



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
August 20, 2024 at 6 PM

Attendance/Call to Order  
Public Comment

1. Accept the Minutes of the:
  - 2024-2025 Organizational Meeting\*
  - July 30, 2024 Meeting\*
2. Treasurer's Report\*
3. Warrant List\*
4. Budget and Finance Committee Report
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
9. Redistricting Ad Hoc Committee
10. Outreach Committee Report
11. Personnel Committee Report
  - Meeting needs to be scheduled for September
12. Policy Committee Report
  - Plan of Service Review
  - Meeting needs to be scheduled for September
13. Program Committee Report
14. Public Relations Committee Report
15. Library Director's Report
16. Librarians' Reports
17. Old Business
  - Consultant Proposals
  - Staff Picnic Reminder
18. New Business
  - NYLA Annual Conference

Adjourn\*

Next Meeting: September 17, 2024 at 6 PM

\* Motion Required



Valerie Acklin  
Library Director

2023-2024  
Board of Trustees

Merry Dunn Brown

Richard Carlson

Jonathan Federman

Greg Niforos

Caren Pepper

Charles Reed

Susan Schrader

Charlotte Will

## Minutes of the Gloversville Public Library Board of Trustees Organizational Meeting July 30, 2024 at 6 PM

The Gloversville Public Library Board of Trustees held its organizational Meeting on Tuesday, July 30, 2024. Present were: Gregory Niforos, Merry Dunn-Brown, John Federman, Charles "Ren" Reed, Caren Pepper, Richard Carlson, Treasurer Michael Frank, and Director Valerie Acklin. Also present were Sally Ostrander, Recording Secretary, and one member of the Public. Absent were Sue Shrader and Charlotte Will.

Treasurer Michael Frank called the meeting to order at 6:03 PM.

The following Board Members and Election Clerks were sworn into office:

- 5-year board membership: Charlotte Will
- 5-year board membership: Jon Federman
- 3-year board membership: Charles "Ren" Reed
- Treasurer: Michael Frank
- Library Director: Valerie Acklin
- Library Election Clerk: Valerie Acklin
- Deputy Election Clerk: Nicole Hauser
- Deputy Election Clerk: Barbara Madonna

Mr. Frank asked for motions of election to be made for the following officers:

- Mr. Gregory Niforos, President. Nomination made by Mr. Reed.
- Merry Dunn-Brown, Vice President. Nomination made by Mr. Niforos.
- Mr. Charles "Ren" Reed, Vice President of Finance. Nomination made by Ms. Dunn-Brown.
- Susan Shrader, Secretary. Nomination made by Ms. Pepper.

The aforementioned motions were approved with a vote of "aye" from the Board.

At this point, President Gregory Niforos assumed responsibility of overseeing the meeting.

Mr. Niforos asked for a motion to approve items 3-10 on the Agenda: (including the election of CMr. Reed and Ms. Dunn-Brown as Representatives to the Gloversville Library Foundation Board.

Ms. Dunn-Brown made a motion, seconded by Mr. Carlson. The Board approved with a vote of "aye".

Mr. Niforos inquired if current chairpersons for Building and Grounds, Local History Room, Outreach, Personnel, Policy, Program, and committees would continue serving as chairpersons. Each chairperson agreed. The Chair of the Public Relations Committee is still vacant.

Mr. Federman, volunteered for the Policy Committee Chair position currently held by Ms. Will. Mr. Niforos stated that he would ask Ms. Will if she would agree to fill the vacant chair of the PR Committee, allowing Mr. Federman to replace her on the Policy Committee.

Mr. Niforos asked for a motion to name John Blackmon as Claims Auditor. Mr. Reed made the motion, with Ms. Dunn-Brown seconding. The Board approved with a vote of “aye”.

The GPL Holiday Observance Calendar was approved by the Board.

Mr. Niforos asked if there was a motion to designate the Library Director to be the appointing authority for Civil Service employment actions. Mr. Carlson made a motion, seconded by Ms. Pepper. The motion carried with a vote of “aye”.

Mr. Niforos also noted the Conflict of Interest statement for the 2024-202r fiscal year will is available to be signed by the Trustees.

At 6:21 PM, Mr. Niforos asked for a motion to adjourn the Organizational Meeting. Ms. Dunn-Brown made a motion, seconded by Mr. Federman. The motion carried with a vote of “aye”.

Respectfully submitted,

---

Sally Ostrander, Recording Secretary



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 July 30, 2024 at 6 PM

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, July 30, 2024. Present were President, Gregory Niforos; Vice-President, Merry Dunn-Brown; Library Director, Valerie Acklin; Treasure, Michael Frank; Board members: Charles Reed, Caren Pepper, John Federman, and Richard Carlson. Charlotte Will and Sue Shrader were not in attendance. Also present was Recording Secretary Sally Ostrander and a member of the public.

Mr. Niforos called the meeting to order at 6:22 PM.

Mr. Niforos started the meeting by welcoming the public to the meeting, stating they would be allowed 3 minutes to speak. The individual attending from the public, C. Quackenbush of Gloversville, shared suggestions for the next tax levy vote, that they felt would increase voter turnout. When finished, Mr. Niforos thanks him for his input. Mr. Quackenbush then left the meeting.

Mr. Niforos asked for a motion to accept the Regular Meeting Minutes of June 18th, 2024.

Ms. Dunn-Brown made a motion, seconded by Ms. Pepper. After a short discussion, including grammatical corrections, Mr. Niforos asked for a vote to accept the minutes with the updates made. The minutes were approved with a unanimous vote of "aye."

Mr. Frank delivered his Treasurer's Report. Mr. Reed made a motion to accept the Treasurer's Report, Mr. Carlson seconded the motion. The Board approved the motion with a vote of "aye".

Mr. Frank distributed the Warrants List. Warrants list. After allowing time for Board members to review the Warrant list, Mr. Niforos asked for a motion to accept the Warrant list. Mr. Federman made a motion to accept, seconded by Mr. Carlson. The Board approved this motion with a vote of "aye."

Mr. Reed delivered the Budget and Finance Committee report. He explained the need to keep a very close eye on both income and expenses in the upcoming year, and the possible need to freeze or slow spending if income is not coming in as projected.

Mr. Frank stated there was no Foundation Report.

Mr. Niforos gave the Friends of the Library Report. Mr. Reed said he was putting together the basket for the Friend's basket raffle. He asked for a donation from the Board members to cover the cost of the basket.

Mr. Niforos presented the President's Report. He said he and Ms. Acklin met with a couple of consultants about planning for next year's Budget vote. More about this will be discussed later in the meeting under new business. He also thanked Library staff for the successful reorganization of Library materials which was necessary due to the failed tax levy vote.

Mr. Carlson presented the Building and Grounds Committee report. He stated that Phase II of the parking lot was now complete. Mr. Carlson also noted that with winter coming they need to send out an RFP for the snow and ice removal.

Mr. Niforos brought up discussion of the newly-formed Redistricting Ad Hoc Committee, which will research how Library can grow its service population.

There was no Local History Room Committee Report.

Ms. Dunn-Brown delivered the Outreach Committee Report. They are working on an event to be held in March or April and are preparing talking points to present to community leaders to explain the services offered by the Library.

The Personnel Committee Report was presented by Mr. Niforos. They met with Ms. Acklin to discuss the Director's evaluation, and discussed goals, operations, and job duties. Ms. Acklin asked for approval to increase the hours of two part-time employees while the Library is short-staffed. Mr. Federman made a motion, seconded by Ms. Pepper. The Board approved this motion with a vote of "aye". Ms. Acklin stated that Civil Service said we have a Library Clerk position that needs to be abolished. Ms. Dunn-Brown made the motion to abolish this position, seconded by Mr. Carlson. The Board approved with a vote of "aye".

A Policy Committee discussion followed regarding the use of meeting room space.

Ms. Pepper presented the Program Committee Report, discussing the elimination of certain programs due to budget cuts.

There was no report from the Public Relations Committee.

Ms. Acklin presented the Library Director's Report. She discussed how hard the staff worked during the re-organization and how smoothly the move went. During the move, the Friends provided a pizza lunch for the staff, and Ms. Acklin thanked them for their kindness. She reminded the Trustees that the Library will be closed on Friday, September 20 for state-mandated staff training. Board members may also attend.

Mr. Niforos asked for old business. Ms. Acklin stated that the Family Counseling Center had given the Library a donation for a community food fridge. Due to the budget restrictions, the Library cannot pursue the project at this time, so we will be returning the funds. There was also discussion about the homeless population who spend time in the Library. It was noted that there are very few public spaces available to them. There is a difference between feeling unsafe and uncomfortable and action can only be taken for legitimate issues.

Mr. Niforos asked for new business. Ms. Acklin showed the Board the MVLS trading card for the Gloversville Public Library, part of the system's MVLS-GO summer initiative. Mr. Niforos mentioned again that he and Ms. Acklin met with two library consultants about next year's election. They provided ideas for mailings and community outreach. A more detailed discussions of their proposals will take place at future Board meetings. Ms. Acklin stated she was asked by the director of the Amsterdam Free Library to sign a letter to MVLS stating the Library's confidence in MVLS, in the light of Schenectady Public Library's planned withdrawal from Joint Automation. After discussion, Mr. Reed made a motion to decline signing the letter, at this time, seconded by Mr. Carlson. This motion was approved with a vote of "aye".

Ms. Acklin asked for a motion to amend the Meeting Room policy to allow municipal organizations within our service area to use our meeting rooms during this fiscal year. Ms. Dunn-Brown made the motion, seconded by Ms. Pepper. The motion was approved with a vote of "aye".

At 8:30 PM, Mr. Niforos asked for a motion to adjourn the meeting. Mr. Reed made a motion, seconded by Ms. Dunn-Brown, to adjourn. This was approved by a unanimous vote of "aye".

Respectfully submitted,

---

Sally Ostrander, Recording Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**JULY 2024**

	Budget July 1, 2024 to June 30, 2025	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Current Year Over/(Under) Budget
Tax Levy	\$613,695.00	\$0.00	\$0.00	\$0.00	(\$613,695.00)
Investment Income - General Fund	20,000.00	432.87	432.87	384.01	(19,567.13)
Investment Income - Fund Balance Account	33,000.00	0.00	0.00	0.00	(33,000.00)
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	12,000.00	12,000.00	10,000.00	(132,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	0.00	605.00	(10,000.00)
Government Affiliations	7,000.00	1,375.00	1,375.00	0.00	(5,625.00)
Donations - Direct	6,682.00	530.00	530.00	500.00	(6,152.00)
Fees & Miscellaneous Income	2,500.00	200.47	200.47	232.49	(2,299.53)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	0.00	(10,000.00)
<b>TOTAL RECEIPTS</b>	<u><u>\$846,877.00</u></u>	<u><u>\$14,538.34</u></u>	<u><u>\$14,538.34</u></u>	<u><u>\$11,721.50</u></u>	<u><u>(\$832,338.66)</u></u>
	Income Cash Reconciliation				
Income Cash Balance on July 1, 2024	<u>\$423,651.83</u>				
Plus: Receipts Per Report	14,538.34				
Less: Land	0.00				
Less: Expenses Per Report	<u>(84,237.69)</u>				
Income Cash Balance on July 31, 2024	<u><u>353,952.48</u></u>				
Accounts Payable as of 07/31/24	20,809.75				
Prepaid Payroll Expense as of 07/31/24	(16,983.90)				
Prepaid Expenses as of 07/31/24	<u>0.00</u>				
Actual Cash Balance on July 31, 2024	<u><u>\$357,778.33</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$297,449.86				

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 July 1, 2024	\$382,347.21	
Plus: Receipts:		
Interest on Money Market Account	432.44	<u>Year to Date</u>
Interest on Treasury Bills	0.00	0.00
Treasury Bills Matured	0.00	
NYS Health Department Grant	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	297,449.86	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	<u>65,000.00</u>	
Balance on July 31, 2024	<u>\$20,329.79</u>	

**FUND BALANCE MONEY MARKET ACCOUNT**

Balance on July 1, 2024	\$682,313.45	
Plus: Receipts:		
Interest on Money Market Account	917.57	<u>Year to Date</u>
Interest on Treasury Bills	0.00	-
Treasury Bills Matured	0.00	
Transfer from Construction Account		
Less: Paid Outs:		
Treasury Bills Purchased	495,309.61	
Transfer to Construction Checking Account	<u>75,000.00</u>	
Balance on July 31, 2024	<u>\$112,921.41</u>	

**CONSTRUCTION CHECKING ACCOUNT**

Balance on July 1, 2024	\$1,541.40	
Plus: Receipts:		
Interest Earned	0.41	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	75,000.00	
Less: Paid Outs:		
DelSignore Blacktop Paving, Inc.	64,028.44	
Goderie's Tree Farm	1,988.75	
Butler Rowland Mays Architects, LLP	<u>5,120.00</u>	
Balance on July 31, 2024	<u>\$5,404.62</u>	

**GLOVERSVILLE PUBLIC LIBRARY**

**CURRENT INVESTMENTS HELD @ BOOK VALUE**

**JULY 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 4 Week Due 08/13/24	\$100,000.00	\$99,590.11	5.3650%	\$100,000.00	\$409.89
U. S. Treasury Bills 8 Week Due 09/10/24	100,000.00	99,181.78	5.3770%	100,000.00	818.22
U. S. Treasury Bills 13 Week Due 10/10/24	100,000.00	98,677.97	5.3740%	100,000.00	1,322.03
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$300,000.00</b>	<b>\$297,449.86</b>		<b>\$300,000.00</b>	<b>\$2,550.14</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 08/13/24	\$100,000.00	\$99,590.11	5.3650%	\$100,000.00	\$409.89
U. S. Treasury Bills 8 Week Due 09/10/24	200,000.00	198,363.56	5.3770%	200,000.00	1,636.44
U. S. Treasury Bills 13 Week Due 10/10/24	200,000.00	197,355.94	5.3740%	200,000.00	2,644.06
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$500,000.00</b>	<b>\$495,309.61</b>		<b>\$500,000.00</b>	<b>\$4,690.39</b>



**GLOVERSVILLE PUBLIC LIBRARY**

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

**JULY 2024**

	Budget July 1, 2024 to June 30, 2025	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	\$377,713.00	\$ 13,947.35	\$ 13,947.35	\$ 22,838.99	\$ (363,765.65)
Salaries - Part Time Employees	79,991.00	3,085.50	3,085.50	4,706.69	(76,905.50)
Salaries - Custodians	38,884.00	1,443.88	1,443.88	2,012.83	(37,440.12)
F I C A & Medicare Tax	37,989.00	2,831.25	2,831.25	2,261.21	(35,157.75)
Unemployment Insurance	35,000.00	0.00	0.00	333.50	(35,000.00)
Disability & Family Leave Insurance	3,500.00	1,501.27	1,501.27	1,470.78	(1,998.73)
Medical Insurance & Reimbursements	73,000.00	10,826.46	10,826.46	11,849.28	(62,173.54)
Worker's Compensation Insurance	4,000.00	4,357.77	4,357.77	3,539.83	357.77
Pension Expense	58,500.00	0.00	0.00	0.00	(58,500.00)
Heat	5,000.00	0.00	0.00	0.00	(5,000.00)
Electricity	36,000.00	0.00	0.00	0.00	(36,000.00)
Telephone	8,000.00	678.55	678.55	635.62	(7,321.45)
Insurance	35,000.00	32,338.84	32,338.84	28,699.66	(2,661.16)
Collections - Books, DVDs, etc.	20,000.00	2,787.93	2,787.93	2,964.07	(17,212.07)
Computer & Automation Services	18,000.00	1,132.92	1,132.92	2,095.36	(16,867.08)
Library, Office Supplies & Postage	9,000.00	0.00	0.00	997.72	(9,000.00)
Maintenance, Repairs & Bldg. Supplies	25,000.00	1,780.00	1,780.00	6.00	(23,220.00)
Maintenance Contracts	45,000.00	6,526.80	6,526.80	4,007.93	(38,473.20)
Treasurer	9,300.00	750.00	750.00	750.00	(8,550.00)
Professional Fees	20,000.00	0.00	0.00	0.00	(20,000.00)
Election Expense	5,000.00	0.00	0.00	0.00	(5,000.00)
Professional Meetings & Travel	500.00	0.00	0.00	0.00	(500.00)
Events & Programming	1,500.00	0.00	0.00	642.76	(1,500.00)
Promotion Expense	500.00	0.00	0.00	0.00	(500.00)
General Expense	2,000.00	249.17	249.17	243.33	(1,750.83)
<b>TOTAL EXPENSE</b>	<b>\$948,377.00</b>	<b>\$84,237.69</b>	<b>\$84,237.69</b>	<b>\$90,055.56</b>	<b>(\$864,139.31)</b>

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

**JULY 2024**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7662		Gloversville Public Library	\$ 15,687.40	Payroll
7663		Gloversville Public Library	14,264.58	Payroll
7664	3239	Business Card	327.77	Accounts Payable
7665	3240	Darla Barry	36.18	Accounts Payable
7666	3241	Gloversville True Value Hardware	79.62	Accounts Payable
7667	3242	Ingram Library Services	380.31	Accounts Payable
7668	3243	Naif's	217.00	Accounts Payable
7669	3244	National Grid	1,991.14	Accounts Payable
7670	3245	Round Lake Forge, LLC	558.90	Accounts Payable
7671	3246	Michael J. Frank	750.00	Treasurer
7672	3247	Quality Service & Repair, Inc.	1,780.00	Maintenance & Repairs
7673	3248	C D P H P	4,891.50	Medical Insurance
7674	3249	Frontier Communications	678.55	Telephone
7675	3250	Mohawk Valley Library System	1,002.94	Computer & Automation
7676	3251	Charter Communications	129.98	Computer & Automation
7677	3252	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7678		Gloversville Public Library	14,308.53	Payroll
DM		E F T NYS & Local Retirement System	537.26	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	2,187.90	Payroll
DM		E F T United States Treasury (13,822.40)	4,380.20	FICA & Medicare Expense
			9,442.20	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	1,215.36	Medical Insurance
		CHECK AND EFT PAID OUTS - JULY 2024	<u>74,989.48</u>	
		PETTY CASH PAID OUTS - JULY 2024		
		None	<u>0.00</u>	
		<b>TOTAL JULY 2024 PAID OUTS</b>	<b><u>\$74,989.48</u></b>	
		Less: Accounts Payable	(3,590.92)	
		Less: Accrued Payroll Expense	(21,796.71)	
		Plus: Prepaid Expense	52,722.04	
		Less: Prepaid Payroll Expense	<u>(18,086.20)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<b><u>\$84,237.69</u></b>	

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

**STEWART'S GRANT**

Balance as of July 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 July 31, 2024		\$2,472.06

**W G Y CHRISTMAS WISH GRANT**

Balance as of July 1, 2024		\$1,220.20
Grant Money Received		600.00
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 July 31, 2024		\$1,820.20

**ADVOCACY GRANT**

Balance as of July 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 July 31, 2024		\$380.34

**RESTORATION FUNDS RECONCILEMENT**

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

## Financial Review July 2024

The Financial Report for the month of July 2024 shows our income up by approximately \$2,800 as compared to the same month of last year. This was primarily a result of the Library Foundation increasing their monthly allotment by \$2,000 over the prior year. Expenses for the month of July 2024 were down approximately \$5,800 over the prior year due primarily to the decrease in salaries and payroll related expenses as the Library has had to reduce staffing due to budget constraints. Also, in the prior year full time staff were paid thru the last day prior to the payroll date and are now paid thru the end of the prior week.

**BANK RECONCILIATIONS****July 31, 2024****NBT BANK - GENERAL FUND CHECKING - Acct. No. 7100665187**

Balance Per Bank Statement \$ 18,147.08

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
06/18/24	7644	James Esper Landscaping	\$ 5,250.00	
07/16/24	7673	C D P H P	4,891.50	
Total Outstanding Checks				<u>10,141.50</u>

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS**\$ 8,005.58**NBT BANK - PAYROLL FUND CHECKING - Acct. No. 0151115606**

Balance Per Bank Statement \$ 19,103.80

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**\$ 19,103.80**NBT BANK - GENERAL FUND MONEY MARKET - Acct. No. 0181003996**

Balance Per Bank Statement \$ 20,329.79

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**\$ 20,329.79**NBT BANK - FUND BALANCE MONEY MARKET - Acct. No.8500210428**

Balance Per Bank Statement \$ 112,921.41

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**\$ 112,921.41

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

Balance Per Bank Statement

\$ 5,404.62

Outstanding Checks:

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

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

Total Outstanding Checks

-

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 5,404.62

---

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  
July 2024**

1. New meeting dates and time for Friends' meetings:

- Friends now meet on Mondays, at 4:50 P.M. six times a year
- Meeting dates for 2024-2025: August 5, 2024, September 9, 2024 (Annual and Regular meetings), November 4, 2024, January 6, 2025, March 3, 2025, May 5, 2025, August 4, 2025.

2. Friends Annual Book Sale will be October 17 and 18. Volunteers needed to sort books the week before and to work the sale as well. Contact Patty Franco to volunteer. Dates will be provided for dropping off book donations.

3. Working on newsletter so it will be available soon as a pdf to those who opt for that format and also be available to those who opt for mailed copies. Watch for email so you can indicate your choice. Please respond by October 31.

4. Updating membership form.

5. Membership Drive coming up. Don't forget to update your membership.

6. Friends BBQ at Whitey's on September 13. Tickets available at Library and by calling Marion Clemente.

7. Friends honored Darla Barry at Story Time on August 1, with a card and flowers for her work.

8. The Dream Catchers have been invited to present their second holiday program on Thursday, December 5 at 3 PM (new time) in Carnegie Room. (Yes, there will be cookies.)

9. Friends treated staff to pizza and cookies and bottled water (thank you, Merry) during the week of reorganization in July.

10. At the August 5 Friends' meeting, the Friends presented Library with a \$10,000 check for 2024-2025 operating budget.

11. Raffle Baskets will go on display in September, shortly after Labor Day.



## **Building and Grounds Committee Report**

**Richard Carlson / Chair**

**July 2024**

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

Work on site completed, awaiting final billing from contractor. Have received part of grant (10%) will receive remainder this fall. We have not yet received any of the DLD construction grant for this project. The first payment, should be soon, will be 90% of the grant amount. The final 10% will arrive after we file our final report. The report will be filed after we make the final payment to the contractor. Have placed topsoil and weed retardant (cardboard) on lawn area adjacent to East Fulton Street sidewalk.

### **Atrium Restoration Project**

Status of project approvals, design services and funding. We're looking to have architect start on preparing bid specifications; these need to be completed by November to maintain desired construction schedule. Sexual harassment training scheduled for Sept. 20 (needed to satisfy grant requirements).

### **Snowplowing Contract**

RFP will be sent out once response deadline is adjusted: we should have response(s) well before the snow season.

### **HVAC Problems**

TBS is waiting on part (control panel) needed to address staff room problem. New problem is a temperature problem in half of Youth Services; hope to have TBS here soon to work on both problems. Nicole also completed an extensive project of inventorying all of the heat pumps and what areas they service.

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

No progress; continuing to try to contact the door repair person to arrange visit.

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

Still awaiting repair estimate to make a decision re: repair vs. replace railing.

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

Now that we have made the shifts have we encountered any problems? No major issues; we make manual adjustments (temperature, etc.) to accommodate some programs (Glove Academy), but others (non-profits) will need to learn to live with the new situation.

### **Security Cameras**

Awaiting an updated estimate needed for our grant request submission in early September. Submission will include better coverage needed around the back door than is currently provided by the camera in the back corner of the parking lot by the community garden.

### **Monthly Grounds Clean Up Work Parties**

Next one is scheduled for August 27.



GLOVERSVILLE



PUBLIC  
LIBRARY

## **Outreach Committee Report Merry Dunn Brown / Chair July 2024**

Our last meeting was July 17.

The committee has been gathering names and contact information of community leaders. We'd like to, in person, share a fact sheet with many of them that will inform them of:

- The programs and services that are available at the library
- How many people use the library in-person and online
- Explanation of the budget vote in May and how it's impacted what we offer
- Financial information including pie charts
- What we'd be doing if the budget had passed
- Future plans for programs and services

Next March or April we'd like to host an event at the Library for these community leaders to give them information and tours.

Our next meeting is August 19 at 11:00 AM.



## **Director's Report**

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

#### **June 2024**

#### **Building Reorganization Update**

Now that we've been living in the Library's new layout for a month, I took the opportunity to talk to both staff and patrons about how its working, in the hopes of figuring out if there are any areas that need further consideration. For the most part, I'm happy to report, things are going very smoothly. Patron reaction, both from folks I spoke with as well as comments made to other staff, have been close to 100% positive. The minimal disappoint expressed has been over the cuts to our periodicals and the decreased availability of public meeting spaces. We've been sure to empathize with users, explaining how we share their frustration and look forward to re-evaluating all our collections and services throughout the year and bringing back the things that make sense when possible. On the contrary, the enthusiasm over the decision to swap out the Local History and Nonfiction spaces has been overwhelming. Making it easier for people to access nonfiction materials (and assistance in finding those materials) has made a real difference, and it will be interesting to see if this results in increased nonfiction circulation over the course of the year. I've also been monitoring online space, where there was also some grumbling – mostly revolving around the changes in our hours. But even that was minor, when compared to the amount of support we received.

Staff have also adjusted their routines to accommodate for the changes (both in spaces and in the size of our workforce). Individuals that had their workspaces moved have been settling in, and the consensus is that the new configuration has actually made some things, like shelving, a bit easier, if only because materials don't have to be carted throughout the building. The most pleasant surprise has been in the new Local History Room, which has now become a favorite space. Indeed, we've seen an uptick in its use, despite the fact that we no longer offer open hours. It has been gratifying to see the space come into its own.

#### **GESD Partnership**

This month has included a lot of preparations to take our communication and participation with GESD to the next level. I've continued to be in touch with administrators at all three elementary schools, in the hopes that we can find a way to support each other in the upcoming school year. We'll be meeting with all three principals next month, and to that end, I've created a list of topics for discussion and questions we need answered, in order to formalize our involvement. My most ambitious goal is to host a class visit from each of the three schools during the year. In our previous meeting, the principals were cautiously optimistic that we could make that happen, but we still need to work on timing, transportation, and exactly which grades will participate. I also hope to nail down special events (book fairs, science fairs, student performances, field day, etc.) at which the library can be onsite at the schools to connect with parents and register students for Library cards. I've also reached out the Middle School, with the hope of arranging a class visit, but have yet to hear back. I'm also looking forward to administrative meetings with the Superintendent and his team. Greg was contacted about availability for both a fall and a spring meeting. Those have been scheduled for October and March, and I'm eager to explore ways we can make a difference district-wide.

#### **NYLA**

Looking ahead to the fall, I'm asking the Board to consider my participation in the NYLA Annual Conference. I haven't attended a while (last year, Lex and Liz represented the Library, and the year before I was isolating with COVID) and I think this is an important year to return. Our interest in exploring redistricting possibilities, coupled with the unrest within MVLS, make me eager to meet and connect with fellow library management professions from further afield in our state, and NYLA is one of the rare opportunities to do that. Due to our size and location, we don't have a lot of similar "sister institutions" in either MVLS or SALS. There are libraries that are much bigger and in more urban/suburban areas (Schenectady, Saratoga, Amsterdam, Clifton Park/Half Moon etc.) and there are those that much smaller and more rural (Galway, Fort Hunter, Argyle, Frothingham, etc.). But we really don't have any libraries within reach that we can tap for apples-to-apples comparisons and advice. At NYLA, I'd like to connect with professional peers from other parts of NY who more closely align with GPL, in the hopes of establishing some resources for us down the road. The kicker this year is that NYLA is being held in Syracuse, not Saratoga, meaning attendance will necessitate lodging, as well as conference registration. I've provided Greg with an estimate of costs and content, for your consideration.



**Gloversville Public Library**

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

**July 2024**

As well as being the beginning of a new fiscal year, July began with many physical changes to our building.

During our 2-week closure, each day started with staff meetings and assignments. Because the Local History collections and furniture had already been boxed up and moved to the Carnegie Room at the end of the previous week, we were able to move the first 6 bays of Nonfiction downstairs first thing. At the same time, we had another team moving Biographies downstairs, as well as another team weeding the newspaper and magazine collections. Once those were weeded, we were able to move New & Popular and Lucky Day, opening the rest of those shelves for Biographies. Once the first 6 bays of Nonfiction and Biographies were moved downstairs, the rest of the Nonfiction collection was shifted, within the upstairs location, to the wall units, tables, and carts, to clear off all of the free-standing bays for moving, by professionals, on Wednesday. After the free-standing units were moved to the new Nonfiction room, staff moved the remainder (the bulk) of the Nonfiction collection downstairs. Once moved, 2 staff read shelves, making sure we maintained Dewey order during the move.

Then it was time to set up the new Local History Room. All of the rolls of microfilm and vertical file materials had to be unboxed and put back, in order, in their drawers. The bulk of the book collection was moved onto the 7 wall units, then read. The rest of the smaller collections (cemetery records, poorhouse records, scrapbooks, etc.) were given homes on smaller units and end caps. We rotated the shelves on the free-standing units to create shelves capable of holding large archival boxes, without stacking! We setup the computers, microfilm, and printers, working with JA along the way.

During the move, and beyond, staff also worked on other multi-day projects.

These included the onerous process of weeding DVD's based on condition. This process requires each DVD case to be unlocked with a magnet and for the staff member to remove each disc from the case to check for damage. This project took an entire week to accomplish, with multiple staff working on it each day. 207 DVD's were withdrawn and the DVD collection was shifted to better distribute them amongst their available shelves.

I am sure I've forgotten something. The move went very smoothly and all of the moves worked well. The new Local History Room is beautiful and is now my favorite room in the building.

All of this, and more, was accomplished by our amazingly hardworking staff who have maintained their positive attitude during this tumultuous time. Thank you to all of them.

Programs in July:

- Adult Crafting had a total of 14 participants & 2 staff
  - Participants created dragonflies out of whisks and beads.

## Grants & Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects  
July 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 went 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. Additionally, 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.
- I've been working with the company that supports the software for our electronic locks to resolve some glitches. 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.



## **Youth and Teen Services Report**

### **Lex Lanza/Youth & Teen Services Librarian**

### **July 2024**

This month I assisted with the changes to the Library during our two-week closure to the public. This included replacing and updating collection signs, as well as creating signs to help redirect patrons to new collection locations when we opened our doors again.

For me, the changes to my job position also came with the opportunity to move my office from the Librarians' Office on the main floor to the vacant staff office in Youth Services. While I will miss working closely with my colleagues upstairs, being in the Youth Services makes me more accessible to children and teens. Unfortunately, with the cancellation of most teen programs, I have only seen a few of the teens I've worked since the school year ended, but I remain hopeful they will return.

While moving offices, I unearthed a collection of manga books that had been donated by a patron in the past. I had added quite a few of these donations to our graphic novel collection, but I had some duplicates, or copies that were too far along in a series for me to bridge the gap in our collection. I sent out an email to the MVLS and SALS libraries offering them to whoever may be able to use them, and ended up sending out everything I had in the ILL delivery!

Statistics / Monthly Report **July 2024**

Figures in parentheses are comparable figures for 2023

**Closed July 1-15, 2024, for reorganization. Also, due to budget cuts, hours were reduced and many programs were discontinued. These changes resulted in much lower amounts compared to 2023.**

	<u>2024</u>	<u>2023</u>
<b>VISITORS</b>	<b>2,533</b>	<b>(5,123)</b>
<b>CIRCULATION</b>		
Adult circulation	944	(1,492)
Teen Circulation	124	(250)
Juvenile Circulation	723	(1,115)
Audiobooks	13	(45)
eAudio	221	(209)
eBooks	548	(524)
Music	1	(12)
Periodicals	2	(50)
eMagazines	203	(66)
Videos	339	(672)
Museum Passes	2	(5)
Library of Things	13	(19)
Subtotal	<u>3,133</u>	<u>(4,459)</u>
In-House Use		
Adult	35	(59)
Juvenile Circulation	180	(310)
Other Materials	120	(600)
Subtotal	<u>335</u>	<u>(969)</u>
<b>Total Circulation</b>	<b>3,468</b>	<b>(5,428)</b>
<b>REFERENCE QUESTIONS</b>	<b>56</b>	<b>(121)</b>
<b>MEETINGS / PROGRAMS / OUTREACH</b>		
3 Adult programs & meetings with 22 people		(85 Adult programs & meetings 319 people)
2 Juvenile programs & meetings with 84 people		(15 Juvenile programs & meetings with 256 people)
0 Teen programs & meetings with 0 people		(9 Teen programs & meetings with 62 people)
46 One-on-one programs & meetings with 46 people		(311 One-on-one programs & meetings with 311 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	269	(492)
Material Loaned	432	(528)
Total	<u>701</u>	<u>(1,020)</u>
<b>COMPUTER USAGE</b>	<b>1,004</b>	<b>(1,347)</b>
<b>HISTORICAL ROOM</b>		
Visitors	9	(23)
Books Used	43	(43)
Reference Questions	9	(36)
Microfilm	2	(8)

**Additional Circulation & Service Stats**

