



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
March 19, 2024 at 6 PM

Attendance/Call to Order
Pledge of Allegiance
Public Comment

1. Accept the Minutes of the:
 - February 20, 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
12. Plan of Service Ad Hoc Committee Report
 - Dissolution
13. Policy Committee Report
 - Sexual Harassment Prevention [Second Read]*
 - By-laws [Second Read]*
14. Program Committee Report
15. Public Relations Committee Report
16. Trustee Appointment Ad Hoc Committee Report
 - Dissolution
17. Library Director's Report
18. Librarians' Reports
19. Old Business
 - MVLS/JA Update
20. New Business

Adjourn*

Next Meeting: April 16, 2024 at 6 PM

* Motion Required



Minutes of the Gloversville Public Library Board of Trustees Meeting February 20, 2024

The Gloversville Public Library Board of Trustees held its regular meeting on February 20, 2024. 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, John Mazur, Richard Carlson, and Charlotte Will. Trustee Susan Shrader joined the meeting via Zoom.

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 move the Plan of Service Ad Hoc Committee Report to Item 4 on the agenda for tonight's meeting. Ms. Dunn-Brown made a motion, seconded by Ms. Pepper, to approve this change. The Board approved this motion with a vote of "aye".

Mr. Niforos asked for a motion to accept the Regular Meeting Minutes of the January 23, 2024 meeting of the Trustees. After minor corrections were noted, Mr. Reed made a motion, seconded by Mr. Mazur to accept the minutes of the meeting as presented. The Board approved this motion with a vote of "aye".

Mr. Niforos asked the Trustees to approve a correction to the minutes of the Trustees meetings of October 17, 2023 and November 21, 2023, to change an error in an employee's name. Ms. Dunn-Brown made a motion, seconded by Ms. Pepper, to approve this change. The Board approved this motion with a vote of "aye".

Mr. Frank delivered his Treasurer's Report for January 2024. Mr. Niforos asked for a motion to accept the Treasurer's Report. Mr. Reed made a motion, seconded by Ms. Will. The Board approved this motion with a vote of "aye".

Mr. Reed turned the discussion over to Wade Abbott from the Mohawk Valley Library System, who reviewed the 5-year Plan of Service with the Trustees. Mr. Reed made a motion, seconded by Ms. Pepper, to adopt the 5-year Plan of Service, as presented. The Board approved this motion with a vote of "aye".

Mr. Frank distributed the Warrants for February 2024. Mr. Niforos asked for a motion to accept the Warrants. Mr. Reed made a motion, seconded by Ms. Dunn-Brown to accept the Warrants and approve payment of the Warrants. The Board approved this motion with a vote of "aye".

Mr. Reed delivered the Budget and Finance Committee report. Mr. Reed explained the three scenarios for the tax levy for next year that he had prepared and asked the Trustees to consider the levy that would give us a balanced budget. Ms. Acklin also reviewed the current Joint Automation situation with the Trustees. After some discussion, Mr. Reed made a motion to set the tax levy for the 2024-2025 year at \$963,445. Ms. Dunn-Brown seconded this motion and it was approved by the Board with a vote of "aye".

Mr. Frank informed the Trustees that the Foundation Board had not met since the last meeting of the Trustees, but that a Finance Committee meeting was held on January 24, 2024 with John Washburn from Wells Fargo, the Foundation's investment advisor. Mr. Frank also informed the Trustees that a fundraiser letter was mailed out in February, requesting funds for the dome repairs.

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

Mr. Niforos informed the Trustees that Ms. LaPorta's Friends report was included in the packet and that the next Friends' meeting would be on February 7, 2024.

Mr. Niforos said that his President's report was also in the packet.

Mr. Carlson noted that the Building and Grounds Committee report was also included in the packet.

There was no Local History Room Committee Report.

There was no Outreach Committee Report.

Ms. Shrader informed the Trustees that the Personnel Committee Report was included in the packet.

Ms. Acklin informed the Trustee that the Donations, Bequests & Gifts Policy, The Minimum Staff Requirement Policy and the Social Justice Policy were reviewed by the Policy Committee and no changes were deemed necessary. Ms. Acklin informed the Trustees that the Sexual Harassment Prevention Policy was updated to conform with NYS regulations. Ms. Acklin also informed the Trustees that our bylaws were changed to add the Standing Committees which mirrors the Gloversville School District. She noted that this policy would receive a second reading at the April Board meeting.

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

Mr. Mazur noted that the Public Relations Committee would be meeting this Friday and would be working on an effective way to present the new tax levy to the public.

Mr. Niforos informed the Trustees that he had received one letter of interest to fill the vacant Trustee position on the Board.

Ms. Acklin informed the Trustees that her Director's Report was in the packet.

Ms. Acklin informed the Trustees that the Librarians' Reports were in the packet.

Mr. Niforos asked if there was any Old Business. Ms. Acklin reviewed the current situation with the Joint Automation and the Trustees decided to table signing the new contract. This was approved with a vote of all "aye".

Mr. Niforos asked if there was any new business. Hearing none, Mr. Carlson made a motion, seconded by Ms. Dunn-Brown, to go into Executive Session at 8:45 PM, to discuss an employee update, an employee request, and a change in an employee's status. This was approved with a vote of all "aye".

At 9:35 PM Ms. Pepper made a motion to leave the Executive Session. The motion was seconded by Ms. Wills and approved with a vote of all "aye".

Mr. Reed made a motion to grant Kim Collar extended leave, without pay, until April 1, 2024 and to hire Madison Smrtic full-time as a library assistant at an annual salary of \$35,000 starting on Jul 1, 2024. The motion was seconded by Ms. Dunn-Brown and approved with a vote of all "aye".

Mr. Reed made a motion, seconded by Mr. Mazur, to adjourn the meeting at 9:37 PM. This was approved with a vote of all "Aye".

Respectfully submitted,

Susan Shrader, Secretary



Valerie Acklin
Library Director

2023-2024
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Charles Reed

Susan Shrader

Charlotte Will

Minutes of the Groversville Public Library Board of Trustees Special Meeting March 5, 2024 6 PM

The Groversville Public Library Board of Trustees held a Special Board meeting March 5, 2024. President Greg Niforos noted that the following Trustees were present: Vice President Merry Dunn Brown, Vice President of Finance Charles "Ren" Reed, Richard Carlson, Caren Pepper, John Mazur, and Charlotte Will. Library Director Valerie Acklin was also present.

Noting that a quorum of the Library Board of Trustees was present, Mr. Niforos called the meeting to order at 6 PM and everyone rose to recite the Pledge of Allegiance. Mr. Reed agreed to serve as Secretary Pro Tempore. Immediately after the Pledge of Allegiance, Mrs. Shrader arrived.

At 6:01 PM, Mr. Niforos asked Mr. Mazur and Mrs. Shrader to give their ad hoc Trustee Appointment Committee report. Both Mr. Mazur and Mrs. Shrader spoke favorably about Mr. Jonathan Federman and recommended to the Board of Trustees that he be appointed to the Board of Trustees for the remainder of this fiscal year. There was minimal discussion.

Mr. Niforos requested a motion to appoint Mr. Jonathan Federman to the Groversville Public Library Board of Trustees for the remainder of this fiscal year. Mr. Mazur made the motion which was seconded by Ms. Dunn Brown. The Board unanimously approved with a vote of "aye".

At 6:07 PM, Mr. Niforos requested a motion to adjourn. Mr. Mazur made the motion, seconded by Mrs. Shrader. 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

FEBRUARY 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	3,573.05	11,885.48	2,296.08	1,885.48
Gloversville Library Foundation Inc. - Int. & Div.	120,000.00	12,000.00	82,000.00	80,000.00	(38,000.00)
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	1,400.00	9,737.50	506,257.00	2,737.50
Donations - Direct	0.00	125.00	5,735.00	1,453.51	5,735.00
Fees & Miscellaneous Income	2,500.00	214.00	2,153.14	2,441.82	(346.86)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,311.57</u>	<u>10,060.98</u>	<u>311.57</u>
TOTAL RECEIPTS	<u>\$773,195.00</u>	<u>\$17,312.05</u>	<u>\$742,490.94</u>	<u>\$1,158,904.39</u>	<u>(\$30,704.06)</u>
	<u>Income Cash Reconciliation</u>				
Income Cash Balance on February 1, 2024	\$702,144.83				
Plus: Receipts Per Report	17,312.05				
Less: Land	(1,663.75)				
Less: Expenses Per Report	<u>(71,138.35)</u>				
Income Cash Balance on February 29, 2024	<u>646,654.78</u>				
Accounts Payable as of 02/29/24	(15,108.71)				
Accrued Payroll Expense as of 02/29/24	0.00				
Prepaid Expenses as of 02/29/24	<u>(7,331.87)</u>				
Actual Cash Balance on February 29, 2024	<u>\$624,214.20</u> *				
* Includes Treasury Bills @ Purchase Price of	\$516,838.41				

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 February 1, 2024	\$19,976.55	
Plus: Receipts:		
Interest on Money Market Account	232.89	<u>Year to Date</u>
Interest on Treasury Bills	0.00	9,249.20
Treasury Bills Matured	250,000.00	
Tax Levy Received	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	148,770.33	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	62,000.00	
	<hr/>	
Balance on February 29, 2024	\$59,439.11	
	<hr/> <hr/>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on February 1, 2024	\$96,444.80	
Plus: Receipts:		
Interest on Money Market Account	289.19	<u>Year to Date</u>
Interest on Treasury Bills	0.00	14,659.16
Treasury Bills Matured	250,000.00	
Transfer from Construction Account		
Less: Paid Outs:		
Treasury Bills Purchased	246,691.77	
Transfer to Construction Checking Account	0.00	
	<hr/>	
Balance on February 29, 2024	\$100,042.22	
	<hr/> <hr/>	

CONSTRUCTION CHECKING ACCOUNT

Balance on February 1, 2024	\$1,748.29	
Plus: Receipts:		
Interest Earned	0.13	
Grant Money Received	18,114.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
None	0.00	
	<hr/>	
Balance on February 29, 2024	\$19,862.42	
	<hr/> <hr/>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

FEBRUARY 29, 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 17 Week Due 03/12/24	150,000.00	147,379.52	5.4690%	150,000.00	2,620.48
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	\$525,000.00	\$516,838.41		\$525,000.00	\$8,161.59

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 03/05/24	250,000.00	247,944.72	5.4180%	250,000.00	2,055.28
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	\$593,313.20		\$600,000.00	\$6,686.80

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

FEBRUARY 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	\$ 29,355.64	\$ 264,402.40	\$ 219,782.25	\$ (143,637.60)
Salaries - Part Time Employees	139,830.00	8,581.57	72,065.61	73,592.75	(67,764.39)
Salaries - Custodians	36,734.00	3,443.21	23,772.78	27,357.24	(12,961.22)
F I C A & Medicare Tax	44,723.00	3,165.58	27,558.45	24,536.05	(17,164.55)
Unemployment Insurance	1,462.00	406.75	1,073.75	896.00	(388.25)
Disability & Family Leave Insurance	3,858.00	0.00	2,972.05	2,942.66	(885.95)
Medical Insurance & Reimbursements	73,000.00	5,200.27	53,834.74	38,044.50	(19,165.26)
Worker's Compensation Insurance	4,385.00	(1,448.52)	2,091.31	3,723.38	(2,293.69)
Pension Expense	58,460.00	(40.72)	34,557.15	28,522.00	(23,902.85)
Heat	5,500.00	633.86	1,534.64	3,141.22	(3,965.36)
Electricity	40,000.00	2,918.65	16,491.06	22,068.67	(23,508.94)
Telephone	7,200.00	684.38	5,334.11	4,850.88	(1,865.89)
Insurance	27,000.00	0.00	29,618.73	26,572.20	2,618.73
Collections - Books, DVDs, etc.	42,000.00	3,394.58	25,255.61	23,652.56	(16,744.39)
Computer & Automation Services	15,700.00	1,185.82	19,670.40	10,732.24	3,970.40
Library, Office Supplies & Postage	10,500.00	1,128.31	8,504.53	8,551.68	(1,995.47)
Maintenance, Repairs & Bldg. Supplies	15,000.00	1,291.96	13,497.24	9,916.56	(1,502.76)
Maintenance Contracts	45,000.00	8,312.92	21,771.68	23,777.49	(23,228.32)
Treasurer	9,000.00	750.00	6,000.00	5,850.00	(3,000.00)
Professional Fees	7,000.00	1,650.00	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	271.82	2,492.11	1,444.98	1,492.11
Events & Programming	5,000.00	236.28	5,614.51	3,078.67	614.51
Promotion Expense	4,800.00	0.00	422.40	241.18	(4,377.60)
General Expense	2,000.00	15.99	405.83	411.60	(1,594.17)
TOTAL EXPENSE	<u>\$1,008,192.00</u>	<u>\$71,138.35</u>	<u>\$639,841.09</u>	<u>\$563,486.76</u>	<u>(\$368,350.91)</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

FEBRUARY 2024

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7528		Gloversville Public Library	\$ 15,841.27	Payroll
7529		Gloversville Public Library	16,287.03	Payroll
7530	3116	Michael J. Frank	750.00	Treasurer
7531	3117	C D P H P	4,959.96	Medical Insurance
7532	3118	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7533	3119	Charter Communications	129.98	Computer & Automation
7534	3120	Frontier Communications	684.38	Telephone
7535	3121	National Grid (3,552.51)	633.86	Natural Gas
			2,918.65	Electricity
7536	3122	Ingram Library Services	2,726.68	Books
7537	3123	Business Card (838.48)	15.99	G/E - Zoom
			52.90	Computer & Automation
			271.82	Professional Meetings & Travel
			146.28	Events & Programming
			173.59	Library Supplies
			177.90	A/V - DVDs
7538	3124	Naif's	490.00	Newspapers
7539	3125	Mohawk Valley Library System	1,002.94	Computer & Automation
7540	3126	Gloversville True Value Hardware	13.98	Maintenance & Repairs
7541	3127	Colleen Rasmussen DBA Simply Yoga	90.00	Events & Programming
7542	3128	James Esper Landscaping	6,125.00	Maintenance Contracts
7543	3129	In Stream DBA Biel's (620.00)	206.67	Maintenance Contracts
			413.33	Prepaid Expense
7544	3130	Barabara J. Madonna	64.98	Maintenance & Repairs
7545	3131	The Law Office of Stephanie Adams	1,650.00	Professional Fees
7546	3132	Vertical Transportation Consulting	195.00	Maintenance & Repairs
7547	3133	First Nonprofit Unemployment Program (606.75)	200.00	Cash Reserve
			406.75	Unemployment Insurance
7548	3134	Gilbert Van Guilder	1,663.75	Land
7549	3135	Pasco Building Automation Systems (2,377.50)	1,981.25	Maintenance Contracts
			396.25	Prepaid Expense
7550	3136	T K Elevator Corporation	1,018.00	Maintenance & Repairs
7551	3137	Quill LLC	954.72	Library Supplies
DM		E F T NYS & Local Retirement System	510.02	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,522.60	Payroll
DM		E F T United States Treasury (9,927.16)	3,165.58	FICA & Medicare Expense
			6,761.58	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	515.35	Medical Insurance
		CHECK AND EFT PAID OUTS - FEBRUARY 2024	<u>75,260.20</u>	
		PETTY CASH PAID OUTS - FEBRUARY 2024		
		None	<u>0.00</u>	
		TOTAL FEBRUARY 2024 PAID OUTS	<u>\$75,260.20</u>	
		Less: Land	(1,663.75)	
		Less: Worker's Comp. Ins. Dividend	(1,448.52)	
		Less: Cash Reserve	(200.00)	
		Less: Prepaid Expense	<u>(809.58)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$71,138.35</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of February 1, 2024		\$1,822.06
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 February 29, 2024		\$1,822.06

W G Y CHRISTMAS WISH GRANT

Balance as of February 1, 2024		\$1,401.59
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 February 29, 2024		\$1,401.59

ADVOCACY GRANT

Balance as of February 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 February 29, 2024		\$380.34

APPROPRIATION FOR FUTURE AUDIT

Balance as of February 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 February 29, 2024		\$4,575.00

RESTORATION FUNDS RECONCILEMENT

Balance as of February 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 February 29, 2024		\$2,807.18

Financial Review February 2024

The Financial Report for the first eight months of our fiscal year ending June 30, 2024 shows our income down by approximately \$416,400 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. Expenses for the current period were up approximately \$76,400 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
February 29, 2024**

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

Balance Per Bank Statement					\$ 27,484.91
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	7531	C D P H P		4,959.96	
02/20/24	7532	The Paul Revere Life Insurance Company		42.16	
02/20/24	7533	Charter Communications		129.98	
02/20/24	7541	Colleen Rasmussen DBA Simply Yoga		90.00	
02/20/24	7542	James Esper Landscaping		6,125.00	
02/20/24	7549	Pasco Building Automation Systems		2,377.50	
		Total Outstanding Checks			<u>13,790.32</u>

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 13,694.59

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

Balance Per Bank Statement					\$ 19,077.82
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
03/01/24	6374	George Emden IV		1,076.32	
		Total Outstanding Checks			<u>1,076.32</u>

BALANCE IN LEDGER AND QUICKBOOKS \$ 18,001.50

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

Balance Per Bank Statement					\$ 59,439.11
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 \$ 59,439.11

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

Balance Per Bank Statement					\$ 100,042.22
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 \$ 100,042.22

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement

\$ 19,862.42

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
-------------	----------------	--------------	---------------

		None	-
--	--	------	---

Total Outstanding Checks

-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 19,862.42

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
February 2024

In early March, I attended the meeting of the Friends of the Groversville Public Library to present the proposed 2024-2025 Groversville Public Library operating budget, as well as the proposed 2024-2025 tax levy. Members of the Friends Board of Directors asked a number of very good questions. Everyone agreed that the members of the Groversville Public Library’s Board of Trustees are making a very “big ask” of the taxpayers.

At our March meeting, we will be discussing a number of “talking points” to help ensure a positive outcome in May.

Gloversville Public Library

Public Hearing 2024-2025 Budget



Gloversville Public Library

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■ 518 773-0292 ■ gpl@mvls.info ■ www.gloversvillelibrary.org

Serving Gloversville Since 1880

Goal

The Library's goal is to meet the community's evolving needs during this challenging time, and to do so within the framework of a responsible budget.



The 2023-2024 Budget

Total Budget = \$1,126,647.83

Total Proposed Tax Levy = \$963,445
(\$349,750 increase from 2023-2024)

Cost to the GESD Taxpayer

The tax rate is projected* to increase by approximately 8 cents per thousand of assessed valuation. For Gloversville homes, total taxes are projected to increase as follows, based on home values:

Gloversville

Home Value	Annual Total Tax Increase
\$50,000	\$25.31
\$100,000	\$50.61
\$150,000	\$75.92
\$200,000	\$101.92

Bleecker

Home Value	Annual Total Tax Increase
\$50,000	\$22.53
\$100,000	\$45.05
\$150,000	\$67.57
\$200,000	\$90.09

*Final tax rates are set by the school district in August once final equalization rates are provided by the state.



Serving Gloversville since 1880

2024-2025 Budget

Expenses

Staff salaries and Benefits	\$878,247.83
Facilities (utilities, insurance)	\$86,500
Building Contracts	\$45,000
Collection	\$39,000
Maintenance and repairs	\$20,000
Computer services	\$18,000
Library and office supplies	\$10,000
Prof. Fees (audit, attorney)	\$10,000
Accounting/Financial Serv.	\$9,300
Events and Programs	\$4,000
Promotional Expenses	\$2,000
General expense	\$2,000
Prof. Meetings and Travel	\$1,600
Election Expense	<u>\$1,000</u>

\$1,126,647.83

Income

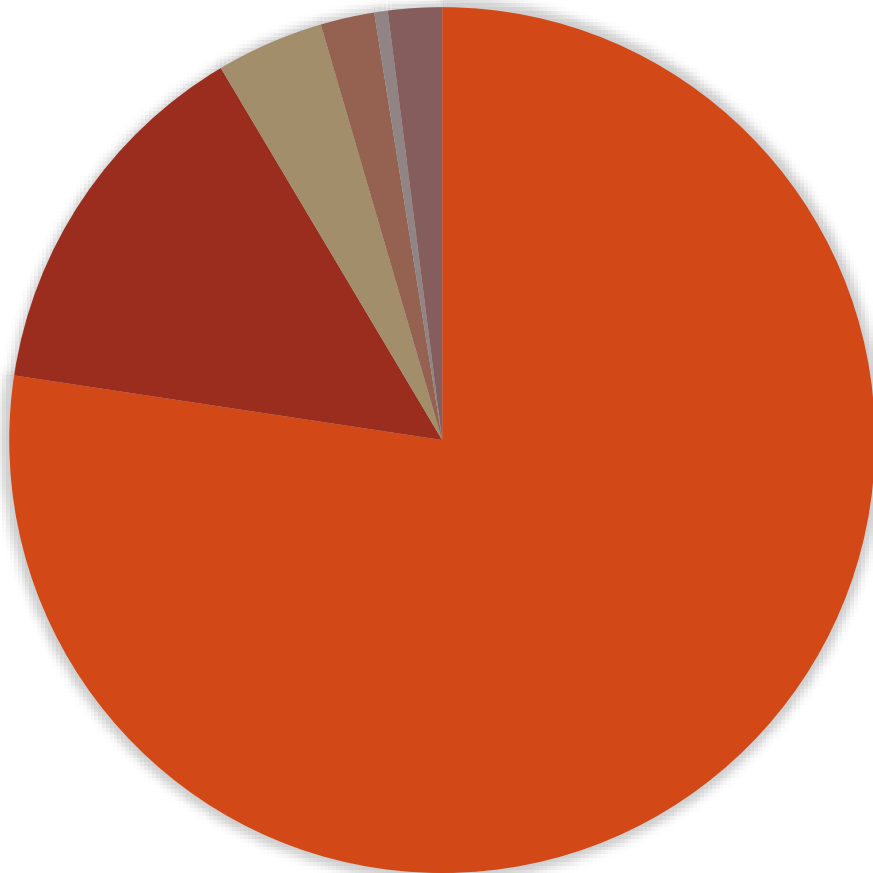
Tax Levy	\$963,445
GPL Foundation	\$96,000
State Aid and Grants	\$42,000
Investment Income	\$12,000
Foundation Donations	\$10,000
Fees and Misc. Income	<u>\$2,500</u>

\$1,125,945



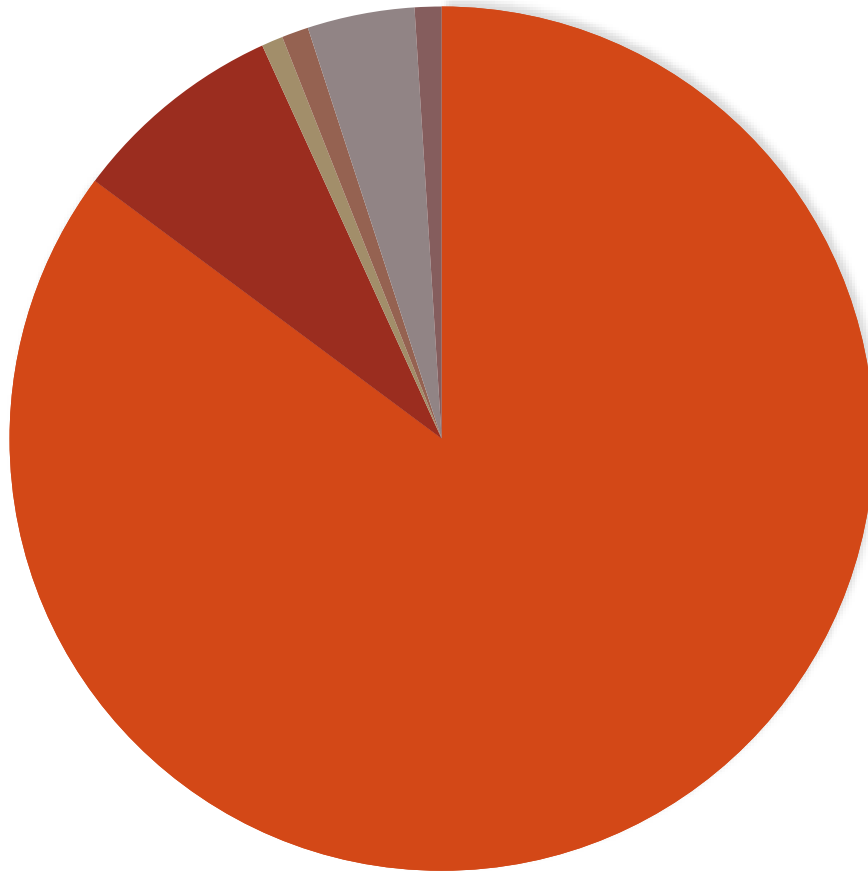
Serving Gloversville since 1880

2024-2025 Expenses



- **Staff: 77%**
Full-time & part-time library staff, benefits, Social Security, etc.
- **Facility: 14%**
Utilities, insurance, maintenance
- **Collection: 4%**
Books, magazines, newspapers, audiobooks, ebooks/emagazines, DVDs, library of things
- **Technology: 2%**
Computer equipment, supplies & network access
- **Programs & Promotion: .5%**
Public programs, events, and promotion expenses
- **Misc: 2%**
Supplies, professional fees, election expenses, other

2024-2025 Revenue



Tax Levy: 85%

Gloversville Library Foundation: 8%

Foundation Donations: 1%

Investment Income: 1%

State Aid & Grants: 4%

Fines & Misc: 1%

Staff salaries, benefits and related expenses are 76% percent of the budget

The staff has drastically reimagined library services and offerings during the pandemic, so that we can reach more people, in more ways. Whether in the building, online, or out in the community, the staff provides essential access to information and entertainment – keeping Groversville citizens connected to each other and the world at large.

The Challenge:

- Minimum wage continues to increase over time
- Minimum wage January 2014 = \$8/hour
Minimum wage January 2024 = \$15/hour
Percent increase: 87.5%
- Additional part-time staff is included in the budget to qualify for additional grant revenue



Library Use Statistics

2023-2024

64,222 In-Person Visitors

52,129 Items Circulated

9,989 Programs & Meeting Attendance

14,616 Computer & WiFi Sessions

24,599 Unique Website Hits

GLOVERSVILLE



PUBLIC
LIBRARY

Serving Gloversville since 1880

New Collections, Services, & Programs

- Initiated Local History Room Research Services
- Began Notary Services for the Public
- Added Interactive Role-Playing Center to the Early Literacy Center
- Hosted the Glove City Coalition WinterFest
- Partnered with Boulevard School's Writing and Illustration Club
- Started Beginner Yoga Classes
- Acquired Print Enlarger for Reading Room
- Kicked off Open Mic and Karaoke Nights
- Created Youth Craft Programming

The Future

The Library's building renovation in 2017 was fully funded with private donations and reimbursement grant money. It encompassed everything but the original roof, which was not compromised at the time. That roof is now leaking and deteriorating, and we are embarking on a new renovation project to repair and restore it. Once again, this project will not be paid for by taxpayer, and will be fully funded by private donations and reimbursement grant money. In addition, we have listened to the public call for increased parking and outdoor space. We have recently converted a vacant lot two doors down from the Library, and will be embarking on Phase 2 of a capital project that will transform it into a lighted space for public use. These projects will ensure that we provide Gloversville the 21st century cornerstone facility and grounds that the community needs and deserves, but the Library's bottom line remains impacted while we wait for grant reimbursements. Despite this challenge, the staff is committed to continuing to expand services and increase offerings.



Vote May 7

11 AM – 8 PM

at the
Gloversville Public Library



GLOVERSVILLE



**PUBLIC
LIBRARY**

Serving Gloversville since 1880

GLOVERSVILLE



PUBLIC
LIBRARY

Friends of the GPL Report
Jean LaPorta / President
February 2024

- Thank you to Mr. Reed for attending Friends' January and March 2024 meetings to update the Friends on the 2024-2025 Library budget and upcoming tax levy vote on May 7th.
- Thank you to Ms. Acklin for attending our March 7th meeting and updating the Friends on the many programs the Library is currently offering and informing us about now being able to provide outdoor programs in the library green space. (Sounds exciting!)
- The Friends unanimously approved an annual \$10,000 donation to Library, to be used this year for an inside security system.
- The Book Sale is planned for October 2024. More information will be provided. Start saving your book donations.
- Thanks to all who submitted articles for the April Friends' Newsletter. We're trying out emailing the newsletter this time, as well as sending with postage.
- The Friends' Spaghetti Dinner Fundraiser has been changed to May 15th.
- The Friends' postal permit was shared with the Library Foundation for recent mailing.
- Pie Sale orders are due by April 8th and pie pick up is April 26th.
- The Friends approved a \$500 donation for the GPL Seed Club, to purchase seeds for spring planting and \$275 to the Grounds Committed for purchases of mulch, soil, and plants for the Library grounds.



Building and Grounds Committee Report

Richard Carlson / Chair

February 2024

New Library Parcel on East Fulton Street (Phase II)

The progress plans have been received from the architects and are currently being reviewed. The project can possibly be put out to bid by the end of March.

Atrium Restoration

Nothing new to report; DLD grant application for interior work will be submitted later this year. The Foundation campaign has raised \$8000 so far, for this project and a donor has pledged to match up to \$25,000 in contributions.

Snowplowing Contract

No problems, but it seems like there's been a lot of salt applied this winter. For next year maybe we should take another look at a lump sum contract? Also, we should look at getting the RFP for services out earlier in the summer.

HVAC Problems

Despite fixes, so far it's still cold in the Staff Room. We're trying to get Stark out here to evaluate the situation, but we've been playing phone tag.

Storage Space

Free standing shelving has been installed in the Carnegie Room closet.

Free Food Fridge

Still too early to purchase the fridge, but Barb and George will brainstorm to consider lattice treatment.

Arborist

Doc Davis still hasn't come to visit; Barb will call L&M Tree Service to see if they will come to take a look.

Monthly Grounds Clean Up Work Parties

They resume this spring. Merry put together an email outlining the plans for this season, which includes a mulch delivery on March 26th (paid for by the Friends), its distribution by GHS Key Club students the following week, and the first work party on Tuesday, April 30th. Also, we need to have someone take a look at all the yews, which appear to be turning yellowish; does that indicate a problem or is that to be expected after the winter?

GLOVERSVILLE



PUBLIC
LIBRARY

Personnel Committee Report
Susan Shrader / Chair
February 2024

The committee met to discuss staff salary and budget issues going forward, the need to develop a plan for minimum wage increases, merit raises and longevity raises, as well as the need to review the revised Staff Handbook. Additional meetings will be held soon to further discuss these issues.



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, that is or will be the only member of their immediate family or household to serve on the Board 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.
- F. The Local History Room Committee shall have a minimum of two Board members and shall work with the Director to fulfill the mission of the Local History Room.
- F. The Policy Committee shall have a minimum of two Board members and shall work to ensure that Library policies and by-laws are meet the needs of the Library and comply to state and/or other government mandates,

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
 Revised March 19, 2023
 Revised, March, 20, 2024

Gloversville Public Library (the “Library”) is committed to maintaining a workplace and library free from sexual harassment and other forms of illegal discrimination.

All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and other forms of discrimination in the workplace; sexual harassment and other forms of discrimination in the workplace by library users, vendors, and guests will be addressed per this policy.

The purpose of the number sections in this Policy is to teach employees, trustees, and volunteers to recognize behavior that could be illegal discrimination, and provide the tools to take action when it occurs.

The board of trustees affirms the use of early intervention to stop small violations from becoming big problems; examples of this approach are in the “Examples” section, below.

When a report is received, the Director or a designated person will: 1) determine any appropriate immediate adjustments; 2) initiate an investigation designed to assess what occurred; and 3) after the investigation, determine any necessary corrective action or remedies. Depending on the circumstances, investigations may be conducted by library personnel, or retained experts. Confidentiality will be maintained to the degree possible throughout the process, and discretion is requested, but no employee is barred from discussing their experience.

Employees are encouraged to report sexual harassment or illegal discrimination by filing a complaint internally with the Library Director, or, if there is a concern of a conflict of interest, the Board President. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

- 1. This policy applies to all trustees, employees, applicants for employment, volunteers, and interns, whether paid or unpaid (“Library Personnel”).** The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with the Library. For the remainder of this policy, we will use the term “Covered Individual” to refer to these individuals who are not Library Personnel, but to whom this Policy applies. Library users and others at the Library whose actions create conditions barred by this policy will be addressed through the *Behavior and Environment Policy*, but Library Personnel and Covered Individuals may report such conduct through this policy.
- 2. Sexual harassment and other discrimination is unacceptable.** Any Library Personnel or Covered Individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Library Personnel or Covered Individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.

3. **Retaliation is prohibited.** Any Library Personnel or Covered Individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any Library Personnel or Covered Individual who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All Library Personnel or Covered Individual working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Library Director. All Library Personnel or Covered Individual who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on Legal Protections.
4. **Discrimination of any kind, including sexual harassment, is a violation of the Library's policies, is unlawful, and may subject the Library to liability for the harm experienced by targets of discrimination.** Harassers may also be individually subject to liability, and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Library Personnel or Covered Individual at every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or discrimination or who allow such behavior to continue, will face consequences for such misconduct.
5. **Upon receiving a report, the Library will make any immediate adjustments needed to limit further potential harm, and then will conduct a prompt and thorough investigation that is fair to all parties.** An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. The Library will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, the Library will act to limit the likelihood of further such actions, and to remedy the impact of what was found to have occurred. This means that in addition to any required corrective action (such as termination, suspension, or a plan of improvement) the Library will also take steps to mitigate the impact on the employee(s) who experienced the discrimination or harassment. All Library Personnel, including trustees, the director, managers and supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.
6. **All Library Personnel and Covered Individuals are encouraged to report any harassment or behaviors that violate this policy.** All employees will have access to a complaint form to report harassment and file complaints, but use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority (the person receiving the report is encouraged to fill in a form, to ensure a written record is started). Library Personnel or Covered Individual who prefer not to report harassment to their manager, the Library Director, or a trustee may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Director, the Library President, or the Library's attorney.

7. **This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy.** This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the organization's shared network.

What Is Sexual Harassment?

Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation.

Sexual harassment is often viewed simply as a form of gender-based discrimination, but the Library recognizes that discrimination can be related to or affected by other identities beyond gender. **Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence.** Our different identities impact our understanding of the world and how others perceive us. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same.

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

- Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of the Library's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called **quid pro quo** harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is just a sample of behaviors and should not be considered exhaustive.** Any Library Personnel or Covered Individual who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Propositions or demeaning comments about gender, appearance in relation to gender expectations, or sexuality directed at frontline library workers by library users and others, while working. In the event of such conduct by library users and guests, managers are expected to emphasize to the user or guest that such conduct is barred by library policy and a violation of the Library's *Behavior and Environment Policy*, and to take appropriate action under the *Behavior and Environment Policy* to limit the likelihood of a recurrence.
- Physical acts of a sexual nature by any person in the Library or in connection with a Library sponsored event, such as:
 - ◊ Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking a Library Personnel or Covered Individual body's; or
 - ◊ Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, by fellow Library Personnel, Covered Individuals, library users, or guests at the Library, such as:
 - ◊ Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
 - ◆ This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship;
 - ◊ Subtle or obvious pressure for unwelcome sexual activities; or
 - ◊ Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - ◊ Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - ◊ Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - ◊ Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
 - ◊ This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
 - ◊ Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - ◊ Sabotaging an individual's work;
 - ◊ Bullying, yelling, or name-calling;
 - ◊ Intentional misuse of an individual's preferred pronouns; or
 - ◊ Creating different expectations for individuals based on their perceived identities:
 - ◆ Dress codes that place more emphasis on women's attire;
 - ◆ Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees and all covered individuals described earlier in the policy. **Harassers can be anyone in the workplace.** A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, library user, visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Removing an employee from a particular zone or area to avoid a Library user or donor who is a harasser rather than address the harassment via the *Behavior & Environment Policy* places power in the hands of the harasser;
- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.”

Protected activity occurs when a person has:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to a supervisor, manager, the Library Director, or the Board President.

Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, Library Director, or Board President.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees may use the complaint form and should note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to the Library Director or Board President. **Managers and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.**

Supervisors and managers can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors and managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

Complaints and Investigations of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Some investigations will be relatively simple and be finished within a day or two of a report; others may be more complex and require several weeks or months to finish.

The Library may, upon receiving a report, determine if an external “Designated Investigator” is needed to ensure there is no appearance of bias, and to ensure the Library has the capacity to keep things moving. The Library will only use external people with appropriate experience for such services.

The investigation will be kept confidential to the extent possible.

All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Library will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another’s complaint, or participate in harassment investigations.

The Library recognizes that some reports may also coincide with a need to coordinate personal days off, workers’ compensation claims, law enforcement investigations, court proceedings, and other adjacent but critical procedures.

The Library recognizes that participating in a harassment investigation can be uncomfortable and has the potential to re-traumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the Director and/or the Library Board President :

1. Will conduct a **prompt review** of the allegations, designate a “Designated Investigator” if additional assistance with steps “1” through “7” is needed, **assess the appropriate scope of the investigation**, and take any **interim actions** (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, the Director or other designated person will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
3. Will seek to interview all parties involved, including any relevant witnesses;
4. Will create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - ◇ A list of all documents reviewed, along with a detailed summary of relevant documents;
 - ◇ A list of names of those interviewed, along with a detailed summary of their statements;
 - ◇ A timeline of events;
 - ◇ A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - ◇ The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. Will keep the written documentation and associated documents in a secure and confidential location;
6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
7. Will inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Library, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may also seek the legal advice of an attorney.

New York State Division of Human Rights:

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Library does not extend your time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov. Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.* An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will a

investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

New York Confidential Hotline for Workplace Harassment Support & Resources:
1-800-HARRASS-3

Family Counseling Center of Fulton County, Inc.:
518-725-5300

Contact the Local Police Department

Gloversville Police Department
3 Frontage Road
Gloversville, New York 12078
518-773-4514

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Conclusion

The policy outlined above is aimed at providing employees at the Library and covered individuals an understanding of their right to a discrimination and harassment free workplace. All

employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

Adoption of this policy does not constitute a defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

Approved October 15, 2019
Revised January 17, 2023
Revised March 19, 2024



Programming Committee Report Caren Pepper / Chair February 2024

Valerie and the staff are constantly fine-tuning the Library's programs open to the public. Choices are based on the needs and wishes of the community, as well as the goals and tasks stated in the Library's new Plan of Service. This year, there are 17 different adult programs being offered, 3 of which are new; 5 teen programs, 2 are new; 12 youth program, 4 of which are new; and 7 programs for all ages, with 2 being new.

New program highlights, for the upcoming months, include:

For Adults: We are going to establish a Silent Book Club, in partnership with the Co-op. The plan is to provide a comfortable space for attendees to quietly read anything of their choice, followed by some time socializing. Another new program is Murder and Mocktails, which will take place in October. It will consist of gothic literary readings (such as Edgar Allen Poe) followed by a "Speakeasy" social hour with craft mocktails being served. The Blackmans have agreed to sponsor this event.

For Teens: We're going to tray a new Homework Pals program, which is an initiative planned to encourage teens from grades 9-12 to volunteer to assist students in grades 1-6 with their homework during the school year. These young people will earn hours toward their community service obligations at GHS. Since some teens have expressed an interest in investigating the Youth games, toys, and crafts, we're also going to tray hosting a "Childhood Favorites Game Night" for them.

For Youth – A Button and Sticker Club is being considered for grades K-6, as part of the District's after-school programming, that would rotate each week through the three elementary schools. Club Baby is being rebranded as Caregiver Coffee Hour, and marketed as a social time for parents and caregivers, as well as a free play time for youngsters. The STEAM club will also be rebranded and its focus will be widened to encompass a wider variety of materials, such as Playdough and blocks. There will also be more free play time build into the schedule. Another new addition that will serve children with special needs, is a sensory-friendly family movie night that will utilize sensory aides and items such as noise-cancelling headphones. Finally, the Library is planning to establish Family Fundays four times per year. At these events, it is hoped that families will have the opportunity to explore places such as a farm, a fire company, and other local venues.

This summer, the Library is also planning an Outdoor Space Open House event, that will take place in the new outdoor space (once the project is completed). It is anticipated that there will be a story time, crafts, and possibly a Friends' ice cream social.

With just \$4,000 as the projected budget for Programming, I think the staff is doing a phenomenal job in capturing the needs and desires of our community!



Public Relations Committee Report

John Mazur / Chair

February 2024

Upcoming Letters to the Editor for *The Leader-Herald*

- Dick Carlson and Barb Madonna will compose a letter focusing on the Phase 2 of the parking lot/green space, along with repairing the aging dome. This letter will be submitted in early March.
- Another letter will be submitted in early April focusing on the expansion of programming and services since 2018. Greg Niforos, Valerie Acklin, and Caren Pepper will compose this article.
- In May or June an article will be sent in regards to the GPL partnerships with nonprofit organizations. Greg Niforos and Valerie Acklin will work on this Letter to the Editor.

Response to misinformation about the tax levy that may surface before the vote

- Ren Reed or Greg Niforos will respond when appropriate.
- Board members should begin looking for incorrect information about 4 weeks before the budget vote.

Submitting articles to the Friends' News & Views

- Articles need to be sent to Mary Trainor no later than 2/24/24
- Ren Reed will submit an article concerning the tax levy.
- John Mazur will compose an article entitled Every Vote Counts.

Radio station WENT

- John Mazur will contact the Friends about doing a possible recording on Tri-County Close-up featuring the pie sale, programming, and the day of the budget vote.

Handouts and Inserts at the Library

- An insert from the GPL Foundation combined with one from the GPL announcing the date and time of the budget vote on May 7 will be put in borrowed materials 2 weeks before the vote. Valerie Acklin and Lex Lanza will compose the insert.

Friends of the GPL

- Ren Reed will attend the Friends meeting on March 7.
- John Mazur will contact Jean LaPorta in regards to the May 7 vote.

Other

- Ren Reed mentioned that the GPL Plan of Service could be released in late April.



Director's Report
Valerie Acklin / Library Director
February 2024

JA/MVLS

The Schenectady County Public Library has given official notice that they will be withdrawing from the Joint Automation Project as of August 28, 2024. As the head of the MVLS Directors' Council, I called a meeting of system leaders and directors to discuss this issue, which took place here at our Library. Charity Thorne, the Director of SCPL, informed us of Schenectady's efforts to ensure that materials still on loan at the time of the withdrawal find their way back to their home libraries. She also touched on the start of efforts to register patrons from other MVLS libraries at Schenectady, so they can still have direct access to print materials should they visit one of Schenectady's branches (but no SCPL items will appear in our electronic catalog and patrons will not be able to place holds on them through Polaris). Eric Trahan, MVLS Director, then spoke and shared that many details of the withdrawal still need to be hammered out. He will be meeting regularly with directors to answer questions as the details become clear. The directors asked for MVLS to arrange training for library staff, to make sure that they are well-versed in the new rules for handling Schenectady materials and patrons, as those rules are developed. MVLS indicated that they would do so. In addition, to ensure that patrons across the system receive the same accurate information regarding the withdrawal, MVLS will create a FAQ page on their website, and provide member libraries with a link which we can place on our websites, directing patrons to information. They also hope to develop a handout or bookmark with information that we can place in items being checked-out.

Election Update

As the election and tax levy vote draws closer, we are in full swing at the Library. Legal notices for both Registration Day and Election Day have been scheduled for publication in the Leader-Herald, the absentee voter list has been requested from the Board of Elections (hopefully it will arrive soon), ballot envelopes have been printed, poll workers have been secured for both Registration Day and Election Day, and notice for our website and social media accounts have been created and are ready to roll.

Security Cameras and Employee Handbook

Barb and I have completed a meticulous revision of the Employee Handbook, adding many new sections, correcting incorrect information, and reorganizing text to improve clarity and flow. We are now ready to hand that draft over to the Personnel Committee for their perusal. We both look forward to working with them on final edits and getting an updated version of the Handbook to employees by the start of the new fiscal year, at the latest. As for security cameras, we have triaged all interior spaces and assigned them a designation of high, medium, or low priority. Next, Barb will start meeting with security companies to ascertain options equipment and pricing. We will then need to meet with JA to discuss the impact on our network, as well as cabling. Finally, Barb is hoping to compile all the necessary information gathered and submit a grant application for the next round of DLD funding.

Youth Services Report

I have been meeting weekly with Youth Services staff and things have been moving along down there. We've broken ground on the new sensory space, which is being constructed by George and Barb, under the daily direction of Darla. Darla, Sonny, and I have discussed what items would be purchased for this space and how they would be housed and accessed by children. Our goal is to have the space operational by the start of the summer. We also discussed summer and fall programming, including three new programs to accompany the new space: a monthly sensory-based story time, a sensory play time, and sensory-friendly movie screenings. We hope that, combined with the new space, these programs will welcome and support a wide array of children, particularly our young neurodiverse patrons. In addition, I've worked to catch up with our juvenile book orders, which had fallen behind. Two orders with Ingram have already been placed, with two more in the works, and I have evaluated three bins of preview books from MVLS. Progress!



Gloversville Public Library

Nicole Hauser / Assistant Director & Head of Adult Services

February 2024

Thanks to a generous donation by the Friends' of the Library, I was able to purchase 300 seed packets of a wide variety of flower, herb, and vegetable seeds to help re-stock the Seed Club. Walmart also donated \$30 which allowed me to purchase an additional 20 packets of seeds. In February, I also contacted three other past donors, with no response by early March. We still have many packets from our initial donation of over 3000 in 2021, which all expired in December 2021. We are beginning this growing season with an inventory of less than 1800 packets. In both the 2022 and the 2023 growing seasons, we handed out over 1000 packets, and have no reason to expect less will be taken in 2024. This may leave us short for the 2025 growing season so we are beginning to explore ways to re-stock for 2025.

Library Advocacy Day took place in Albany at the beginning of the month. Greg, Merry, and I represented GPL within the larger MVLS group that attended. We were able to meet with several representatives including Senator Mark Walczyk's representative and Assemblyman Robert Smullen, and to get copies of our current newsletter into their hands. One of the points we spoke about was the popularity of museum passes, especially the Empire State Park pass, which we currently purchase to provide access for our patrons.

Sally now has all of the permissions required to process incoming books from Ingram on her own. This month we also had a high number of damaged or missing titles from Ingram, it was very odd. This gave me the opportunity to figure out their new discrepancy reporting system, which impressed me with a very quick response time. The next time we have a damaged or missing title, I will introduce Sally to Ingram's new system so she can report discrepancies as well.

Our microfilm annual contract renewal came up this month and has been renewed for another year.

We had 2 separate instances of people putting liquids in our exterior book return this month. The first instance damaged approximately 20 books, most of which were ours, and several that were not. All the other libraries whose materials were damaged were generous and did not charge us the replacement cost for the items.

Programs in February:

- Books 'N Brews: 9 participants & 2 staff
 - We discussed the non-fiction title *Tribe: On Homecoming & Belonging* by Sebastian Junger at Plaza Italian Bistro. This prompted an interesting discussion about becoming a member of a community, what it means to be a good member of a community, and how communities have changed over time.
- Adult Crafting had a total of 29 participants & 2 staff
 - 1:30 PM: 9 participants; 5:30 PM: 12 participants; and kits: 8 participants.
 - Participants created wooden signs that they stained and decorated.



Gloversville Public Library

Lex Lanza / Teen Services and Community Engagement Librarian

February 2024

Even with an extra day this year, February flew by. School's Out was well attended both days, with the first program of the month having seven teens, and the second, six teens. I am as grateful as ever that our regulars have a safe space to come and decompress every month and that we continue to see familiar faces every month.

Bailey and I had a nice writing group this month, with four patrons aside from ourselves. As usual, it was a mix of teens and adults, and we had a nice discussion about our earliest childhood memories, which was one of the monthly prompts.

Teen Art Cart Hour had a new attendee, a student from the GESD middle school, and his mom. We had a very lowkey evening, chatting and doodling and ripping images out of magazines.



February was Black History Month, and I made a display for both the Teen Fiction (pictured left) and Graphic Novel collections.

I have been steadily working through a large pile of Graphic Novels I am considering adding to our collection. Utilizing our Interlibrary Loan service is always a huge help for me when it comes to collection development. Reading reviews is one thing, but I find it's much easier to make a decision when I can flip through a physical copy of the book. There has been more than one occasion when seeing a book in person changed my selection list!

I attended the PR Board Meeting at the end of the month. In March, I will be working on a few social media and website projects, including an upcoming "Staff Spotlight" for those who want to participate.

Lastly, I'd like to give a shout out to Sonny and Madison, who have happily stepped in on multiple occasions to help cover programs while I've been struggling with my health. It's a relief to have such supportive coworkers in difficult times!



Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

February 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: Need to develop the MWBE plan, but there is little rush since the project will not happen until 2025. I've also been considering getting the review of the city's Historical Review Board done this spring.
- DLD Phase 1: The final payment of \$18,114 hit our bank account on 2/20/2024.
- DLD Phase 2: Still working through the state's review process. We will not see any payments until August.
- DLD 2024 application: I reached out to Alan Fudger to request a quote for the restoration of the Main Gallery's ceiling and I am also researching the idea of installing interior security cameras.

Other Grants

The \$20,000 in Bullet Aid from Assemblyman Smullen arrived at the end of the month.

I continued to work on training for the Queer by Nature/NYS Department of Health grant.

Other Projects

I had a Teams meeting with the architect and engineers regarding the scope of Phase 2. Our request to expand the lawn into the southeast corner required some additional conversations. I expect to have a bid packet in March, and we will hopefully go out to bid too.

Revisions to the Employee Handbook continue.

I attended a meeting in the Children's Room with Valerie, Darla, and Sonny to review the Sensory Zone area and develop to-do lists for George and myself to get the spaces ready for the influx of hands-on learning toys.

	<u>2024</u>	<u>2,023</u>
VISITORS	5,351	(4,766)
CIRCULATION		
Adult circulation	1,336	(1,329)
Teen Circulation	194	(163)
Juvenile Circulation	1,118	(939)
Audiobooks	32	(66)
eAudio	201	(180)
eBooks	547	(591)
Music	28	(6)
Periodicals	53	(46)
eMagazines	229	(67)
Videos	692	(722)
Museum Passes	1	0
Library of Things	12	(5)
Subtotal	<u>4,443</u>	<u>(4,114)</u>
In-House Use		
Adult	97	(24)
Juvenile Circulation	360	0
Other Materials	720	(660)
Subtotal	<u>1,177</u>	<u>(684)</u>
Total Circulation	5,620	(4,798)
REFERENCE QUESTIONS	128	(110)
MEETINGS / PROGRAMS / OUTREACH		
86 Adult programs & meetings with 482 people		(79 Adult programs & meetings 316 people)
11 Juvenile programs & meetings with 356 people		(9 Juvenile programs & meetings with 256 people)
7 Teen programs & meetings with 39 people		(6 Teen programs & meetings with 42 people)
95 One-on-one programs & meetings with 95 people		(71 One-on-one programs & meetings with 71 people)
INTERLIBRARY LOAN		
Material Borrowed	638	(532)
Material Loaned	592	(531)
Total	<u>1,230</u>	<u>(1,063)</u>
COMPUTER USAGE	1,120	(1,154)
HISTORICAL ROOM		
Visitors	16	(5)
Books Used	61	(18)
Reference Questions	16	(3)
Microfilm	3	0

ADDITIONAL STATISTICS	
Princh:	85 pages printed/\$16.30 collected
Faxes:	6 faxes/\$22.50 collected
Notary Service:	3
Graphic Novels:	95/Adult & Teen 86/Youth
Memory Lane:	3
Library of Things:	24