



**Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
September 17, 2024 at 6:15 PM**

Attendance/Call to Order

1. Public Comment
2. Accept the Minutes of the:
  - August 20, 2024 Meeting\*
3. Treasurer's Report\*
4. Warrant List\*
5. Budget and Finance Committee Report
6. Foundation Report
7. Friends of the Library Report
8. President's Report
9. Building and Grounds Committee Report
  - Late updates
10. Local History Room Committee Report
11. Outreach Committee Report
12. Personnel Committee Report
13. Policy Committee Report
14. Program Committee Report
15. Public Relations Committee Report
16. Redistricting Ad Hoc Committee
17. Trustee Search Ad Hoc Committee
18. Library Director's Report
  - Future schedule changes
19. Librarians' Reports
20. Old Business
21. New Business

Adjourn\*

Next Meeting: October 15, 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 August 20, 2024 at 6 PM

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, August 20, 2024. Present were President Gregory Niforos, Vice-President Merry Dunn-Brown, Treasurer Michael Fran, and Board members: Charles Reed, Caren Pepper, John Federman, and Richard Carlson. Valerie Acklin, Charlotte Will, and Sue Shrader were not in attendance. There was no one present from the public. Also present was Recording Secretary Sally Ostrander.

Mr. Niforos called the meeting to order at 6:03 PM.

Mr. Niforos asked for a motion to accept the Regular Meeting Minutes of July 30, 2024. Ms. Dunn-Brown made a motion, seconded by Ms. Pepper. After a short discussion, including two corrections of typographical errors, 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. Carlson made a motion to accept the Treasurer's Report, Mr. Federman seconded the motion. The Board approved the motion with a vote of "aye".

Mr. Frank distributed the 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. Reed made a motion to accept, seconded by Mr. Federman. The Board approved this motion with a vote of "aye."

Mr. Reed delivered the Budget and Finance Committee report. Ms. Dunn-Brown noted that State Aid has not been increased since 2017, making it necessary to take a hard look at our income sources and our expenses. The Budget and Finance Committee has a meeting planned to discuss the issues and possible solutions. Mr. Reed noted that not enough was allocated to insurance expense in this year's budget. He suggested restoration funds from the sale of old furniture that occurred when the library was renovated, be used to offset insurance expenses.

There was also a discussion about grant monies and how to track them. There will be a meeting next week with Mr. Niforos, Mr. Frank, Mr. Reed, Ms. Acklin, Ms. Hauser, and Ms. Madonna to discuss the best way to track grant monies. This ad-hoc committee will then present their suggestions to the Budget and Finance Committee.

Mr. Frank stated there was no Foundation Report.

Mr. Niforos gave the Friends of the Library Report. To save money, the newsletter will be available as a PDF file sent via email. Those still wanting paper copies should contact the Friends and let them know. This year's membership drive is ending soon. The raffle baskets will be on display after Labor Day. The Friends' meeting time has changed to 4:50 PM. Their next meeting is September 9th. Their book sale will be October 17-18; contact Patty Franco to volunteer to work the sale or sort books prior to the sale. The Friends are sponsoring a holiday program at the Library in December. Mr. Niforos thanked the Friends for their generous donation to the Library last month and for providing a pizza lunch for the staff during reorganization.

Mr. Niforos presented the President's Report. He noted that an MVLS Symposium will be held at the Johnstown Library on October 23<sup>rd</sup>, it will count as continuing education hours for Board members if they attend. The Board is looking to fill the vacant Board seat. Applicants must be at least 18 years of age, live in the Gloversville Enlarged School District, and not related to any current Board member. Letters of interest should be sent to Ms. Acklin. Once applications have been received, a

committee will be set up to review them and interview applicants. Mr. Niforos also mentioned that if the Board members knew people who were interested but did not want to commit fully to a Board position, they could still be on a committee.

Mr. Carlson presented the Building and Grounds Committee report. He stated the Library has not received any of the construction grant money for Phase II of the parking lot yet but should be receiving it soon now that the parking lot is completed. He stated that the RFP for snow and ice removal has been sent out. There was no Redistricting Ad Hoc Committee Report from Mr. Federman.

Ms. Dunn-Brown delivered the Outreach Committee Report. They held a meeting on August 19. They will attend an Office of the Ageing Picnic along with some Library staff in September. They are making plans to attend the Soroptimists Craft Fair at Gloversville High School in November and some of the Farmers' Market events next year. They are preparing talking points to present to community leaders to explain the services offered by the Library. This event will be held at the Library in March or April.

There was no report from the Personnel Committee. Mr. Niforos stated that a meeting would be set up in September to discuss staffing.

Mr. Niforos stated that Mr. Federman will be chairing the Policy Committee and Ms. Will will be chairing the Public Relations Committee. A Policy Committee meeting will be set up for some time in September. The Plan of Service will be reviewed every August. We are making some progress towards our goals. No changes will be made at this time.

Ms. Pepper stated that there was no report from the Program Committee Report.

There was no Public Relations Committee report from Ms. Will.

Mr. Niforos presented the Library Director's Report. There has been positive feedback from the public regarding the recent changes made in the Library. Mr. Niforos and Ms. Acklin met with the GESD Board in May. They were invited to take part in some of the school's administration meetings. They will be attending meetings in October and March to gain more insight into how to build a partnership with them. Ms. Acklin has been meeting with the elementary school principals and has been given the school curriculum and calendar which will aid us in planning activities and arranging school visits.

Mr. Niforos presented the Librarians' Report. There was discussion about moving the Books and Brews program to the Co-op and letting those who attend buy their own beverages and refreshments, eliminating any cost to the Library.

Mr. Niforos asked for old business. Mr. Niforos discussed the two proposals received from library consultants about next year's election. They provided ideas for mailings and community outreach. There was discussion about available funds to pay for a consultant and concern about other outstanding bills. It was decided that Mr. Frank would request a grant for up to \$15,000 from the Foundation, to be earmarked for hiring a consultant to assist with the Library's budget vote next year. Mr. Reed made a motion that the Library hire the election consultant Elissa Kane, contingent on obtaining the grant of \$15,000 requested by Mr. Frank. Mr. Federman seconded this motion. The motion was approved with a vote of "aye".

The next Board meeting will be held at 6:00 PM on September 17.

At 7:49 PM, Mr. Niforos asked for a motion to adjourn the meeting. Mr. Reed made a motion, seconded by Mr. Federman, to adjourn. This was approved by a unanimous vote of "aye".

Respectfully submitted,

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Sally Ostrander, Recording Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**AUGUST 2024**

	<u>Revised 8/31/24</u> Budget July 1, 2024 to June 30, 2025	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Current Year Over/(Under) Budget</u>
Tax Levy	\$613,695.00	\$0.00	\$0.00	\$0.00	(\$613,695.00)
Investment Income - General Fund	20,000.00	638.17	1,071.04	1,776.64	(18,928.96)
Investment Income - Fund Balance Account	25,000.00	917.57	917.57	0.00	(24,082.43)
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	12,000.00	24,000.00	20,000.00	(120,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	6,682.00	0.00	0.00	605.00	(6,682.00)
Government Affiliations - LLSA	5,600.00	5,120.10	5,120.10	4,927.50	(479.90)
Government Affiliations - Fulton Co Youth Bureau	1,400.00	0.00	0.00	0.00	(1,400.00)
Grants - Mohawk Valley Library System	1,375.00	173.53	1,548.53	0.00	173.53
Grants - Stewart's, WGY, NYS Health Dept, etc	5,872.60	26,599.00	31,271.60	0.00	25,399.00
Donations - Direct	4,000.00	(400.00)	130.00	2,575.00	(3,870.00)
Fees & Miscellaneous Income	2,500.00	390.70	591.17	678.20	(1,908.83)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<b>TOTAL RECEIPTS</b>	<u><b>\$840,124.60</b></u>	<u><b>\$55,439.07</b></u>	<u><b>\$74,650.01</b></u>	<u><b>\$40,562.34</b></u>	<u><b>(\$765,474.59)</b></u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on August 1, 2024	<u>\$358,625.08</u>				
Plus: Receipts Per Report	55,439.07				
Less: Land	0.00				
Less: Expenses Per Report	<u>(80,390.94)</u>				
Income Cash Balance on August 31, 2024	<u><u>333,673.21</u></u>				
Accounts Payable as of 08/31/24	20,809.75				
Prepaid Payroll Expense as of 08/31/24	(249.66)				
Prepaid Expenses as of 08/31/24	<u>0.00</u>				
Actual Cash Balance on August 31, 2024	<u><u>\$354,233.30</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$197,859.75				

Prepared By,  
Michael J. Frank, Treasurer

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

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on August 1, 2024	\$20,329.79	
Plus: Receipts:		
Interest on Money Market Account	227.86	<u>Year to Date</u>
Interest on Treasury Bills	0.00	409.89
Treasury Bills Matured	100,000.00	
NYS Health Department Grant	26,599.00	
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	32,500.00	
	<u>32,500.00</u>	
Balance on August 31, 2024	<u>\$114,656.65</u>	

**FUND BALANCE MONEY MARKET ACCOUNT**

Balance on August 1, 2024	\$112,921.41	
Plus: Receipts:		
Interest on Money Market Account	387.75	<u>Year to Date</u>
Interest on Treasury Bills	0.00	409.89
Treasury Bills Matured	100,000.00	
Transfer from Construction Account		
Less: Paid Outs:		
Treasury Bills Purchased	0.00	
Transfer to General Fund Checking (Int Earned)	917.57	
Transfer to Construction Checking Account	55,000.00	
	<u>55,000.00</u>	
Balance on August 31, 2024	<u>\$157,391.59</u>	

**CONSTRUCTION CHECKING ACCOUNT**

Balance on August 1, 2024	\$5,404.62	
Plus: Receipts:		
Interest Earned	0.44	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	55,000.00	
Less: Paid Outs:		
DeSignore Blacktop Paving, Inc.	53,190.97	
Butler Rowland Mays Architects, LLP	3,529.64	
	<u>3,529.64</u>	
Balance on August 31, 2024	<u>\$3,684.45</u>	

**GLOVERSVILLE PUBLIC LIBRARY**

**CURRENT INVESTMENTS HELD @ BOOK VALUE**

**AUGUST 31, 2024**

<b>GENERAL FUND</b>	<b><u>PAR</u></b>	<b><u>COST</u></b>	<b><u>INVESTMENT RATE</u></b>	<b><u>REALIZED AT MATURITY</u></b>	<b><u>INTEREST EARNED</u></b>
U. S. Treasury Bills 8 Week Due 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>\$200,000.00</b>	<b>\$197,859.75</b>		<b>\$200,000.00</b>	<b>\$2,140.25</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 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>\$400,000.00</b>	<b>\$395,719.50</b>		<b>\$400,000.00</b>	<b>\$4,280.50</b>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**AUGUST 2024**

	<u>Revised 8/31/24</u> 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	\$ 42,015.71	\$ 55,963.06	\$ 54,813.57	\$ (321,749.94)
Salaries - Part Time Employees	79,991.00	9,783.36	12,868.86	15,243.55	(67,122.14)
Salaries - Custodians	38,884.00	4,331.64	5,775.52	4,830.79	(33,108.48)
F I C A & Medicare Tax	37,989.00	2,876.22	5,707.47	7,469.55	(32,281.53)
Unemployment Insurance	20,000.00	406.75	406.75	333.50	(19,593.25)
Disability & Family Leave Insurance	3,500.00	0.00	1,501.27	1,470.78	(1,998.73)
Medical Insurance & Reimbursements	73,000.00	6,753.28	17,579.74	18,037.79	(55,420.26)
Worker's Compensation Insurance	4,000.00	540.78	4,898.55	3,539.83	898.55
Pension Expense	58,500.00	0.00	0.00	0.00	(58,500.00)
Heat	5,000.00	26.26	26.26	26.26	(4,973.74)
Electricity	36,000.00	2,782.93	2,782.93	2,957.56	(33,217.07)
Insurance - Building, Contents & Liability	30,500.00	(1,112.00)	30,492.91	27,960.10	(7.09)
Maintenance, Repairs & Bldg. Supplies	25,000.00	1,233.68	3,013.68	381.97	(21,986.32)
Maintenance Contracts	45,000.00	2,377.50	8,904.30	4,007.93	(36,095.70)
Insurance - D & O Liability & Cyber Ins.	4,500.00	2,746.34	3,480.27	739.56	(1,019.73)
Telephone	8,000.00	681.27	1,359.82	1,276.25	(6,640.18)
Collections - Books, DVDs, etc.	20,000.00	1,077.08	3,865.01	4,928.85	(16,134.99)
Computer & Automation Services	18,000.00	1,185.82	2,318.74	3,221.29	(15,681.26)
Library, Office Supplies & Postage	9,000.00	700.91	700.91	2,098.69	(8,299.09)
Grants - Mohawk Valley Library System	1,375.00	729.32	729.32	0.00	(645.68)
Grants - Stewart's, WGY, etc (Youth)	5,872.60	483.10	483.10	0.00	(5,389.50)
Treasurer	9,000.00	750.00	1,500.00	1,500.00	(7,500.00)
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	1,500.00	0.00	0.00	336.00	(1,500.00)
Events & Programming	1,500.00	0.00	0.00	1,646.44	(1,500.00)
Promotion Expense	500.00	5.00	5.00	25.00	(495.00)
General Expense	<u>800.00</u>	<u>15.99</u>	<u>265.16</u>	<u>259.32</u>	<u>(534.84)</u>
<b>TOTAL EXPENSE</b>	<u><b>\$940,124.60</b></u>	<u><b>\$80,390.94</b></u>	<u><b>\$164,628.63</b></u>	<u><b>\$157,104.58</b></u>	<u><b>(\$775,495.97)</b></u>

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

**AUGUST 2024**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7679		Family Counselling Center	\$ 400.00	Donation Refund
7680	3256	Fulton County Office for the Aging	5.00	Promotion Expense
7681		Gloversville Public Library	14,256.09	Payroll
7682	3257	Butler Rowland Mays Architects, LLP	40.80	Maintenance & Repairs
7683	3258	C D P H P	4,925.88	Medical Insurance
7684	3259	Frontier Communications	681.27	Telephone
7685	3260	Ingram Library Services	1,077.08	Collections - Books
7686	3261	Johnstown Public Library	9.95	Lost Books, etc.
7687	3262	Michael J. Frank	750.00	Treasurer
7688	3263	Mohawk Valley Library System	1,002.94	Computer & Automation
7689	3264	National Grid (2,809.19)	26.26	Heat - Natural Gas
			2,782.93	Electricity
7690	3265	Palmateer Trucking & Container Service	322.00	Maintenance & Repairs
7691	3266	Pasco Building Automation Systems	2,377.50	Maintenance Contracts
7692	3267	Charter Communications	129.98	Computer & Automation
7694	3268	Valerie Acklin	39.99	Outreach Grant Expense
7693	3269	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7695	3270	Business Card (1,308.10)	15.99	G/E - Zoom Subscription
			52.90	Computer & Automation
			483.10	Events & Programming
			3.75	Office Expense
			29.99	Library Supplies
			689.33	Outreach Grant Expense
			33.04	Postage
7696	3271	First Nonprofit Unemployment Program (606.75)	200.00	Cash Reserve
			406.75	Unemployment Insurance
7697	3272	Gloversville True Value Hardware	36.61	Maintenance & Repairs
7698	3273	Kingsboro Lumber Co., Inc.	24.27	Maintenance & Repairs
7699	3274	Quill LLC	634.13	Library Supplies
7700	3275	Technical Building Services, Inc.	810.00	Maintenance & Repairs
7701	3276	Travelers Insurance Company (2,996.00)	2,746.34	Insurance - Cyber Security
			249.66	Prepaid Expense
7702	3279	NYSIF Workers' Compensation	540.78	Insurance - Workers' Comp.
7703		Gloversville Public Library	14,903.95	Payroll
DM		E F T NYS & Local Retirement System	780.33	Pension - Withholdings
DM		E F T Invesco - 403b	150.00	Payroll
DM		E F T NYS Tax Department	1,467.10	Payroll
DM		E F T United States Treasury (9,080.44)	2,876.22	FICA & Medicare Expense
			6,204.22	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	2,068.06	Medical Insurance
		CHECK AND EFT PAID OUTS - AUGUST 2024	<u>64,276.35</u>	
		PETTY CASH PAID OUTS - AUGUST 2024		
		None	<u>0.00</u>	
		<b>TOTAL AUGUST 2024 PAID OUTS</b>	<b><u>\$64,276.35</u></b>	
		Less: Donation Refund	(400.00)	
		Plus: Accrued Payroll Less: Tax & Ins Withholdings	16,974.20	
		Less: Lost Books, etc.	(9.95)	
		Plus: Prepaid Expense	(249.66)	
		Less: Cash Reserve	<u>(200.00)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<b><u>\$80,390.94</u></b>	



## Financial Review August 2024

The Financial Report for the two-month period ending August 31, 2024 shows our income up by approximately \$34,100 as compared to the same period of last year. This was primarily a result of the Library Foundation increasing their allotment by \$4,000 over the prior year period and the Library receiving a NYS Health Department Grant of \$26,600. Expenses for the period ending August 31, 2024 were up approximately \$7,500 over the prior year period due primarily to the increase in the Commercial Insurance Package of approximately \$2,500 and the addition of Cyber Liability Insurance of approximately \$3,000. The Library also had an increase of approximately \$4,900 in the cost of Maintenance Contracts over the prior year period. Payroll and related expenses decreased slightly from the prior year period due to staffing cuts as a result of the Tax Levy increase being defeated in May of 2024.

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

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

Balance Per Bank Statement					\$ 11,783.88
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	
08/01/24	7680	Fulton County Office for the Aging		5.00	
08/20/24	7686	Johnstown Public Library		9.95	
08/20/24	7690	Palmateer Trucking & Container Service		322.00	
08/20/24	7693	The Paul Revere Life Insurance Company		42.16	
08/20/24	7694	Valerie Acklin		39.99	
08/30/24	DM	EFT - Invesco 403b		150.00	
08/30/24	DM	Marshall & Sterling - Reimbursement - Emden		11.28	
		Total Outstanding Checks		<u>5,830.38</u>	<u>5,830.38</u>

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS** \$ 5,953.50

**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>	<u>-</u>

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 18,001.50

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

Balance Per Bank Statement					\$ 114,656.65
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>

Other Items:  
None -

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 114,656.65

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

Balance Per Bank Statement					\$ 157,391.59
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>

Other Items:  
None -

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 157,391.59

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

Balance Per Bank Statement

\$ 56,875.42

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
08/20/24	1210	DelSignore Blacktop Paving, Inc.	53,190.97
Total Outstanding Checks			<u>53,190.97</u>

53,190.97

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 3,684.45

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Prepared By,  
Michael J. Frank, Treasurer

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

GLOVERSVILLE



PUBLIC  
LIBRARY

**Budget & Finance Committee Report**  
**Charles “Ren” Reed / Chair**  
**August 2024**

As was mentioned at the August 2024 Board of Trustees meeting, Greg has assembled an ad Hoc committee consisting of Valerie, Barb, Nicole, Mike Frank, himself, and myself to work out a better way to track spending. You will notice some changes to Mike's treasurer's report beginning this month.

Working with me, Mike has slightly amended the 2024-2025 annual operating budget to include these changes. Mike also lowered the 2024-2025 annual income forecast due to changes (and suspected changes) in the markets. However, Mike was able to lower several spending line items so that the amended annual operating budget remains balanced! All of these changes will be discussed at the September 2024 Board of Trustees meeting and the revised 2024-2025 annual operating budget will be approved.

The Budget and Finance committee will not begin work on drafting the 2025-2026 annual operating budget until November 2024. However, I can see needing to make further cuts to this year's annual operating budget of \$50,000 (or even as high as \$100,000).



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

The Friend's BBQ at Whitey's was held on September 13th.

The Annual Basket Raffle underway now. Tickets are \$1 or 6 for \$5. Drawing will be on Oct. 25th. Pictures of baskets on library face book page.

The annual Friends meeting was on September 9th. Next Friends meeting is on November 4th.

The Book Sale will be Oct. 17 and 18. (donated books can be dropped off September 30-October. 4). Contact Patty Franco if you wish to volunteer.

Friends' Week is October 21-25. There will be staff and Trustee recognition, small gifts for patrons, and free books for children to take home.

The Friends Membership Renewal Drive has begun. Don't forget to renew your membership this month. Membership forms available at the Information Desk during Friends' Week.

The next newsletter article submission deadline is October 30.

Be sure to contact Marion Clemente if you want the newsletter e-mailed to you, moving forward. Contact Kathy Konakov if you would prefer to keep postal delivery. We are hoping to go to increase email delivery of the newsletter.

The Dreamcatchers' performance will be December 5 at 3 PM, at the Library. Registration is required.



## **Building and Grounds Committee Report**

**Richard Carlson / Chair**

**August 2024**

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

Have not yet received the initial payment for the DLD construction grant (90% of the grant amount), but should soon. The remaining 10% will be received after we submit our final report to DLD.

### **Atrium Restoration Project**

Awaiting bid specifications from our architect; these need to be submitted to SHPO by November in order to maintain our desired construction start of early spring next year. Sexual harassment training is scheduled for September 20 (needed to satisfy grant requirements). We also need to have bid document language from architect concerning MWBE requirements to submit to the City to satisfy their DRI grant. Ultimately, though, the final decision as to when we will proceed with this project will be made by the Board in the context of the financial and budgetary considerations that will need to be addressed in the coming year.

### **Snowplowing Contract**

RFP has been sent out to Jim Esper. No response thus far.

### **HVAC Problems**

Stark/TBS was onsite to address previously known issues, but in doing so discovered additional HVAC problems affecting the Children's Room; these will require a visit by a different technician.

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

Bob Lee has been onsite to address repairs. One piece still needs to be ordered and installed, hopefully soon.

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

Repairman has been contacted for advice on whether we can proceed with a fix or if it will need to be totally replaced.

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

None that are facility-related.

### **Security Cameras**

We submitted our DLD grant application by the 9/5 deadline. Current total cost estimate is now \$131k (we're requesting a grant amount of \$98k), with a projected 2026 installation date.

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

Last one this season scheduled for September 24. Merry reports that at the August 27 session, seven volunteers weeded all around the library, deadheaded the daisies, trimmed the hydrangeas (so as not to interfere with the library sign), planted the donated primroses, fertilized plants, and trimmed the shrubs along the left of the exit ramp. They welcomed their newest volunteer member, Teri Heacock.

**Maintenance Contracts**

- HVAC Software
- HVAC Maintenance: Boiler inspection scheduled September 24
- HVAC Cooling Tower Maintenance
- Sprinkler System – Inspection scheduled for September 19
- Fire Extinguishers
- Elevator
- Fire Inspection
- Key Fob Lock Software

**New Business**

The outside gate lock to the staff area currently doesn't lock and needs to be fixed.

GLOVERSVILLE



PUBLIC  
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**Personnel Committee Report**  
**Susan Shrader / Chair**  
**August 2024**

The personnel committee has been unable to meet due to health issues. We hope to meet later in the month to discuss staffing issues, staffing projections, salary schedules and at a second meeting, revisions to the staff handbook.





**Director's Report**  
**Valerie Acklin / Library Director**  
**August 2024**

**Scheduling Challenges**

As we learn to navigate within this fiscal year's austerity budget, one of our primary challenges has been establishing ongoing, consistent staff schedules. While, on paper, we have just enough employees to cover our reduced operating hours (with a minimum of 3-4 staff onsite at all times, as per policy), the reality is a bit more complex. One confounding factor is the tracking of employee vacations and sick leave. Time off for vacations is, for the most part, scheduled in advance, and at that time receives approval with the assumption that we will be otherwise fully staffed during those vacation days (otherwise no vacations would be approved). But, as it turns out, we do not have enough staff to operate should other staff call out sick simultaneously with a colleague's scheduled vacation time. Another factor revolves around the duties of staff in the building when we are operating with a skeleton crew. While it is conceivable that we have four staff members in the building, sometimes only half of them are public facing employees, with the skills to conduct patron transactions and/or complete opening and closing procedures. Exacerbating the situation are the occasions when the senior staff in the building are Library Clerks, who are neither trained nor compensated for supervisory work. Due to the frequency of these situations arising, it has become necessary for us to close partially to the public, usually for a couple of hours either at the end of the day or the beginning of the day. While we haven't received any complaints to date, it is frustrating for staff and patrons, alike. Unfortunately, there is no long- or short-term solution to this problem, and it will likely be our new normal for the foreseeable future. We will, of course, endeavor to keep the closings as sporadic and short as we can, and do everything in our power to provide the public with as much advance notice as possible.

**Giving Back(packs)**

It was an honor to co-host the year's annual Back-to-School Backpack Giveaway, with local non-profit I Can Breathe and I Will Speak (led by community stakeholder Lashawn Hawkins). The day was an unqualified success, despite a mid-event downpour! Held at Trail Station Park, the event distributed over 800 backpacks to resident students. Backpacks were divided up by grade range (elementary school, middle school, and high school), with each backpack loaded up with age-appropriate school supplies and reading materials. Families started lining up to receive their backpack two hours in advance, and by the time the event got underway there was over 200 people in attendance! All of the backpacks and materials were donated by local businesses and individuals, who also provided volunteers to help staff the event. But, the fun and free stuff didn't stop there. In addition to the backpacks, attendees received free home healthcare products, free socks, free haircuts, free lunch, and free ice cream. And to help keep everyone smiling, there were field games, coloring stations, and music. It was a shining example of the good that can be accomplished when a community comes together to help its neighbors grow and thrive. We are already counting down the days until next year!



## **Gloversville Public Library**

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

**August 2024**

In August, we took a look at our Large Print collection, and only ended up weeding a handful of books from the collection.

With our new operating hours and staffing situation, I have been spending a lot more time working at both the Information Desk and the Youth Services Desk on a scheduled, and unscheduled, basis.

We met with the principals of Kingsborough, Boulevard, and McNab Elementary schools. Plans are well under way to have the 3<sup>rd</sup> graders visit the library in the Fall and 1<sup>st</sup> graders visit in May. They also asked us to attend their open houses in September and we are continuing to work with them to figure out ways to support scholars for the upcoming school year and beyond.

We had several finance meetings and discussions in August in an attempt to clarify how grants and donations with restrictions are tracked and just how much of the budget we have for programming and collections.

I processed the last payroll of the month. This was the first time I've processed payroll since around December 2023 and it went relatively smoothly.

After withdrawing DVDs in July, we had a plethora of plastic cases that I was able to distribute to other member libraries this month.

I worked on creating a comprehensive list/map of the location of all of the HVAC units in the building and the areas they service. The bulk of this list is complete, but I am still working on figuring out where a few of the units service.

### Programs in August:

- Adult Crafting had a total of 12 participants & 2 staff
  - We held our program in the new outside space in the auxiliary parking lot. Participants created stress balls and enjoyed being outside!



# Grants & Special Projects Report

## Barb Madonna / Head of Grant Administration & Special Projects

### August 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. The training has been scheduled for Friday, September 20.
- GRIP: We are waiting for the architect to provide bid documents so I can reach out to potential MWBE contractors to solicit interest in replacing the dome. I need the bid documents because this is such a specialized project that I need professional language to discuss the details of how this is different from a typical roofing job.
- DLD Parking Lot Phase 2: waiting for the award announcements and initial payment, hopefully in September.
- DLD Security Cameras: We have submitted an application requesting \$98,319 for assistance with the installation of security cameras. The quote from our vendor came in at \$131,092.91 for 43 internal and 4 external security cameras. MVLS should provide us with an answer as to what it is willing to recommend for funding by the middle of October. Full funding would set the Library's cost share (of the quoted amount) at \$32,773.91. Should we receive and accept funding for this project, we would need to start it by January 2026.

#### Other Grants

- I am working on a grant in support of Youth Services activities. The Library received an invitation from the John Henry Eldred Jr. Foundation to submit request for up to \$5,000 in support of collection development, programming and equipment for children. It is due September 30. The awards will be announced by November 22, 2024.

#### Other Projects

- The parking lot project is complete. The Youth Department held Story Time with the Friends there in August and the Adult Crafting class held its August event there, as well.
- Work to resolve glitches with our electronic locks is continuing slowly.
- I provided support to Nicole as she worked through the HVAC heat pump list to determine which pumps provide service to which areas of the building.
- I processed the items purchased with the 2024 MVLS Outreach Grant to create Memory Lane Kits that will circulate. I also updated the Memory Lane brochure.
- I attended several meetings to sort out how grants and donations are tracked and recorded as income and expenses.
- Work progressed on the Sensory Zone; bins of activities were added to the treefort area; busy boards were built and installed in that space too; the washer/dryer and kitchen playsets were installed in the Early Literacy Room.
- Resumed working on the overhaul of the Employee Handbook

Statistics / Monthly Report

August 2024

Figures in parentheses are comparable figures for 2023

	<u>2024</u>	<u>2023</u>
<b>VISITORS</b>	<b>4,920</b>	<b>(5,544)</b>
<b>CIRCULATION</b>		
Adult circulation (includes 0 Memory Lane)	1,376	(1,728)
Teen Circulation (includes 90 Graphic novels)	161	(282)
Juvenile Circulation (includes 125 Graphic nove	1,121	(1,410)
Audiobooks	19	(62)
eAudio	269	(207)
eBooks	486	(553)
Music	2	(11)
Periodicals	3	(81)
eMagazines	129	(72)
Videos	555	(666)
Museum Passes	8	(4)
Library of Things (includes 5 games)	28	(14)
Subtotal	<u>4,157</u>	<u>(5,090)</u>
In-House Use		
Adult	30	(43)
Juvenile Circulation	330	(357)
Other Materials	220	(690)
Subtotal	<u>580</u>	<u>(1,090)</u>
<b>Total Circulation</b>	<b>4,737</b>	<b>(6,180)</b>
<b>REFERENCE QUESTIONS</b>	<b>85</b>	<b>(124)</b>
<b>MEETINGS / PROGRAMS / OUTREACH</b>		
69 Adult programs & meetings with 258 people		(89 Adult programs & meetings 409 people)
4 Juvenile programs & meetings with 338 people		(10 Juvenile programs & meetings with 199 people)
0 Teen programs & meetings with 0 people		(10 Teen programs & meetings with 97 people)
52 One-on-one programs & meetings with 52 people		(210 One-on-one programs & meetings with 210 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	424	(637)
Material Loaned	565	(584)
Total	<u>989</u>	<u>(1,221)</u>
<b>COMPUTER USAGE</b>	<b>1,403</b>	<b>(1,621)</b>
<b>HISTORICAL ROOM</b>		
Visitors	11	(14)
Books Used	27	(25)
Reference Questions	11	(34)
Microfilm	8	(17)
<b>SERVICE STATS</b>		
Princh-pages/\$ collected	232/\$30.85	
Cassie printing-pages/\$ collected	1,114/\$135.25	
Faxes-sent/\$ collected	6 /\$17.50	
Essentials kit	1	
Seeds-new patrons/packets	1 patron /5 packets	
Notary service	3	