



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
May 21, 2024 at 6 PM

Attendance/Call to Order
Pledge of Allegiance
Public Comment

1. Accept the Minutes of the:
 - April 16, 2024 Meeting*
2. Treasurer's Report*
3. Warrant List*
4. Budget and Finance Committee Report
 - Accept the result of the 2024-2025 Levy & Trustee Vote*
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
 - Cynthia Morey Statement of Recognition
11. Personnel Committee Report
 - Director's Evaluation
 - Personnel Update
12. Policy Committee Report
13. Program Committee Report
14. Public Relations Committee Report
15. Library Director's Report
 - 2024-2025 Austerity Operations Plan*
 - Closing for Collection Shifting*
16. Librarians' Reports
17. Old Business
 - SCPL/JA Update
 - Sexual Harassment Prevention Training
18. New Business

Adjourn*

Next Meeting: June 18, 2024 at 6 PM

* Motion Required



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

Minutes of the Gloversville Public Library Board of Trustees Meeting April 16, 2024 at 6 PM

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, April 16, 2024. Present were President Gregory Niforos, Vice-President Merry Dunn-Brown, Library Director Valerie Acklin, Vice President of Finance, Charles Reed, Treasurer Michael Frank, Board members: Caren Pepper, John Mazur, Richard Carlson, Susan Shrader, Charlotte Will, and Recording Secretary Sally Ostrander. John Federman was not in attendance. One member of the public was in attendance.

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 for a motion to accept the Regular Meeting Minutes of the March 19, 2024, meeting of the Trustees. After minor corrections were noted, Mr. Reed made a motion, seconded by Ms. Dunn-Brown to accept the minutes of the meeting as presented. The Board approved this motion with a unanimous vote of "aye."

Mr. Reed made a motion to move the Budget Hearing forward in the agenda; motion seconded by Ms. Wills. The Board approved this motion with a unanimous vote of "aye."

Mr. Niforos welcomed the public to the Budget Hearing to discuss the 2024-2025 Budget and Tax Levy Proposal. Mr. Niforos asked if there were any public comments. The individual in attendance said they were attending the Hearing to discuss the 2024-2025 Budget and Tax Levy Proposal but would ask questions as they came up during the presentation.

Ms. Acklin reviewed the 2024–2025 Budget Proposal slides posted on the Gloversville Public Library website. As each slide was presented there was an explanation, followed by discussion and questions from the public. Questions about how the levy amount was calculated and where the Board publishes proposed budget information were raised and answered by numerous Trustees.

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

Mr. Frank distributed the Warrants for April 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 unanimous vote of "aye."

Mr. Reed delivered the Budget and Finance report. Mr. Reed discussed the \$500,000 employment grant from the State of New York in 2022. It is expected that by the end of this fiscal year, the Library will have used about half of the grant. If the tax levy passes, Mr. Reed will propose a new plan, spreading out the remainder of the grant over the next four years. If the tax levy does not pass, the grant will be gone by the end of the next fiscal year.

The individual in attendance was informed that the Public part of the Board meeting was over. Mr. Niforos stated that the budget numbers can be found in the monthly Board report. It was also suggested that Mr. Reed and Ms. Acklin could be contacted by email if there were additional questions.

Mr. Frank informed the Trustees that the Foundation appeal had raised \$54,000 to date. This included a local match donation of \$25,000.

Mr. Niforos gave the Friends of the Library Report, as submitted by Ms. Jean LaPorta, including a reminder that their next meeting is May 9.

Mr. Niforos said his President's report was in the packet. He thanked everyone for their work on preparing the budget presentation and shared that he will be presenting the new Plan of Service to the GESD Board of Education next month. Mr. Carlson noted that the Building and Grounds Committee report was included in the packet. He reported that the Library received one bid for Phase 2 of the auxiliary parking lot project. Mr. Carlson made a motion for approval of the bid to be accepted and awarded to DelSignore Contractors for \$135,000. Mr. Reed seconded the motion. The Board approved this motion with a unanimous vote of "aye."

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. She also handed out the Director's (Ms. Acklin) evaluation to all Trustees present. Ms. Acklin was asked to provide a list to the Trustees of all community contacts that she has made and projects she is working on. Ms. Wills stated there was no Policy Committee Report.

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

Mr. Mazur stated there was a Public Relations Committee meeting regarding effective ways to present the new Tax Levy to the Public. There was discussion about the postcards and emails from the Friends reminding their membership to vote.

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

Ms. Acklin informed the Trustees that her Director's Report was in the packet. Ms. Acklin handed out a list of her accomplishments and responsibilities for the 2023-2024 year to the Trustees to be used by them to evaluate her.

Ms. Acklin also discussed a patron who was previously banned from the Library for a year due to an incident that occurred at the Library. The individual will be served a letter outlining steps that must be taken for them to be allowed back into the Library. Copies of the letter will also be kept at each circulation desk and will be given to him by staff if he enters the Library.

Discussing new business, Ms. Acklin has had meetings with Marshal and Sterling regarding health insurance. There will be no increase in the premium, but administrative fees for COBRA and the health reimbursement account are going up.

At 8:15 PM, Ms. Dunn-Brown made a motion to go into executive session. The motion was seconded by Ms. Pepper. Motion was approved with a vote of all "aye." At 8:20 PM, the executive session ended.

Mr. Mazur made a motion, seconded by Ms. Shrader, to adjourn the meeting at 8:20 PM. This was approved with a vote of all "aye."

Respectfully submitted,

Sally Ostrander, Recording Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

APRIL 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	3,180.19	18,331.82	4,463.49	8,331.82
Gloversville Library Foundation Inc. - Int. & Div.	120,000.00	12,000.00	106,000.00	100,000.00	(14,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	6,973.25	17,931.00	(3,026.75)
Government Affiliations	7,000.00	23,400.00	53,685.00	506,257.00	46,685.00
Donations - Direct	0.00	0.00	6,010.00	2,423.51	6,010.00
Fees & Miscellaneous Income	2,500.00	417.50	3,120.17	3,298.85	620.17
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,816.37	10,060.98	816.37
TOTAL RECEIPTS	<u>\$773,195.00</u>	<u>\$38,997.69</u>	<u>\$818,631.61</u>	<u>\$1,198,129.83</u>	<u>\$45,436.61</u>
	Income Cash Reconciliation				
Income Cash Balance on April 1, 2024	<u>\$585,196.08</u>				
Plus: Receipts Per Report	38,997.69				
Less: Land	0.00				
Less: Expenses Per Report	<u>(60,704.12)</u>				
Income Cash Balance on April 30, 2024	<u><u>563,489.65</u></u>				
Accounts Payable as of 04/30/24	0.00				
Accrued Payroll Expense as of 04/30/24	0.00				
Prepaid Expenses as of 04/30/24	<u>(8,243.54)</u>				
Actual Cash Balance on April 30, 2024	<u><u>\$555,246.11</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$419,675.13				

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 April 1, 2024	\$65,433.84	
Plus: Receipts:		
Interest on Money Market Account	297.91	<u>Year to Date</u>
Interest on Treasury Bills	0.00	14,751.57
Treasury Bills Matured	275,000.00	
NYS Health Department Grant	23,400.00	
Less: Paid Outs:		
Treasury Bills Purchased	223,154.91	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	45,000.00	
Balance on April 30, 2024	<u>\$95,976.84</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on April 1, 2024	\$102,579.79	
Plus: Receipts:		
Interest on Money Market Account	441.98	<u>Year to Date</u>
Interest on Treasury Bills	0.00	18,037.73
Treasury Bills Matured	100,000.00	
Transfer from Construction Account		
Less: Paid Outs:		
Treasury Bills Purchased	0.00	
Transfer to Construction Checking Account	0.00	
Balance on April 30, 2024	<u>\$203,021.77</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on April 1, 2024	\$19,862.76	
Plus: Receipts:		
Interest Earned	0.32	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
Rooney Sign & Graphics - Parking Lot Sign	1,635.00	
Balance on April 30, 2024	<u>\$18,228.08</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

APRIL 30, 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 8 Week Due 06/11/24	\$150,000.00	\$148,770.33	5.3870%	\$150,000.00	\$1,229.67
U. S. Treasury Bills 8 Week Due 05/14/24	100,000.00	99,179.44	5.3930%	100,000.00	820.56
U. S. Treasury Bills 26 Week Due 05/09/24	100,000.00	97,340.78	5.4940%	100,000.00	2,659.22
U. S. Treasury Bills 8 Week Due 06/25/24	75,000.00	74,384.58	5.3930%	75,000.00	615.42
TOTAL SECURITIES CURRENTLY HELD	\$425,000.00	\$419,675.13		\$425,000.00	\$5,324.87

FUND BALANCE ACCOUNT	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 13 Week Due 05/09/24	\$250,000.00	\$246,691.77	5.3940%	\$250,000.00	\$3,308.23
U. S. Treasury Bills 8 Week Due 05/07/24	250,000.00	247,946.67	5.3980%	250,000.00	2,053.33
TOTAL SECURITIES CURRENTLY HELD	\$500,000.00	\$494,638.44		\$500,000.00	\$5,361.56

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

APRIL 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	\$ 29,015.64	\$ 337,451.50	\$ 296,715.33	\$ (70,588.50)
Salaries - Part Time Employees	139,830.00	9,191.23	94,373.30	97,571.08	(45,456.70)
Salaries - Custodians	36,734.00	3,915.96	33,581.75	36,460.19	(3,152.25)
F I C A & Medicare Tax	44,723.00	3,248.40	35,629.80	32,952.17	(9,093.20)
Unemployment Insurance	1,462.00	0.00	1,375.75	1,229.50	(86.25)
Disability & Family Leave Insurance	3,858.00	0.00	2,972.05	2,942.66	(885.95)
Medical Insurance & Reimbursements	73,000.00	4,755.67	64,508.86	47,729.59	(8,491.14)
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	352.38	2,414.30	4,210.49	(3,085.70)
Electricity	40,000.00	1,968.79	20,671.56	27,524.86	(19,328.44)
Telephone	7,200.00	678.54	6,692.41	6,141.19	(507.59)
Insurance	27,000.00	0.00	29,618.73	26,572.20	2,618.73
Collections - Books, DVDs, etc.	42,000.00	2,015.50	30,630.86	30,417.00	(11,369.14)
Computer & Automation Services	15,700.00	1,289.21	23,026.15	13,951.13	7,326.15
Library, Office Supplies & Postage	10,500.00	789.51	11,897.74	11,890.99	1,397.74
Maintenance, Repairs & Bldg. Supplies	15,000.00	1,183.63	16,906.25	11,134.28	1,906.25
Maintenance Contracts	45,000.00	662.50	29,453.18	29,777.49	(15,546.82)
Treasurer	9,000.00	750.00	7,500.00	7,300.00	(1,500.00)
Professional Fees	7,000.00	0.00	900.00	200.00	(6,100.00)
Election Expense	1,000.00	65.00	65.00	69.81	(935.00)
Professional Meetings & Travel	1,000.00	0.00	2,503.02	1,534.94	1,503.02
Events & Programming	5,000.00	462.93	8,307.27	3,678.74	3,307.27
Promotion Expense	4,800.00	293.41	1,376.21	1,214.78	(3,423.79)
General Expense	2,000.00	65.82	487.64	442.58	(1,512.36)
TOTAL EXPENSE	<u>\$1,008,192.00</u>	<u>\$60,704.12</u>	<u>\$799,146.89</u>	<u>\$722,735.23</u>	<u>(\$209,045.11)</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

APRIL 2024

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7577		Gloversville Public Library	\$ 16,527.09	Payroll
7578		Void		
7579	3158	Michael J. Frank	750.00	Treasurer
7580	3159	C D P H P	4,959.96	Medical Insurance
7581	3160	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7582	3161	Charter Communications	129.98	Computer & Automation
7583	3162	Frontier Communications	678.54	Telephone
7584	3163	National Grid (2,321.17)	352.38	Natural Gas
			1,968.79	Electricity
7585	3164	Ingram Library Services	1,360.69	Books
7586	3165	Daily Gazette Co., Inc. (152.01)	87.01	Promotion Expense
			65.00	Election Expense
7587	3166	Naif's	396.00	Newspapers
7588	3167	Kelley Bros, LLC (1,325.00)	662.50	Prepaid Expense
			662.50	Maintenance Contracts
7589	3168	Quill LLC	647.51	Library Supplies
7590	3169	Mohawk Valley Library System (1,209.34)	1,002.94	Computer & Automation
			206.40	Promotion Expense
7591	3170	Creative Edge Enterprises	60.00	Events & Programming
7592	3171	Palmateer Trucking & Container Service	328.00	Maintenance & Repairs
7593	3172	Professional Fire Protection, Inc.	350.00	Maintenance & Repairs
7594	3173	Colleen Rasmussen DBA Simply Yoga	90.00	Events & Programming
7595	3174	Gloversville True Value Hardware	9.63	Maintenance & Repairs
7596	3175	Hydro-Test Sales & Service	496.00	Maintenance & Repairs
7597	3176	Fulton Montgomery Regional Chamber of Commerce (299.00)	49.83	G/E - Dues
			249.17	Prepaid Expense
7598	3177	Business Card (886.02)	15.99	G/E - Zoom
			156.29	Computer & Automation
			28.24	Museum Passes, etc.
			312.93	Events & Programming
			110.20	Library Supplies
			230.57	A/V - DVDs
			31.80	Postage
7599	3178	Victor Bujanow, CID	1,120.00	Events & Programming
7600		Gloversville Public Library	16,461.64	Payroll
DM		E F T NYS & Local Retirement System	562.16	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,571.20	Payroll
DM		E F T United States Treasury (10,193.80)	3,248.40	FICA & Medicare Expense
			6,945.40	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	70.75	Medical Insurance
		CHECK AND EFT PAID OUTS - APRIL 2024	<u>63,097.65</u>	
		PETTY CASH PAID OUTS - APRIL2024		
		None	<u>0.00</u>	
		TOTAL APRIL 2024 PAID OUTS	<u><u>\$63,097.65</u></u>	
		Less: Defensive Driving Reimbursement	(1,120.00)	
		Less: Reimbursement NYS Retirement - Hauser	(21.86)	
		Less: Disability Funds Received	(340.00)	
		Less: Prepaid Expense	<u>(911.67)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$60,704.12</u></u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of April 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 April 30, 2024		\$2,472.06

W G Y CHRISTMAS WISH GRANT

Balance as of April 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 April 30, 2024		\$1,220.20

ADVOCACY GRANT

Balance as of April 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 April 30, 2024		\$380.34

APPROPRIATION FOR FUTURE AUDIT

Balance as of April 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 April 30, 2024		\$4,575.00

RESTORATION FUNDS RECONCILEMENT

Balance as of April 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 April 30, 2024		\$2,807.18

Financial Review April 2024

The Financial Report for the first ten months of our fiscal year ending June 30, 2024 shows our income down by approximately \$379,500 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 \$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. 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
April 30, 2024

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

Balance Per Bank Statement					\$ 13,393.90
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
12/19/23	7464	Crisan Anadio		\$ 50.00	
12/19/23	7495	Darla Barry		15.72	
02/20/24	7542	James Esper Landscaping		6,125.00	
03/19/24	7571	Middleburg Library		15.00	
04/16/24	7581	The Paul Revere Life Insurance Company		42.16	
04/16/24	7592	Palmateer Trucking & Container Service		328.00	
04/16/24	7594	Colleen Rasmussen DBA Simply Yoga		90.00	
		Total Outstanding Checks			<u>6,665.88</u>

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 6,728.02

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					\$ 95,976.84
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks			<u>-</u>

Other Items:

Treasury Bill Correction (Should Be Fund Balance) -

BALANCE IN LEDGER AND QUICKBOOKS \$ 95,976.84

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

Balance Per Bank Statement					\$ 203,021.77
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 \$ 203,021.77

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement

\$ 18,228.08

Outstanding Checks:

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

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BALANCE IN LEDGER AND QUICKBOOKS

\$ 18,228.08

Prepared By,
Michael J. Frank, Treasurer

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



Friends of the GPL Report
Jean LaPorta / President
April 2024

- Update on Friends' Fundraisers:
 - Pie Sale: \$1,168. 206 pies sold.
 - Spaghetti Dinner: 100+ tickets sold
 - Book Sale: Planning meetings will be scheduled in the near future. Contact Patty Franco if you would like to volunteer
- There were seventeen applicants for Friends' \$500 Scholarship this year. Winner will receive award letter at Awards Night at GHS in June.
- Deadline to submit articles for August issue of Friends Newsletter is Friday, June 19, 2024. Send to Mary Trainor at mtrainor102@gmail.com
- At the May 9, 2024 meeting the Friends approved a \$5,000 donation to the Foundation to be used for repairs on dome at the Library.
- Thank you to Merry Brown and the Grounds Committee for the great job getting the mulch down with the help of the GHS Key Club. They did a fantastic job. And a big thank you to Ren, Dick, Merry, and Caren and all the other volunteers who helped.
- The Friends are ready to do all that we can to support a successful vote on the 2025-2026 Library Budget Vote. "After all, tomorrow is another day." (Quote: Last line spoken by Scarlett O'Hara in "Gone with the Wind." MY FAVORITE MOVIE QUOTE.)
- Next Friends meeting is August 1, 2024.



Public Relations Committee Report
John Mazur / Chair
April 2024

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

- Barbara Madonna and Richard Carlson submitted a letter in March.
- Greg Niforios, Caren Pepper, and Valerie Acklin were working on an April letter about the library expansion of programming and services since 2018.
- Greg Niforios and Valerie Acklin will send a letter in May or June concerning our partnership with nonprofit organizations.

Radio Station WENT

- The Tri-County Close-up program on radio station 1340 WENT will not take place.

Getting Out the Votel

- Inserts will go into materials being checked out beginning on Monday, April 22. The insert will be similar to last year's insert mentioning the date and time of the budget vote and election of Trustees.
- Greg Niforios and Charles "Ren" Reed will respond to incorrect information on the radio and in the newspaper.
- John Mazur will contact The Friends of the GPL for support with emails and postcards concerning the vote on May 7, 2024.

Plan of Service

- The new Plan of Service was discussed. The conversation revolved around possible dates with which to meet with community stakeholders to share the final version.



Adult Services Report

Nicole Hauser / Assistant Director & Head of Adult Services

April 2024

Weeding continued in the Adult Collections with us tackling biographies this month. Now that we have a building wide schedule and tracking device for weeding, the next task on my list is to write down our weeding procedure. The hope with this is that any staff member could then be asked to help with weeding and most of the questions they might have would be answered by this resource, clarifying the process for everyone.

This month I sourced and ordered replacements for the Civil Service titles and study guides/prep books that were weeded last month. New editions will continue to arrive over the next couple of months to provide our patrons with much more timely information.

In April we revamped our approach to some of our program planning meetings to encourage brainstorming and planning further ahead. We are off to a slow start partly because only three staff members have been present at either meeting and we're not used to working this way yet. I'm hopeful we'll start to get our feet under us and that everyone will find these meetings to be useful as we move forward.

Up to this point, Bailey has been in charge of creating and maintaining the, at least, 12 displays in our Adult Collections by herself. Em is now Bailey's partner for creating and maintaining displays and I am looking forward to what they come up with together to showcase our many collections.

This month has been focused on becoming more organized. I've been working on creating and finding tools to manage multiple larger goals and projects. I've transferred my departmental goals into said tool(s) and have begun breaking them down into tasks and assigning timelines and due dates. Hopefully this will help keep things on track and make sure nothing important gets missed!

Finally, I know it's only the end of April, but I'm already looking ahead, preparing for the end of our current fiscal year, and gearing up for the next.

Programs in April:

- Books 'N Brews: 8 participants & 2 staff
 - We discussed The Masterpiece by Fiona Davis at Plaza.
- Adult Crafting had a total of 25 participants & 2 staff
 - 1:30 PM: 8 participants; 5:30 PM: 8 participants, and take home kits: 9 participants.
 - Participants created owls out of air-dry clay.
- Plant Swap: 12 participants & 1 staff (Madison)
 - Madison's Plant Swap was well attended with very enthusiastic participants. More than 60 plants & cuttings were swapped in an hour!



Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

April 2024

Grants for Building Projects

- Things are a little slow with construction grants at this time.
- SHPO CFA: I submitted the Opinion of Counsel from our attorney to certify the Library's ownership of the building and the certification that we do not conduct business in Russia. We are still waiting to certify the Sexual Harassment Prevention Policy and staff training.
- GRIP: I have begun the paperwork for the city's Historical Review Board review. I am waiting until after the election May 7th as our 2024-2025 income might impact our timeline for rehabilitating the dome.
- DLD Parking Lot Phase 2: Our application is still working through the state's review process, but we were notified that there was enough money to fully fund our request, so now our grant total is \$109,150. We will not see any payments until August. Here is a summary of the total costs for the Auxiliary Parking Lot.
 - 2010 Purchase price for 66 E Fulton \$310
 - 2021 Purchase price for 68 & 68 1/2 E Fulton \$4,583
 - 2016 drainage project for 66 E Fulton \$67,520 Grants: \$36,012 Library share: \$31,508
 - 2023 Phase 1 expenses \$281,868 Grants: \$181,140 Library share: \$100,728
 - 2024 Phase 2 expenses \$161,434 Grants: \$109,150 Library share: \$52,284
 - Total \$515,715 Grants: \$326,302 Library share: \$189,413
- DLD 2024 application: I finalized our design for interior security cameras with staff from Adirondack Cabling and Security and received the quote. The price to install 43 cameras that will cover all four levels of the interior, plus the staff patio and chiller with a server to back up the video and licenses is \$129,500. That price is good for 30 days. If DLD was able to fund a full 75%, something we would not know until about October 2024, the Library's share would be \$32,375. The soonest we could start, to meet the requirements of the grant, is July 1, 2024; 3 1/2 months before we would know about the grant.

Other Grants

- I worked with Valerie to write an outreach grant to MVLS to provide kits and a book club for people living with memory loss. The book club would start in the fall and be schedule for the same date and time as the Alzheimer's support group meetings so folks with memory loss could enjoy a program while caregivers and families are in their own meeting. The kits can be checked out by patrons and would contain items like puzzles, games, conversation starters, music, and art activities to help caregivers and families enjoy meaningful engagement with their loved ones. Both Fulton County OFA and the Alzheimer's Association have agreed to be partners.
- We are still waiting to hear about our application to WGY for their Christmas Wish fund in support of youth programming.
- We were notified by MVLS that there would be no grant support this year for summer programming for children. The Federal funding that NYS typically gets and passes along to the Library Systems was not renewed for this year. Though the amounts are small, \$250 on average, it is helpful.

Other Projects

- The bid packets for Phase 2 of the parking lot when out on March 22. Bids were due April 15. DelSignore Blacktop Paving was the only bidder, though there were 4 contractors that expressed an interest. Their bid came in at \$135,900, slightly higher than our estimates, but not so much that we needed to cancel the project. DelSignore is coordinating with its subcontractors to give us a start date.
- Revisions to the Employee Handbook continue. The stumbling block is digging deep into Family Medical Leave (FMLA), NYS Paid Family Leave, Disability insurance & Worker's Compensation to understand how they all coordinate together to provide staff with as clear an understanding of those benefits as possible, as well as guidance on how to apply and receive the benefits, and how the benefits mesh with our leave policies.
- Darla, Sonny and I had another meeting to discuss next steps for the Sensory Zone area. I also shifted some of the furniture around to open up enough floor space for kids to gather in the area.
- Nicole and I spend some time brainstorming systems for tracking and implementing goals for both our positions.
- I worked on a survey with Nicole for the participants of Book n Brews to get a feel for what they might want to read over the next six months.
- I reached out to Colin Roy at Round Lake Forge to obtain an estimate and scope of work for repairing one of the arms of one of the front lamp posts that was damaged when snow from the April 4th storm fell off the roof. He said it can be repaired on site for between \$400-\$500.

- I worked with Valerie and Linda to streamline our systems for tracking staff leave and to create the summer staffing schedule. When our hours change after Memorial Day, we close on Saturdays and all of the staff who are regularly scheduled for Saturdays need to be worked into the Monday-Friday schedule. Additional, to meet state requirements for the minimum hours we are open per week, losing Saturdays between Memorial Day and Labor Day means that the Library opens earlier on Tuesday, Wednesday, Thursday and Friday. That change requires another schedule adjustment to ensure that staff arrive earlier to provide public service at 9 am instead of 10am.
- The Library Foundation raised over \$55,000 with the 2024 Love Your Library appeal for the restoration of the dome.
- I've been working with the company that supports the software for our electronic locks to resolve some glitches. As new staff have been hired, I have attempted to program fobs for them to get into the various staff areas that are locked, but cannot seem to get the new programming correct. I have had to give new staff fobs from staff who have left to make sure they can get around the building. When George came to me a couple weeks ago needing a new fob because his broke and will not stay on his key ring, it was the push I needed to call tech support. They thought it was a firewall problem preventing the wireless locks from updating each day. So far, the steps taken to resolve the issue have not corrected the problem. So, we are still working through options.
- I finally connected with Doc Davis from Unique Tree Service to get an estimate for trimming the library's trees.

	<u>2024</u>	<u>2,023</u>
VISITORS	5,813	(5,048)
CIRCULATION		
Adult circulation	1,376	(1,561)
Teen Circulation	180	(176)
Juvenile Circulation	1,089	(953)
Audiobooks	33	(67)
eAudio	229	(228)
eBooks	539	(575)
Music	14	(2)
Periodicals	46	(125)
eMagazines	252	(73)
Videos	853	(769)
Museum Passes	4	0
Library of Things	18	(8)
Subtotal	<u>4,633</u>	<u>(4,537)</u>
In-House Use		
Adult	25	(3)
Juvenile Circulation	394	0
Other Materials	780	(780)
Subtotal	<u>1,199</u>	<u>(783)</u>
Total Circulation	5,832	(5,320)
REFERENCE QUESTIONS	123	(123)
MEETINGS / PROGRAMS / OUTREACH		
84 Adult programs & meetings with 466 people		(77 Adult programs & meetings 375 people)
10 Juvenile programs & meetings with 641 people		(11 Juvenile programs & meetings with 303 people)
4 Teen programs & meetings with 19 people		(7 Teen programs & meetings with 52 people)
242 One-on-one programs & meetings with 242 people		(80 One-on-one programs & meetings with 80 people)
INTERLIBRARY LOAN		
Material Borrowed	599	(586)
Material Loaned	639	(629)
Total	<u>1,238</u>	<u>(1,215)</u>
COMPUTER USAGE	1,248	(1,382)
HISTORICAL ROOM		
Visitors	6	(3)
Books Used	16	(1)
Reference Questions	6	(2)
Microfilm	0	(2)

Additional Statistics	
Princh:	278 pages printed / \$28.55 collected
Faxes:	12 faxes / \$35.50 collected
Essentials Collection:	6
Seed Club:	18 new patrons / 159 packets
Notary Service	2
Graphic Novels / Adult & YA:	99
Graphic Novels / Youth:	70
Library of Things:	29