



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
June 18, 2024 at 6 PM

Attendance/Call to Order  
Pledge of Allegiance  
Public Comment

1. Accept the Minutes of the:
  - May 21, 2024 Meeting\*
  - June 3, 2024 Special Meeting\*
2. Treasurer's Report\*
3. Warrant List\*
4. Budget and Finance Committee Report
  - Fund Balance Income Transfer to General Fund (FYE June 30, 2025)\*
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
  - Personnel Update
  - Abolishment of Vacant Civil Service Positions\*
12. Policy Committee Report
13. Program Committee Report
  - Program Update
14. Public Relations Committee Report
15. Library Director's Report
16. Librarians' Reports
17. Old Business
18. New Business

Adjourn\*

Next Meeting: July 16, 2024 at 6 PM

\* Motion Required



## Minutes of the Gloversville Public Library Board of Trustees Meeting May 21, 2024 at 6 PM

The Gloversville Public Library Board of Trustees held its regular monthly Board meeting on May 21, 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, Charlotte Will, and Jonathan Federman. Library Director Valerie Acklin and Library Treasurer Michael Frank were also present.

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

Mr. Niforos asked if there was any public comment. A Library employee present stated that money could be saved if employees taking health insurance paid up to \$2,000 of the cost of health insurance out of pocket. The same employee asked that the DVD budget not be reduced. A second Library employee present asked that the Local History Room not be relocated within the building.

Mr. Niforos asked for a motion to accept the Regular Meeting Minutes of the April 16, 2024 meeting of the Trustees. Ms. Pepper made a motion, seconded by Ms. Will. The Trustees all approved this motion with a vote of "aye".

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

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

In his Budget and Finance Committee report, Mr. Reed informed the Board that the Budget and Finance Committee met on Monday May 20, 2024 to begin developing a revised 2024-2025 operating budget due to the defeat of the tax levy on May 7, 2024. Mr. Reed stated that, while the Library's proposed tax levy increase was 57%, this increase would have only increased total property taxes by 1%, due to the incredibly small percentage that the Library receives from the total amount of property taxes paid by property owners. Mr. Reed stated that the final revised 2024-2025 budget will be sent to the entire Board before the June meeting. Mr. Niforos thanked Mr. Reed and the members of the Budget and Finance Committee for their work on preparing the original 2024-2025 budget that would have preserved the collections, the services, and the programming that the award-winning Gloversville Public Library had been providing to the community.

There was no report from the Gloversville Library Foundation.

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

In his President's Report, Mr. Niforos informed the Board that, despite the tax levy defeat, we would push forward to serve the community and to implement our new Plan of Service to the best of our ability. Mr. Niforos said that he and Ms. Acklin had recently met with the Board of Education and that the Library and the School District were planning on working more closely with each other in the coming academic year.

Mr. Carlson presented the Building and Grounds Committee Report.

There was no Local History Room Committee Report.

Ms. Dunn Brown presented the Outreach Committee Report.

Ms. Acklin informed the Board that she will present Ms. Shrader's Personnel Committee Report during executive session.

Ms. Will had no Policy Committee Report.

Valerie Acklin  
Library Director

2023-2024  
Board of Trustees

Merry Dunn Brown

Richard Carlson

Jonathan Federman

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Susan Shrader

Charlotte Will

Ms. Pepper had no Program Committee Report.

Mr. Mazur presented his Public Relations Committee Report.

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

Mr. Niforos asked if there was any Old Business. Ms. Acklin noted that the staff's required sexual harassment training hasn't yet happened, but would soon. Ms. Acklin also updated the Board about the MVLS situation – Schenectady County Public Library pulling out of the Joint Automation system.

Mr. Niforos asked if there was any New Business. There was none.

Ms. Acklin asked the Board to enter Executive Session for the purpose of discussing the 2024-2025 Austerity Operations Plan which includes personnel considerations. At 7:04 PM, Ms. Dunn Brown made the motion to enter Executive Session, seconded by Mr. Mazur. At 8:15 PM, Mr. Carlson made the motion to leave Executive Session, seconded by Ms. Will.

Mr. Mazur made a motion to change the Gloversville Public Library's hours of operation to 9 AM to 5 PM Monday through Friday beginning on May 28, 2024. After some discussion, the Board unanimously approved with a vote of "aye". **[NOTE: On May 22, 2024, via an email, Ms. Acklin informed the Board that, due to already planned programming, the new hours of operation will begin on July 1, 2024].**

At 8:18 PM, Mr. Niforos requested a motion to adjourn. Ms. Dunn Brown made the motion, seconded by Ms. Pepper. The Board unanimously approved with a vote of "aye".

Respectfully submitted,

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Charles "Ren" Reed, Secretary Pro Tempore



## Minutes of the Groversville Public Library Board of Trustees Special Meeting June 3, 2024 at 6 PM

The Groversville Public Library Board of Trustees held a Special Board meeting June 3, 2024. President Greg Niforos noted that the following Trustees were present: Vice President Merry Dunn Brown, Vice President of Finance Charles "Ren" Reed, Caren Pepper, Charlotte Will, and Jonathan Federman. 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 5:07 PM and the Pledge of Allegiance was recited. Mr. Reed agreed to serve as Secretary Pro Tempore.

Ms. Acklin asked for a motion to change the operating hours of the Library for the month of June 2024 to Monday 2 PM to 7 PM; Tuesday through Thursday 9 AM to 7 PM; and Friday 9 AM to 5 PM. Ms. Pepper made the motion, seconded by Ms. Will. The Board unanimously approved with a vote of "aye".

Ms. Acklin asked for a motion to change the operating hours of the Library for July through December of 2024 to Monday 11 AM to 6 PM and Tuesday through Friday 9 AM to 5:15 PM. Ms. Will made the motion, seconded by Ms. Dunn Brown. The Board unanimously approved with a vote of "aye".

Ms. Acklin asked for a motion to close the Library to the public on Friday June 7, 2024 and from July 1, 2024 through July 15, 2024 for the purpose of reorganizing the Library. Ms. Pepper made the motion, seconded by Ms. Will. The Board unanimously approved with a vote of "aye".

At 5:55 PM, Mr. Niforos asked for a motion to enter executive session for the purpose of discussing personnel changes. Ms. Dunn Brown made the motion, seconded by Ms. Pepper. The Board unanimously approved with a vote of "aye".

At 6:37 PM, Mr. Niforos asked for a motion to leave executive session. Ms. Dunn Brown made the motion, seconded by Ms. Will. The Board unanimously approved with a vote of "aye".

Mr. Niforos asked for a motion to change the title of employee SD from Library Clerk to Library Page starting July 1, 2024 for 13.5 hours per week and at an hourly rate of \$15.50, to abolish four Library Clerk positions, to change the working hours of employee BD from 35 hours per week to 17.5 hours per week at their previously voted upon hourly wage starting July 1, 2024, and to change the working hours of employee MS from 29 hours per week to 17.5 hours per week at their previously voted upon hourly wage starting July 1, 2024. Ms. Dunn Brown made the motion, seconded by Mr. Federman. The Board unanimously approved with a vote of "aye".

Mr. Reed presented the newly revised 2024-2025 operating budget. Mr. Reed indicated that this is a balanced budget that uses none of the Library's fund balance. Mr. Reed also informed the Board that about \$240,000 is left from the \$500,000 state employment grant that was received in 2022. He explained that the Budget and Finance Committee plans to use \$100,000 of that money in the 2024-2025 fiscal year operating budget, \$80,000 of that money in the 2025-2026 fiscal year operating budget, and \$60,000 of that money in the 2026-2027 fiscal year operating budget. Mr. Niforos asked for a motion to reallocate the state employment grant money as outlined in Mr. Reed's report and to approve the newly revised 2024-2025 operating budget. Mr. Federman made the motion, seconded by Ms. Pepper. The Board unanimously approved with a vote of "aye".

At 7:10 PM, Mr. Niforos requested a motion to adjourn. Mr. Federman made the motion, seconded by Ms. Will. The Board unanimously approved with a vote of "aye".

Respectfully submitted

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Charles "Ren" Reed, Secretary Pro Tempore

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

**GLOVERSVILLE PUBLIC LIBRARY**

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

**MAY 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	3,760.18	22,092.00	5,631.21	12,092.00
Gloversville Library Foundation Inc. - Int. & Div.	120,000.00	12,000.00	118,000.00	110,000.00	(2,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	6,973.25	18,831.00	(3,026.75)
Government Affiliations	7,000.00	0.00	53,685.00	506,607.00	46,685.00
Donations - Direct	0.00	0.00	6,010.00	2,643.24	6,010.00
Fees & Miscellaneous Income	2,500.00	419.02	3,539.19	3,558.05	1,039.19
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,816.37	10,060.98	816.37
<b>TOTAL RECEIPTS</b>	<b><u>\$773,195.00</u></b>	<b><u>\$16,179.20</u></b>	<b><u>\$834,810.81</u></b>	<b><u>\$1,211,026.48</u></b>	<b><u>\$61,615.81</u></b>
	Income Cash Reconciliation				
Income Cash Balance on May 1, 2024	<u>\$563,489.65</u>				
Plus: Receipts Per Report	16,179.20				
Less: Land	0.00				
Less: Expenses Per Report	<u>(63,428.15)</u>				
Income Cash Balance on May 31, 2024	<u><u>516,240.70</u></u>				
Accounts Payable as of 05/31/24	0.00				
Accrued Payroll Expense as of 05/31/24	0.00				
Prepaid Expenses as of 05/31/24	<u>(11,799.10)</u>				
Actual Cash Balance on May 31, 2024	<u><u>\$504,441.60</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$372,540.08				

Prepared By,  
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on May 1, 2024	\$95,976.84	
Plus: Receipts:		
Interest on Money Market Account	279.97	<u>Year to Date</u>
Interest on Treasury Bills	0.00	18,231.35
Treasury Bills Matured	200,000.00	
NYS Health Department Grant	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	149,385.17	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	55,000.00	
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Balance on May 31, 2024	<u>\$91,871.64</u>	

**FUND BALANCE MONEY MARKET ACCOUNT**

Balance on May 1, 2024	\$203,021.77	
Plus: Receipts:		
Interest on Money Market Account	766.89	<u>Year to Date</u>
Interest on Treasury Bills	0.00	23,399.29
Treasury Bills Matured	500,000.00	
Transfer from Construction Account		
Less: Paid Outs:		
Treasury Bills Purchased	497,950.56	
Transfer to Construction Checking Account	0.00	
	<hr/>	
Balance on May 31, 2024	<u>\$205,838.10</u>	

**CONSTRUCTION CHECKING ACCOUNT**

Balance on May 1, 2024	\$18,228.08	
Plus: Receipts:		
Interest Earned	0.30	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
Butler Rowland Mays Architects, LLP	5,464.36	
	<hr/>	
Balance on May 31, 2024	<u>\$12,764.02</u>	

**CURRENT INVESTMENTS HELD @ BOOK VALUE**

**MAY 31, 2024**

<b>GENERAL FUND</b>	<b><u>PAR</u></b>	<b><u>COST</u></b>	<b><u>INVESTMENT RATE</u></b>	<b><u>REALIZED AT MATURITY</u></b>	<b><u>INTEREST EARNED</u></b>
U. S. Treasury Bills 8 Week Due 06/11/24	\$150,000.00	\$148,770.33	5.3870%	\$150,000.00	\$1,229.67
U. S. Treasury Bills 4 Week Due 06/11/24	150,000.00	149,385.17	5.3650%	150,000.00	614.83
U. S. Treasury Bills 8 Week Due 06/25/24	75,000.00	74,384.58	5.3930%	75,000.00	615.42
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$375,000.00</b>	<b>\$372,540.08</b>		<b>\$375,000.00</b>	<b>\$2,459.92</b>

<b>FUND BALANCE ACCOUNT</b>	<b><u>PAR</u></b>	<b><u>COST</u></b>	<b><u>INVESTMENT RATE</u></b>	<b><u>REALIZED AT MATURITY</u></b>	<b><u>INTEREST EARNED</u></b>
U. S. Treasury Bills 4 Week Due 06/11/24	\$500,000.00	\$497,950.56	5.3650%	\$500,000.00	\$2,049.44
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$500,000.00</b>	<b>\$497,950.56</b>		<b>\$500,000.00</b>	<b>\$2,049.44</b>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**MAY 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	\$ 28,805.44	\$ 366,256.94	\$ 327,352.39	\$ (41,783.06)
Salaries - Part Time Employees	139,830.00	8,749.51	103,122.81	107,860.96	(36,707.19)
Salaries - Custodians	36,734.00	3,927.40	37,509.15	39,651.87	775.15
F I C A & Medicare Tax	44,723.00	3,220.18	38,849.98	36,327.23	(5,873.02)
Unemployment Insurance	1,462.00	406.75	1,782.50	1,229.50	320.50
Disability & Family Leave Insurance	3,858.00	0.00	2,972.05	2,942.66	(885.95)
Medical Insurance & Reimbursements	73,000.00	5,093.34	69,602.20	51,680.38	(3,397.80)
Worker's Compensation Insurance	4,385.00	0.00	2,091.31	2,552.23	(2,293.69)
Pension Expense	58,460.00	0.00	34,712.25	28,522.00	(23,747.75)
Heat	5,500.00	202.58	2,616.88	5,257.89	(2,883.12)
Electricity	40,000.00	1,616.17	22,287.73	29,281.25	(17,712.27)
Telephone	7,200.00	679.69	7,372.10	6,780.85	172.10
Insurance	27,000.00	0.00	29,618.73	26,572.20	2,618.73
Collections - Books, DVDs, etc.	42,000.00	2,720.65	33,351.51	34,954.24	(8,648.49)
Computer & Automation Services	15,700.00	1,684.82	24,710.97	15,576.73	9,010.97
Library, Office Supplies & Postage	10,500.00	570.54	12,468.28	13,342.86	1,968.28
Maintenance, Repairs & Bldg. Supplies	15,000.00	1,427.89	18,334.14	11,769.74	3,334.14
Maintenance Contracts	45,000.00	444.44	29,897.62	29,777.49	(15,102.38)
Treasurer	9,000.00	750.00	8,250.00	8,050.00	(750.00)
Professional Fees	7,000.00	1,240.00	2,140.00	200.00	(4,860.00)
Election Expense	1,000.00	1,099.56	1,164.56	885.15	164.56
Professional Meetings & Travel	1,000.00	(413.60)	2,089.42	1,606.99	1,089.42
Events & Programming	5,000.00	1,004.19	9,311.46	3,244.04	4,311.46
Promotion Expense	4,800.00	182.61	1,558.82	1,252.54	(3,241.18)
General Expense	2,000.00	15.99	503.63	507.24	(1,496.37)
<b>TOTAL EXPENSE</b>	<b><u>\$1,008,192.00</u></b>	<b><u>\$63,428.15</u></b>	<b><u>\$862,575.04</u></b>	<b><u>\$787,178.43</u></b>	<b><u>(\$145,616.96)</u></b>



**GLOVERSVILLE PUBLIC LIBRARY**  
**CHECK AND CASH DISBURSEMENTS**

**MAY 2024**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7601		Gloversville Public Library	\$ 16,413.90	Payroll
7602		Gloversville Public Library	16,278.89	Payroll
7603		Darla Barry	15.72	Replace Voided Check
7604	3193	Amanda Ossenfort	232.50	Election Expense
7605	3194	Board of Water Commissioners	305.43	Maintenance & Repairs
7606	3181	C D P H P	4,959.96	Medical Insurance
7607	3195	Colleen Rasmussen DBA Simply Yoga	90.00	Events & Programming
7608	3191	Commercial Door Specialties, Inc.	170.00	Maintenance & Repairs
7609	3187	Daily Gazette Co., Inc.	430.56	Election Expense
7610	3184	Frontier Communications	679.69	Telephone
7611	3186	Ingram Library Services	1,961.87	Books
7612	3196	Johnstown Public Library	25.98	Lost Books, etc.
7613	3190	M.I.S. of America, Inc. (4,000.00)	444.44	Maintenance Contracts
			3,555.56	Prepaid Expense
7614	3192	Mary Ann Frank	232.50	Election Expense
7615	3180	Michael J. Frank	750.00	Treasurer
7616	3198	Mohawk Valley Library System	12.99	Lost Books, etc.
7617	3188	Naif's	496.00	Newspapers
7618	3185	National Grid (1,818.75)	202.58	Natural Gas
			1,616.17	Electricity
7619	3189	Nationwide Legal Services, LLC	65.00	Professional Fees
7620	3183	Charter Communications	129.98	Computer & Automation
7621	3182	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7622	3197	Town of Johnsburg Library	20.00	Lost Books, etc.
7623	3205	Business Card (2,252.63)	15.99	G/E - Zoom
			551.90	Computer & Automation
			76.50	Museum Passes, etc.
			864.65	Events & Programming
			35.85	Library Supplies
			186.28	A/V - DVDs
			204.00	Election Expense
			317.46	Maintenance & Repairs
7624	3203	Collaborative Summer Library Programming (222.15)	39.54	Events & Programming
			182.61	Promotion Expense
7625	3202	Creative Edge Enterprises	60.00	Events & Programming
7626	3206	First Nonprofit Unemployment Program (606.75)	200.00	Cash Reserve
			406.75	Unemployment Insurance
7627	3199	Mohawk Valley Library System	1,002.94	Computer & Automation
7628	3201	Quill LLC	534.69	Library Supplies
7629	3200	Technical Building Services, Inc.	635.00	Maintenance & Repairs
7630	3204	The Law Office of Stephanie Adams, PLLC	1,175.00	Professional Fees
DM		E F T NYS & Local Retirement System	561.88	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,549.30	Payroll
DM		E F T United States Treasury (10,093.36)	3,220.18	FICA & Medicare Expense
			6,873.18	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	408.42	Medical Insurance
		CHECK AND EFT PAID OUTS - MAY 2024	<u>68,334.00</u>	
		PETTY CASH PAID OUTS - MAY 2024		
		None	<u>0.00</u>	
		<b>TOTAL MAY 2024 PAID OUTS</b>	<u><b>\$68,334.00</b></u>	
		Less: Lost Books, etc.	(58.97)	
		Less: Reimbursement Travel Expense	(413.60)	
		Less: Voided Checks	(65.72)	
		Less: Cash Reserve	(200.00)	
		Less: Disability Funds Received	(612.00)	
		Less: Prepaid Expense	<u>(3,555.56)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$63,428.15</b></u>	

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

**STEWART'S GRANT**

Balance as of May 1, 2024		\$2,472.06
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 May 31, 2024		\$2,472.06

**W G Y CHRISTMAS WISH GRANT**

Balance as of May 1, 2024		\$1,220.20
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at May 31, 2024		\$1,220.20

**ADVOCACY GRANT**

Balance as of May 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 May 31, 2024		\$380.34

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of May 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 May 31, 2024		\$4,575.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of May 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 May 31, 2024		\$2,807.18

## Financial Review May 2024

The Financial Report for the first eleven months of our fiscal year ending June 30, 2024 shows our income down by approximately \$376,200 as compared to the same period of the prior fiscal year. This was primarily a result of receiving the \$500,000 Empire State Development Grant in November 2022. This was partially offset by an increase in the Tax Levy and an increase in Interest Income on Investments. During the month of March 2024, the Library also received \$20,000 in Bullet Aid from the State of New York and in April 2024 the Library received \$23,400 in Grant funds from the New York State Health Department. Expenses for the current period were up approximately \$75,400 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. Events and Programming has also increased by approximately \$6,100 over the prior period. Lower Utility Expense has helped to offset some of these increases.

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

**GLOVERSVILLE PUBLIC LIBRARY  
BANK RECONCILIATIONS  
May 31, 2024**

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

Balance Per Bank Statement \$ 13,116.48

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
05/21/24	7603	Darla Barry	\$ 15.72	
05/21/24	7606	C D P H P	4,959.96	
05/21/24	7607	Colleen Rasmussen DBA Simply Yoga	90.00	
05/21/24	7608	Commercial Door Specialties, Inc.	170.00	
05/21/24	7612	Johnstown Public Library	25.98	
05/21/24	7621	The Paul Revere Life Insurance Company	42.16	
05/21/24	7622	Town of Johnsbury Library	20.00	
05/21/24	7624	Collaborative Summer Library Programming	222.15	
05/21/24	7626	First Nonprofit Unemployment Program	606.75	
		Total Outstanding Checks		<u>6,152.72</u>

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS**

\$ 6,963.76

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

Balance Per Bank Statement \$ 18,001.50

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 18,001.50

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

Balance Per Bank Statement \$ 91,871.64

Outstanding Checks:

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

Other Items:

None -

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 91,871.64

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

Balance Per Bank Statement \$ 205,838.10

Outstanding Checks:

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

Other Items:

None -

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 205,838.10

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

Balance Per Bank Statement

\$ 12,764.02

Outstanding Checks:

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

-

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 12,764.02

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Prepared By,  
Michael J. Frank, Treasurer

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

GLOVERSVILLE



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**Friends of the GPL Report**  
**Jean LaPorta / President**  
**April 2024**

- After finishing a very busy 2023-2024 year, the Friends are already planning for the upcoming book sale, barbeque, basket raffle, and holiday program.
- Quick reminder that articles for August Friends' newsletter are due by June 19th.
- Friends are also participating in the Library's Dress up story hour on June 27 and July 23rd and story hour on August 8th at new green space at the library.



## **Building and Grounds Committee Report**

**Richard Carlson / Chair**

**May 2024**

### **New Library Parcel on East Fulton Street (Phase II)**

Contractor projects that most of the major site work (sonotubes, conduit, earthwork, etc.) should be completed by Friday, June 14. Fencing will be installed week of June 17, then final regrading follows. Sod will be installed on hill area instead of seeding. Maintenance shed will also be installed by the end of that week.

### **Atrium Restoration Project**

CRG has informed us that our grant has been increased to \$99 thousand (was \$80 thousand). CFA (SHPO) has to review contract documents (these must include our sexual harassment training policy, to be developed) before they can sign off on grant approval; that review takes 3 to 4 weeks. We want to keep all these application and approval steps moving so that (assuming project grant funding is secured and in place) we could start the restoration project in late April of 2025.

### **Handicapped Access Activation for Rear Door**

Activation malfunctioned again on Wednesday, June 12, George was unable to fix it. Need to have our service person come visit us the next time it isn't working (he can't diagnose the problem when things are working).

### **Front Light Repair and Rusted Front Railing**

The light may be repaired on Saturday, June 15 if the repair guy is available. Nothing yet planned for the railing.

### **Budget-Related Building Shifts**

Plans are moving forward for swapping Nonfiction and the Local History collections. The Library will be closed from July 1 through July 15 to accommodate the required effort, which will involve four teams using mobile bookcases to move the collections. The Local History Room will be emptied first to facilitate the logistics. We will be contracting with the maker of the bookcases (@ \$1,780) to take apart and reassemble the bookcases, shelves, etc.

### **HVAC Problems**

Previous problems about portions of the building being too cold have been resolved, but now there are areas (staff break room, Carnegie closet) which are too hot; we'll continue our efforts to find a fix.

### **Security Cameras**

MVLS wants to know by July 1 whether we plan to submit a grant application for this project; after discussion the Committee recommends that we continue to pursue a grant for this application cycle. Our current project estimate is for 40 cameras at \$130 thousand. The application deadline is in September, with preliminary award recommendations by the end of October. If we need to back out of the project due to funding constraints, we have until August 2025 (when grant recipients are announced) to make that decision; if we go forward we have six months from that date to start the project (meaning in early 2026).

**Arborist**

We haven't heard back from him. This is a low-priority project, considering everything we currently have on our proverbial plate.

**Free Food Fridge**

Unless someone picks up the project now that Jade is no longer involved, this project will be dormant for now. Do we need to return the \$400 donation that the Family Counseling Center made to fund this project?

**Staff Break Room Microwave**

Staff will use the Easy Eats microwave for now, as that program has been suspended due to the austerity budget.

**Monthly Grounds Clean Up Work Parties**

Next one scheduled for June 25. The group plans to do some planting and overall cleanup.

**Maintenance Contracts**

Review Current Status of Scheduled Visits and Actions:

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

**Maintenance Checklist**

The committee will discuss this at its July 10 B&G meeting (rescheduled from July 3 to accommodate building shifts).



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**Personnel Committee Report**  
**Susan Shrader / Chair**  
**May 2024**

The Personnel Committee has met several times during the last month to discuss the impact of the budget vote on library staffing. Unfortunately, we have found it necessary to discontinue 3 library clerk positions in order to balance the budget. The personnel committee worked very closely with the finance committee so that cuts to staffing, programing and materials all enabled us to have a balanced budget for 2024-25.

The personnel committee also met to discuss the completed director evaluation forms. Due to scheduling issues, President Greg Niforos and I will not be able to meet with Director Acklin until after the June board meeting and will need to present our recommendation to the Board in July.



## **Director's Report** **Valerie Acklin / Library Director** **May 2024**

### **Post-Vote Planning**

The vast majority of May was spent working almost around-the-clock brainstorming innovative ways for the Library to continue serve the community responsibly, within the confines of an austerity budget. There were almost daily phone calls with the Library's legal counsel, numerous calls and emails with the Fulton County Personnel Department (Civil Service), communication with Library partners, and endless rounds of meetings with Nicole and Barb. In addition, the uncertainty of the circumstances we find ourselves in has caused anxiety among the staff that I have had to address, both individually and collectively, on an ongoing basis. We had to make many heartbreaking decisions and announce enough unfortunate news to last a lifetime. Needless to say, it has been an extraordinarily difficult and stressful situation for everyone, and easily the most chronically grueling and upsetting time of my professional career.

That said, I am incredibly proud of how quickly I (and Nicole and Barb) pivoted under pressure and how hard we worked to find "least bad" scenarios for moving forward. I know that I was learning on-the-fly, trying to stay one step ahead of information that seemed to be changing with every hour, and I feel safe saying that both Nicole and Barb felt likewise. I cannot overemphasize the enormity of the task at hand and how diligently we worked to find solutions that limited impact to staff and patrons, alike. The fact that we have remained open and active while simultaneously taking on a massive (and unexpected) restructuring project, all during an incredibly tumultuous month, is due largely to our non-stop hard work.

I would also be remiss if I didn't state as well just how proud I am of all we have accomplished up to this point. Recent events have only strengthened my belief that the vision I have for the Library (and which the Board largely shares, based on the new Plan of Service) is still the right one for this institution. We cannot return to pre-renovation service levels. What we do need is a more thoughtful route forward that ensures we are never again in a fiscal situation that requires the kind of correction we faced this time around. That route is sure to be slower than any of us like, but we will still reach our destination. Of that, I'm certain.

### **MVLS/JA**

The situation with MVLS/JA has also continued to evolve. When not working on our post-vote restructuring, I was focused on working with my colleagues in MVLS and SALS to try and figure out system-wide service issues. To that end, I was named chair of the JA Third Party IT Ad Hoc Committee, and am working with the other members to explore options that may allow for increased tech capacity and service (while still maintaining the security of patron records). In addition, I am serving as member of another ad hoc committee that is exploring how improve our ILS (the system that we use to run library and interlibrary operations – including cataloging, circulation, and collection maintenance). While all this has been going on, Directors' Council (of which I am also chair) has been keeping abreast of the situation with SCPL (both their confirmed withdrawal from JA, as well as their possible withdrawal from the system) and how it will impact service to the remaining member libraries.

The next couple of months will likely require GPL and the other MVLS libraries to take action and self-advocate for what we think is best during this time of change, and therefore these matters will be taking up more of my time moving forward. To that end, I have revised staff duties and given more staff the authority to make decisions that will need to be made in my absence while I work with the system. I am hoping that these changes will ensure that the Library continues to operate smoothly.



## **Gloversville Public Library**

**Nicole Hauser / Assistant Director & Head of Adult Services**

**May 2024**

- Weeding continued in the Adult Collections with us tackling the 100's: philosophy and psychology.
- The entire Adult Non-Fiction collection was shifted to more evenly distribute the books.
- Darla worked her magic once again and managed to get a donation of hundreds of seed packets to add to our Seed Club. They were sorely needed as we were completely out of flower seeds and running low on many others.
- The majority of the month was spent working with Valerie and Barb to envision and explore as many ideas as possible for how to operate the library for the foreseeable future within the reality of the tax levy failure.

### Programs in May:

- Easy Eats: 6 participants & 1 staff
  - We made a variety of snacks including seasoned popcorns, spicy jicama sticks, and lemon energy bars.
- Adult Crafting had a total of 19 participants & 2 staff
  - 1:30pm: 7 participants; 5:30pm: 6 participants, and kits: 6 participants.
  - Participants learned to fold squares of paper into butterflies.
- Library Flower Garden Cut Back Day had a total of 1 participants and 5 staff participants
  - We successfully trimmed all of the faded tulips, hyacinths, paperwhites, etc and planted sunflowers, morning glories, assorted wild flowers, nasturtiums, and herbs. Fingers crossed they thrive like the tulips!



## **Gloversville Public Library**

**Barbara Madonna / Librarian for Grants & Special Projects**

**May 2024**

### **1. Grants for building projects**

Things are a little slow with construction grants at this time.

- SHPO CFA: We are still waiting to certify the Sexual Harassment Prevention Policy and staff training.
- GRIP: No update
- DLD Parking Lot Phase 2: No update

### **2. Other projects**

- DeSignore needed to push back the May 28<sup>th</sup> start date for Phase 2 into June.
- Revisions to the Employee Handbook continue.
- Work to resolve glitches with our electronic locks continues.
- By far the most time-consuming effort has been working with Nicole to explore and develop numerous scenarios of how to operate the library in light of the failure of the tax levy vote at the beginning of the month.

	<u>2024</u>	<u>2023</u>
<b>VISITORS</b>	<b>6,179</b>	<b>(5,657)</b>
<b>CIRCULATION</b>		
Adult circulation	1,368	(1,457)
Teen Circulation	227	(252)
Juvenile Circulation	833	(1,089)
Audiobooks	54	(52)
eAudio	211	(187)
eBooks	497	(541)
Music	7	(4)
Periodicals	74	(56)
eMagazines	346	(63)
Videos	700	(750)
Museum Passes	5	(4)
Library of Things	<u>28</u>	<u>(26)</u>
Subtotal	<b>4,350</b>	<b>(4,481)</b>
In-House Use		
Adult	27	(35)
Juvenile Circulation	395	(403)
Other Materials	<u>780</u>	<u>(780)</u>
Subtotal	<b>1,202</b>	<b>(1,218)</b>
<b>Total Circulation</b>	<b>5,552</b>	<b>(5,699)</b>
<b>REFERENCE QUESTIONS</b>	<b>120</b>	<b>(127)</b>
<b>MEETINGS / PROGRAMS / OUTREACH</b>		
<b>81</b> Adult programs & meetings with 460 people	(83 Adult programs & meetings 423 people)	
<b>12</b> Juvenile programs & meetings with 864 people	(9 Juvenile programs & meetings with 188 people)	
<b>1</b> Teen programs & meetings with 4 people	(8 Teen programs & meetings with 41 people)	
<b>146</b> One-on-one programs & meetings with 146 people	(233 One-on-one programs & meetings with 233 people)	
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	520	(482)
Material Loaned	<u>546</u>	<u>(549)</u>
Total	<b>1,066</b>	<b>(1,031)</b>
<b>COMPUTER USAGE</b>	<b>1,160</b>	<b>(1,207)</b>
<b>HISTORICAL ROOM</b>		
Visitors	7	(9)
Books Used	27	(45)
Reference Questions	9	(6)
Microfilm	1	0

<b>Additional Circulation &amp; Other Statistics</b>	
Graphic Novels: Adult & Teen	108
Graphic Novels : Youth	88
Library of Things	28
Princh	301 pages printed / \$36.70 collected
Faxes	6 faxes / \$55.00 collected
Essentials kit	4
Seeds	12 new patrons / 107 packets