



**Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
February 18, 2025 at 6 PM**

Attendance/Call to Order

1. Public Comment
2. Accept the Minutes of the:
 - January 21, 2025 Meeting*
 - February 4, 2025 Meeting*
3. Treasurer's Report*
4. Warrant List*
5. Budget and Finance Committee Report
 - Tax Levy*
6. Foundation Report
7. Friends of the Library Report
8. President's Report
9. Building and Grounds Committee Report
 - HVAC Contract Update
 - Roof Drain Update
10. Local History Room Committee Report
11. Outreach Committee Report
12. Personnel Committee Report
13. Policy Committee Report
 - Standing Committee Changes*
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
 - GESD Meeting Update
 - Grant Updates
19. Librarians' Reports
20. Old Business
 - GLL Field Sign Update
 - Red Cards/Immigration Update
21. New Business

Adjourn*

Next Meeting: March 18, 2025 at 6 PM

* Motion Required



Minutes of the Gloversville Public Library Board of Trustees Meeting January 21, 2025 at 6 PM

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, January 21, 2025. Present were President, Gregory Niforos; Vice-President, Merry Dunn-Brown; Library Director, Valerie Acklin; Treasurer, Michael Frank; and Trustees: Richard Carlson, John Federman, Caren Pepper, and Charlotte Will. Also present was recording secretary, Sally Ostrander.

Mr. Niforos called the meeting to order at 6:01 PM.

Mr. Niforos asked for a motion to accept the minutes from the Board meeting of December 17, 2024. Mr. Carlson made a motion to accept the minutes, seconded by Mr. Federman. The minutes were approved with a unanimous vote of "aye."

Mr. Frank delivered the Treasurer's Report. Ms. Pepper made a motion to accept the Treasurer's Report; seconded by Mr. Carlson. The Board approved the motion with a vote of "aye."

Mr. Frank distributed the Warrants List. Time was allowed for Board members to review and discuss various items on the Warrant list. Ms. Will made a motion to accept, seconded by Ms. Pepper. The Board approved this motion with a vote of "aye."

Ms. Acklin delivered the Budget and Finance Committee report. The proposed budget and tax levy will be voted on at the February Board meeting.

Mr. Frank stated there was no Foundation Report.

Mr. Niforos presented the Friends' Report on behalf of Ms. LaPorta. The Friends' annual Pie Sale orders will be taken from February 18 to March 17, with pie pick-up on April 4. The annual Spaghetti Dinner fundraiser is March 19.

Mr. Niforos presented the President's Report. He reminded Board members that Advocacy Day is February 5 in Albany. Attendees can meet with State Legislators to advocate for more library support from the State.

Mr. Carlson presented the Buildings and Grounds Report. Grant reimbursements for the auxiliary parking lot, documentation and plans for the atrium dome project, as well as HVAC contracts and services were discussed.

Ms. Dunn-Brown delivered the Outreach Committee report. She stated that a meeting was planned for Thursday to discuss ways they could assist in getting the Library's message out to the public about the budget vote.

Ms. Acklin presented the Personnel Committee Report. She read a letter she received from a patron which praising Library Clerk Shari Peto work in the Local History Room. Ms. Acklin also stated that she received letters from Civil Service approving the promotion of Nicole Hauser to Assistant Director, Barbara Madonna to Librarian II, and the provisional appointment of George Emden to Senior Custodian.

Mr. Federman stated there was no Policy Committee.

Valerie Acklin
Library Director

2024-2025
Board of Trustees

Merry Dunn Brown

Richard Carlson

Jonathan Federman

Greg Niforos

Caren Pepper

Charles Reed

Susan Shrader

Charlotte Will

Ms. Pepper presented the Program Committee Report. She asked Ms. Acklin to explain the new room reservation platform.

Ms. Will stated there was no Public Relations Committee Report.

Mr. Federman stated there was nothing to report from the Redistricting Ad Hoc Committee. Mr. Niforos stated that the hope is for this committee to become a standing committee, with a name change to Sustainable Growth Committee.

Mr. Niforos stated plans for the Trustee Search Ad Hoc Committee to also become a standing committee, with a name change to Board Development Committee. The Committee has been contacted by someone interested in becoming a Trustee. Mr. Niforos will contact him and set up an interview with the Committee.

Ms. Acklin presented the Librarians' and Director's Report. In her report, she stated that Madison Smrtic, one of our Library Assistants, submitted a report to her about social media platforms and the benefits of purchasing a social media management software tool for the Library.

Mr. Niforos asked if there was old business to discuss. Mr. Federman asked if there was an increase in the number of homeless visiting the Library because there is no code blue shelter in Gloversville. Ms. Acklin stated that we have not seen a noticeable change.

Mr. Niforos asked for new business. Ms. Dunn-Brown stated that the Board will provide the Library staff with lunch at an upcoming staff meeting. Ms. Acklin asked for the Board's approval to submit an article and picture for the upcoming edition of "Portraits 2025" published by *The Leader-Herald*. It was also agreed that the Library would support the Gloversville Little League this year by having our logo on a field sign. Ms. Acklin also read a portion of a letter she received from the office of New York State Senator Mark Walczyk, written to Governor Hochul, supporting the Gloversville Public Library specifically and public libraries in general.

A motion was made by Mr. Carlson to adjourn the meeting at 7:36 PM and seconded by Ms. Will. The motion was approved with a vote of "aye."

The next Board meeting will be held at 6 PM on February 18, 2025.

Respectfully submitted,

Sally Ostrander, Recording Secretary



Minutes of the Gloversville Public Library Board of Trustees Special Meeting February 4, 2025 at 6 PM

The Gloversville Public Library Board of Trustees called a Special Board meeting on Tuesday, February 4, 2025. Present were President, Gregory Niforos; Vice-President, Merry Dunn-Brown; Charles Reed, Vice-President of Finance; Library Director, Valerie Acklin; and Trustees: Richard Carlson, John Federman, Caren Pepper, and Charlotte Will. Also present was recording secretary, Sally Ostrander.

Valerie Acklin
Library Director

Mr. Niforos called the meeting to order at 6:00 PM.

Mr. Niforos opened the meeting discussing the Trustee candidate who was recently interviewed. The candidate withdrew his name from consideration, so the search for a new Trustee continues. The candidate must be a resident of the Gloversville School District and be 18 years of age. It was noted that the Board Committees are "open committees" which allow non-board members to attend committee meetings, participate, and assist the committee with their work.

Ms. Acklin stated that she has had meetings, is gathering data, and requesting quotes from three companies regarding HVAC maintenance, repairs, inspections, testing, and software automation contracts. Ms. Acklin also explained that there is a leak in the boiler room that may be the result of a frozen roof drain. Repairs are being scheduled.

A motion was made by Ms. Dunn-Brown and seconded by Mr. Carlson to move Item #3 on the agenda to the end of the meeting. The Board approved this motion with a vote of "aye."

The atrium dome construction/repair timeline was discussed. Ms. Acklin stated that the review of bid documents has not yet been completed and returned to the Library. Also, the Library has events scheduled for this spring and the work on the atrium will temporarily compromise safety within the Library. Therefore, the expected start date of the atrium project will be moved to the summer. It is expected that the work will be completed by fall.

Mr. Carlson stated that the Building and Grounds Committee has been rescheduled for Friday, February 7.

Mr. Reed stated that the Budget and Finance Committee is working on a draft of a contingency budget.

Ms. Acklin stated that recent federal Executive Orders may impact the Library. The freezing of federal grants may affect us, as well. Ms. Acklin will contact our Attorney to discuss our legal responsibilities and how these situations should be handled, followed up with staff training if appropriate.

2023-2024
Board of Trustees

Merry Dunn Brown

Richard Carlson

Jonathan Federman

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Susan Shrader

Charlotte Will

Ms. Acklin spoke with the attorney about the legal aspects of exploring moving our vote to coincide with the Gloversville Enlarged School District. The Attorney prepared an "Exploratory Resolution" which authorizes the Board to have Ms. Acklin meet with the School District and discuss all matters pertaining to this topic. She hopes to report back at next month's Board meeting. The Library plans to notify the School Board of their decision no later than March 1, 2025.

A motion was made by Mr. Reed and seconded by Ms. Will to authorize Ms. Acklin to accept the Resolution as written. The motion was approved with a vote of "aye."

At 7:01 PM a motion was made to go into executive session by Ms. Dunn-Brown and seconded by Mr. Carlson. The motion was approved with a vote of "aye." The motion to come out of executive session was made at 7:05 by Mr. Carlson and seconded by Ms. Pepper. The motion was approved with a vote of "aye."

When the regular session resumed, a motion was made by Mr. Reed and seconded by Ms. Will to approve a leave of absence for George Emden from the position of Custodial Worker. The motion was approved with a vote of "aye."

A motion was made by Ms. Pepper to adjourn the meeting at 7:10 PM and seconded by Ms. Carlson. The motion was approved with a vote of "aye."

The next Board meeting will be held at 6 PM on February 18, 2025.

Respectfully submitted,

Sally Ostrander, Recording Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JANUARY 2025

	<u>Revised 8/31/24</u> 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	\$613,695.00	\$613,695.00	\$0.00
Investment Income - General Fund	20,000.00	1,990.26	9,725.74	8,312.43	(10,274.26)
Investment Income - Fund Balance Account	25,000.00	1,433.78	9,989.76	0.00	(15,010.24)
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	18,000.00	90,000.00	70,000.00	(54,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	6,682.00	0.00	4,266.00	6,973.25	(2,416.00)
Government Affiliations - LLSA, City Pilot Funds	5,600.00	568.90	6,492.63	8,337.50	892.63
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	0.00	2,048.53	0.00	673.53
Grants - Stewart's, WGY, NYS Health Dept, etc	5,872.60	0.00	36,271.60	0.00	30,399.00
Donations - Direct	4,000.00	1,222.00	3,052.00	5,610.00	(948.00)
Fees & Miscellaneous Income	2,500.00	311.91	1,992.39	1,939.14	(507.61)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,311.57</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$840,124.60</u>	<u>\$23,526.85</u>	<u>\$787,533.65</u>	<u>\$725,178.89</u>	<u>(\$52,590.95)</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on January 1, 2025	<u>\$755,759.02</u>				
Plus: Receipts Per Report	23,526.85				
Less: Land	0.00				
Less: Expenses Per Report	<u>(84,845.86)</u>				
Income Cash Balance on January 31, 2025	<u><u>694,440.01</u></u>				
Accounts Payable as of 01/31/25	0.00				
Prepaid Expenses as of 01/31/25	<u>(7,084.61)</u>				
Actual Cash Balance on January 31, 2025	<u><u>\$687,355.40</u></u> *				
	8.00				
* Includes Treasury Bills @ Purchase Price of	\$642,763.62				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Charles W. Reed, V.P. of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on January 1, 2025	\$130,996.23	
Plus: Receipts:		
Interest on Money Market Account	161.06	<u>Year to Date</u>
Interest on Treasury Bills	0.00	7,263.18
Treasury Bills Matured	200,000.00	
Tax Levy Money	0.00	
Repayment of Fund Balance Loan	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	272,057.09	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	50,000.00	
Balance on January 31, 2025	<u>\$9,100.20</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on January 1, 2025	\$43,877.18	
Plus: Receipts:		
Interest on Money Market Account	157.76	<u>Year to Date</u>
Interest on Treasury Bills	0.00	9,241.07
Treasury Bills Matured	100,000.00	
Transfer from Construction Ckg. Acct.	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	99,341.22	
Transfer to General Fund Checking (Int Earned)	1,433.78	
Transfer to Construction Checking Account	0.00	
Balance on January 31, 2025	<u>\$43,259.94</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on January 1, 2025	\$5,019.15	
Plus: Receipts:		
Interest Earned	0.23	
Grant Money Received	10,915.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
Transfer to Fund Balance MM Account	0.00	
Balance on January 31, 2025	<u>\$15,934.38</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

JANUARY 31, 2025

GENERAL FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 17 Week Due 04/29/25	\$75,000.00	\$73,951.31	4.3500%	\$75,000.00	\$1,048.69
U. S. Treasury Bills 13 Week Due 05/01/25	100,000.00	98,939.60	4.2990%	100,000.00	1,060.40
U. S. Treasury Bills 17 Week Due 03/04/25	100,000.00	98,535.64	4.5580%	100,000.00	1,464.36
U. S. Treasury Bills 8 Week Due 02/24/25	100,000.00	99,323.33	4.4400%	100,000.00	676.67
U. S. Treasury Bills 17 Week Due 05/06/25	100,000.00	98,613.32	4.3130%	100,000.00	1,386.68
U. S. Treasury Bills 13 Week Due 02/27/25	100,000.00	98,896.25	4.5260%	100,000.00	1,103.75
U. S. Treasury Bills 8 Week Due 03/25/25	75,000.00	74,504.17	4.3380%	75,000.00	495.83
TOTAL SECURITIES CURRENTLY HELD	\$650,000.00	\$642,763.62		\$650,000.00	\$7,236.38

FUND BALANCE ACCOUNT	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 17 Week Due 03/25/25	\$200,000.00	\$197,104.33	4.5060%	\$200,000.00	\$2,895.67
U. S. Treasury Bills 17 Week Due 02/18/25	150,000.00	147,808.42	4.5480%	150,000.00	2,191.58
U. S. Treasury Bills 13 Week Due 03/20/25	100,000.00	98,925.69	4.3560%	100,000.00	1,074.31
U. S. Treasury Bills 8 Week Due 03/18/25	100,000.00	99,341.22	4.3220%	100,000.00	658.78
U. S. Treasury Bills 17 Week Due 04/15/25	100,000.00	98,598.44	4.3600%	100,000.00	1,401.56
TOTAL SECURITIES CURRENTLY HELD	\$650,000.00	\$641,778.10		\$650,000.00	\$8,221.90

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JANUARY 2025

	<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	\$ 41,134.67	\$ 197,177.29	\$ 235,046.76	\$ (180,535.71)
Salaries - Part Time Employees	79,991.00	10,481.94	50,449.81	63,484.04	(29,541.19)
Salaries - Custodians	38,884.00	4,791.92	22,118.48	20,329.57	(16,765.52)
F I C A & Medicare Tax	37,989.00	4,315.23	20,635.50	24,392.87	(17,353.50)
Unemployment Insurance	20,000.00	4,928.28	13,092.81	667.00	(6,907.19)
Disability & Family Leave Insurance	3,500.00	1,303.63	2,804.90	2,972.05	(695.10)
Medical Insurance & Reimbursements	73,000.00	4,324.96	39,352.21	48,634.47	(33,647.79)
Worker's Compensation Insurance	4,000.00	0.00	4,898.55	3,539.83	898.55
Pension Expense	58,500.00	0.00	43,179.25	34,597.87	(15,320.75)
Heat	5,000.00	565.26	946.85	900.78	(4,053.15)
Electricity	36,000.00	3,208.03	13,756.84	13,572.41	(22,243.16)
Insurance - Building, Contents & Liability	30,500.00	0.00	30,492.91	27,960.10	(7.09)
Maintenance, Repairs & Bldg. Supplies	25,000.00	963.00	13,736.18	12,205.28	(11,263.82)
Maintenance Contracts	45,000.00	0.00	14,226.42	13,458.76	(30,773.58)
Insurance - D & O Liability & Cyber Ins.	4,500.00	0.00	4,374.34	1,658.63	(125.66)
Telephone	8,000.00	764.68	4,969.41	4,649.73	(3,030.59)
Collections - Books, DVDs, etc.	20,000.00	3,431.97	10,652.63	21,861.03	(9,347.37)
Computer & Automation Services	18,000.00	3,327.98	10,857.56	18,484.58	(7,142.44)
Library, Office Supplies & Postage	9,000.00	493.02	3,991.77	7,376.22	(5,008.23)
Grants - Mohawk Valley Library System	1,375.00	0.00	1,174.87	0.00	(200.13)
Grants - Stewart's, WGY, etc (Youth)	5,872.60	32.31	529.27	0.00	(5,343.33)
Treasurer	9,000.00	750.00	5,250.00	5,250.00	(3,750.00)
Professional Fees	20,000.00	0.00	6,000.00	(750.00)	(14,000.00)
Election Expense	5,000.00	0.00	0.00	0.00	(5,000.00)
Professional Meetings & Travel	1,500.00	0.00	1,575.11	2,220.29	75.11
Events & Programming	1,500.00	12.99	97.41	5,378.23	(1,402.59)
Promotion Expense	500.00	0.00	59.99	422.40	(440.01)
General Expense	800.00	15.99	345.11	389.84	(454.89)
TOTAL EXPENSE	<u>\$940,124.60</u>	<u>\$84,845.86</u>	<u>\$516,745.47</u>	<u>\$568,702.74</u>	<u>(\$423,379.13)</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

JANUARY 2025

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7782		Gloversville Public Library	\$ 12,984.59	Payroll
7783	3350	Arch Insurance (2,607.26)	1,303.63	Dis & PFL Insurance
			1,303.63	Prepaid Expense
7784		Gloversville Public Library	14,946.86	Payroll
7785	3351	Amsterdam Public Library	15.00	Lost Books, etc
7786		Void		
7787	3352	Assabet Interactive, LLC	2,100.00	Computer & Automation
7788	3353	Business Card (182.05)	15.99	G/E - Zoom Subscription
			55.90	Computer & Automation
			15.00	Office Expense
			47.27	Library Supplies
			32.31	W G Y Grant Expense
			2.59	Postage
			12.99	Events & Programming
7789	3354	C D P H P	4,110.63	Medical Insurance
7790	3355	Frontier Communications	764.68	Telephone
7791	3356	Ingram Library Services	138.68	Collections - Books
7792	3357	Michael J. Frank (830.75)	750.00	Treasurer
			80.75	Office Supplies
7793	3358	Mohawk Valley Library System (7,458.67)	1,042.10	Computer & Automation
			3,208.29	Collections - E Books
			3,208.28	Prepaid Expense
7794	3359	National Grid (3,773.29)	565.26	Heat - Natural Gas
			3,208.03	Electricity
7795	3360	Quill, LLC	202.94	Library Supplies
7796	3361	Saratoga Springs Public Library	25.99	Lost Books, etc
7797	3362	Charter Communications	129.98	Computer & Automation
7798	3363	Technical Building Services, Inc.	635.00	Maintenance & Repairs
7799	3364	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7800	3365	Arkell Museum	85.00	Collections - Museum Passes
7801	3366	First Nonprofit Unemployment Program (3,601.00)	394.75	Unemployment Insurance
			3,206.25	Cash Reserve
7802	3367	Palmateer Trucking & Container Service	328.00	Maintenance & Repairs
7803	3368	Quill, LLC	144.47	Library Supplies
7804		Gloversville Public Library	15,121.74	Payroll
7805		Gloversville Public Library	124.22	Payroll
DM		E F T NYS Deferred Compensation	400.00	Def. Comp. - Withholdings
DM		E F T NYS & Local Retirement System	721.65	Pension - Withholdings
DM		E F T Invesco - 403b	150.00	Payroll
DM		E F T NYS Tax Department	2,248.80	Payroll
DM		E F T United States Treasury (13,777.46)	4,315.23	FICA & Medicare Expense
			9,462.23	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	420.61	Medical Insurance
		CHECK AND EFT PAID OUTS - JANUARY 2025	<u>88,071.48</u>	
		PETTY CASH PAID OUTS - JANUARY 2025		
		None	<u>0.00</u>	
		TOTAL JANUARY 2025 PAID OUTS	<u>\$88,071.48</u>	
		Less: Lost Books, etc.	(40.99)	
		Plus: Unemployment Claims Paid	4,533.53	
		Less: Cash Reserve	(3,206.25)	
		Less: Prepaid Expense	<u>(4,511.91)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$84,845.86</u>	

Financial Review January 2025

The Financial Report for the seven-month period ending January 31, 2025 shows our income up by approximately \$62,400 as compared to the same period of last year. This was primarily a result of the Library receiving additional income from the Foundation in the current year. Also, the Library received a NYS Health Department Grant of \$26,600 in the current year. The Library Board of Trustees also agreed to pass up earnings from the Fund Balance to the General Fund for this current budget year. Expenses for the period ending January 31, 2025 were down approximately \$52,000 from the prior year period due primarily to the decrease in salaries and benefits as a result of budget constraints due to the defeat of the tax levy increase. Part of this decrease was offset by the addition of Cyber Insurance and an increase in our Commercial insurance package. Computer and Automation was lower than the prior year as we paid a five-year licensing fee in the prior year. The Library's Collection expense and Events and Programming are also down due to budget constraints.

**GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
January 31, 2025**

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

Balance Per Bank Statement					\$	8,721.63
Outstanding Checks:						
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>		
01/21/25	7785	Amsterdam Public Library		\$ 15.00		
01/21/25	7797	Charter Communications		129.98		
01/21/25	7799	The Paul Revere Life Insurance Company		42.16		
01/21/25	7802	Palmateer Trucking & Container Service		328.00		
		Total Outstanding Checks				<u>515.14</u>

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 8,206.49

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

Balance Per Bank Statement					\$	18,001.50
Outstanding Checks:						
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>		
		None		-		
		Total Outstanding Checks				<u>-</u>

BALANCE IN LEDGER AND QUICKBOOKS \$ 18,001.50

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

Balance Per Bank Statement					\$	9,100.20
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 \$ 9,100.20

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

Balance Per Bank Statement					\$	43,259.94
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 \$ 43,259.94

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement

\$ 15,934.38

Outstanding Checks:

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

-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 15,934.38

Prepared By,
Michael J. Frank, Treasurer

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GLOVERSVILLE



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

The Budget and Finance Committee is proposing a tax levy of \$791,605 for the 2025-2026 fiscal year. The Board of Trustees will need to set the tax levy at the February 2025 board meeting. A copy will distributed at that time. The Budget and Finance Committee will also be drafting a contingency budget that will then be presented to the Board at the March 2025 meeting.



Friends of the GPL Report
Jean LaPorta / President
January 2025

- Deadline for submitting articles for April newsletter is February 21. Please send your articles to Mary Trainor (mtrainor102@gmail.com) by February 21.
- Pie Sale forms available from February 18-March 19. Pickup is April 4, from 11 AM-2 PM in the Large Meeting Room.
- The annual Spaghetti Dinner will be at Plaza Italian Bistro on March 19. See Patty and Kathy for details.
- Keep saving books to donate to the Friends' Book Sale in October. Let Patty or Marion know if you will be available to volunteer.
- At our January meeting, the Friends approved a \$500 donation to the Library for this year's Seed Club.
- The Friends have been asked to volunteer and support classroom visits to the Library from all first and third grade classes from all three elementary schools in March and April, as well as purchase of items for Sensory Space in Youth Services.
- The Friends have been asked to co-host and support the outreach event at the Library on April 9.
- Reminder that the Friends meeting new starting time is at 5 PM on Mondays.
- Next Friends meeting Monday, March 3.



Building and Grounds Committee Report

Richard Carlson / Chair

January 2025

Roof Drain

This appears to be a problem similar to the one we had a couple of years ago, but with a different roof drain. The recent stretch of very cold weather is the likely cause of a drain freeze up. We are working with Rozell East, the folks who helped us with the previous problem. to look at the situation and propose a fix.

Atrium Restoration Project

We sent the final bid package to the City and SHPO for a final review, but the package we sent to SHPO inadvertently omitted the section about the copper roof; we sent that section to them. Preliminary results of asbestos survey indicate presence of asbestos in exterior tar sealant, but we haven't received a final report. We don't know yet if we will need an abatement provision in the contract, but if we do we might have some money available from our SHPO grant request (cooperative procurement funds which we're not using); this may also require a modification of the SHPO grant agreement. Our grants with the City DRI and SHPO will also require us to post signs about the project and its fund sources on the project site. These 11th hour wrinkles and the need to coordinate our project with the upcoming tax levy vote will cause us to move the project out to early summer but we haven't yet determined a final schedule for the bidding process.

HVAC Problems

The heat is working in Friends Room and by the Youth Services Desk, but not the Elevator Service Room. We are waiting for a part from Stark to fix the problem. Our boilers continue to trip often (one in particular), requiring us to constantly reset it. We've asked Stark for a cleaning (there's been no boiler maintenance since installation), and will be scheduling that ASAP. Valerie met with Johnson Controls, who will do an audit of our entire HVAC system in February and give us an estimate for a consolidated contract (including fire alarm and security-related panic buttons). We are still waiting for some contract clarification from Stark (their contract ran out but they are working on a month-by-month basis). PASCO has given us an estimate.

Staff Entrance Gate

Our padlock work around fix freezes in very cold weather, so we'll again look into a permanent fix.

Security Cameras

No action required from us; we are waiting for State reviews of our grant request.

Indoor Facility Walk-Through

With the exceptions noted above, the building is currently in pretty good shape. But since it's been a few years since the the rehabilitation project, we're seeing some normal wear and tear. Routine maintenance (replacing light bulbs, fixing leaky fixtures, etc.) should address most of these needs but there are also some items we should consider for future budgets. These include:

- Professional cleaning of carpets and restroom tiles on a regular schedule
- Cleaning of furniture
- Removable wall and ceiling panels to provide better access to pipes, drains, etc.
- New and more walk off mats for the rear entrance
- Window washing

Maintenance Contracts

Next year's proposed budget would increase the item for these contracts to \$50,000 (it currently is \$45,000).

- HVAC Software: In talks with PASCO and Stark to get quotes
- HVAC Maintenance
- HVAC Cooling Tower Maintenance
- Fire Alarm
- Sprinkler System
- Elevator: Have reached out to Vertical Transportation Consulting to arrange 2025 inspection
- Fire Inspection: GFD made an initial walkthrough. We need to make a couple of small repairs before they return in February.
- Key Fob Lock Software

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Outreach Committee Report
Merry Dunn Brown / Chair
January 2025

The Outreach and PR committees are working together now and meeting weekly to plan our April 9 and May 12 Library events. Elissa is there every second week to guide us. As of now, we think the April event will be an after-hours reception for the community, with speakers, tours, and nibbles. We have sponsors to help with the costs of food. Both events will require Trustees to volunteer time on the days of the events, both to represent the Library and answer questions from attendees, as well as assist with operations. More to be revealed as we firm up our plans.



Library Director's Report

Valerie Acklin / Library Director

January 2025

Library Events

While our regular programming remains impacted by our austerity budget, this fiscal year, we have a host of special events lined up, thanks to generous funding from the Friends', the Glove City Coalition, and donations from community members. We are well on our way to putting the finishing touches on the third annual WinterFest, which will take place at the Library on February 19. WinterFest brings together an array of non-profit entities from around the region, for an open house event designed to engage and inform area residents. This year we'll have over 20 community stakeholders tabling at the event! I'm also continuing to work with Youth Services in preparation for our third grade class visits in March. The classes will share library-themed stories, tour the building, learn about Dewey Decimal Classification and play game to bring that lesson to life. Every student will go home with a big of Library info and related goodies, thanks to the Friends. I'm also working with Elissa, and the Outreach and PR Committees to start planning for the two Library-based events designed to bring awareness leading up to the vote – one in April and one in May. The April event will be a reception for which I'm advising, but the committees are doing the majority of the heavy lifting. The May event will see greater involvement from the staff of the Library. We're exploring ideas such as a book swap, an Oreo cookie taste test, as well as "Love My Library" button-making and temporary tattoos. We're hoping that our established patrons will enjoy and that the offerings will entice new patrons to explore all we have to offer.

Vote & Election Collaboration

I've spent a good chunk of time this move speaking regularly with Elissa, as well as Cole regarding our vote timeline, preparing for discussions with the GESD, preparing staff materials (so they can accurately communicate with and answer questions from the public), as well as brainstorm ways for us to get our message out. Internally, Nicole, Madison, and I have been coming up with a community engagement campaign that will take place both onsite as well as on social media. Along with an increase in both historical and other social media posts, we'll also be having tri-weekly polls to garner feedback on how we can best meet the needs of the community when planning for programming and collection development in the new fiscal year (should the vote pass). Stay tuned for those and please do share every single one of the Library's posts on Facebook and Instagram – Elissa has stressed that this is an important part of our strategy to increase awareness. In addition, I have been playing phone tag with the GESD, but am happy to report that we have settled on a meeting date of February 18 to start discussions exploring the feasibility of joining forces. More to come soon.

Meetings and Appointments

- January 1: Closed
- January 2: WinterFest/1.5 Hrs./1 Hr. Prep
Marketing/1 Hr./30 Min. Prep
Local History Room/30 Min./0s. Hr. Prep
Close at 4 PM
- January 6: Friends/1 Hr./30 Min. Prep
- January 7: HR Webinar/1 HR./15 Min. Prep
Consultant-Outreach-PR/1 Hr./1.5 Hr. Prep
Consultant/1 Hr./1 Hr. Prep
- January 8: Adult Services/45 Min./1 Hr. Prep
Youth Services/1 Hr./1.5 Hrs. Prep
- January 9: BOCES/GEF/1 Hr./1.5 Hrs. Prep
Facilities/1 Hr./30 Min. Prep
- January 10: Glove City Coalition Agenda/30 Min./15 Min. Prep
- January 14: Consultant/1 Hr./30 Min. Prep
Youth Services/1 Hr./1 Hr. Prep
- January 15: Registration Platform Training/1.5 Hrs./30 Min. Prep
Administration/30 Min./30 Min. Prep
- January 16: Glove City Coalition/1.5 Hrs./1 Hr. Prep

January 17: Attorney/45 Min./1 Hr. Prep
Special Projects/30 Min./30 Min. Prep
Consultant/30 Min./30 Min. Prep
Adult Services/30 Min./30 Min. Prep

January 20: Closed

January 21: Calendar Platform Training/1.5 Hrs./30 Min. Prep
BOCES/GEF/1 Hr./1 Hr. Prep
Marketing/45 Min./30 Min. Prep

January 23: Outreach-PR/45 Min./1 Hr. Prep
Friends/30 Min./45 Min. Prep
Consultant/30 Min./30 Min. Prep

January 24: Attorney/45 Min./30 Min. Prep
Local History Room/30 Min./0 Hrs. Prep
Youth Services Programming Webinar/1 Hr./0 Hrs. Prep
Library Law Webinar/1 Hr./15 Min. Prep

January 27: Attorney-Consultant/30 Min./1 Hr. Prep
GEF/1 Hr./15 Min. Prep

January 28: Registration Platform/1 Hr./45 Min. Prep
Consultant/30 Min./30 Min. Prep

January 29: Closed



Adult Services Report

Nicole Hauser / Assistant Director & Head of Adult Services

January 2025

This month we weeded travel books, the 800's (literature), and j500's (science & nature).

I also updated the Seed Club brochure and other materials for the beginning of the new growing season. We also received approval from the Friends' of the Library to buy \$500 worth of seeds to resupply the Seed Club for 2025.

At one point this month our public computers were not turning on correctly. I contacted JA and they discovered that the Deep Freeze software needed to be updated. They did so the next morning before opening so as not to disrupt service to our patrons.

Tax forms began arriving this month. As of writing this, we only have federal forms at this point. We also decided on a new way to display the forms. This will allow us to continue to use the tops of the shelves under the windows for displays and hopefully keep them displayed in a more orderly fashion.

After Eventkeeper suddenly announced its closure at the end of December we had to find another vendor for our online event calendar. Valerie found Assabet Interactive and, in January, Sonny, Madison, Valerie, and I attended training for our new event calendar and room booking software. It's fairly intuitive and relatively flexible. Once the training was complete, we began working on the details of setting up the new software. Madison and Sonny are working to continue the setup process with the hopes of having everything live by the end of February.

In the process of helping Barb order books for Youth Services with grant money, we nailed down a problem with Ingram that's been happening since we began ordering through them. Essentially, when adding juvenile items to our cart in Ingram, some would automatically add 2 copies instead of 1. I contacted Sharon at MVLS and she was able to resolve it in a matter of minutes.

After compiling a best books of 2024 list and comparing it to what we already had in our collection, I placed an order for 18 books to round out our collection.

Tiny art kits became available at the very end of December and were available for patrons to pick up the entire month of January. They will be on display from February 5-28. Everyone is encouraged to vote for their favorite! Prizes will be awarded to whomever receives the most votes (People's Choice award) and whomever receives the most votes in their category (Adult, Teen, Youth, Family) at the end of the month.

Programs in January:

- Adult Crafting had a total of 14 participants & 2 staff
 - Participants decorate wall ornaments out of cork and seeds. The seeds used were withdrawn from the Seed Club this past year and provided participants with a large selection to choose from. The adhesive cork pieces were donated by an anonymous library patron.
 - Participants created delightful garlands using wooden beads, yarn, and ribbons.



Grants & Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

January 2025

Grants for Building Projects

- SHPO CFA: We received, signed, and submitted the required preservation covenant, and our contract. I heard back from them regarding the review of the bid specification and needed to submit some additional information, which I did.
- GRIP: We are required to post a 4' x 8' sign announcing the grant agency who is providing a portion of the funding. I reached out to Dan Rooney about making the sign as he has made the signs for other local DRI projects. He provided an estimate of \$400 and an additional fee to install it on posts in the ground. Other DRI projects in the community have hung the signs on their buildings, but we do not have a 4' x 8' space without windows on our building where we can hang it.
- DLD Parking Lot Phase 2: Both the 90% and the final 10% payments were received.
- DLD Security Camera grant: After DASNY's initial review of MVLS' applications, our award amount increased by about \$1,800.

Other Grants

- A grant application was submitted to the Executive Committee of NYS Safety Group 497 requesting \$5,000 in support of non-mandatory safety equipment. The application outlined our desire to purchase panic buttons for staff at the public desks, and an AED unit with training for staff in First Aid, CPR and use of the AEDs. As Valerie's request, the Friends have also raised some funds over the past two years toward their purchase, and it is possible that some funds from the Foundation's 2025 appeal could also be used for any additional costs.

Other Projects

- With grant money, we were able to add a limited number of titles to the collection. These included included books for the Memory Lane collection (using funds from the 2024 MVLS Outreach mini grant), children's books that highlight sensory issues (using the 2024 MVLS Dream and Do mini grant), as well as replacements for children's books that were weeded and hi contrast board books (using the John Henry Eldred Jr grant). While some titles are on backorder, the majority have been received and are being processed for circulation.
- Valerie and I began brainstorming and outlining a disaster/emergency plan for the Library.
- I weeded the children's 500 collection with Valerie.
- We received approval from the City's Historic Review Board for the dome project.

Statistics / Monthly Report

January 2025

Figures in parentheses are comparable figures for 2024

	2025	2024
VISITORS	3,905	(5,700)
CIRCULATION		
Adult circulation (includes 3 Memory Lane)	1,192	(1,363)
Teen Circulation (includes 36 Graphic novels)	92	(140)
Juvenile Circulation (includes -0- Graphic nove	801	(1,038)
Audiobooks	19	(34)
eAudio	244	(215)
eBooks	496	(621)
Music	1	(7)
Periodicals	2	(34)
eMagazines	248	(293)
Videos	524	(747)
Museum Passes	0	(2)
Library of Things (includes 4 games)	13	(24)
Subtotal	<u>3,632</u>	<u>(4,518)</u>
In-House Use		
Adult	47	(31)
Juvenile Circulation	285	(395)
Other Materials	152	(750)
Subtotal	<u>484</u>	<u>(1,176)</u>
Total Circulation	4,116	(5,694)
REFERENCE QUESTIONS	77	(129)
MEETINGS / PROGRAMS / OUTREACH		
58 Adult programs & meetings with 224 people		(84 Adult programs & meetings with 355 people)
7 Juvenile programs & meetings with 407 people		(8 Juvenile programs & meetings with 331 people)
0 Teen programs & meetings with -0- people		(5 Teen programs & meetings with 29 people)
171 One-on-one programs & meetings with 171 people		(20 One-on-one programs & meetings with 20 people)
INTERLIBRARY LOAN		
Material Borrowed	575	(556)
Material Loaned	413	(671)
Total	<u>988</u>	<u>(1,227)</u>
COMPUTER USAGE	949	(1,054)
HISTORICAL ROOM		
Visitors	4	(3)
Phone/Email requests	5	(5)
Books Used	44	(16)
Reference Questions	9	(10)
Microfilm	0	(4)
SERVICE STATS		
Princh-pages/\$ collected	228/\$26.40	(95 / \$9.50)
Cassie printing-pages/\$ collected	794/\$84.65	(887 / \$99.15)
Faxes-sent/\$ collected	7/\$28.00	(8 / \$19.50)
Essentials kit	1	0
Seeds-new patrons/packets	0/0	(1 / 13)
Notary service	5	(3)