



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

Attendance/Call to Order

1. Public Comment
2. New Trustee Oath of Office
3. Accept the Minutes of the:
 - February 18, 2025 Meeting*
 - March 4, 2025 Special Meeting*
4. Treasurer's Report*
5. Warrant List*
6. Budget and Finance Committee Report
7. Foundation Report
8. Friends of the Library Report
9. President's Report
10. Building and Grounds Committee Report
 - HVAC Contract Update
 - Roof Drain Update
 - Carnegie Room A/V Update
11. Local History Room Committee Report
12. Outreach Committee Report
13. Personnel Committee Report
14. Policy Committee Report
15. Program Committee Report
16. Public Relations Committee Report
17. Sustainable Growth Committee
18. Trustee Development Committee
19. Library Director's Report
20. Librarians' Reports
21. Old Business
22. New Business
 - Bylaws Changes
 - Auxiliary Lot Signage

Adjourn*

Next Meeting: April 15, 2025 at 6 PM

*** Motion Required**

Gloversville Public Library: strengthening our roots and cultivating community growth



Valerie Acklin
Library Director

2024-2025
Board of Trustees

Merry Dunn Brown

Richard Carlson

Russell Eber

Jonathan Federman

Greg Niforos

Caren Pepper

Charles Reed

Susan Schrader

Charlotte Will

Minutes of the Gloversville Public Library Board of Trustees Meeting February 18, 2025 at 6 PM

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, February 18, 2025. Present were President, Gregory Niforos; Vice-President, Merry Dunn-Brown; Library Director, Valerie Acklin; Vice-President of Finance, Charles Reed; Treasurer, Michael Frank; and Trustees: Richard Carlson, John Federman, and Caren Pepper. Also present was recording secretary, Sally Ostrander.

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

There were no public comments.

Mr. Niforos asked for a motion to accept the minutes from the Board meeting of January 21, 2025, and the Special Board meeting of February 4, 2025. Mr. Carlson made a motion to accept the minutes, seconded by Ms. Pepper. The minutes were approved with a unanimous vote of "aye."

Mr. Frank delivered the Treasurer's Report. There was discussion about when we would receive some of the income items shown in the report. Mr. Carlson made a motion to accept the Treasurer's Report, seconded by Ms. Dunn-Brown. 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. Pepper 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. He passed out copies of the proposed budget to all Trustees for review. He explained various items of income (tax levy, Foundation pledge, investments, grants, donations) and expenses (staffing, building contracts and repairs, collections and programs, administrative costs) on the budget. The proposed tax levy is \$791,605, which equates to about a \$2 increase per month on a \$100,000 home in the City of Gloversville. Mr. Niforos asked for a motion to approve the proposed tax levy. A motion was made by Mr. Reed and seconded by Ms. Dunn-Brown. The Board approved this motion with a vote of "aye."

Mr. Frank stated there was no Foundation Report.

Mr. Niforos presented the Friends' Report on behalf of Ms. LaPorta. The deadline for submitting articles for the April newsletter is February 21. Mr. Reed stated he would submit an article about the budget, including a pie chart. The Friends' annual Pie Sale orders will be taken from February 18 to March 19, with pie pick-up on April 4. The annual Spaghetti Dinner fundraiser is March 19. Their next meeting is March 3 at 5:00 PM.

Mr. Niforos stated there is no President's Report.

Mr. Carlson presented the Buildings and Grounds Report. He stated that there is a leak in the basement caused by a frozen drain, and a plumber has been working on it. The plumber will look at other drains to see what preventative measures can be taken for the future. We are waiting for the City to complete their final reviews for the atrium

restoration. An asbestos abatement provision needs to be added to the contract. The bidding process is being moved out, and work on the dome is not expected to begin until summer. The indoor facility walk-through done by the Committee found the following issues that should be addressed in the near future: cleaning of carpets and furniture and window washing and installing removable wall panels to access drains. The Building and Grounds Committee will meet again in March.

Ms. Dunn-Brown delivered the Outreach Committee report. She stated that the Outreach Committee and the PR Committee are working on two Library events, scheduled for April 9 and May 12. These events are designed to bring awareness to the public about the Library. Community members are donating to cover the costs. Board members have been asked to volunteer to work at these events.

Ms. Acklin stated there was no Personnel Committee Report, on behalf of chair Sue Shrader.

Mr. Federman stated there was no Policy Committee Report.

Mr. Niforos asked for a motion to 1) disband the Local History Committee; 2) change the name of the Ad Hoc Redistricting Committee to the Sustainable Growth Committee and make it a standing committee; and 3) change the name of the Trustee Search Committee to the Trustee Development Committee and make it a standing committee. A motion was made by Mr. Federman and seconded by Mr. Carlson. The Board approved this motion with a vote of "aye." Mr. Niforos appointed Mr. Federman as the chair of the Sustainable Growth Committee and Ms. Dunn-Brown and Mr. Carlson as co-chairs of the Board Development Committee. He stated that the purpose of the Sustainable Growth Committee will be to identify ways to grow the Library's revenue stream. The purpose of the Trustee Development Committee is to identify and maintain a list of residents of Gloversville School District who are interested in becoming Trustees and to make sure Trustees stay up to date with state-mandated training.

Ms. Pepper stated there was no Program Committee Report.

Ms. Acklin stated the Public Relations Committee is currently working with the Outreach Committee, on behalf of chair Charlotte Will.

Mr. Federman stated there was nothing to report from the Sustainable Growth Committee.

Ms. Dunn-Brown asked for names of potential Trustees to fill the vacant Board position to be submitted to the Trustee Development Committee.

Ms. Acklin presented the Librarians' and Director's Reports. There was a discussion about how to handle donations that are earmarked for specific purposes that don't align with the Library's mission. Mr. Federman will draft a policy which authorizes the Director to work with the donor to explore alternate options for reallocating the funds.

Mr. Niforos asked if there was old business to discuss. Ms. Dunn-Brown stated that the Board provided staff with subs, chips, candy, and water for lunch to show the Board's appreciation for their hard work.

Mr. Niforos asked for new business. Ms. Acklin stated that this year's Trustee candidate packets were available at the Information Desk for those Trustees running for re-election, as well as members of the public who are interested in running. There are four open seats.

Mr. Niforos stated that he and Ms. Acklin had met with Superintendent Halloran of the Gloversville Enlarged School District to explore the possibility of having the District run the Library's 2025 vote. Mr. Halloran was enthusiastic about the combined vote, recognizing that this partnership was beneficial. The Library Trustees and the Library tax levy vote will appear as separate propositions on the ballot. GESD will handle absentee ballots, legal ads, and provide the Library with space in their district-wide mailer. GESD will also provide a link to the Library vote information on their website.

The Library will hold its own budget hearing, as usual, in April. Ms. Acklin submitted a written proposition, authored by counsel, stating the agreement between GESD and the Library regarding the combined vote. Mr. Federman made a motion to accept this proposition, seconded by Ms. Dunn-Brown. The motion was approved with a vote of "aye."

In other new business, Mr. Federman stated that the Glove City Lofts will be opening soon, creating an opportunity to partner with the Glove City Arts Alliance. He spoke to Ms. Acklin regarding this, and she has talked to the Glove City Arts Alliance about possible collaborations this summer.

A motion was made by Ms. Dunn-Brown and seconded by Mr. Federman to adjourn the meeting at 7:46 PM. The motion was approved with a vote of "aye."

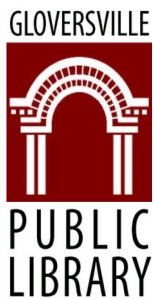
The next Board meeting will be held at 6 PM on March 18, 2025.

Respectfully submitted,

Sally Ostrander, Recording Secretary

		2024-2025 Revised Budget/ Austerity (Same as 2023-2024)	2025-2026 Proposed Budget (Approved by Trustees)	Change	Line Item Explanation
Total: Staffing		\$693,577.00	\$757,005.00	\$63,428	Expenses Overview: - Restoration of weekend hours (dependent on increased staffing; planned for winter 2026) - Reinstatement of full-time staff - Reinstatement of some part-time clerical staff - Reinstatement of part-time custodial staff - Increase in pension expenses
Itemized: Staffing					- Safely staff 3-story building (Lower Level: Youth Services/Main Level: Adult Services/ Upper Level: Meeting Rooms and Local History Room)
	Salaries: Full-Time Employees	\$377,713.00	\$418,053.00	\$40,340	- Reinstatement 1 part-time clerical employee to full-time - Reinstatement 1 part-time paraprofessional employee to full-time - Cost of Living Adjustment (COLA) for existing staff - Note: In 2024 the Library realigned salaries with regional, civil service and industry standards, ensuring that budgets going forward can maintain standard COLAs and merit raises (when fiscally possible and within clearly defined perimeters), which keeps library jobs competitive with jobs at area fast food and service companies
	Salaries: Part-Time Employees	\$79,991.00	\$74,986.00	-\$5,005	No increase (4 part-time employees)
	Salaries: Custodians	\$38,884.00	\$56,498.00	\$17,614	Reinstate part-time custodial staff (necessary for maintaining public building)
	FICA and Medicare Tax	\$37,989.00	\$42,040.00	\$4,051	Increased costs and reinstated staff
	Unemployment Insurance	\$20,000.00	\$6,124.00	-\$13,876	-Returning to prior 2024 figure - Increased in 2024 after budget vote to cover possible layoffs, which ended up not being fully necessary due to two staff retirements
	Disability and Family Leave Insurance	\$3,500.00	\$3,023.00	-\$477	- Self funded by Library
	Medical Insurance and Reimbursements	\$73,000.00	\$72,149.00	-\$851	Reduction
	Worker's Compensation Insurance	\$4,000.00	\$4,653.00	\$653	Adjusted for actual
	Pension Expense	\$58,500.00	\$79,479.00	\$20,979	Increase as per economy Estimate from NYS, based on the average age of employees nearing retirement and market forces.
Total: Facility		\$154,000.00	\$164,500.00	\$10,500	Increases as per economy and renegotiation of multi-year maintenance contracts
Itemized: Facility	Heat	\$5,000.00	\$5,000.00	\$0	No increase
	Electricity	\$36,000.00	\$36,000.00	\$0	No increase
	Telephone	\$8,000.00	\$8,500.00	\$500	Increase as per contract
	Insurance: Building, Contents, Liability, etc.	\$30,500.00	\$35,000.00	\$4,500	Increase as per economy
	Insurance: D&O Liability, Cyber, etc.	\$4,500.00	\$5,000.00	\$500	Increase as per economy
	Maintenance, Repairs, and Building. Supplies	\$25,000.00	\$25,000.00	\$0	No increase
	Maintenance Contracts	\$45,000.00	\$50,000.00	\$5,000	Renegotiation pf 7-year building contracts
Total: Collections, Programs, and Services		\$47,247.60	\$50,000.00	\$2,752	Restoration of collections, programs, and services for youth and adults

Itemized: Collections, Programs, and Services	Collections: Books, DVDs, Periodicals, etc.	20,000.00	21,000.00	\$1,000	Restore selected periodicals to the collection
	Computer and Automation Services	\$18,000.00	\$21,000.00	\$3,000	Shared municipal regional services throughout Mohawk Valley Library System (MVLS)
	Adult Programming	\$1,500.00	\$2,500.00	\$1,000	Restoration of selected adult programs (dependend on increased staffing)
	Youth Programming (Grants)	\$1,375.00	\$2,500.00	\$1,125	Restoration of selected youth programs (dependend on increased staffing)
	Youth Services (Grants)	\$5,872.60	\$2,000.00	-\$3,873	End of current grants (new grants will be persued)
	Promotion Expense	\$500.00	\$1,000.00	\$500	Promotion of restored adult/youth programs and services
Total: Administration		\$45,300.00	\$47,100.00	\$1,800.00	Increases in postage and fiscal accountability
Itemized: Administration	Library, Office Supplies, and Postage	\$9,000.00	\$10,000.00	\$1,000	Increased postage costs. interlibrary loan to Schenectady County libraries
	Treasurer	\$9,000.00	\$9,600.00	\$600	Increase in contracted services for fiscal accountability
	Professional Fees: Audit, Attorney, Staff Training, etc.	\$20,000.00	\$20,000.00	\$0	No increase for fiscal, legal, and HR accountability
	Election Expense	\$5,000.00	\$5,000.00	\$0	No increase to conduct transparent access to fundamental NYS constitutional right to vote for library tax.
	Professional Meetings and Travel	\$1,500.00	\$1,500.00	\$0	No increase
	General Expense	\$800.00	\$1,000.00	\$200	Slight increase from austerity budget, but not fully restored
TOTAL EXPENSE		\$940,124.60	\$1,018,605.00	\$78,480.40	
BUDGET					
DEFICIT(-)/ SURPLUS		\$0.00	\$0.00	\$0.00	BALANCED BUDGET



Minutes of the Gloversville Public Library Board of Trustees Special Meeting March 4, 2025 at 4:30 PM

The Gloversville Public Library Board of Trustees called a Special Board meeting on Tuesday, March 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, Caren Pepper, and Charlotte Will. Also present was recording secretary, Sally Ostrander.

Mr. Niforos called the meeting to order at 4:30 PM.

Mr. Niforos opened the meeting and discussed the Trustee candidate who was recently interviewed. He asked Ms. Dunn-Brown to read the letter of application from the candidate, Mr. Russell Eber. The letter provided his background: he is a lifelong academic with four degrees, he was a former business owner, and he was a teacher both in the United States and abroad in Germany, Soviet Union, and China. He believes libraries are foundational to the community and would like to be a part of helping this Library restore its services and grow.

The Board Development Committee, consisting of Ms. Dunn-Brown and Mr. Carlson, interviewed Mr. Eber on February 2. During the interview, Mr. Eber stated he has visited Libraries around the world and is a frequent visitor of this Library. The Committee felt he had a relevant background, an understanding of libraries, and is willing to work to help GPL reach its goals. go- Based on the Committee's interview, they recommended him to the Board as a Trustee.

Mr. Niforos asked for a motion to appoint Mr. Eber as a Trustee to the Board of the Gloversville Public Library. Ms. Dunn-Brown made the motion; the motion was seconded by Mr. Carlson. The Board approved this motion with a vote of "aye."

Mr. Eber was invited into the meeting and welcomed as a new Trustee to the Board. He was informed by Mr. Niforos, that because his appointment is filling a vacancy, he would be up for election in May.

Those running for Trustee in May are required to complete a petition and get the requisite number of signatures (25). There are four seats open: one seat is for a 1-year term, the other three seats are for 5-year terms. The three candidates with the most votes will fill the 5-year terms, the other candidate will fill the 1-year term.

A motion was made by Ms. Will to adjourn the meeting at 4:55 PM and seconded by Mr. Carlson. The motion was approved with a vote of "aye."

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

Respectfully submitted,

Sally Ostrander, Recording Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

FEBRUARY 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	1,941.74	11,667.48	11,885.48	(8,332.52)
Investment Income - Fund Balance Account	25,000.00	1,724.59	11,714.35	0.00	(13,285.65)
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	12,000.00	102,000.00	82,000.00	(42,000.00)
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	0.00	6,492.63	9,737.50	892.63
Government Affiliations - Fulton Co Youth Bureau	1,400.00	1,445.00	1,445.00	0.00	45.00
Grants - Mohawk Valley Library System	1,375.00	1,800.00	3,848.53	0.00	2,473.53
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	500.00	3,552.00	5,735.00	(448.00)
Fees & Miscellaneous Income	2,500.00	193.56	2,185.95	2,153.14	(314.05)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,311.57	0.00
TOTAL RECEIPTS	\$840,124.60	\$19,604.89	\$807,138.54	\$742,490.94	(\$32,986.06)
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on February 1, 2025	\$694,440.01				
Plus: Receipts Per Report	19,604.89				
Less: Land	0.00				
Less: Expenses Per Report	(64,511.44)				
Income Cash Balance on February 28, 2025	<u>649,533.46</u>				
Accounts Payable as of 02/28/25	0.00				
Prepaid Expenses as of 02/28/25	(7,084.61)				
Actual Cash Balance on February 28, 2025	<u>\$642,448.85</u> *				
* Includes Treasury Bills @ Purchase Price of	\$544,050.54				

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 February 1, 2025	\$9,100.20	
Plus: Receipts:		
Interest on Money Market Account	161.01	<u>Year to Date</u>
Interest on Treasury Bills	0.00	9,043.60
Treasury Bills Matured	200,000.00	
Tax Levy Money	0.00	
Repayment of Fund Balance Loan	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	99,506.50	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	45,000.00	
Balance on February 28, 2025	<u>\$64,754.71</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on February 1, 2025	\$43,259.94	
Plus: Receipts:		
Interest on Money Market Account	80.87	<u>Year to Date</u>
Interest on Treasury Bills	0.00	9,241.07
Treasury Bills Matured	150,000.00	
Transfer from Construction Ckg. Acct.	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	149,010.67	
Transfer to General Fund Checking (Int Earned)	1,724.59	
Transfer to Construction Checking Account	0.00	
Balance on February 28, 2025	<u>\$42,605.55</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on February 1, 2025	\$15,934.38	
Plus: Receipts:		
Interest Earned	0.24	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
Transfer to Fund Balance MM Account	0.00	
Balance on February 28, 2025	<u>\$15,934.62</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

FEBRUARY 28, 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 17 Week Due 05/06/25	100,000.00	98,613.32	4.3130%	100,000.00	1,386.68
U. S. Treasury Bills 6 Week Due 04/10/25	100,000.00	99,506.50	4.3100%	100,000.00	493.50
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	\$550,000.00	\$544,050.54		\$550,000.00	\$5,949.46

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 8 Week Due 04/15/25	150,000.00	149,010.67	4.3270%	150,000.00	989.33
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	\$642,980.35		\$650,000.00	\$7,019.65

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

FEBRUARY 2025

	<u>Revised 8/31/24 Budget July 1, 2024 to June 30, 2025</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Over/(Under) Budget</u>
Salaries - Full Time Employees	\$377,713.00	\$ 28,963.60	\$ 226,140.89	\$ 264,402.40	\$ (151,572.11)
Salaries - Part Time Employees	79,991.00	7,975.64	58,425.45	72,065.61	(21,565.55)
Salaries - Custodians	38,884.00	3,348.04	25,466.52	23,772.78	(13,417.48)
F I C A & Medicare Tax	37,989.00	3,082.01	23,717.51	27,558.45	(14,271.49)
Unemployment Insurance	20,000.00	0.00	13,092.81	1,073.75	(6,907.19)
Disability & Family Leave Insurance	3,500.00	0.00	2,804.90	2,972.05	(695.10)
Medical Insurance & Reimbursements	73,000.00	3,957.35	43,309.56	53,834.74	(29,690.44)
Worker's Compensation Insurance	4,000.00	0.00	4,898.55	2,091.31	898.55
Pension Expense	58,500.00	0.00	43,179.25	34,557.15	(15,320.75)
Heat	5,000.00	672.82	1,619.67	1,534.64	(3,380.33)
Electricity	36,000.00	4,701.31	18,458.15	16,491.06	(17,541.85)
Insurance - Building, Contents & Liability	30,500.00	0.00	30,492.91	27,960.10	(7.09)
Maintenance, Repairs & Bldg. Supplies	25,000.00	209.53	13,945.71	13,497.24	(11,054.29)
Maintenance Contracts	45,000.00	7,025.00	21,251.42	21,771.68	(23,748.58)
Insurance - D & O Liability & Cyber Ins.	4,500.00	0.00	4,374.34	1,658.63	(125.66)
Telephone	8,000.00	764.67	5,734.08	5,334.11	(2,265.92)
Collections - Books, DVDs, etc.	20,000.00	718.94	11,371.57	25,255.61	(8,628.43)
Computer & Automation Services	18,000.00	1,338.58	12,196.14	19,670.40	(5,803.86)
Library, Office Supplies & Postage	9,000.00	30.98	4,022.75	8,504.53	(4,977.25)
Grants - Mohawk Valley Library System	1,375.00	603.68	1,778.55	0.00	403.55
Grants - Stewart's, WGY, etc (Youth)	5,872.60	328.30	857.57	0.00	(5,015.03)
Treasurer	9,000.00	750.00	6,000.00	6,000.00	(3,000.00)
Professional Fees	20,000.00	0.00	6,000.00	900.00	(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	2,492.11	75.11
Events & Programming	1,500.00	0.00	97.41	5,614.51	(1,402.59)
Promotion Expense	500.00	0.00	59.99	422.40	(440.01)
General Expense	<u>800.00</u>	<u>40.99</u>	<u>386.10</u>	<u>405.83</u>	<u>(413.90)</u>
TOTAL EXPENSE	<u>\$940,124.60</u>	<u>\$64,511.44</u>	<u>\$581,256.91</u>	<u>\$639,841.09</u>	<u>(\$358,867.69)</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

FEBRUARY 2025

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7806		Gloversville Public Library	\$ 15,355.12	Payroll
7807	3369	Business Card (407.71)	15.99	G/E - Zoom Subscription
			55.90	Computer & Automation
			15.00	Office Expense
			15.98	Library Supplies
			8.99	W G Y Grant Expense
			189.06	Maintenance & Repairs
			106.79	MVLS Grant Expense
7808	3370	C D P H P	4,110.63	Medical Insurance
7809	3371	Crandall Public Library	15.00	Lost Books, etc
7810	3372	Fort Hunter Free Library	8.99	Lost Books, etc
7811	3373	Frontier Communications	764.67	Telephone
7812	3374	Ingram Library Services	718.94	Collections - Books
			496.89	MVLS Grant Expense
			319.31	Other Grant Expense
7813	3375	James Esper Landscaping	7,025.00	Maintenance Contracts
7814	3376	Michael J. Frank	750.00	Treasurer
7815	3377	Mohawk Valley Library System	1,152.70	Computer & Automation
7816	3378	National Grid (5,374.13)	672.82	Heat - Natural Gas
			4,701.31	Electricity
7817	3379	Noble ACE Hardware of Johnstown	20.47	Maintenance & Repairs
7818	3380	Philadelphia Insurance Companies	25.00	G/E - Late Fee
7819	3381	Sharon Springs Free Library	16.95	Lost Books, etc
7820	3382	Charter Communications	129.98	Computer & Automation
7821	3383	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7822		Gloversville Public Library	15,204.49	Payroll
DM		E F T NYS Deferred Compensation	400.00	Def. Comp. - Withholdings
DM		E F T NYS & Local Retirement System	519.12	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,629.10	Payroll
DM		E F T United States Treasury (9,913.02)	3,082.01	FICA & Medicare Expense
			6,831.01	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	53.00	Medical Insurance
		CHECK AND EFT PAID OUTS - FEBRUARY 2025	64,552.38	
		PETTY CASH PAID OUTS - FEBRUARY 2025		
		None	0.00	
		TOTAL FEBRUARY 2025 PAID OUTS	\$64,552.38	
		Less: Lost Books, etc.	(40.94)	
		NET TO BALANCE TO EXPENSES	\$64,511.44	

Financial Review February 2025

The Financial Report for the eight-month period ending February 28, 2025 shows our income up by approximately \$64,600 as compared to the same period of the prior 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 February 28, 2025 were down approximately \$58,600 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
February 28, 2025

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

Balance Per Bank Statement					\$	13,579.64
Outstanding Checks:						
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>		
02/18/25	7809	Crandall Public Library		\$ 15.00		
02/18/25	7810	Fort Hunter Free Library		8.99		
02/18/25	7813	James Esper Landscaping		7,025.00		
02/18/25	7820	Charter Communications		129.98		
02/18/25	7821	The Paul Revere Life Insurance Company		42.16		
		Total Outstanding Checks				<u>7,221.13</u>
BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS					\$	<u><u>6,358.51</u></u>

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					\$	<u><u>18,001.50</u></u>

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

Balance Per Bank Statement					\$	64,754.71
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					\$	<u><u>64,754.71</u></u>

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

Balance Per Bank Statement					\$	42,605.55
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					\$	<u><u>42,605.55</u></u>

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 15,934.62

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS \$ 15,934.62

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Charles W. Reed, V. P. of Finance

**Building and Grounds Committee Report****Richard Carlson / Chair****February 2025****Roof Drains**

The immediate roof drain problem has been addressed for now, but we will need to get an electrician to install the outlet needed to provide power for a heating coil to prevent future drainpipe freezes.

On March 10, the drain on the rear entrance flat awning clogged with ice, causing melted snow to seep into the awning's ceiling. Because of concern that this may have caused structural damage and a possible danger of the ceiling coming down on those underneath, the Library closed the entrance until an evaluation of the problem could be made. Rozell East assessed the situation and it was determined that there was not a structural problem and that the entrance could be reopened. We are currently evaluating the scope and cost of the necessary repair.

Atrium Restoration Project

Now that we know that asbestos is present in the existing roof, our architect is working to ascertain whether an asbestos abatement component will need to be added to the bid package. Any additions will necessitate one final round of review by SHPO and the City, after which we can put the project out to bid. Our current plan is to go to bid soon after reviews are completed but specify in the bid documents that construction can't start until early summer (July 1 +/-) to allow for ordering material. We'll also put an order in for the required project signs closer to the planned start of construction.

Snow Plowing

No major problems, but the heavy snow winter has meant that our bill this year will run significantly higher than the recent light snow winters. Also, we'll see how our outdoor programming area adjacent to the auxiliary lot fared over the winter once the mountains of snow deposited there have melted.

HVAC Problems

The more we have dealt with these problems, the more we realize that they fall into short range and long term categories. For the immediate future we will continue to address the various problems as they occur, using our various maintenance contracts. We asked Stark to update our new contract to include repairs (parts and labor), as well as emergency service, and they have given us a price of \$24,000/year. While this sounds a lot higher than our current arrangement under our existing contracts, it actually could save us some money once you factor in the current costs of extra service calls, parts purchases, etc. As we get more info about this option we will present it to the Board for input into future budgets.

The longer term fix is unresolved for now. Many of the problems we are experiencing with our instrumentation controls can be attributed to the "dirty" power supply we get from National Grid; when power surges occur our equipment trips and/or "fries", necessitating service calls and repairs. The power supply problem isn't unique to us; it's one experienced by many customers throughout the area. The fix is the installation of a Power Management System (think of it as a giant surge protector) which would protect our system from these power supply issues. This might be a future capital project (2027 or later) which could be funded with grants, and we plan to look into this possibility as we get more information.

Security Cameras

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

Front Light/Front Railing Repairs

Last fall we obtained quotes for repair of the existing railing and also for its replacement. Repair and painting of the railing would cost up to \$5,000 and would last about 6-7 years, based on how long the current railing has lasted since the renovation project was completed. Replacement with an aluminum railing would cost around \$12,300 and would not rust out. We'll get an updated cost to guide our recommendation to the Board.

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: Repairs scheduled for March 13, 2025
- Sprinkler System
- Elevator: Completed March 5, 2025
- Fire Inspection: Pending elevator inspection and fire alarm repairs
- Key Fob Lock Software

New Business

We plan to contact the "Tree Doctor" again in April to nail down a schedule and cost for the tree trimming work that is needed around the building.



Outreach Committee Report

Merry Dunn Brown / Chair

February 2025

The Outreach and PR Committees have been meeting regularly to find the best ways to communicate with the people in our service population. This is a challenge with very little coverage in the local newspaper.

Here are some of the things Charlotte Will, our committees, our director, and Elissa Kane have been working on:

- The "Love My Library" event will take place on April 9, 5:30-7 PM at the Library. Many local business owners, politicians, community leaders, and school administrators are invited, along with the general public. Mayor Vincent DeSantis and Assemblyman Robert Smullen will speak briefly. Greg Niforos will welcome everyone. The purpose is to acquaint our guests with the Library, its wonderful staff, and many and varied services. There will be food and non-alcoholic beverages. Everyone will be encouraged to explore the Library and take part in some activities provided by the staff. All Trustees are urged to attend and assist. Several members of The Friends of the GPL have already volunteered.
- We'll be providing information on the April 15 budget hearing.
- The "Library Night Out" event, on May 15, which is geared for families. This is being planned by the staff and will be a sort of open house, with many fun activities and treats. They need volunteers for this also.
- Our plans to promote these are: social media, the Library website, the Library calendar, WENT, mailings, flyers to pass out to the public, flyers at the Friends' Pie Sale pick-up, and a press release to the *Leader-Herald*.



Public Relations Committee Report

Charlotte Will / Chair

February 2025

The PR and Outreach Committees have been working closely to plan our "Love Our Library" events.

On Wednesday, April 9, from 5:30 – 7:00 pm, we will be hosting various dignitaries, politicians, business people, and the public. We plan to have mocktails, hors d'oeuvres and tours and have selected individuals to give a few short remarks regarding how vital our library is in our community. It is our hope that this event will influence our community members to spread the word about the importance of our library and how it better the lives of its community members. We will need all members of the board to assist with this event.

We are also planning a Family Night Out Event on May 12 from 5:00 – 7:00 pm. This will be an open house event and will be family friendly with activities, such as a scavenger hunt, suited to families with younger children. We will again require trustees to assist with such things as parking, greeting guests, food (which will be provided), the scavenger hunt, and, of course, clean up.

Please put these important dates on your calendar and help us to promote our library.



Library Director's Report

Valerie Acklin / Library Director

February 2025

Vote & Election Collaboration

Preparations for the budget vote and Trustee election took up a good deal of my February, as plans are fleshed out and timelines move forward. I am in touch with Elissa, our consultant, numerous times per week (often numerous times a day!) to run our processes and procedures past her, in hopes of anticipating bumps in the road. I'm continuing to work on editing documents such as the FAQ and the budget presentation. Other meetings have included an important one that Greg and I had with the Gloversville Enlarged School District, in which we discussed initial plans and deadlines for having them run our budget vote on May 20. I've also worked closely with the Outreach and PR committees as we began discussing details regarding the April 9 after hours event. In addition, I've met with staff a number of times this month to work out what we want to do for the May 12 open house event. We have a lot of ideas and are currently working through their viability and how they will be scheduled/staffed. Madison and I are in communication daily and are working on a timeline for increased social media coverage regarding vote information and other high-interest posts to engage the community and bring awareness to the Library. Finally, we are working on getting all the necessary documents uploaded to the Library's website. Our goal is to have the first wave of information posted in early March, with the rest following at the end of March/early April.

2025-2026 Preparations

I've begun planning for all aspects of operations in the new fiscal year, taking various vote scenarios into consideration. It is my hope that, if necessary, we will, as an institution, be able to move forward efficiently and effectively, regardless of the outcome. Barb, Nicole, and I are working on hours of operation and staffing shifts. I'm working with Madison, Darla, Sonny, and Nicole on programming options across age ranges. And Nicole and I are taking initial stabs at figuring out the distribution of collection dollars. Impacting all of this are our building and grounds needs, and to clarify that picture I have met with both Stark and Johnson Controls to map out a path that will allow us to be proactive in maintaining our systems and equipment, instead of being caught in the endless repair cycle in which we currently find ourselves. The goal is to have majority of our building contracts ready to go for a start date of July 1.

Meetings and Appointments

February 3: Staff Meeting/1 Hr./1.5 Hrs. Prep
Registration Platform/1 Hr./1 Hr. Prep

February 4: FOIL Webinar/1.5 Hrs./0 Hrs. Prep
Stark HVAC/1.5 Hrs./1 Hr. Prep
Open Meeting Law Webinar/1.5 Hrs./0 Hrs. Prep

February 5: Adult Services/1 Hr./1 Hr. Prep
Youth Services/1.5 Hrs./1 Hr. Prep

February 6: Library Closed
Outreach-PR/1 Hr./1.5 Hr. Prep [From Home]

February 7: Kingsboro Elementary/1 Hr./2.5 Hrs. Prep
Emergency Preparedness/1.5 Hrs./3 Hrs. Prep

February 10: Staff Meeting/1 Hr./1.5 Hr. Prep
WinterFest Planning/1 Hr./1.5 Hr. Prep

February 11: Johnson Controls HVAC/1.5 Hrs./1 Hr. Prep
Outreach-PR/1 Hr./1 Hr. Prep
MVLS-Mary Carrier/1.5 Hrs./1.5 Hr. Prep

February 12: Facility/.5 Hr./1 Hr. Prep
Administration/.75 Hr./1 Hr. Prep
BOCES/.75 Hr./1.25 Hr. Prep

February 13: Glove City Coalition Budget/1 Hr./1 Hr. Prep
Glove City Arts Alliance/1 Hr./1 Hr. Prep

February 14: Fulton County Department of Health/1.25 Hrs./1.5 Hr. Prep

February 17: Library Closed

February 18: Stark HVAC/2 Hrs./.5 Hr. Prep
Elissa Kane/1 Hr./2 Hrs. Prep
GESD/.75/2 Hrs. Prep

February 19: Grants & Special Projects/1Hr./.5 Hr. Prep

February 20: Youth Services & Programming/1.5 Hrs. /1 Hr. Prep
Glove City Coalition/1.5 Hrs./1 Hr. Prep

February 24: Staff Meeting/1 Hr.'.5 Hr. Prep
Outreach-PR/1 Hr./1 Hr. Prep
Gloversville Educational Foundation/1 Hr./1 Hr. Prep

February 25: GESD/Leshawn Hawkins/1 Hr./.5 Hr. Prep
Glove City Coalition Parent Engagement/1 Hr./.25 Hr. Prep

February 26: Disaster Preparedness Webinar/1.5 Hrs./.5 Hr. Prep
Marketing/.5 Hr./.5 Hr. Prep

February 28: Unconventional Benefits Webinar/2 Hrs./.5 Hr. Prep
Budget & Finance/1 Hr./.75 Hr. Prep
Local History Room/1 Hr./.75 Hr. Prep



Adult Services Report

Nicole Hauser / Assistant Director & Head of Adult Services

February 2025

This month we weeded the 900s-940s, 950s-999s, and graphic novels. We also began weeding the jDVDs based on condition and will finish that up in March.

Seeds were purchased for the Seed Club, utilizing a donation from the Friends', and I wrote an article for the Friends' newsletter promoting the Seed Club. The new growing season is off to an amazing start, with 14 patrons picking up 132 packets!

Our Library card registration process was interrupted for a few days after an update to the eCard registration system. We were able to work around it until JA resolved the issue and everything seems to be running smoothly again.

Our microfilm contract came up for renewal and we are now set for another year.

I continued learning how to process our monthly NYSLRS payments and began learning how to process our monthly deferred comp payments.

Our Tiny Art Community Art Show was a success! We handed out 126 kits and received 26 pieces for the show. Those 26 pieces received a total of 322 votes, with 237 cast in-person and 85 cast online. In comparison, for last year's Bad Art Community Art Show we handed out 200 kits, received 45 pieces for the show, and 274 in-person votes were cast (we did not offer online voting).

And the Tiny Art winners were:



In February, Adult Crafting had a total of 12 participants and two staff. Participants created dry erase boards using left over glass from photo frames, cardboard, scrapbook paper, and duct tape. One participant commented that this was the best craft yet!



Grants & Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

February 2025

Grants for Building Projects

- SHPO CFA: We received a letter of approval for the bid set we submitted. Unfortunately, the bid set will probably need to be modified in light of the results from the asbestos survey required by the GRIP grant and we'll need an additional review related to that issue.
- GRIP: The asbestos survey was completed and the black tar on the roof was positive. We are not sure yet what the next steps.
- DLD Security Camera grant: No update

Other Grants

- A grant was submitted to the Argersinger Trust for \$3,500 to restore the programming line that was cut in the 2024-25 austerity budget. We received a check for \$4,340, which was the full amount of the project that I submitted. Grant agencies often don't like to be the sole funder of a project, so I only requested 80% of the programming budget I came up with to restore many of the programs lost with the cuts in the austerity budget. But, they funded the full amount!
- Jean LaPorta, from the Friends, reached out to me about a grant opportunity for Friends groups to help small and rural libraries with projects. The grant is sponsored by Penguin Random House and United for Libraries. I submitted an application for \$1,000 for assistance with an AED unit, staff training in the unit, First Aid and CPR, and panic buttons. This will, hopefully, be combined with the \$5,000 grant to NYS Public Entities Safety Group 497 that I wrote in January. Thank you to Jean and Merry Brown for bringing this to our attention, and for the Friends' willingness to have their name on the application.
- Valerie and I submitted a application of interest for a grant with the NYS DOH for \$10,000 in support of COVID-19 education for the community and a partnership with the Fulton County Department of Health. It appears to be similar in design to the Queer by Nature grant, but with far less deliverables. Several of the deliverables address creating an outreach plan to connect the Library and the County DOH. Valerie and I had a preliminary meeting with three members of the staff to discuss the grant and ways we can partner.
- I joined Valerie, Nicole and Shari to talk about Local History projects including things for the April 9th reception and how to best utilize some donation money we received for the room.
- I began scanning payroll to create a digital record. Three events happened within the same week that made Valerie and I both realized that only having paper copies of payroll was a poor storage method. 1. The fires around L.A. resulted in the complete destruction of one of their library branches; books can be replaced, personnel files cannot. 2. A former staff member requested service credit for NYS Retirement and their personnel record was in the bottom drawer of a filing cabinet in the basement, near the water service room; a water incident could easily damage those records. These files were moved. 3. Discussions related to creating a Disaster/Emergency Plan for the Library.

Other Projects

- Books purchased in January for the Memory Lane Collection and Youth Department continue to trickle in.
- Valerie and I began brainstorming and outlining a disaster/emergency plan for the Library. We also attended an online webinar on the topic. It is clear that this is going to be an incremental project, otherwise it is too overwhelming to even consider.
- We received approval from the City's Historic Review Board for the dome project.

	<u>2025</u>	<u>2024</u>
VISITORS	3,862	(5,351)
CIRCULATION		
Adult circulation (includes 2 Memory Lane)	1,191	(1,336)
Teen Circulation (includes 73 Graphic novels)	108	(194)
Juvenile Circulation (includes 65 Graphic novels)	829	(1,118)
Audiobooks	39	(32)
eAudio	201	(201)
eBooks	458	(547)
Music	2	(28)
Periodicals	6	(53)
eMagazines	251	(229)
Videos	532	(692)
Museum Passes	0	(1)
Library of Things (includes 7 games)	11	(12)
Subtotal	3,628	(4,443)
In-House Use		
Adult	25	(97)
Juvenile Circulation	285	(360)
Other Materials	152	(720)
Subtotal	462	(1,177)
Total Circulation	4,090	(5,620)
REFERENCE QUESTIONS	71	(128)
MEETINGS / PROGRAMS / OUTREACH		
60 Adult programs & meetings with 394 people		(86 Adult programs & meetings with 482 people)
6 Juvenile programs & meetings with 258 people		(11 Juvenile programs & meetings with 356 people)
1 Teen programs & meetings with 14 people		(7 Teen programs & meetings with 39 people)
410 One-on-one programs & meetings with 410 people		(95 One-on-one programs & meetings with 95 people)
INTERLIBRARY LOAN		
Material Borrowed	405	(638)
Material Loaned	310	(592)
Total	715	(1,230)
COMPUTER USAGE	902	(1,120)
HISTORICAL ROOM		
Visitors	1	(11)
Phone/Email requests	6	(5)
Books Used	18	(61)
Reference Questions	7	(16)
Microfilm	0	(3)
SERVICE STATS		
Princh-pages/\$ collected	375 / \$38.10	(85 / \$16.30)
Cassie printing-pages/\$ collected	447 / \$45.75	(935 / \$105.20)
Faxes-sent/\$ collected	8 / \$15.00	(6 / \$22.50)
Essentials kit	7	0
Seeds-new patrons/packets	14 / 132	0 / 0
Notary service	6	(3)