



**Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
January 21, 2025 at 6 PM**

Attendance/Call to Order

1. Public Comment
2. Accept the Minutes of the:
 - December 17, 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
 - PASCO/Stark Update
 - Fire Safety Inspection Consolidation
10. Local History Room Committee Report
11. Outreach Committee Report
12. Personnel Committee Report
 - Fulton County Personnel Department Update
13. Policy Committee Report
14. Program Committee Report
 - New Registration/Reservation Platform
15. Public Relations Committee Report
16. Redistricting Ad Hoc Committee
17. Trustee Search Ad Hoc Committee
18. Library Director's Report
19. Librarians' Reports
 - Social Media Scheduling Platforms
20. Old Business
21. New Business
 - Portraits 2025
 - Change of 2025 vote date*

Adjourn*

Next Meeting: January 21, 2025 at 6 PM

* Motion Required



Minutes of the Gloversville Public Library Board of Trustees Meeting December 17, 2024 at 6 PM

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, December 17, 2024. Present were President, Gregory Niforos; Vice-President, Merry Dunn-Brown; Library Director, Valerie Acklin; Vice-President of Finance, Charles Reed; Treasurer, Michael Frank; Richard Carlson; John Federman; Caren Pepper; and Charlotte Will. Also present was recording secretary, Sally Ostrander, and Elisa Kane, a consultant from Kane and Lekakis.

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 November 19, 2024. Ms. Dunn-Brown made a motion to accept the minutes, seconded by Mr. Reed. The minutes were approved with a unanimous vote of "aye."

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

Mr. Reed delivered the Budget and Finance Committee report. Mr. Reed asked all Board members to review the proposed budget and get back to him if they had any questions. The budget and tax levy will be set at the February Board meeting. He explained the Committee will also prepare a contingency budget and an austerity budget, and will do this every year going forward.

Mr. Frank presented the Foundation Report. The Foundation Board held their meeting on December 10.

Mr. Niforos presented the Friends' Report on behalf of Ms. LaPorta. He thanked them for the holiday decorations that they put up in the front lobby area.

Mr. Niforos stated that there was no President's Report.

Mr. Carlson presented the Buildings and Grounds Report. We received the grant reimbursement to cover the parking lot project. We received documents regarding the Dome repair, prepared by the architect. Mr. Carlson stated that before work can start on the dome an asbestos survey will need to be done.

Mr. Reed stated there was no Local History Room Committee Report.

Ms. Dunn-Brown delivered the Outreach Committee report. The event at the Soroptimist Craft Fair at the Gloversville Middle School was very successful.

Ms. Acklin presented the Personnel Committee Report. She stated that she and Ms. Madonna completed a substantial rewrite of the Employee Handbook and it was approved by the committee. Mr. Federman made a motion to accept the updated Employee Handbook, seconded by Mr. Carlson. The Board approved this motion with a vote of "aye."

Mr. Federman stated there was no Policy Committee Report.

Ms. Pepper stated there was no Program Committee Report.

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

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

Mr. Niforos stated there was no report from the Redistricting Ad Hoc Committee.

Mr. Niforos stated that the Trustee Search Ad Hoc Committee's search for a new Trustee is ongoing.

Ms. Acklin presented the Director's Report. She has been reaching out to the GESD to continue scheduling class visits. As part of Schenectady County Public Library's withdrawal from JA, the process for filing these requests is different, requiring our staff to be trained in the new process. Ms. Acklin also handed out an updated Trustee list to all Board members.

Mr. Niforos stated there was no old business to discuss.

Under Mr. Niforos introduced Elisa Kane, the consultant that the Board hired from Kane and Lekakis. She discuss preparation for the upcoming budget vote in May.

At 8:15 PM, Mr. Niforos asked for a motion to move to Executive Session to discuss staff compensation. A motion was made by Ms. Dunn-Brown and seconded by Mr. Reed. The motion was approved with a vote of "aye."

The motion to come out of Executive Session at 8:37 PM was made by Mr. Federman and seconded by Ms. Will. It was approved with a unanimous vote of "aye."

When the regular session resumed, a motion was made by Ms. Dunn-Brown and seconded by Mr. Carlson to set the date for new staff salary compensation to start December 29, 2024. The motion was approved with a vote of "aye."

A motion was made by Ms. Dunn-Brown to adjourn the meeting at 8:38 PM and seconded by Ms. Pepper. The motion was approved with a vote of "aye."

The next Board meeting will be held at 6 PM on January 21, 2025.

Respectfully submitted,

Sally Ostrander, Recording Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

DECEMBER 2024

	<u>Revised 8/31/24</u> Budget July 1, 2024 to June 30, 2025	<u>Amount</u> Received Curr. Month	<u>Amount</u> Received Current Year to Date	<u>Amount</u> Received Prior Year to Date	<u>Current Year</u> 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	2,541.70	7,735.48	7,163.15	(12,264.52)
Investment Income - Fund Balance Account	25,000.00	2,074.89	8,555.98	0.00	(16,444.02)
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	12,000.00	72,000.00	60,000.00	(72,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	6,682.00	1,700.00	4,266.00	2,773.25	(2,416.00)
Government Affiliations - LLSA, City Pilot Funds	5,600.00	0.00	5,923.73	8,337.50	323.73
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	5,000.00	36,271.60	0.00	30,399.00
Donations - Direct	4,000.00	1,000.00	1,830.00	4,995.00	(2,170.00)
Fees & Miscellaneous Income	2,500.00	203.85	1,680.48	1,727.15	(819.52)
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>\$24,520.44</u>	<u>\$764,006.80</u>	<u>\$709,002.62</u>	<u>(\$76,117.80)</u>
	<u>Income Cash</u> <u>Reconcilement</u>				
Income Cash Balance on December 1, 2024	<u>\$796,154.10</u>				
Plus: Receipts Per Report	24,520.44				
Less: Land	0.00				
Less: Expenses Per Report	<u>(64,915.52)</u>				
Income Cash Balance on December 31, 2024	<u><u>755,759.02</u></u>				
Accounts Payable as of 12/31/24	0.00				
Prepaid Expenses as of 12/31/24	<u>(2,572.70)</u>				
Actual Cash Balance on December 31, 2024	<u><u>\$753,186.32</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$568,877.78				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Gregory Niforos, President

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on December 1, 2024	\$59,031.72	
Plus: Receipts:		
Interest on Money Market Account	239.15	<u>Year to Date</u>
Interest on Treasury Bills	0.00	5,434.43
Treasury Bills Matured	300,000.00	
Tax Levy Money	0.00	
Repayment of Fund Balance Loan	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	173,274.64	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	55,000.00	
	<hr/>	
Balance on December 31, 2024	<u>\$130,996.23</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on December 1, 2024	\$48,279.77	
Plus: Receipts:		
Interest on Money Market Account	196.43	<u>Year to Date</u>
Interest on Treasury Bills	0.00	7,674.24
Treasury Bills Matured	100,000.00	
Transfer from Construction Ckg. Acct.	95,000.00	
Less: Paid Outs:		
Treasury Bills Purchased	197,524.13	
Transfer to General Fund Checking (Int Earned)	2,074.89	
Transfer to Construction Checking Account	0.00	
	<hr/>	
Balance on December 31, 2024	<u>\$43,877.18</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on December 1, 2024	\$1,783.81	
Plus: Receipts:		
Interest Earned	0.34	
Grant Money Received	98,235.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
Transfer to Fund Balance MM Account	95,000.00	
	<hr/>	
Balance on December 31, 2024	<u>\$5,019.15</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

DECEMBER 31, 2024

GENERAL FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 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 01/30/25	100,000.00	98,865.03	4.6050%	100,000.00	1,134.97
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 8 Week Due 01/14/25	100,000.00	99,306.22	4.5540%	100,000.00	693.78
U. S. Treasury Bills 13 Week Due 02/27/25	100,000.00	98,896.25	4.5260%	100,000.00	1,103.75
TOTAL SECURITIES CURRENTLY HELD	\$575,000.00	\$568,877.78		\$575,000.00	\$6,122.22

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 17 Week Due 01/14/25	100,000.00	98,433.17	4.8820%	100,000.00	1,566.83
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	\$640,870.05		\$650,000.00	\$9,129.95

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

DECEMBER 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	\$ 24,770.67	\$ 156,042.62	\$ 200,584.01	\$ (221,670.38)
Salaries - Part Time Employees	79,991.00	6,715.26	39,967.87	57,318.59	(40,023.13)
Salaries - Custodians	38,884.00	2,887.76	17,326.56	17,511.61	(21,557.44)
F I C A & Medicare Tax	37,989.00	2,629.58	16,320.27	21,069.26	(21,668.73)
Unemployment Insurance	20,000.00	6,294.03	8,164.53	667.00	(11,835.47)
Disability & Family Leave Insurance	3,500.00	0.00	1,501.27	1,470.78	(1,998.73)
Medical Insurance & Reimbursements	73,000.00	3,998.35	35,027.25	43,405.09	(37,972.75)
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	34,625.78	(15,320.75)
Heat	5,000.00	215.53	381.59	483.61	(4,618.41)
Electricity	36,000.00	1,671.58	10,548.81	11,486.48	(25,451.19)
Insurance - Building, Contents & Liability	30,500.00	0.00	30,492.91	27,960.10	(7.09)
Maintenance, Repairs & Bldg. Supplies	25,000.00	13.03	12,773.18	11,782.32	(12,226.82)
Maintenance Contracts	45,000.00	3,178.22	14,226.42	13,458.76	(30,773.58)
Insurance - D & O Liability & Cyber Ins.	4,500.00	894.07	4,374.34	1,633.63	(125.66)
Telephone	8,000.00	766.93	4,204.73	3,970.60	(3,795.27)
Collections - Books, DVDs, etc.	20,000.00	697.84	7,220.66	19,393.31	(12,779.34)
Computer & Automation Services	18,000.00	1,188.82	7,529.58	17,188.16	(10,470.42)
Library, Office Supplies & Postage	9,000.00	1,481.76	3,498.75	6,733.96	(5,501.25)
Grants - Mohawk Valley Library System	1,375.00	174.03	1,174.87	0.00	(200.13)
Grants - Stewart's, WGY, etc (Youth)	5,872.60	13.86	496.96	0.00	(5,375.64)
Treasurer	9,000.00	750.00	4,500.00	4,500.00	(4,500.00)
Professional Fees	20,000.00	6,000.00	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	558.21	1,575.11	2,275.58	75.11
Events & Programming	1,500.00	0.00	84.42	4,707.47	(1,415.58)
Promotion Expense	500.00	0.00	59.99	347.40	(440.01)
General Expense	800.00	15.99	329.12	373.85	(470.88)
TOTAL EXPENSE	<u>\$940,124.60</u>	<u>\$64,915.52</u>	<u>\$431,899.61</u>	<u>\$505,737.18</u>	<u>(\$508,224.99)</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

DECEMBER 2024

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7764		Gloversville Public Library	11,756.13	Payroll
7765		Gloversville Public Library	12,015.03	Payroll
7766	3334	Business Card (932.82)	15.99	G/E - Zoom Subscription
			55.90	Computer & Automation
			519.35	Professional Meetings & Travel
			7.50	Office Expense
			140.06	Library Supplies
			13.86	W G Y Grant Expense
			6.13	Postage
			174.03	M V L S Grant Expense
7767	3335	C D P H P	4,110.63	Medical Insurance
7768	3336	Derby Office Equipment, Inc.	295.60	Events & Programming
7769	3337	Frontier Communications	766.93	Telephone
7770	3338	Gloversville True Value Hardware	13.03	Maintenance & Repairs
7771	3339	Ingram Library Services	697.84	Collections - Books
7772	3340	Jameson Duross	38.86	Professional Meetings & Travel
7773	3341	Kane & Lekakis Consultants	6,000.00	Professional Fees
7774	3342	Michael J. Frank	750.00	Treasurer
7775	3343	Mohawk Valley Library System (1,547.72)	1,002.94	Computer & Automation
			544.78	Library Supplies
7776	3344	National Grid (1,887.11)	215.53	Heat - Natural Gas
			1,671.58	Electricity
7777	3345	Philadelphia Insurance Companies (1,628.00)	894.07	Insurance - D & O & Cyber Sec.
			733.93	Prepaid Expense
7778	3346	Quill, LLC	487.69	Library Supplies
7779	3347	Charter Communications	129.98	Computer & Automation
7780	3348	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7781	3349	TK Elevator Corporation (4,767.33)	3,178.22	Maintenance Contracts
			1,589.11	Prepaid Expense
DM		E F T NYS & Local Retirement System	435.33	Pension - Withholdings
DM		E F T Invesco - 403b	3,342.78	Payroll
DM		E F T NYS Tax Department	1,208.40	Payroll
DM		E F T United States Treasury (7,997.16)	2,629.58	FICA & Medicare Expense
			5,367.58	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	94.00	Medical Insurance
		CHECK AND EFT PAID OUTS - DECEMBER 2024	<u>60,944.53</u>	
		PETTY CASH PAID OUTS - DECEMBER 2024		
		None	<u>0.00</u>	
		TOTAL DECEMBER 2024 PAID OUTS	<u>\$60,944.53</u>	
		Less: Lost Books, etc.	-	
		Plus: Unemployment Claims Paid	6,294.03	
		Less: Prepaid Expense	<u>(2,323.04)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$64,915.52</u>	

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

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

Balance Per Bank Statement \$ 34,982.71

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
12/17/24	7767	C D P H P	\$ 4,110.63	
12/17/24	7773	Kane & Lekakis Consultants	6,000.00	
12/17/24	7779	Charter Communications	129.98	
12/17/24	7780	The Paul Revere Life Insurance Company	42.16	
		Total Outstanding Checks	10,282.77	10,282.77

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 24,699.94

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

Balance Per Bank Statement \$ 6,119.21

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
		January 3, 2025 Payroll Deducted on 12/31/24	11,882.29	
		Total Outstanding Checks	11,882.29	11,882.29

BALANCE IN LEDGER AND QUICKBOOKS \$ 18,001.50

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

Balance Per Bank Statement \$ 130,996.23

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS \$ 130,996.23

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

Balance Per Bank Statement \$ 43,877.18

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS \$ 43,877.18

BALANCE IN LEDGER AND QUICKBOOKS

\$ 43,877.18

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement

\$ 5,019.15

Outstanding Checks:

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

-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 5,019.15

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Gregory Niforos
President



Friends of the GPL Report
Jean LaPorta / President
December 2024

- The Dreamcatchers' performance on December 16, 2024 was enjoyed by all who attended. Homemade cookies were served and a raffle to raise money to help Library purchase a defibrillator was held. Friends will try to schedule next year's performance at a later time on a Monday when library is open until 7 PM.
- The Friends donated \$500 to Library to support the project of providing free seed packets to patrons for them to plant vegetables and herbs.
- Our spring Pie Sale has been scheduled. Order forms will be available from February 18 to March 17. Pies are \$16. Pie pick-up day is April 4 from 11-2 PM in the Large Meeting Room.
- Our annual Spaghetti Dinner fundraiser at Plaza Italian Bistro will be Wednesday, March 19. Watch for details.
- The Book Sale is being planned again this year, in October. Start saving books to donate. Those interested in volunteering should contact Marion Clemente or Patty Franco.
- The annual Basket Raffle will also be in September-October. New basket donors are always welcome.
- Friends count on, and appreciate, the Trustees' generous support of our fundraisers.
- One of our Directors, Jessica Zimmerman, introduced some of the Friends to bow making and demonstrated making large bows that can be used for decorating for the holidays.
- There is a new starting time for Friends' Meetings on the Mondays that we meet: 5 PM. The Friends meet on first Monday of the months of January, March, May, August*, September, and November. *September meeting is the first Monday after Labor Day.
- The Friends welcome informative articles from the Library Director and the Trustees for our newsletter, which is published in April, September, and December. Articles for April 2025 newsletter are due to Mary Trainor (mtrainor102@gmail.com) by February 21.



Building and Grounds Committee Report

Richard Carlson / Chair

October 2024

New Library Parcel on East Fulton Street (Phase II)

As of January 10 we have received the full grant reimbursement for the project.

Atrium Restoration Project

We have received the final bid package from our architect and have forward it to the City and SHPO for their review (contractual and technical). A condition of the City's funding for the project requires that the bid opening be held at City Hall. The City's Historic Review Board will review the project once again at its January 16 meeting; we have provided the City Building Inspector with the information they need for their review. The firm doing the asbestos survey of the dome were here on January 7; they examined the dome's exterior and interior and took samples for testing, and we should have results shortly. We will nail the dates for putting the project out to bid and for the bid opening once we hear back about these reviews and sample tests. We will need to have a sign on site that identifies the project, source of funds (City, SHPO), etc. Corcraft usually provides these signs but they have a backlog so Barb will contact Rooney to see about having it done by them instead.

Snowplowing Contract

No issues to report.

HVAC Problems

Stark (formally TBS) was on site January 7. The Staff Room temperature problem has been fixed! They also met with Valerie and Nicole, and did a walk-through of the facility, to develop a contract proposal to also include in their overall contract the HVAC software work currently provided by PASCO. Valerie has yet to receive that quote. Nicole reminded us that the computer controlling things in the Mechanical Room is a Windows 10 machine and we are exploring with both PASCO and Stark subsequent software updates will require a computer upgrade to Windows 11.

Handicapped Access Activation for Rear Door

The door is currently operating normally.

Front Light Repair and Rusted Front Railing

No update.

Staff Entrance Gate

We have a new padlock, and the current fix seems to be working adequately.

Security Cameras

We have been notified that our grant application award has been increased by \$1800 to a total of \$95,051 as a result of DLD-funded project adjustments. We are also aware that the GPL Foundation is considering for, its next annual appeal, funding for measures to address security and staff safety needs. Barb is also looking into additional grant funding opportunities. The project is still on track for implementation in 2026.

Indoor Facility Walk-Through

The committee is planning a walk-through of the building at the conclusion of our next Committee meeting on February 5.

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



Library Director's Report

Valerie Acklin / Library Director

December 2024

Vote Preparation Kickoff

One of my top priorities as we enter 2025 is to learn all I can about how different iterations of school district public library votes work, and then evaluate our options to ensure that the Library is doing all we can to disseminate voting information to the public in a timely and efficient fashion, and facilitate voting for everyone registered in our service area. To that end, I've met numerous times with our consultant – sometimes with other trustees, sometimes one-on-one – to get the ball rolling. I've also scheduled a meeting with our attorney, to ensure that our plan adheres to education laws regarding such matters. This month, I began working on the first of what will become weekly or bi-weekly email blasts to cardholders, covering various library-related subjects of interest. In this way, we'll be able to set a schedule for sending information to our users that they can count on and respond to. I have also constructed a list of questions for the lawyer, pertaining to the initial vote, as well as a potential revote, so that we can prepare in advance for all eventualities. I've also crafted an initial election calendar, that should be firmed up in late January or early February. By starting the process so early, I hope we will be able to reach more people, with more information, and maximize informed participation.

Emergency Preparedness and Disaster Response

Now that the Employee Handbook revision is complete, I am embarking on an Emergency Preparedness and Disaster Response Manual for the Library. Since we've never had such a document, it will need to be created from scratch. I've begun researching what other libraries of similar size, in similar locations, have and will use those documents as a blueprint to draft something specifically for GPL. I will be asking Barb, whose institutional knowledge will be most helpful, to partner with me on this project. My hope is that we will be able to complete this project by the end of the summer.

Youth Services

Our collaborations with the GESD are growing! With our Park Terrace and Boulevard visits on the calendar for 2025, I've been in touch with Tina Ferrante, the Library Aide from Kingsboro, to see if can arrange for their first graders to visit the Library as well. The scheduling with Kingsboro is a bit more challenging than at Park Terrace, as there are more classes and less availability, but I'm determined to make it work! I am hoping to meet with Tina shortly after the winter break to hammer out some possible dates. In addition, I have begun meeting with Courtney Wood of BOCES, who is the GESD Literacy Coach. We have mapped out a rough plan for the kindergarten readiness program I reported on last month. It is still in the early stages, and will likely start out small, here at the Library, in 2025. But we have big plans and are excited to make this a community-wide initiative. I will be sure to update the Board as the project evolves. Finally, I'm looking forward to collaborating with the Gloversville PTA on a literacy event they will be having in late March. As the calendar year ends, it is gratifying to look back and see the strides we've made in our collaboration with the district in just a few short months. Hopefully, things will continue to blossom in the new year and beyond.

Meetings and Appointments

- December 2: Park Terrace Meeting/2 Hours/2 Hours Prep
Gloversville Educational Foundation/1 Hour/1.5 Hours Prep
- December 3: Youth Services [GESD Visits]/1 Hour/2 Hours Prep
- December 4: Library Legal Accommodations Webinar/2 Hours
Adult Services/30 Minutes/3 Minutes Prep
Youth Services/Library Programming]/1.5 Hours/2 Hours Prep
PR Committee/45 Minutes/1 Hour Prep
- December 6: Consultant Meeting/1.5 Hours/1 Hour Prep
Budget Meeting/1.5 Hours/3 Hours Prep
- December 9: LiNX Training/1.5 Hours
- December 10: Budget & Finance Meeting/1 Hour/1 Hour Prep
Foundation Meeting/1 Hour/30 Minutes Prep
- December 11: Consultant Meeting/30 Minutes/1 Hour Prep

Facility Meeting/30 Minutes/30 Minutes Prep
Administration Meeting/1 Hour/30 Minutes Prep
December 12: WinterFest Meeting/1 Hour/30 Minutes Prep
Glove City Coalition Orientation/1 Hour/30 Minutes Prep
Glove City Arts Alliance/1 Hour/15 Minutes Prep
December 13: Community Library (Cobleskill) Meeting/1 Hour/30 Minutes Prep
December 16: Staff Meeting/1 Hour/1 Hour Prep
Local History Room Meeting/30 Minutes/15 Minutes Prep
December 17: GCC Parent Engagement/1 Hour/30 Minutes Prep
December 18: Grants & Special Projects Meeting/1 Hour/30 Minutes Prep
Youth Services/1 Hour/1Hour Prep
December 20: Consultant Meeting/1 Hour/2 Hours Prep
GCC Fulton County Youth Day/1 Hour/1 Hour Prep
December 23: Staff Meeting/1 Hour/3.5 Hours Prep
December 24-27: Vacation
December 30: Staff Meeting/1 Hour/1 Hour Prep



Adult Services Report
Nicole Hauser / Assistant Director & Head of Adult Services
December 2024

It has been 6 months since we moved the Local History Room upstairs and, now that we are sure we're happy with the layout, Shari and I have begun working on finishing touches for the room, mainly signage. Our goal for the signage is to make it clear, consistent, and plentiful.

The withdrawal of Schenectady from our shared catalog was completed this month. As of writing this report, we have already noticed an increase in Outside ILL requests for our books by Schenectady libraries. On the other hand, we have not had any problems acquiring books for our patrons through the MVLS shared catalog without Schenectady's collections being included.

Finalizing our Outside ILL processes and procedures took up a large chunk of time this month and included an online training session on using LiNX, the software used by CDLC to manage loans between library systems. We've begun to implement the new procedures and will begin training staff more widely in the new year.

Bailey has once again compiled the best books of 2024 list. The top 5 fiction and nonfiction titles for 2024 were:

Fiction	Nonfiction
<u>James</u> by Percival Everett	<u>There's Always This Year: On Basketball and Ascension</u> by Hanif Abdurraqib
<u>The God of the Woods</u> by Liz Moore	<u>Challenger</u> by Adam Higginbotham
<u>All Fours</u> by Miranda July	<u>Grief is for People</u> by Sloane Crosley
<u>The Mighty Red</u> by Louise Erdrich	<u>The Barn: The Secret History of a Murder in Mississippi</u> by Wright Thompson
<u>Colored Television</u> by Danzy Senna	<u>Everyone Who is Gone is Here</u> by Jonathan Blitzer

Programs in December:

- Adult Crafting had a total of 11 participants & 2 staff
 - Participants created delightful garlands using wooden beads, yarn, and ribbons.



Grants & Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

November 2024

Grants for Building Projects

- Grants for building projects
- SHPO CFA: The bid set was sent to our SHPO liaison for the agency's technical and administrative reviews.
- GRIP: The bid set was sent to the City's grant administrator for his review. We receive a proposal from Ambient Environmental to complete an asbestos survey on the dome per the requirements of NYS Homes and Community Renewal agency.
- DLD Parking Lot Phase 2: The 90% payment was received and we are now waiting on the final 10%.
- DLD Security Camera grant: no update

Other Grants

- Mike Frank shared a grant from NYS Safety Group 497 that supports project that provide non-mandatory safety equipment. For example, fire extinguishers are mandatory, but security cameras are not. My first thought was the purchase of an AED machine and training for staff. While, I did not know the Friends were fundraising for one, these funding streams could be combined. This grant is due in February.
- An application to Stewarts for the Holiday Match program was submitted in support for collection development and programming. I used the austerity budget and our partnership with the elementary schools to demonstrate need.
- An application to WGY for its Christmas Wish program was submitted citing the same needs and uses as the Stewarts application.

Other Projects

- The revised employee handbook index was updated the Trustees approved the final version at the December board meeting. Every staff member was given a copy, a copy was saved in One Drive, copies were put in the Procedures binders at each information desk, and a copy put in the staff break room.
- Finished weeding the J Fiction collection with Valerie.
- I submitted an application to the City's Historic Review Board for approval of the dome project. In addition to state approval, we need local approval too. I included a copy of our SHPO approval and do not expect any issues. We should hear from them by the end of January.
- The Gloversville Library Foundation has agreed to a 2025 winter/spring appeal. A convergence of opportunities, including the DLD application for security cameras, the grant from NYS Safety Group 497, and the Friends mini-fundraiser for AED equipment, gave me the idea to ask for support for patron and staff safety measures. Specifically, the AED machines and training for the staff, panic buttons at the public desks, and support for the security cameras (as the Library will have a cost share for the DLD grant).



Social Media Management Software Proposal

Madison Smrtic / Programming & Engagement Library Assistant

December 2024

What is Social Media Management and What Can It Do?

A third-party social media management tool offers a way to streamline usage between platforms, such as Facebook, Instagram, YouTube, Twitter (now X), and more. Instead of posting to each platform individually, the management tool allows you to access all these platforms in one place. You can schedule posts months in advance, ensuring you are following a marketing plan instead of posting a few weeks at a time. Additionally, using a cross-platform approach ensures that posting on every social media page will be cohesive and informative.

Another key aspect of these management tools is analytics. Currently, Meta Business Suite, where we access Instagram and Facebook, offers bare bones analytics on post engagement, popular user times, and users reached. With social media management software, we can see data across platforms allowing us to see a wide-angle view of all our marketing efforts, what kind of posts are popular with similar users, and of course, how our users are engaging with our content. This will allow us to measure our performance against Library goals as well as the efforts of the campaign for the tax levy in 2025 and beyond.

Social media management will help the Gloversville Public Library save time, have more robust marketing and PR campaigns, and collect in-depth, usable data on social media user engagement.

Options

There are many social media management tools out there, all at different price points but with similar capabilities. Based on the current and past PR workload, our platforms, library budget, and library goals I have narrowed down the options to two platforms.

StatusBrew

- Management Highlights:
 - Share calendars with internal management group
 - All posts and potential posts are saved to profile; linked to Canva
 - One inbox for all platforms; can create automated replies for frequently asked questions
- Analytics Highlights:
 - Pre-made templates such as "Post Performance on Facebook" or "Multiple Network Overview"
 - Data is collected on a micro and macro level: can get data on specific posts or across platforms
 - Data is shown in graphs, pie charts, and line charts
- Pricing:
 - 50% discount for non-profits
 - A Standard plan would give us access to most features for content posting and analytics at \$129/month (before discount).

Buffer

- Management Highlights:
 - All posts and drafts are saved to one dashboard

- Ability to create to-do lists, and organize content based on themes and categories
- Save ideas and brainstorm to be made into content later, possible use of Buffer AI tools

- Analytics Highlights:
 - Recommendations for types of content (video, text, photos, etc.) based on past performance
 - Collects data on users, such as age, gender, location, to help focus marketing efforts on specific target groups
 - Ability to create custom analytics reports

- Pricing:
 - 50% discount for non-profits
 - The Essentials plan would give us access to almost all the features for content and analytics, at \$6/channel per month. A channel is each social media website, so for Instagram and Facebook it would be \$12/month.

Recommendations

Though they are similar products in many ways, my proposal is to purchase Buffer on a month-to-month billing cycle, to maximize cost effectiveness while we explore the product. If we find we need to upgrade the program, after a period of at least six months, I suggest we move to StatusBrew or commit to an annual billing cycle at Buffer at a 20% savings.

Statistics / Monthly Report

December 2024

Figures in parentheses are comparable figures for 2023

	<u>2024</u>	<u>2023</u>
VISITORS	4,232	(5,729)
CIRCULATION		
Adult circulation (includes 1 Memory Lane)	1,052	(1,381)
Teen Circulation (includes 45 Graphic novels)	98	(171)
Juvenile Circulation (includes 49 Graphic novels)	647	(924)
Audiobooks	12	(31)
eAudio	224	(195)
eBooks	397	(523)
Music	1	(19)
Periodicals	0	(36)
eMagazines	219	(230)
Videos	595	(757)
Museum Passes	0	(2)
Library of Things (includes 2 games)	10	(23)
Subtotal	<u>3,255</u>	<u>(4,292)</u>
In-House Use		
Adult	17	(32)
Juvenile	315	(397)
Other Materials	168	(750)
Subtotal	<u>500</u>	<u>(1,179)</u>
Total Circulation	3,755	(5,471)
REFERENCE QUESTIONS	80	(116)
MEETINGS / PROGRAMS / OUTREACH		
51 Adult programs & meetings with 202 people		(65 Adult programs & meetings with 354 people)
7 Juvenile programs & meetings with 369 people		(14 Juvenile programs & meetings with 282 people)
0 Teen programs & meetings with 0 people		(5 Teen programs & meetings with 21 people)
354 One-on-one programs & meetings with 354 people		(116 One-on-one programs & meetings with 116 people)
INTERLIBRARY LOAN		
Material Borrowed	385	(502)
Material Loaned	293	(460)
Total	<u>678</u>	<u>(962)</u>
COMPUTER USAGE	972	(1,097)
HISTORICAL ROOM		
Visitors	2	(7)
Phone/Email requests	4	(6)
Books Used	17	(13)
Reference Questions	6	(13)
Microfilm	5	(3)
SERVICE STATS		
Princh-pages/\$ collected	197 / \$20.75	(172 / \$20.50)
Cassie printing-pages/\$ collected	734 / \$77.40	(988 / \$110.65)
Faxes-sent/\$ collected	9 / \$24.50	(5 / \$12.00)
Essentials kit	2	4
Seeds-new patrons/packets	0 / 0	1 / 5
Notary service	9	(5)

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January 9, 2025

The Honorable Kathy Hochul
Governor of New York State
NYS State Capitol Building
Albany, NY 12224

Dear Governor Hochul,

Strong libraries mean strong communities. That statement could not be truer for the Gloversville Public Library. In 1904, the library opened with funding from the great philanthropist Andrew Carnegie. Since then, it has become more than a place to read. Residents come in to print documents, have documents notarized, and even get tax help. Because of their flexibility in services like these, libraries like Gloversville are consistently relevant and relied upon.

Recently, libraries across New York have encountered financial hardship. The Gloversville Public Library is no exception; in 2024, its budget vote failed, which resulted in diminished hours and programs for locals. Stagnating state aid for libraries is partially to blame for this situation. For instance, in FY2024, New York owed libraries \$104.6 million statutorily. However, only \$99.627 million was appropriated. With libraries facing new financial mandates and pressures, they must be given more resources to do their jobs. An extra \$5 million would go a long way towards ensuring this goal, while also making sure they stay under the tax cap.

I strongly encourage you to keep libraries like Gloversville in mind while completing your executive budget proposal. Please let me know if you would like to discuss this issue further.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Walczyk'.

Mark C. Walczyk
Senator
New York SD-49

MCW/jc

Bonnie,

Thank you so much for sharing this letter.

It has, indeed, been a tough year here at the Gloversville Public Library, and the road to our fiscal recovery is long. But the Senator's words provide proof that we are not in this alone and they make us even more determined to persevere in our mission to serve our entire community responsibly.

I know I speak for the GPL Board of Trustees, the entire staff, and the library patrons of our service area, when I say how much Senator Walczyk's support and advocacy mean. Public libraries are essential as free, safe, and welcoming community-centered third spaces and our collections, services, and facilities must continue to grow to ensure that our towns, cities, and regions stay vibrant and connected.

We are fortunate to have the Senator, and everyone in your office, helping ensure a bright future for New York libraries.

Best,



Valerie Acklin [she/her]
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