



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
July 30, 2024 at 6 PM

Attendance/Call to Order
Public Comment

1. Accept the Minutes of the:
 - June 18, 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
 - Damaged/Obsolete Furniture
 - Snow Plow Removal RFP
9. Consolidation & Expansion Ad Hoc Committee
10. Outreach Committee Report
11. Personnel Committee Report
 - Temporarily Amend Employee Hours*
 - Abolish encumbered Library Clerk position*
 - Director's Evaluation
12. Policy Committee Report
13. Program Committee Report
14. Public Relations Committee Report
15. Library Director's Report
16. Librarians' Reports
17. Old Business
 - Sexual Harassment Prevention Training
18. New Business
 - Consultant Proposals
 - DLD Letter
 - City use of Carnegie Room

Adjourn*

Next Meeting: August 20, 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 Groversville Public Library Board of Trustees Meeting June 18, 2024 at 6 PM

The Groversville Public Library Board of Trustees held its regular meeting on Tuesday, June 18, 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, John Federman, Richard Carlson, and Charlotte Will; Sue Shrader was not in attendance. Also present were Recording Secretary Sally Ostrander, two members of the public, and Wade from MVLS.

Mr. Niforos called the meeting to order at 6:02 PM.

Mr. Niforos opened the meeting by leading the Trustees in the Pledge to the Flag.

Mr. Niforos started the meeting by welcoming the public to the meeting, stating they would be allowed 3 minutes each to speak. Dan Kiernan of Groversville began by presenting the Library with the glove that his father, Peter Kiernan, designed for the 2018 Winter Olympic Games held in China. He asked that the glove be displayed in an area for public viewing. The Board thanked him and his family for their generosity.

Pam Sproule of Groversville then spoke, and presented the Board with written questions to which she was requesting answers. She stated that when she attended the Books and Brews program, she was upset to find out it was being discontinued along with other programs. She also wanted more information provided to the public about the Library being closed for re-organization for two weeks. The Board thanked her for her comments and said she would hear back from the Library regarding her questions in a timely manner.

Mr. Niforos asked for a show of hands to allow Wade Abbot from MVLS, who is not a GESD resident, to speak. A majority of the Board agreed. HE stated that he understands the Board and the Library are upset about the recent setbacks. He praised the Board for all the hard work they have done and said they were a strong and active Board from a very resilient community. He talked about the Library's vision statement, "Strengthening our roots and cultivating community growth". He stated that MVLS realizes that the recent setback will make it more difficult and take us longer to reach our vision statement, but they have faith we will reach our goals. MVLS provided the Board members with a treat of ice cream as a thank you for their hard work. The Board thanked Mr. Abbot and MVLS for the kind words and ice cream.

Mr Niforos asked for a motion to accept the regular meeting minutes of May 21, 2024, and of the special meeting of June 3, 2024. Mr. Federman made a motion, seconded by Ms. Pepper. Mr. Niforos asked if there were comments regarding these meetings. There were none. The Board approved this motion with a unanimous vote of "aye."

Mr. Frank delivered his Treasurer's Report for May 2024. Mr. Niforos asked for a motion to accept the Treasurer's Report. Ms. Dunn-Brown made a motion to accept, seconded by Mr. Carlson. The Board approved this motion. Mr. Mazur abstained from voting as he was not present for the report discussion.

Mr. Frank distributed the Warrants for June 2024. After allowing time for Board members to review the Warrant list, Mr. Niforos asked for a motion to accept the Warrant list. Ms. Dunn-Brown made a motion to accept, seconded by Ms. Pepper. The Board approved this motion with a unanimous vote of "aye."

Mr. Reed delivered the Budget and Finance Report. There was discussion about transferring approximately \$33,000 from the fund balance to the operating fund for fiscal year 2024-2025. Mr. Niforos asked for a motion to transfer these funds. Mr. Reed made the motion, seconded by Mr. Carlson. The Board approved this motion with a unanimous vote of "aye."

Mr. Frank stated there was no Foundation Report.

Mr. Noforos gave the Friends of the Library Report, as submitted by Ms. LaPorta.

Mr. Carlson presented the Building and Grounds Committee report, discussing Phase 2 of the auxiliary parking lot and the dome restoration. He also mentioned that grant funding is being sought for the security camera project. He stated that the Committee did their annual walk-around of the exterior of the building and the adjacent parking lot to identify issues and items that need follow-up. They will do a similar walk-through of the interior of the building later this year to identify issues that need attention.

There was no Local History Room Committee Report or Outreach Committee Report.

Ms. Shrader's Personnel Committee Report was presented by Mr. Niforos. Mr. Niforos asked for a motion to abolish two vacant Library Clerk positions, effective July 1, 2024. Mr. Federman made a motion, seconded by Ms. Will. The Board approved this motion with a unanimous vote of "aye".

Ms. Will stated there was no Policy Committee Report.

Mr. Niforos presented the President's Report. He thanked Valerie, Nicole, and Barb for figuring out how to operate under an austerity budget. He stated how he and Valerie met with staff on June 7, 2024 to discuss changes to operations and staffing. He stated that next year a contingency budget would be prepared. This will be done every year and become part of the budget process.

Ms. Pepper stated that there was no Program Committee Report, but a meeting is planned for late June.

Mr. Mazur stated there was no report from the Public Relations Committee.

Ms. Acklin presented the Librarian's Report. She stated how proud she was of the staff for doing their jobs under uncertain circumstances, and of Barb and Nicole who assisted her in working out a plan involving cuts, but also allowing the Library to continue to provide service to the public and work towards our original goals. She explained that MVLS/JA concerns have escalated, and the State and the Division of Library Development (DLD) are now involved in the discussions. All are working on figuring out what's best for member libraries left in MVLS.

During new business, Mr. Mazur said he'd resign as of June 30, 2024. Mr. Frank stated that payroll was changing so that all staff (full and part-time) would be on the same payroll period, with a one-week lag.

At 6:47 PM, Mr. Niforos asked for a motion to go into executive session. Mr. Mazur made a motion to go into executive session. The motion was seconded by Mr. Carlson. The motion was approved with a unanimous vote of "aye". ??? made a motion to exit Executive Session at 7:24 PM, seconded by ????. The Board approved with a vote of "aye."

Ms. Dunn-Brown made a motion, seconded by Ms. Will, to allow DB to make up, up to 6 hours of work time in the next fiscal year. The Board approved with a vote of "aye". Mr. Federman made a motion to allow VA to carry over 9 days of previously scheduled leave time to the next fiscal year, seconded by Mr. Carlson. The Board approved this motion with a unanimous vote of "aye".

At 7:30 PM, Mr. Niforos asked for a motion to adjourn the meeting. Mr. Mazur made a motion, seconded by Mr. Reed. 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

JUNE 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 | 2,936.04 | 25,028.04 | 18,730.67 | 15,028.04 |
| Gloversville Library Foundation Inc. - Int. & Div. | 120,000.00 | 12,000.00 | 130,000.00 | 120,072.79 | 10,000.00 |
| 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 | 508,700.00 | 46,685.00 |
| Donations - Direct | 0.00 | 1,000.00 | 7,010.00 | 3,218.24 | 7,010.00 |
| Fees & Miscellaneous Income | 2,500.00 | 554.51 | 4,093.70 | 3,824.58 | 1,593.70 |
| Friends of the Gloversville Public Library, Inc. | 10,000.00 | 0.00 | 10,816.37 | 10,310.98 | 816.37 |
| TOTAL RECEIPTS | <u>\$773,195.00</u> | <u>\$16,490.55</u> | <u>\$851,301.36</u> | <u>\$1,237,383.26</u> | <u>\$78,106.36</u> |
| | Income Cash Reconcilement | | | | |
| Income Cash Balance on June 1, 2024 | <u>\$516,240.70</u> | | | | |
| Plus: Receipts Per Report | 16,490.55 | | | | |
| Less: Land | 0.00 | | | | |
| Less: Expenses Per Report | <u>(109,079.42)</u> | | | | |
| Income Cash Balance on June 30, 2024 | <u><u>423,651.83</u></u> | | | | |
| Accounts Payable as of 06/30/24 | 24,400.67 | | | | |
| Accrued Payroll Expense as of 06/30/24 | 21,796.71 | | | | |
| Prepaid Expenses as of 06/30/24 | <u>(52,722.04)</u> | | | | |
| Actual Cash Balance on June 30, 2024 | <u><u>\$417,127.17</u></u> * | | | | |
| * Includes Treasury Bills @ Purchase Price of | \$0.00 | | | | |

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 June 1, 2024 | \$91,871.64 | |
| Plus: Receipts: | | |
| Interest on Money Market Account | 475.57 | <u>Year to Date</u> |
| Interest on Treasury Bills | 0.00 | 20,691.27 |
| Treasury Bills Matured | 375,000.00 | |
| NYS Health Department Grant | 0.00 | |
| Less: Paid Outs: | | |
| Treasury Bills Purchased | 0.00 | |
| Incoming Bank Wire Fee | 0.00 | |
| Transfer to Payroll Checking Account | 0.00 | |
| Transfer to Regular Checking Account | 85,000.00 | |
| Balance on June 30, 2024 | <u>\$382,347.21</u> | |

FUND BALANCE MONEY MARKET ACCOUNT

| | | |
|---|---------------------|---------------------|
| Balance on June 1, 2024 | \$205,838.10 | |
| Plus: Receipts: | | |
| Interest on Money Market Account | 1,475.35 | <u>Year to Date</u> |
| Interest on Treasury Bills | 0.00 | 25,448.73 |
| Treasury Bills Matured | 500,000.00 | |
| Transfer from Construction Account | | |
| Less: Paid Outs: | | |
| Treasury Bills Purchased | 0.00 | |
| Transfer to Construction Checking Account | 25,000.00 | |
| Balance on June 30, 2024 | <u>\$682,313.45</u> | |

CONSTRUCTION CHECKING ACCOUNT

| | | |
|---------------------------------------|-------------------|--|
| Balance on June 1, 2024 | \$12,764.02 | |
| Plus: Receipts: | | |
| Interest Earned | 0.37 | |
| Grant Money Received | 0.00 | |
| Transfer from Fund Balance MM Account | 25,000.00 | |
| Less: Paid Outs: | | |
| DelSignore Blacktop Paving, Inc. | 31,523.99 | |
| Mohawk Valley Sheds | 4,699.00 | |
| Balance on June 30, 2024 | <u>\$1,541.40</u> | |

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JUNE 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 | \$ 38,791.38 | \$ 405,048.32 | \$ 366,816.56 | \$ (2,991.68) |
| Salaries - Part Time Employees | 139,830.00 | 15,448.71 | 118,571.52 | 121,583.30 | (21,258.48) |
| Salaries - Custodians | 36,734.00 | 4,966.61 | 42,475.76 | 43,028.38 | 5,741.76 |
| F I C A & Medicare Tax | 44,723.00 | 4,529.42 | 43,379.40 | 40,654.31 | (1,343.60) |
| Unemployment Insurance | 1,462.00 | 1,575.32 | 3,357.82 | 1,229.50 | 1,895.82 |
| Disability & Family Leave Insurance | 3,858.00 | 0.00 | 2,972.05 | 2,942.66 | (885.95) |
| Medical Insurance & Reimbursements | 73,000.00 | (209.74) | 69,392.46 | 51,611.67 | (3,607.54) |
| Worker's Compensation Insurance | 4,385.00 | 142.00 | 2,233.31 | 3,788.89 | (2,151.69) |
| Pension Expense | 58,460.00 | 14,309.75 | 49,022.00 | 39,832.75 | (9,438.00) |
| Heat | 5,500.00 | 56.69 | 2,673.57 | 4,614.00 | (2,826.43) |
| Electricity | 40,000.00 | 3,777.17 | 26,064.90 | 33,114.51 | (13,935.10) |
| Telephone | 7,200.00 | 622.01 | 7,994.11 | 7,418.20 | 794.11 |
| Insurance | 27,000.00 | 0.00 | 29,618.73 | 26,572.20 | 2,618.73 |
| Collections - Books, DVDs, etc. | 42,000.00 | 3,026.11 | 36,377.62 | 41,401.53 | (5,622.38) |
| Computer & Automation Services | 15,700.00 | 1,427.72 | 26,138.69 | 18,386.30 | 10,438.69 |
| Library, Office Supplies & Postage | 10,500.00 | 1,897.41 | 14,365.69 | 15,801.44 | 3,865.69 |
| Maintenance, Repairs & Bldg. Supplies | 15,000.00 | 3,385.94 | 21,720.08 | 20,982.00 | 6,720.08 |
| Maintenance Contracts | 45,000.00 | 5,250.00 | 35,147.62 | 36,202.49 | (9,852.38) |
| Treasurer | 9,000.00 | 750.00 | 9,000.00 | 8,800.00 | 0.00 |
| Professional Fees | 7,000.00 | 8,450.00 | 10,590.00 | 6,950.00 | 3,590.00 |
| Election Expense | 1,000.00 | 0.00 | 1,164.56 | 885.15 | 164.56 |
| Professional Meetings & Travel | 1,000.00 | 157.59 | 2,247.01 | 1,606.99 | 1,247.01 |
| Events & Programming | 5,000.00 | 524.15 | 9,835.61 | 5,478.75 | 4,835.61 |
| Promotion Expense | 4,800.00 | 30.20 | 1,589.02 | 1,468.41 | (3,210.98) |
| General Expense | 2,000.00 | 170.98 | 674.61 | 678.22 | (1,325.39) |
| TOTAL EXPENSE | <u>\$1,008,192.00</u> | <u>\$109,079.42</u> | <u>\$971,654.46</u> | <u>\$901,848.21</u> | <u>(\$36,537.54)</u> |

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JUNE 2024

| <u>Check No.</u> | <u>Warrant Number</u> | <u>Payee</u> | | <u>Fund</u> |
|------------------|-----------------------|--|----------------------------|----------------------------------|
| 7631 | | Gloversville Public Library | \$ 16,464.93 | Payroll |
| 7632 | | Gloversville Public Library | 14,035.13 | Payroll |
| 7633 | 3223 | Adirondack Experience | 75.00 | Museum Passes, etc. |
| 7634 | 3233 | Business Card (1,898.37) | 15.99 | G/E - Zoom |
| | | | 52.90 | Computer & Automation |
| | | | 67.02 | Museum Passes, etc. |
| | | | 254.10 | Events & Programming |
| | | | 272.00 | Postage |
| | | | 211.82 | A/V - DVDs |
| | | | 657.94 | Office Supplies |
| | | | 154.49 | Maintenance & Repairs |
| | | | 139.00 | G/E - Prime Membership |
| | | | 24.74 | Promotion Expense |
| | | | 48.37 | Books |
| 7635 | 3209 | C D P H P | 4,960.26 | Prepaid - Medical Insurance |
| 7636 | 3226 | Colleen Rasmussen DBA Simply Yoga | 90.00 | Events & Programming |
| 7637 | 3231 | Commissioner of Finance | 200.00 | Maintenance & Repairs |
| 7638 | 3228 | Daily Gazette Co., Inc. | 5.46 | Promotion Expense |
| 7639 | 3221 | Darla Barry | 121.41 | Professional Meetings & Travel |
| 7640 | 3218 | Fleury Risk Management, LLC (621.20) | 479.20 | Prepaid - Unemployment Insurance |
| | | | 142.00 | Unemployment Insurance |
| 7641 | 3212 | Frontier Communications | 622.01 | Telephone |
| 7642 | 3220 | Gloversville True Value Hardware | 60.95 | Maintenance & Repairs |
| 7643 | 3214 | Ingram Library Services | 1,513.59 | Books |
| 7644 | 3230 | James Esper Landscaping | 5,250.00 | Maintenance Contracts |
| 7645 | 3224 | Johnstown Public Library | 11.00 | Lost Books, etc. |
| 7646 | 3216 | Linda Conroy | 77.32 | Petty Cash |
| 7647 | 3208 | Michael J. Frank | 750.00 | Treasurer |
| 7648 | 3227 | Mohawk Valley Library System | 1,191.94 | Computer & Automation |
| 7649 | 3217 | Naif's | 389.00 | Newspapers |
| 7650 | 3213 | National Grid (1,842.72) | 30.43 | Natural Gas |
| | | | 1,812.29 | Electricity |
| 7651 | 3225 | Saratoga Springs Public Library | 79.99 | Lost Books, etc. |
| 7652 | 3211 | Charter Communications | 129.98 | Computer & Automation |
| 7653 | 3219 | Technical Building Services, Inc. | 2,229.98 | Maintenance & Repairs |
| 7654 | 3215 | The Law Office of Stephanie Adams, PLLC | 1,950.00 | Professional Fees |
| 7655 | 3210 | The Paul Revere Life Insurance Company | 42.16 | Medical Insurance |
| 7656 | 3229 | Vertical Transportation Consulting | 98.00 | Maintenance & Repairs |
| 7657 | 3222 | World Awareness Children's Museum | 119.00 | Museum Passes, etc. |
| 7658 | 3234 | Derby Office Equipment, Inc. | 415.02 | Library Supplies |
| 7659 | 3232 | NYSIF Workers' Compensation | 3,878.57 | Prepaid - Unemployment Insurance |
| 7660 | 3235 | Quill LLC | 405.30 | Library Supplies |
| 7661 | 3238 | Liberty Mutual Insurance | 31,604.91 | Prepaid - B,C & Lia. Insurance |
| DM | | E F T NYS & Local Retirement System | 490.64 | Pension - Withholdings |
| DM | | E F T Invesco - 403b | 100.00 | Payroll |
| DM | | E F T NYS Tax Department | 1,360.70 | Payroll |
| DM | | E F T United States Treasury (9,170.81) | 5,960.81 | FICA & Medicare Expense |
| | | | 3,210.00 | Payroll |
| DM | | Marshall & Sterling, Inc. - Reimbursements | 65.30 | Medical Insurance |
| | | CHECK AND EFT PAID OUTS - JUNE 2024 | <u>102,320.65</u> | |
| | | PETTY CASH PAID OUTS - JUNE 2024 | | |
| | | Collections - Museum Passes, etc. | 5.00 | |
| | | Maintenance & Repairs | 4.00 | |
| | | Events & Programming | 34.83 | |
| | | Library Supplies | 26.30 | |
| | | Postage | 7.19 | |
| | | TOTAL JUNE 2024 PAID OUTS | <u>\$102,397.97</u> | |
| | | Less: Lost Books, etc. | (90.99) | |
| | | Less: Petty Cash Check | (77.32) | |
| | | Plus: Accounts Payable | 24,400.67 | |
| | | Plus: Accrued Payroll Expense | 21,796.71 | |
| | | Plus: Unemployment Insurance Claims | 1,575.32 | |
| | | Less: Prepaid Expense | <u>(40,922.94)</u> | |
| | | NET TO BALANCE TO EXPENSES | <u>\$109,079.42</u> | |

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

| | | |
|--|------------------|----------------|
| Balance as of June 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 June 30, 2024 | | \$2,472.06 |

W G Y CHRISTMAS WISH GRANT

| | | |
|--|------------------|----------------|
| Balance as of June 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 June 30, 2024 | | \$1,820.20 |

ADVOCACY GRANT

| | | |
|--|------------------|----------------|
| Balance as of June 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 June 30, 2024 | | \$380.34 |

RESTORATION FUNDS RECONCILEMENT

| | | |
|--|------------------|----------------|
| Balance as of June 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 June 30, 2024 | | \$2,807.18 |

GLOVERSVILLE PUBLIC LIBRARY

ACCOUNTS PAYABLE AS OF JUNE 30, 2024

(Bills owed and not paid as of 6/30/24)

| <u>Vendor</u> | | <u>Fund</u> |
|---|-----------------------------------|--------------------------------|
| Gloversville True Value Hardware | \$79.62 | Maintenance & Repairs |
| Round Lake Forge LLC | 558.90 | Maintenance & Repairs |
| National Grid | 26.26 | Natural Gas |
| National Grid | 1,964.88 | Electricity |
| Business Card | 145.22 | Events & Programming |
| Business Card | 74.22 | Office Supplies |
| Business Card | 39.44 | Library Supplies |
| Business Card | 15.99 | G/E - Zoom |
| Business Card | 52.90 | Computer & Automation |
| New York State Employees' & Local Ret. System | 14,309.75 | Pension Expense |
| Darla Barry | 36.18 | Travel & Professional Meetings |
| Ingram Library Services, Inc. | 380.31 | Books |
| Naif's | 217.00 | Newspapers |
| Goderie's Tree Farm | 1,988.75 | Land Improvements |
| Butler Rowland Mays Architects, LLP | 6,400.00 | Land Improvements |
| DelSignore Blacktop Paving, Inc. | 104,376.01 | Land Improvements |
| Philip Beckett, CPA PC | <u>6,500.00</u> | Professional Fees - Estimate |
| TOTAL ACCOUNTS PAYABLE | <u><u>\$137,165.43</u></u> | |

PREPAID EXPENSES AS OF JUNE 30, 2024

(Bills paid for periods after 6/30/24)

| <u>Vendor</u> | | <u>Fund</u> |
|-----------------------------------|----------------------------------|--|
| NYSIF Workers' Compensation | \$3,878.57 | Insurance - Worker's Comp. |
| InStream dba Biel's | \$413.33 | Maintenance Contracts |
| C D P H P | \$4,960.26 | Insurance - Medical Insurance |
| Mohawk Valley Library System | 2,787.93 | Electronic Books |
| Fleury Risk Management, LLC | 479.20 | Insurance - Worker's Comp. |
| Philadelphia Insurance Companies | 733.93 | Insurance - Dir. & Off. Liability |
| Arch Insurance Group | 1,501.27 | Disability Insurance & Family Leave Ins |
| T K Elevator Corp. | 1,499.16 | Maintenance Contracts |
| PASCO Building Automation Systems | 396.25 | Maintenance Contracts |
| M.I.S. of America, Inc. | 3,555.56 | Maintenance Contracts |
| Kelley Bros | 662.50 | Maintenance Contracts |
| Liberty Mutual Insurance | 31,604.91 | Insurance - Building, Contents & Liability |
| Fulton County Regional Chamber | <u>249.17</u> | G/E - Dues |
| TOTAL PREPAID EXPENSES | <u><u>\$52,722.04</u></u> | |

ACCRUED EXPENSES - PAYROLL AS OF JUNE 30, 2024

(Payroll Due to Employees and not paid as of 6/30/24)

| <u>Account</u> | |
|--------------------------------|----------------------------------|
| Salaries - Full Time Employees | \$14,677.82 |
| Salaries - Part Time Employees | 4,160.96 |
| Salaries - Custodians | 1,408.98 |
| F I C A & Medicare Tax | <u>1,548.95</u> |
| TOTAL ACCRUED EXPENSES | <u><u>\$21,796.71</u></u> |

Financial Review June 2024

The Financial Report for the Library's fiscal year ending June 30, 2024 shows our income down by approximately \$386,100 as compared to 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. The Gloversville Library Foundation also was able to contribute an additional \$10,000 to the Library over the prior year. Expenses for the current period were up approximately \$69,800 over 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 \$4,400 over the prior period. Lower Utility Expense has helped to offset some of these increases and also lower expense related to our Collections, etc.

In comparing the Library's income and expenses to the Budget for the 2023-2024 fiscal year our income exceeded the budgeted amount by approximately \$78,100 and our expenses were below budget by approximately \$36,500. However, the Library did spend approximately \$120,400 more than it took in in income.

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 has continuing into the current fiscal year.

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
June 30, 2024

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

| | | | | | |
|----------------------------|----------------|--|--|---------------|------------------|
| Balance Per Bank Statement | | | | \$ | 46,140.58 |
| 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 | 7612 | Johnstown Public Library | | | 25.98 |
| 06/18/24 | 7636 | Colleen Rasmussen DBA Simply Yoga | | | 90.00 |
| 06/18/24 | 7635 | C D P H P | | | 4,960.26 |
| 06/18/24 | 7639 | Darla Barry | | | 121.41 |
| 06/18/24 | 7644 | James Esper Landscaping | | | 5,250.00 |
| 06/18/24 | 7645 | Johnstown Public Library | | | 11.00 |
| 06/18/24 | 7652 | Charter Communications | | | 129.98 |
| 06/18/24 | 7655 | The Paul Revere Life Insurance Company | | | 42.16 |
| 06/18/24 | 7661 | Liberty Mutual Insurance | | | 31,604.91 |
| | | Total Outstanding Checks | | | <u>42,251.42</u> |

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 3,889.16

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

| | | | | | |
|----------------------------|----------------|--------------------------|--|---------------|---------------|
| Balance Per Bank Statement | | | | \$ | 18,626.82 |
| Outstanding Checks: | | | | | |
| <u>Date</u> | <u>Ck. No.</u> | <u>Payee</u> | | <u>Amount</u> | |
| 06/21/24 | 6383 | Sophia E. Daigneault | | | 625.32 |
| | | Total Outstanding Checks | | | <u>625.32</u> |

BALANCE IN LEDGER AND QUICKBOOKS \$ 18,001.50

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

| | | | | | |
|----------------------------|----------------|--------------------------|--|---------------|------------|
| Balance Per Bank Statement | | | | \$ | 382,347.21 |
| 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 \$ 382,347.21

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

| | | | | | |
|----------------------------|----------------|--------------------------|--|---------------|------------|
| Balance Per Bank Statement | | | | \$ | 682,313.45 |
| 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 \$ 682,313.45

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 33,065.39

Outstanding Checks:

| <u>Date</u> | <u>Ck. No.</u> | <u>Payee</u> | <u>Amount</u> | |
|-------------|----------------|----------------------------------|---------------|------------------|
| 06/18/24 | 1204 | DelSignore Blacktop Paving, Inc. | 31,523.99 | |
| | | Total Outstanding Checks | | <u>31,523.99</u> |

BALANCE IN LEDGER AND QUICKBOOKS

\$ 1,541.40

Prepared By,
Michael J. Frank, Treasurer

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



Budget & Finance Committee Report
Charles "Ren" Reed / Chair
June 2024

As we look towards the 2024-2025 fiscal year under a balanced austerity budget, we need to pay special attention to our spending. In the course of the next fiscal year, if a particular line item goes over budget, I recommend that we find an offset so that the budget remains balanced. This task will be difficult since there are only a few places in the budget from which we can cut. As the fiscal year progresses, we may even need to freeze spending in certain lines in the budget.

Also, throughout this year, we need to pay special attention to our income. The Library's budgeted income for the 2024-2025 fiscal year is just under \$950,000. If our income drops from this amount, we will need to make adjustments in spending. In addition, about \$200,000 of our income is dependent on interest rates and the markets. If interest rates begin to drop or if the markets begin to sour, this could have an impact on our income and, if this happens, we will need to adjust our spending.



Programming Committee Report

Caren Pepper / Chair

June 2024

Because the library's requested tax levy was voted down in May, the library has had to reduce its Program Committee budget from \$5,000 to \$1,000. It is therefore offering only 13 programs rather than its previous 31 programs.

Those programs remaining are:

- Adults:** Alzheimer's Caregivers Support Group
Public Narcan Training
Afternoon Crafting
Legal Aid Society Workshops
Quiet Reading Program at the Co-Op
Dungeons and Dragons
Tiny Art Show
- Teens:** The Glove Theater Academy
Dungeons and Dragons
- Children:** Thursday Story Time
Dress-Up Story Time
Virtual Stay-at-Home Story Time
Bingo

These changes in programming will take place on July 1. We have kept programs which we have partnered with other organizations because we have already made a commitment with them for the fiscal year 2024-2025. At the end of the summer, the programs will be evaluated, and it will be determined if they will continue to be offered and if some previous programs can be offered again.

During the summer, the children's story times will be held outdoors at our new property, weather permitting. The previously announced grand opening celebration of this property on August 24 has been cancelled.



Director's Report

Valerie Acklin / Library Director

June 2024

Move Prep

The majority of this month was spent prepping for the move and our reopening, when it's over. As such, I've had almost daily meetings with Barb and Nicole regarding the logistics of the physical space and the shifting of items and furniture. I've also been working with Civil Service to get the ball rolling on the enormous amount of paperwork required to process all our upcoming personnel changes. It has been an truly informative, if often frustrating, endeavor, and we will certainly be able to go forward having a much firmer grasp on how Civil Service views our organizational structure, the hierarchy of Civil Service titles, as well as job protections and how they are applied to each of those titles. The paperwork process will likely continue throughout the summer, but I hope we will have it all wrapped up by the fall.

End of One Fiscal Year, Start of Another

As the fiscal year winds down, I've tried to look ahead to next year and how we can start smoothly, after all the recent upheaval. To that end, I began updating duty statements and descriptions for all employees. I plan to share these with staff during employee evaluations that I hope will take place either in late 2024 or early 2025. With that in mind, I've created a narrative-based evaluation tool, based on the experiences of other libraries both regional and further afield. I hope it will foster a more collaborative conversation that will be useful for staff (instead of just scary, the way many evaluations are). In addition, I've been reaching out to some of our fellow community stakeholders (The Glove, The Museum, The Loft, etc.) to explore possible options for collaboration that will allow us to hold some limited programs/events outside of the Library's building and limited operating hours. I look forward to seeing where these discussions will take us for 2024-2025.

JA Ad Hoc Committees

I've continued my work with Joint Automation, which recently created four ad hoc committees to look at the services they provide member libraries in both the Mohawk Valley Library System and the Southern Adirondack Library System, and discuss possible improvements or changes (based on member library feedback, including Schenectady's long list of concerns). On the ILS committee, of which I was a member, we made recommendations to the JA Council about Polaris functions and permissions, including bulk changes, the running of reports, as well as the visual layout of the online catalog. The Third Party IT committee, of which I was chair, looked at the behind-the-scenes running of library networks, as well as staff and public access computer hardware and software, and explored whether outside vendors should be able to assist libraries with IT needs, in addition to JA. This task was quite complicated, due to the enormity of library data and the security it requires. So, we simply couldn't recommend a model for third parties to access library networks at this time. We did, though, suggest that JA Council come up with a list of recommended certifications and requirements (including cyber insurance) that third party vendors should have if they are needed to help with public access computers and other non-network equipment. JA Council will now thank the recommendations from each committee and, hopefully, update their policies accordingly.

Glove City Pride

The month ended on a positive note, with a successful (if small) Glove City Pride. The thunderstorms cleared up just in time for the group of service organizations hosting the event to take over Castiglione Park and provide a wonderful afternoon for all who attended. There was face painting, a scavenger hunt, music by Flame's Michelle King, free picnic food (thanks to the generosity of the Gloversville Hannaford), free ice cream (thanks to Stewart's), and additional delicious treats from Gloversville's own Nibbles & Bites food truck. While the Library took the organizational lead, we couldn't have done it without our partners: The First Congregational UCC, The Glove City Coalition, and I Can Breathe and I Will Speak. Other tabling organizations included Planned Parenthood of Greater New York, The Recovery Center, and the Legal Aid Society. Special thanks goes to Madison and Sonny who ran the craft and giveaways at the Library's table. They made everyone feel welcome and wanted, and by the end of the day we had no supplies left and lots of happy attendees.



Gloversville Public Library

Nicole Hauser / Assistant Director & Head of Adult Services

June 2024

- Weeding and book purchasing paused as I worked on cleaning things up for the end of the fiscal year.
- Most of the month was spent, working with Barb, dealing with the ramifications of the failed tax levy and the reality of the austerity budget for the upcoming fiscal year:
 - Planning the moving and dissolution of multiple collections throughout the Library
 - Creating a new staffing schedule to reflect the Library's new operating hours and staffing numbers
 - Unexpectedly running programs for the last time and breaking the news to loyal participants
 - Working with PR staff to create a consistent message across all of our channels about our upcoming closure, changes to services, and new operating hours
 - Working with programming staff to cancel, modify, and reschedule all planned programs that were affected

Programs in June:

- Books 'N Brews: 10 participants & 2 staff
 - We discussed Maid: Hard Work, Low Pay, and a Mother's Will to Survive by Stephanie Land. All participants were upset by the news that this was, unexpectedly, our last discussion.
- Adult Crafting had a total of 27 participants & 2 staff
 - 1:30pm: 7 participants; 5:30pm: 8 participants, and kits: 12 participants.
 - Participants painted an ocean scene that included sea turtles and crabs embellished with glass stones. Going forward, we will only be offering the 1:30 class. All participants in the evening class were upset by this news.



Gloversville Public Library

Lex Lanza / Teen Services & Community Engagement Librarian

June 2024

Returning to work after two months of medical leave was challenging, especially at a time when the library is in flux. Navigating unexpected changes to job descriptions/duties, cuts to programs and services, and severely reduced budgets requires a lot of flexibility.

A large portion of my time this month has been spent working with Nicole and Barb to get information out to patrons about the July closure, program cancellations, and changes to operating hours. This included posters in the building, edits to the library website, and social media posts. I have pinned informational posts on both Facebook and Instagram so that whoever visits our sites will see them right away. We also printed announcements about the July closure and the clerks inserted them in all our outgoing holds about two weeks before we closed. Our hope was that patrons would be able to stock up on materials ahead of time, if they desired.

Bailey and I hosted our final *Write On!* program this month. I handed out a letter explaining that the program had been cancelled, which was met with disappointment. Unfortunately, several of our regulars were not present, so I did not have a chance to say goodbye in person. *Write On!* was one of the most successful programs I have run here at GPL, never going unattended in about a year and a half. Sometimes, the 40-60 minutes of time allotted for working on the prompts was the only time I was able to write, and being able to share in a supportive and kind group was something I looked forward to every month. I was delighted and honored whenever a patron in the group read their work aloud, and I will never forget the time three of my teens came to the group and read each other's work aloud instead of their own, as it was less nerve-wracking. *Write On!* will be sorely missed!



Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

June 2024

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: We received notification that due to bids for other projects coming in with significantly higher costs, the award committee meet and granted additional funds to grantees. The Library received a \$19,000 bump bringing our GRIP total to \$99,000. (Our original request was the \$100,000 maximum allowed.)
- DLD Parking Lot Phase 2: waiting for the award announcements and initial payment, probably in August.

Other Projects

- DelSignore needed to push back the May 28 start date for Phase 2 of the parking lot to June 7. Most of the site work was completed in less than a week. The fence was installed the week of June 17. The shed was delivered on June 17 and sod the week of June 24. The light poles and heads are a little delayed and are expected to be installed the week of July 8.
- Work to resolve glitches with our electronic locks continues.
- A lot of the month was spent handling the impact of the failure of the tax levy vote. Nicole and I spend numerous hours working out how to swap the Nonfiction and Local History collections, developing a new staff schedule, working with the staff's PR team to announce the closure for reorganization, hours changes, and elimination of programs using all of our communication outlets.

Statistics / Monthly Report

June 2024

Figures in parentheses are comparable figures for 2023

| | <u>2024</u> | <u>2023</u> |
|--|---------------|--|
| VISITORS | 5,638 | (5,129) |
| CIRCULATION | | |
| Adult circulation | 1,291 | (1,522) |
| Teen Circulation | 171 | (248) |
| Juvenile Circulation | 717 | (974) |
| Audiobooks | 35 | (38) |
| eAudio | 201 | (214) |
| eBooks | 507 | (521) |
| Music | 2 | (4) |
| Periodicals | 31 | (52) |
| eMagazines | 227 | (70) |
| Videos | 511 | (668) |
| Museum Passes | 4 | (2) |
| Library of Things | 28 | (25) |
| Subtotal | <u>3,725</u> | <u>(4,338)</u> |
| In-House Use | | |
| Adult | 18 | (86) |
| Juvenile Circulation | 274 | (403) |
| Other Materials | 540 | (780) |
| Subtotal | <u>832</u> | <u>(1,269)</u> |
| Total Circulation | 4,557 | (5,607) |
| REFERENCE QUESTIONS | 109 | (149) |
| MEETINGS / PROGRAMS / OUTREACH | | |
| 71 Adult programs & meetings with 384 people | | (69 Adult programs & meetings 321 people) |
| 9 Juvenile programs & meetings with 433 people | | (11 Juvenile programs & meetings with 258 people) |
| 2 Teen programs & meetings with 9 people | | (6 Teen programs & meetings with 47 people) |
| 195 One-on-one programs & meetings with 195 people | | (269 One-on-one programs & meetings with 269 people) |
| INTERLIBRARY LOAN | | |
| Material Borrowed | 310 | (562) |
| Material Loaned | 527 | (630) |
| Total | <u>837</u> | <u>(1,192)</u> |
| COMPUTER USAGE | 1,252 | (1,249) |
| HISTORICAL ROOM | | |
| Visitors | 2 | (15) |
| Phone/Email Requests | 4 | 0 |
| Books Used | 15 | (83) |
| Reference Questions | 6 | (33) |
| Microfilm | 0 | (3) |
| ADDITIONAL STATISTICS | | |
| Princh-pages/\$ collected | 125 / \$12.65 | |
| Faxes-sent/\$ collected | 5 / \$11.00 | |
| Essentials kit | 3 | |
| Seeds-new patrons/packets | 3 / 36 | |
| Notary service | 2 | |
| Graphic novels/Youth | 78 | |
| Graphic novels/Teen & Adult | 106 | |
| Memory Lane | 0 | |
| Library of Things-total LOT (games) | 28 (4) | |