn Brown

Richard Carlson

Jonathan Federman

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Susan Shrader

Charlotte Will

Ms. Pepper presented the Program Committee Report.

Mr. Niforos presented the Public Relations Committee Report on behalf of Mr. Mazur.

Mr. Niforos dissolved the Trustee Appointment ad Hoc Committee. The Gloversville Public Library Board of Trustees once again has nine members.

Ms. Acklin presented the Library Director's Report as well as the Librarians' Reports and the monthly Library statistics.

Mr. Niforos asked if there was any Old Business. Ms. Dunn Brown reported that the staff lunch, that she organized and that the Trustees personally funded, went well and was appreciated by the staff.

Ms. Acklin reported that she had spoken with the Library's counsel about legality of hiring a current employee as the Board's Recording Secretary. This position would be a completely separate position from the employee's position with the Library and would be paid as an independent contractor – much like the Board's Treasurer. The Board asked Ms. Acklin to clarify some points with the Library counsel and to report back at the next regular meeting.

The MVLS/JA update in the agenda under Old Business was addressed in Ms. Acklin's Library Director's Report.

Mr. Niforos asked if there was any New Business. Mr. Carlson made a motion to authorize Mr. Niforos to sign the agreement between the Mohawk Valley Library System (MVLS) and the Southern Adirondack Library System (SALS) Joint Automation Project on behalf of the Gloversville Public Library. The Trustees all approved this motion with a vote of "aye".

Ms. Acklin asked the Board to enter Executive Session for the purpose of discussing personnel duties. At 7:55 PM, Ms. Dunn Brown made the motion to enter Executive Session, seconded by Ms. Pepper. At 8:35 PM, Ms. Dunn Brown made the motion to leave Executive Session, seconded by Mr. Federman. The Board unanimously approved with a vote of "aye".

At 8:36 PM, Mr. Niforos requested a motion to adjourn. Ms. Shrader made the motion, seconded by Ms. Pepper. The Board unanimously approved with a vote of "aye".

Respectfully submitted,

Charles "Ren" Reed, Secretary Pro Tempore

GLOVERSVILLE PUBLIC LIBRARY

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

MARCH 2024

	Budget July 1, 2023 to June 30, 2024	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Current Year Over/(Under) Budget
Tax Levy	\$613,695.00	\$0.00	\$613,695.00	\$553,695.00	\$0.00
Investment Income	10,000.00	3,266.15	15,151.63	3,963.69	5,151.63
Gloversville Library Foundation Inc. - Int. & Div.	120,000.00	12,000.00	94,000.00	90,000.00	(26,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	6,973.25	2,700.00	(3,026.75)
Government Affiliations	7,000.00	20,547.50	30,285.00	506,257.00	23,285.00
Donations - Direct	0.00	275.00	6,010.00	1,823.51	6,010.00
Fees & Miscellaneous Income	2,500.00	549.53	2,702.67	3,033.33	202.67
Friends of the Gloversville Public Library, Inc.	10,000.00	504.80	10,816.37	10,060.98	816.37
TOTAL RECEIPTS	<u>\$773,195.00</u>	<u>\$37,142.98</u>	<u>\$779,633.92</u>	<u>\$1,171,533.51</u>	<u>\$6,438.92</u>
	Income Cash Reconciliation				
Income Cash Balance on March 1, 2024	<u>\$646,654.78</u>				
Plus: Receipts Per Report	37,142.98				
Less: Land	0.00				
Less: Expenses Per Report	<u>(98,601.68)</u>				
Income Cash Balance on March 31, 2024	<u><u>585,196.08</u></u>				
Accounts Payable as of 03/31/24	0.00				
Accrued Payroll Expense as of 03/31/24	0.00				
Prepaid Expenses as of 03/31/24	<u>(7,331.87)</u>				
Actual Cash Balance on March 31, 2024	<u><u>\$577,864.21</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$468,638.33				

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 March 1, 2024	\$59,439.11	
Plus: Receipts:		
Interest on Money Market Account	174.17	<u>Year to Date</u>
Interest on Treasury Bills	0.00	11,869.68
Treasury Bills Matured	150,000.00	
Tax Levy Received	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	99,179.44	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	45,000.00	
Balance on March 31, 2024	<u>\$65,433.84</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on March 1, 2024	\$100,042.22	
Plus: Receipts:		
Interest on Money Market Account	484.24	<u>Year to Date</u>
Interest on Treasury Bills	0.00	16,714.44
Treasury Bills Matured	250,000.00	
Transfer from Construction Account		
Less: Paid Outs:		
Treasury Bills Purchased	247,946.67	
Transfer to Construction Checking Account	0.00	
Balance on March 31, 2024	<u>\$102,579.79</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on March 1, 2024	\$19,862.42	
Plus: Receipts:		
Interest Earned	0.34	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
None	0.00	
Balance on March 31, 2024	<u>\$19,862.76</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

MARCH 31, 2024

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 04/11/24	\$50,000.00	\$49,338.35	5.3940%	\$50,000.00	\$661.65
U. S. Treasury Bills 8 Week Due 04/09/24	150,000.00	148,770.33	5.4020%	150,000.00	1,229.67
U. S. Treasury Bills 8 Week Due 05/14/24	100,000.00	99,179.44	5.3930%	100,000.00	820.56
U. S. Treasury Bills 26 Week Due 05/09/24	100,000.00	97,340.78	5.4940%	100,000.00	2,659.22
U. S. Treasury Bills 13 Week Due 04/25/24	75,000.00	74,009.43	5.3830%	75,000.00	990.57
TOTAL SECURITIES CURRENTLY HELD	\$475,000.00	\$468,638.33		\$475,000.00	\$6,361.67

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 05/09/24	\$250,000.00	\$246,691.77	5.3940%	\$250,000.00	\$3,308.23
U. S. Treasury Bills 8 Week Due 05/07/24	250,000.00	247,946.67	5.3980%	250,000.00	2,053.33
U. S. Treasury Bills 8 Week Due 04/11/24	100,000.00	98,676.71	5.3940%	100,000.00	1,323.29
TOTAL SECURITIES CURRENTLY HELD	\$600,000.00	\$593,315.15		\$600,000.00	\$6,684.85

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

MARCH 2024

	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	\$ 44,033.46	\$ 308,435.86	\$ 266,020.97	\$ (99,604.14)
Salaries - Part Time Employees	139,830.00	13,116.46	85,182.07	88,074.86	(54,647.93)
Salaries - Custodians	36,734.00	5,893.01	29,665.79	32,819.01	(7,068.21)
F I C A & Medicare Tax	44,723.00	4,822.95	32,381.40	29,599.04	(12,341.60)
Unemployment Insurance	1,462.00	302.00	1,375.75	896.00	(86.25)
Disability & Family Leave Insurance	3,858.00	0.00	2,972.05	2,942.66	(885.95)
Medical Insurance & Reimbursements	73,000.00	5,918.45	59,753.19	42,148.96	(13,246.81)
Worker's Compensation Insurance	4,385.00	0.00	2,091.31	3,723.38	(2,293.69)
Pension Expense	58,460.00	155.10	34,712.25	28,522.00	(23,747.75)
Heat	5,500.00	527.28	2,061.92	3,782.96	(3,438.08)
Electricity	40,000.00	2,211.71	18,702.77	25,434.77	(21,297.23)
Telephone	7,200.00	679.76	6,013.87	5,496.98	(1,186.13)
Insurance	27,000.00	0.00	29,618.73	26,572.20	2,618.73
Collections - Books, DVDs, etc.	42,000.00	3,359.75	28,615.36	26,613.49	(13,384.64)
Computer & Automation Services	15,700.00	2,066.54	21,736.94	11,858.17	6,036.94
Library, Office Supplies & Postage	10,500.00	2,603.70	11,108.23	11,612.72	608.23
Maintenance, Repairs & Bldg. Supplies	15,000.00	2,225.38	15,722.62	10,630.67	722.62
Maintenance Contracts	45,000.00	7,019.00	28,790.68	29,777.49	(16,209.32)
Treasurer	9,000.00	750.00	6,750.00	6,600.00	(2,250.00)
Professional Fees	7,000.00	0.00	900.00	(200.00)	(6,100.00)
Election Expense	1,000.00	0.00	0.00	0.00	(1,000.00)
Professional Meetings & Travel	1,000.00	10.91	2,503.02	1,484.94	1,503.02
Events & Programming	5,000.00	2,229.83	7,844.34	3,319.59	2,844.34
Promotion Expense	4,800.00	660.40	1,082.80	811.92	(3,717.20)
General Expense	2,000.00	15.99	421.82	426.59	(1,578.18)
TOTAL EXPENSE	<u>\$1,008,192.00</u>	<u>\$98,601.68</u>	<u>\$738,442.77</u>	<u>\$658,969.37</u>	<u>(\$269,749.23)</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

MARCH 2024

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7552		Gloversville Public Library	\$ 16,185.03	Payroll
7553		Gloversville Public Library	16,332.02	Payroll
7554	3138	Michael J. Frank	750.00	Treasurer
7555	3139	C D P H P	4,959.96	Medical Insurance
7556	3140	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7557	3141	Charter Communications	129.98	Computer & Automation
7558	3142	Frontier Communications	679.76	Telephone
7559	3143	National Grid (2,738.99)	527.28	Natural Gas
			2,211.71	Electricity
7560	3144	Ingram Library Services	1,888.18	Books
7561	3145	Business Card (5,207.27)	15.99	G/E - Zoom
			933.62	Computer & Automation
			85.40	Promotion Expense
			2,079.83	Events & Programming
			1,058.56	Library Supplies
			239.05	A/V - DVDs
			181.39	W G Y Grant
			602.52	Museum Passes, etc.
			10.91	Professional Meetings & Travel
7562	3146	Mohawk Valley Library System	1,002.94	Computer & Automation
7563	3147	Technical Building Services, Inc. (8,880.10)	7,019.00	Maintenance Contracts
			1,861.10	Maintenance & Repairs
7564	3148	Colleen Rasmussen DBA Simply Yoga	90.00	Events & Programming
7565	3149	Daily Gazette Co., Inc.	575.00	Promotion Expense
7566	3150	Derby Office Equipment, Inc.	439.11	Library Supplies
7567	3151	Johnson Controls Fire Protection, LP	364.28	Maintenance & Repairs
7568	3152	Iroquois Museum	50.00	Museum Passes, etc.
7569	3153	The Wild Center	90.00	Museum Passes, etc.
7570	3154	Creative Edge Enterprises	60.00	Events & Programming
7571	3155	Middleburg Library	15.00	Lost Books, etc.
7572		void		
7573	3156	Naif's	490.00	Newspapers
7574	3157	Quill LLC	1,106.03	Library Supplies
7575		Gloversville Public Library	16,569.33	Payroll
7576		Emma Hoover	217.78	Refund NYS Ret. Withholdings
DM		E F T NYS & Local Retirement System	768.36	Pension - Withholdings
DM		E F T Invesco - 403b	150.00	Payroll
DM		E F T NYS Tax Department	2,318.60	Payroll
DM		E F T United States Treasury (15,162.66)	4,822.95	FICA & Medicare Expense
			10,339.71	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	1,233.53	Medical Insurance
		CHECK AND EFT PAID OUTS - MARCH 2024	<u>98,496.07</u>	
		PETTY CASH PAID OUTS - MARCH 2024		
		None	<u>0.00</u>	
		TOTAL MARCH 2024 PAID OUTS	<u><u>\$98,496.07</u></u>	
		Plus: Unemployment Claim Paid	302.00	
		Less: Lost Books, etc.	(15.00)	
		Less: W G Y Grant	<u>(181.39)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$98,601.68</u></u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of March 1, 2024		\$1,822.06
Grant Money Received		650.00
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 March 31, 2024		\$2,472.06

W G Y CHRISTMAS WISH GRANT

Balance as of March 1, 2024		\$1,401.59
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Business Card	7561	Programming
Total Expenses		181.39
Balance of Grant Money Left at March 31, 2024		\$1,220.20

ADVOCACY GRANT

Balance as of March 1, 2024		\$380.34
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 March 31, 2024		\$380.34

APPROPRIATION FOR FUTURE AUDIT

Balance as of March 1, 2024		\$4,575.00
Appropriation Provided For In 2023-2024 Budget		0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Appropriation Funds Left at March 31, 2024		\$4,575.00

RESTORATION FUNDS RECONCILEMENT

Balance as of March 1, 2024		\$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 March 31, 2024		\$2,807.18

Financial Review March 2024

The Financial Report for the first nine months of our fiscal year ending June 30, 2024 shows our income down by approximately \$391,900 as compared to the same period of the prior fiscal year. This was primarily a result of receiving the \$500,000 Empire State Development Grant in November 2022. This was partially offset by an increase in the Tax Levy and an increase in Interest Income on Investments. During the month of March 2024, the Library also received \$20,000 in Bullet Aid from the State of New York. Expenses for the current period were up approximately \$79,500 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. Lower Utility Expense has helped to offset some of these increases.

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
March 31, 2024

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

Balance Per Bank Statement				\$	23,724.18
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
12/19/23	7464	Crisan Anadio	\$	50.00	
12/19/23	7495	Darla Barry		15.72	
02/20/24	7542	James Esper Landscaping		6,125.00	
03/19/24	7555	C D P H P		4,959.96	
03/19/24	7556	The Paul Revere Life Insurance Company		42.16	
03/19/24	7564	Colleen Rasmussen DBA Simply Yoga		90.00	
03/19/24	7567	Johnson Controls Fire Protection, LP		364.28	
03/19/24	7571	Middleburg Library		15.00	
03/29/24	DM	EFT - Invesco - 403b		150.00	
03/29/24	DM	EFT - NYS & Local Employees' Ret. System		768.36	
03/29/24	7576	Emma Hoover		217.78	
		Total Outstanding Checks			<u>12,798.26</u>

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 10,925.92

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>

BALANCE IN LEDGER AND QUICKBOOKS \$ 18,001.50

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

Balance Per Bank Statement				\$	65,433.84
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks			<u>-</u>

Other Items:
 Treasury Bill Correction (Should Be Fund Balance) -

BALANCE IN LEDGER AND QUICKBOOKS \$ 65,433.84

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

Balance Per Bank Statement				\$	102,579.79
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks			<u>-</u>

Other Items:
 Treasury Bill Correction (Should Be Fund Balance) -

BALANCE IN LEDGER AND QUICKBOOKS \$ 102,579.79

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement

\$ 19,862.76

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
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		None	-
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Total Outstanding Checks			-
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BALANCE IN LEDGER AND QUICKBOOKS

\$ 19,862.76

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
March 2024

In late March, I asked Mike Frank, our Treasurer, to estimate how much of the \$500,000 employment that we received from New York State in the fall of 2022 will be left as of July 1st, 2024. As you recall, the Board passed a motion in December 2022 to allocate \$100,000 for salaries for each of the next five fiscal years beginning in July 2023 and ending in June 2028. Mike’s initial analysis indicates that the Library is using the money faster than scheduled in order to cover costs. I will make a more detailed report about this at the April Board meeting.

At our April meeting, I will be making the public presentation of the 2024-2025 annual operating budget.



Building and Grounds Committee Report

Richard Carlson / Chair

March 2024

New Library Parcel on East Fulton Street (Phase II)

Bid opening will be on April 15 at 3 PM. Pre-bid walkthrough was held on April 8; only one contractor (DeSignore) attended. Bid opening on April 15 should allow the Board to approve the bid at our April meeting, if all contract documents and requirements, etc. are in order. The committee discussed the use of the outdoor program space and concluded that incidental use by owners and their pets (dog walkers, etc.) can't be controlled, but that pet-friendly events would be permitted with necessary notices, waivers, etc. that address the need to keep pets under control.

Atrium Restoration Project

Status of project design services and funding. Received interior dome repair estimate of \$18,000. This estimate was provided by the contractor who has done similar work on the dome in the past. Barb is currently gathering support material for future grant applications and documentation needed by the City Historical Review Board. We are also going to see how the May budget vote goes to determine its potential impact on the project's schedule.

Snowplowing Contract

Looking ahead to next year's contract. Nothing new to report, but we still plan to get next year's RFP out earlier in the summer.

HVAC Problems

TBS visited the Library on April 2 (for the fifth time this year!) to evaluate the problems and new parts are on order. The back door entrance was malfunctioning once again on April 3; George will investigate and hopefully correct the problem.

Security Cameras

checked with other libraries in the area to see what security systems they are currently using. Adirondack Cabling and Security was also contacted and did a walk through of our facility; they identified about 50 potential locations for security cameras, which Barb and Valerie will review.

Front Light

Arm broken from snow. Snow and ice falling from the roof broke the globe and bracket; this will be repaired week of April 8.

Arborist

We will again try to schedule a visit when the weather becomes more spring-like.

Free Food Fridge

Barb has circulated a potential design for the needed protective enclosure for review.

Monthly Grounds Clean Up Work Parties

They resume April 30; mulch delivery scheduled for April 26. GHS students will spread the mulch on April 29; Merry's volunteers will provide the needed tools and the Friends will provide refreshments. Merry has sent out an email to the volunteers listing the work party dates for this year (the last Tuesday of every month, weather permitting).

Maintenance Contracts

Review Current Status of Scheduled Visits and Actions:

- HVAC Software
- HVAC Maintenance
- HVAC Cooling Tower Maintenance: MIS contract for water maintenance this summer has been signed and submitted
- Sprinkler System
- Fire Extinguishers: Hydro-Tech was onsite April 8 to inspect; most extinguishers have reached the end of their lifespan and need to be replaced
- Elevator
- Fire Inspection
- Key Fob Lock Software

New Business

The railing on the front entrance is rusting and deteriorating; will investigate for a potential fix.



Director's Report
Valerie Acklin / Library Director
March 2024

JA/MVLS

Over the past month, I've been encouraged by the way JA and SCPL have been taking initial steps towards their separation. While it's still going to be a long and complicated process, and I am still unsure how it will ultimately impact both our services and our costs, both organizations have stepped up their efforts to provide other member libraries with information on a regular basis. Charity Thorne, Schenectady's director, has established direct, almost daily, contact with the other directors (myself included). She has been gracious enough to answer all of our questions in a timely and professional fashion and has encouraged both directors and staff to reach out to her if there are any issues surrounding the borrowing of SCPL materials during the transition. JA (through MVLS Director Eric Trahan), for its part, has also stepped up its communication. Eric has already shared several documents with member libraries: a FAQ for library staff; JA's official response to Schenectady's withdrawal; and tips for dealing with media inquiries (of which I've already received a few). In addition, he has established weekly virtual meetings with directors to share information, as well as to answer any questions we may have. It's still early days, so these meetings have only covered very basic information, but as the withdrawal process continues and Schenectady's materials are removed from Polaris, there are sure to be complications and confusion, so having these avenues of communication already in place and open will be extremely valuable.

Plan of Service

While the Board's work on Plan of Service has largely come to an end (for now), the staff's is just beginning. I've established a Plan of Service implementation committee to dive into the new document, discuss its contents, and brainstorm ways we can meet the goals, objectives, and tasks within. At the moment, the group consists of myself, Nicole, Barb, Sally, and Linda. And we are mostly reviewing the document to ensure that we all understand what it spells out and why those things are important. As we start to chart a course to accomplishing the tasks, I hope that will change and other staff members will join the conversation. To that end, I've let it be known that everyone's input is welcome and if they'd like to attend one or more of the meetings, just to let me know (mostly to make sure that the circulation desks are covered). I look forward to reporting back to the Board with updates and/or questions, as we continue.

Youth Services Report and Teen Services Report

I continue to meet weekly with Darla and Sonny to discuss the state of the Youth Services department. While we're still trying to smooth out some of the more mechanical details when it comes to acquisitions, we at least have a thought-out plan in place for implementation next month. I'm sure we will need to tweak it as we go, but I'm feeling far more confident that this plan, in conjunction with new collection development tools and a new weeding/withdrawal schedule (Youth Services has never had one before!), our collection can return to tip-top shape. The three of us have also been going over youth programming and exploring ways to build regular attendance and explore new opportunities (while keeping costs down and avoiding heaping too much on our proverbial plates). The remainder of this calendar year should see us marketing and conducting our programs a little bit differently and I'm eager to see what the results of our efforts will be.

With Lex continuing a hybrid schedule, we're also trying to find ways to make sure our in-person teen programs continue with as little disruption as possible. She's done a good job getting us where we are, programming-wise, and it would be a shame to lose ground, so I'm hoping we can all make her proud and assist until she's back to running them again. So far, other staff (Madison and Sonny, in particular) have graciously stepped in to cover things when Lex isn't in the building, and we haven't had to cancel programs, which has been wonderful. And I have jumped in to do the Teen book ordering, along with the Youth Services ordering, so we should be okay on that front as well, for the time being. So, we'll take it day by day and hopefully these measures will only be temporary, because we all want to see Lex back at GPL full-time!



Adult Services Report
Nicole Hauser / Assistant Director & Head of Adult Services
March 2024

The big project of the month was adopting the weeding schedule and tracker tool I created many moons ago. This new tool not only tracks the weeding process, but also breaks all of the collections down in such a way that every single collection is weeded at least once between inventories every 3 years. It is split into the 3 main categories of Adult, Teen, and Youth and within each category the specific collections are broken down and assigned specific time periods to be weeded. One of the beautiful things about this tool is that once a 3-year cycle is complete, we copy the 3-year template and start over, ensuring the collection stays up-to-date in perpetuity. A sample of the adult schedule is below:

		January	February	March	
ADULT		INVENTORY October	2022-December	2022	
	2023	To be completed:		300-350 (inc. law)	620-699 (not medical)
		Parameters:			
		Date completed:			
	2024	To be completed:	400's	500's	350-399 (incl. tests & civil service)
		Parameters:	2yrs dusty & based on visual	Pub 2019 & older, then 2 years dusty	350-360: 3y dusty, tests considered pub date 2021 & older 360-364: 2y dusty 364-370: 3y dusty & visual 380-400: 3y dusty
		Date completed:	1/15/2024	2/15/2024	finished by 3/29
	2025	To be completed:	Travel Guides	800's	900-940 & 950-999
		Parameters:			
		Date completed:			
		INVENTORY October	2025-December	2025	

Using this tracker, we successfully weeded the adult 350's-399's and will be weeding biographies in April.

This month included reading and reviewing the new Plan of Service to begin figuring out how those goals and tasks fits into my job duties, goals, and current projects.

March also included proofreading and reviewing the updated employee handbook.

Programs in March:

- Easy Eats: 7 participants & 1 staff
 - We prepared breakfast together which consisted of waffle omelets, maple sage sausage with cinnamon apples, ginger chocolate scones, and golden turmeric milk lattes.
- Adult Crafting had a total of 25 participants & 2 staff
 - 1:30pm: 7 participants; 5:30pm: 10 participants, and kits: 8 participants.
 - Participants created tiny potted plants out of thimbles and pasta!
- Craft & Cookies: 8 participants & 2 staff
 - Participants embellished tote bags with button designs and embroidery floss.



Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

March 2024

Grants for Building Projects

Things are a little slow with all of these grants at this time.

- SHPO CFA: I am waiting on the Opinion of Counsel from our attorney to certify the Library's ownership of the building, the Sexual Harassment Policy and staff training on the subject.
- GRIP: I still need to develop the MWBE plan, but there is little rush since the project will not happen until 2025. I have begun the paperwork for the city's Historical Review Board review.
- DLD Phase 2: Still working through the state's review process. We will not see any payments until August.
- DLD 2024 application: I received an estimate for \$18,000 from Alan Fudger for the restoration of the Main Gallery's ceiling. I also had meeting with two representatives from Adirondack Cabling and Security regarding the installation of interior security cameras.
- I filed our final report with Empire State Development for the \$500,000 grant we received for the renovation.

Other Grants

- I completed the training for the Queer by Nature grant that I was assigned.
- We received \$650 from Stewart's Holiday match in support of program supplies, equipment, and vendor fees for outdoor programming in the new program space at 68 East Fulton Street.
- I am working with Valerie, Darla and Sonny to explore possible funding through an MVLS Outreach Mini Grant for the Sensory Zone and associated youth programming.

Other Projects

- The bid packets for Phase 2 of the parking lot went out on March 22. Bids are due April 15.
- Revisions to the Employee Handbook continue.
- Darla, Sonny and I had a follow up meeting to discuss next steps for the Sensory Zone area.
- Lex and I met at the beginning of the month to discuss ideas for promoting the Library leading up to the 2024 election.

	<u>2024</u>	<u>2,023</u>
VISITORS	5,813	(5,048)
CIRCULATION		
Adult circulation	1,376	(1,561)
Teen Circulation	180	(176)
Juvenile Circulation	1,089	(953)
Audiobooks	33	(67)
eAudio	229	(228)
eBooks	539	(575)
Music	14	(2)
Periodicals	46	(125)
eMagazines	252	(73)
Videos	853	(769)
Museum Passes	4	0
Library of Things	18	(8)
Subtotal	<u>4,633</u>	<u>(4,537)</u>
In-House Use		
Adult	25	(3)
Juvenile Circulation	394	0
Other Materials	780	(780)
Subtotal	<u>1,199</u>	<u>(783)</u>
Total Circulation	5,832	(5,320)
REFERENCE QUESTIONS	123	(123)
MEETINGS / PROGRAMS / OUTREACH		
84 Adult programs & meetings with 466 people	(77 Adult programs & meetings 375 people)	
10 Juvenile programs & meetings with 641 people	(11 Juvenile programs & meetings with 303 people)	
4 Teen programs & meetings with 19 people	(7 Teen programs & meetings with 52 people)	
642 One-on-one programs & meetings with 642 people	(80 One-on-one programs & meetings with 80 people)	
INTERLIBRARY LOAN		
Material Borrowed	599	(586)
Material Loaned	639	(629)
Total	<u>1,238</u>	<u>(1,215)</u>
COMPUTER USAGE	1,248	(1,382)
HISTORICAL ROOM		
Visitors	6	(3)
Books Used	16	(1)
Reference Questions	6	(2)
Microfilm	0	(2)

<u>Additional Statistics</u>	
Princh:	214 pages printed/\$25.75 collected
Faxes:	14 faxes/\$37.00 collected
Essentials Kit:	3
Seed Club:	16 new patrons/140 packets
Notary Service:	4
Graphic Novels/Youth:	102
Graphic Novels/YA & Adult:	98
Library of Things:	18