



**Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
November 19, 2024 at 6 PM**

Attendance/Call to Order

1. Public Comment
2. Accept the Minutes of the:
 - October 15, 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
10. Local History Room Committee Report
11. Outreach Committee Report
12. Personnel Committee Report
13. Policy Committee Report
 - Patron Behavior [Second Read]
 - Computer & Internet [Second Read]
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
19. Librarians' Reports
20. Old Business
 - Operating Hours
21. New Business

Adjourn*

Next Meeting: December 17, 2024 at 6 PM

* Motion Required



Minutes of the Gloversville Public Library Board of Trustees Meeting October 15, 2024 at 6 PM

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, October 15, 2024. Present were President, Gregory Niforos; Vice-President, Merry Dunn-Brown; Library Director, Valerie Acklin; Vice-President of Finance, Charles Reed; Treasurer, Michael Frank; Caren Pepper; Susan Shrader; and Charlotte Will. Also present was recording secretary, Sally Ostrander, and a member of the public (Ms. S).

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

Mr. Niforos asked for public comments. Ms. S addressed the Board regarding future operating hours.

Mr. Niforos asked for a motion to accept the Minutes from the Annual Meeting and the Regular Meeting of September 17, 2024. Mr. Reed made a motion, seconded by Ms. Dunn-Brown to accept the minutes. The minutes were approved with a unanimous vote of "aye."

Mr. Frank delivered the Treasurer's Report. Mr. Niforos asked for a motion to accept the Treasurer's report. Ms. Will made a motion; Ms. Pepper seconded the motion. The Board approved the motion with a vote of "aye."

Mr. Frank discussed the audit that was recently completed by Phil Beckett, CPA. Mr. Niforos asked for a motion to accept the annual audit done by Phil Beckett. Ms. Dunn-Brown made a motion; seconded by Ms. Pepper. The Board approved the motion with a vote of "aye."

Mr. Frank asked for a motion to accept the filing of the Library's IRS 990 Tax Return. He pointed out that the amounts shown on the tax return tie into the amounts shown in the annual audit report. A motion was made by Mr. Reed to accept the filing of the return; the motion was 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. A question was asked about repairing handicap access for the back door. Ms. Acklin explained the extent of the repairs done. Mr. Niforos asked for a motion to accept the Warrant list. Ms. Dunn-Brown made a motion to accept, seconded by Ms. Shrader. The Board approved this motion with a vote of "aye."

Mr. Reed delivered the Budget and Finance Committee report. Mr. Reed stated that without an increase in the tax levy for 2025-2026, more items would need to be cut to achieve a balanced budget. The Budget and Finance Committee will be meeting within the next two weeks to begin working on the 2025-2026 operating budget.

Mr. Frank stated there was no Foundation Report.

Mr. Niforos presented the Friend's Report.

Mr. Niforos presented the President's Report. He said he and Ms. Acklin met with the Gloversville Enlarged School District to discuss a partnership. Mr. Niforos and Ms. Acklin have also been discussing the Library's sustainable growth plan, including goals and steps to get to that point.

Mr. Carlson presented the Buildings and Grounds Committee Report. He said that Ms. Madonna's report in the Board packet provides an excellent summary of the capital projects and various grants requested to cover the cost of these projects. The snowplowing bid received from James Esper was also discussed, it was the only bid received. Mr. Niforos asked for a motion to accept the per occurrence price snowplowing bid from James Esper. Mr. Reed made a motion to accept the motion, seconded by Mr. Carlson. The Board approved this motion with a vote of "aye."

Mr. Reed stated there was no Local History Room 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

58 East Fulton Street, Gloversville, New York 12078

(518) 725-2819 ■ (518) 773-0292 ■ gpl@mvl.org ■ www.gloversville.org ■ Gloversville Public Library

Ms. Dunn-Brown delivered the Outreach Committee Report.

Ms. Shrader presented the Personnel Committee Report. She stated that the Committee has held two meetings to discuss staffing issues, needs, and cost projections over the next three years. The meetings included Mr. Frank and Mr. Reed, in order to discuss options that would continue to allow for a balanced budget. Mr. Reed said the calculation for personnel costs included salaries, retirement contributions, medical insurance, and other insurance costs paid by the Library, which will help with budget planning in the future. Ms. Acklin reported that the Fulton County Personnel Department is approving the creation of the positions of Assistant Director and Senior Custodian. The next Personnel Committee meeting will be October 29th.

Ms. Acklin presented the Policy Committee Report, which included the first reading of three policies up for review this year: (1) Conflict of Interest Policy – no changes. (2) Patron Borrowing Policy – proposed change to parameters for Core Cards, allowing patrons 5 years of age and up to receive a core card without parental permission. (3) Computer & Internet Policy – proposed change to remove the age limitation from the computers, allowing children to use public computers on the main floor of the Library.

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

Ms. Will and Mr. Niforos will be meeting regarding the duties of the Public Relations Committee.

Mr. Niforos stated that the search for a new Trustee member to replace Mr. Mazur is still ongoing. A Trustee must live within the Gloversville School District and cannot be related to a current Board member. Anyone interested in this position should send a letter of interest to Mr. Niforos and Ms. Acklin.

Ms. Acklin presented the Director's Report.

Ms. Acklin presented the Librarians' Report and noted that Ms. Madonna's report included details regarding grants she is working on. Mr. Reed suggested that when a project is completed (i.e. parking lot, dome), Ms. Madonna report the total cost of the project and how much was covered by grants.

Mr. Niforos asked for old business. Ms. Dunn-Brown suggested that the Board once again show their thanks to the Friends for all they do by contributing personal donations to provide the Friends with pizza and cookies at their next meeting.

Mr. Niforos asked for new business, Ms. Shader inquired about public participation on Board committees.

At 7:30 PM, Mr. Niforos asked for a motion to adjourn the meeting. A motion was made by Ms. Dunn-Brown and seconded by Ms. Pepper. The motion was approved with a vote of "aye."

The next Board meeting will be held at 6:00 PM on November 19, 2024 at 6 PM.

Respectfully submitted,

Sally Ostrander, Recording Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

OCTOBER 2024

	<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	\$613,695.00	\$613,695.00	\$0.00	\$0.00
Investment Income - General Fund	20,000.00	2,057.49	4,101.84	5,375.95	(15,898.16)
Investment Income - Fund Balance Account	25,000.00	1,932.85	3,648.06	0.00	(21,351.94)
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	0.00	48,000.00	40,000.00	(96,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	6,682.00	0.00	2,566.00	2,773.25	(4,116.00)
Government Affiliations - LLSA, City Pilot Funds	5,600.00	803.63	5,923.73	7,087.50	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	1,548.53	0.00	173.53
Grants - Stewart's, WGY, NYS Health Dept, etc	5,872.60	0.00	31,271.60	0.00	25,399.00
Donations - Direct	4,000.00	150.00	330.00	3,030.00	(3,670.00)
Fees & Miscellaneous Income	2,500.00	484.49	1,273.11	1,231.21	(1,226.89)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$840,124.60</u>	<u>\$619,123.46</u>	<u>\$722,357.87</u>	<u>\$69,497.91</u>	<u>(\$117,766.73)</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on October 1, 2024	<u>\$310,590.82</u>				
Plus: Receipts Per Report	619,123.46				
Less: Land	0.00				
Less: Expenses Per Report	<u>(55,300.13)</u>				
Income Cash Balance on October 31, 2024	<u><u>874,414.15</u></u>				
Accounts Payable as of 10/31/24	14,309.75				
Prepaid Expenses as of 10/31/24	<u>(249.66)</u>				
Actual Cash Balance on October 31, 2024	<u><u>\$888,474.24</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$272,045.52				

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on October 1, 2024	\$6,630.91	
Plus: Receipts:		
Interest on Money Market Account	735.09	<u>Year to Date</u>
Interest on Treasury Bills	0.00	2,550.14
Treasury Bills Matured	100,000.00	
Tax Levy Money	613,695.00	
Repayment of Fund Balance Loan	12,000.00	
Less: Paid Outs:		
Treasury Bills Purchased	98,865.03	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	55,000.00	
	<hr/>	
Balance on October 31, 2024	<u>\$579,195.97</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on October 1, 2024	\$1,441.04	
Plus: Receipts:		
Interest on Money Market Account	188.97	<u>Year to Date</u>
Interest on Treasury Bills	0.00	4,690.39
Treasury Bills Matured	200,000.00	
Funds from Foundation for Dome etc.	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	147,808.42	
Transfer to General Fund Checking (Int Earned)	1,932.85	
Repayment of General Fund Loan	12,000.00	
	<hr/>	
Balance on October 31, 2024	<u>\$39,888.74</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on October 1, 2024	\$3,684.83	
Plus: Receipts:		
Interest Earned	0.06	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
None	0.00	
	<hr/>	
Balance on October 31, 2024	<u>\$3,684.89</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

OCTOBER 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 13 Week Due 12/12/24	\$100,000.00	\$98,762.65	5.0250%	\$100,000.00	\$1,237.35
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 8 Week Due 11/21/24	75,000.00	74,417.84	5.0990%	75,000.00	582.16
TOTAL SECURITIES CURRENTLY HELD	\$275,000.00	\$272,045.52		\$275,000.00	\$2,954.48

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 8 Week Due 11/12/24	\$25,000.00	\$24,805.94	5.0990%	\$25,000.00	\$194.06
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 8 Week Due 11/12/24	200,000.00	198,447.56	5.0990%	200,000.00	1,552.44
U. S. Treasury Bills 13 Week Due 12/12/24	100,000.00	98,762.65	5.0250%	100,000.00	1,237.35
U. S. Treasury Bills 17 Week Due 01/14/25	100,000.00	98,433.17	4.8820%	100,000.00	1,566.83
TOTAL SECURITIES CURRENTLY HELD	\$575,000.00	\$568,257.74		\$575,000.00	\$6,742.26

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

OCTOBER 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	\$ 24,658.69	\$ 106,522.33	\$ 135,442.77	\$ (271,190.67)
Salaries - Part Time Employees	79,991.00	6,821.06	26,477.86	39,613.95	(53,513.14)
Salaries - Custodians	38,884.00	2,887.76	11,551.04	11,875.69	(27,332.96)
F I C A & Medicare Tax	37,989.00	2,629.10	11,058.14	14,300.33	(26,930.86)
Unemployment Insurance	20,000.00	0.00	1,463.75	667.00	(18,536.25)
Disability & Family Leave Insurance	3,500.00	0.00	1,501.27	1,470.78	(1,998.73)
Medical Insurance & Reimbursements	73,000.00	4,954.45	26,722.02	30,806.94	(46,277.98)
Worker's Compensation Insurance	4,000.00	0.00	4,898.55	3,539.83	898.55
Pension Expense	58,500.00	0.00	0.00	(7.32)	(58,500.00)
Heat	5,000.00	26.26	78.78	78.95	(4,921.22)
Electricity	36,000.00	1,986.65	7,073.84	7,763.13	(28,926.16)
Insurance - Building, Contents & Liability	30,500.00	0.00	30,492.91	27,960.10	(7.09)
Maintenance, Repairs & Bldg. Supplies	25,000.00	4,702.00	8,723.68	9,152.66	(16,276.32)
Maintenance Contracts	45,000.00	2,143.90	11,048.20	10,460.43	(33,951.80)
Insurance - D & O Liability & Cyber Ins.	4,500.00	0.00	3,480.27	739.56	(1,019.73)
Telephone	8,000.00	681.90	2,723.23	2,607.34	(5,276.77)
Collections - Books, DVDs, etc.	20,000.00	828.09	5,575.68	11,535.30	(14,424.32)
Computer & Automation Services	18,000.00	1,528.82	5,036.38	13,828.63	(12,963.62)
Library, Office Supplies & Postage	9,000.00	387.78	1,426.32	4,150.80	(7,573.68)
Grants - Mohawk Valley Library System	1,375.00	155.00	985.84	0.00	(389.16)
Grants - Stewart's, WGY, etc (Youth)	5,872.60	0.00	483.10	0.00	(5,389.50)
Treasurer	9,000.00	750.00	3,000.00	3,000.00	(6,000.00)
Professional Fees	20,000.00	0.00	0.00	(750.00)	(20,000.00)
Election Expense	5,000.00	0.00	0.00	0.00	(5,000.00)
Professional Meetings & Travel	1,500.00	48.24	855.80	1,463.23	(644.20)
Events & Programming	1,500.00	49.44	69.42	2,056.55	(1,430.58)
Promotion Expense	500.00	45.00	50.00	100.00	(450.00)
General Expense	800.00	15.99	297.14	341.87	(502.86)
TOTAL EXPENSE	<u>\$940,124.60</u>	<u>\$55,300.13</u>	<u>\$271,595.55</u>	<u>\$332,198.52</u>	<u>(\$668,529.05)</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

OCTOBER 2024

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7720		Gloversville Public Library	13,446.33	Payroll
7721	3293	Barbara J. Madonna	48.24	Professional Meetings & Travel
7722	3294	Business Card (263.82)	15.99	G/E - Zoom Subscription
			55.90	Computer & Automation
			49.44	Events & Programming
			3.75	Office Expense
			93.74	Library Supplies
			45.00	Promotion Expense
7723	3295	C D P H P	4,110.63	Medical Insurance
7724	3296	Commercial Door Specialties, Inc.	2,640.00	Maintenance & Repairs
7725	3297	Frontier Communications	681.90	Telephone
7726	3298	Ingram Library Services	828.09	Collections - Books
7727	3299	Johnson Controls Fire Protection, LP	2,143.90	Maintenance Contracts
7728	3300	Michael J. Frank	750.00	Treasurer
7729	3301	Mohawk Valley Library System	1,342.94	Computer & Automation
7730	3302	National Grid (2,012.91)	26.26	Heat - Natural Gas
			1,986.65	Electricity
7731	3303	Professional Fire Protection, Inc.	1,842.00	Maintenance & Repairs
7732	3304	Quill, LLC (445.29)	290.29	Library Supplies
			155.00	MVLS Grant Expense
7733	3305	Charter Communications	129.98	Computer & Automation
7734	3306	The Hartford Steam Boiler Imp. & Ins. Co.	220.00	Maintenance & Repairs
7735	3307	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7736		Gloversville Public Library	13,096.65	Payroll
7737	3308	Philip Beckett CPA, P.C.	6,500.00	Accounts Payable - Prof. Fees
DM		E F T NYS & Local Retirement System	437.89	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,356.10	Payroll
DM		E F T United States Treasury (8,311.20)	2,629.10	FICA & Medicare Expense
			5,682.10	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	1,050.10	Medical Insurance
		CHECK AND EFT PAID OUTS - OCTOBER 2024	<u>61,800.13</u>	
		PETTY CASH PAID OUTS - OCTOBER 2024		
		None	<u>0.00</u>	
		TOTAL OCTOBER 2024 PAID OUTS	<u>\$61,800.13</u>	
		Plus: None	-	
		Less: Accounts Payable	<u>(6,500.00)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$55,300.13</u>	

Financial Review October 2024

The Financial Report for the four-month period ending October 31, 2024 shows our income up by approximately \$652,900 as compared to the same period of last year. This was primarily a result of the Library receiving our Tax Levy money in October this year instead of November as we did in the prior year. The Foundation also has been able to increase their allotment by \$8,000 over the prior year period. Also, the Library received a NYS Health Department Grant of \$26,600 in the current year. Expenses for the period ending October 31, 2024 were down approximately \$60,600 over 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 is also down due to budget constraints.

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

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

Balance Per Bank Statement					\$ 24,376.30
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
06/18/24	7644	James Esper Landscaping		\$ 5,250.00	
10/15/24	7723	C D P H P		4,110.63	
10/15/24	7731	Professional Fire Protection, Inc.		1,842.00	
10/15/24	7735	The Paul Revere Life Insurance Company		42.16	
10/25/24	DM	EFT - United States Treasury		4,105.16	
10/28/24	7737	Philip Beckett CPA, P.C.		6,500.00	
		Total Outstanding Checks			<u>21,849.95</u>
BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS					<u><u>\$ 2,526.35</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					\$ 579,195.97
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>\$ 579,195.97</u></u>

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

Balance Per Bank Statement					\$ 39,888.74
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>\$ 39,888.74</u></u>

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement

\$ 3,684.89

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
-------------	----------------	--------------	---------------

		None	-
--	--	------	---

Total Outstanding Checks			-
--------------------------	--	--	---

BALANCE IN LEDGER AND QUICKBOOKS

\$ 3,684.89

Prepared By,
Michael J. Frank, Treasurer

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



Friends of the GPL Report Jean LaPorta / President October 2024

The last two months have been extra busy for the Friends. Here is why:

- The annual basket raffle was held during the months of September and October. At the Nov. 4 Friends meeting the final report included a profit of \$2,187. All the basket donors received a special thank you from Nancy Krawczeski.
- The Book Sale ran very smoothly in mid-October due to the Chairpersons, Marion Clemente and Patty Franco, and the support of the Library staff. Proceeds were just over \$1,000.
- The Annual Friends Membership Drive got off to a great start and Chairperson Kathy Konakov reported that renewal forms are still coming in. There will also be a membership renewal form in the December newsletter.
- The Friends are very grateful that so many members have opted to receive their newsletters by email. There will be very few to mail next time.
- Friends Week had many special activities: Barbara Reppenhagen treated staff to goodies and chamber checks from the Friends, and the Trustees received a tray of cookies at their October meeting. Small gifts were provided at both public desks and free books were provided in Youth Services, for children to take home.
- The first baby born at NLH during Friends Week received two huge bags of books, toys, and clothes, all of which were donated by many of the Friends. Thank you to Patty Franco, who collected the donations and came with me to deliver them to the lucky family. The nurses helped us coordinate our visit.
- Box of Books continues to be very popular and Ginni Mazur delivers books to various places in Gloversville on a regular basis. Anyone who is interested in helping to do that should contact her.
- The Friends were treated to pizza and cookies from the Trustees at the Nov. 4 meeting. Thank you to Caren and Merry and all the Trustees for the nice surprise!
- It was also reported that at the November 4 Friends meeting that a very generous donation to the Grounds Committee has been received from Charles Reed. Ren, thank you so much for your support.
- The Friends are planning to decorate the lobby for the holidays on Friday, November 22 at 10 AM. Merry Brown reported that Goderies will provide the outside decorations.
- Don't forget to register for Dreamcatchers musical holiday performance, which will be held on Thursday, December 5 at 3 PM, in the Carnegie Room. (Yes, there will be cookies). Registration is required.



Building and Grounds Committee Report

Richard Carlson / Chair

October 2024

New Library Parcel on East Fulton Street (Phase II)

As of November 6, we've received confirmation from DLD that we submitted everything they need, but have yet to get confirmation that payment for the 90% grant reimbursement is on its way. We also have submitted the final project report for the remaining 10% reimbursement. Total grant amount: \$109,150.

Atrium Restoration Project

We have received the bid packet and specifications for the dome project and have sent them along for review by the City (DRI grant) and SHPO (SHPO grant). Since both grants are reimbursements we need to demonstrate that we in fact have the funds needed to advance the project. After a thorough discussion of the GPL current funds, including fund balance and cash flow projections available for this project, it is the recommendation of the Building and Grounds Committee that this project be progressed as planned for a Dec. 2024/Jan. 2025 bid and a Spring 2025 construction schedule. Since the applications for the grants focused on the dome rehabilitation and did not include the internal ceiling restoration that work can be progressed separately in 2025. Total grant amounts: DRI grant: \$99,000 and SHPO grant: \$363,259.

Snowplowing Contract

Everything is in order for the upcoming winter.

HVAC Problems

Problems in the break room are now that it's too cold. While Stark was here to evaluate and identify a fix for problems in Youth Services, additional problems were detected in the Safe Room and the Addition were identified and discussed. Stark will evaluate these and provide us with an estimate.

Handicapped Access Activation for Rear Door

We figured out a workaround that has fixed the problem for now, albeit with occasional hiccups.

Front Light Repair and Rusted Front Railing

A local welder will visit to evaluate a fix, but it hasn't happened yet. We have also seen masonry starting to crumble around the plinth; this also will need to be looked at.

Staff Entrance Gate

We reached out to the hardware provider for an estimate and found out that the lock's magnet is under warranty and will be replaced. Until then a temporary fix (a hasp and lock overnight) will be utilized.

Budget-Related Building Shifts

We have strengthened the fastener for the rope that restricts access to the upper floor located at the base of the spiral staircase in the lobby.

Security Cameras

See the funding discussion for the atrium rehabilitation project. After discussion the Building and Grounds Committee recommends that we continue to progress the DLD grant application for this project, projected for a construction start in early 2026. (Estimated amount: \$98,332)

Maintenance Contracts

- HVAC Software: PASCO says the computer that runs their software does not need to be replaced. We can revisit this if/when, we change vendors when PASCO's current contract expires.
- HVAC Maintenance
- HVAC Cooling Tower Maintenance: *Tower has been put to rest for the season.*
- Sprinkler System: *We passed inspection but have not yet received the paperwork.*
- Fire Extinguishers
- Elevator
- Fire Inspection
- Fire Alarm System: *We needed a chip replaced.*
- Key Fob Lock Software

Gloversville Library Construction Projects: Timeline Overview

DLD construction grant process – Parking lot

September 2023: File application for grant

August/September 2024: Awards announced & 90% payment made (\$98,235)

November/December 2024: 10% remaining paid, hopefully (\$10,915)

DRI grant process - Dome

August 2023: Award announced

November 2024-January 2025: MWBE solicitation

December 2024/January 2025: Bidding

Spring 2025: Construction

Spring-Summer 2025: 100% payment (\$99,000)

SHPO grant process - Dome

July 2023: Application

November 2023: Award announced

November/December 2024: SHPO review and bids and contract paperwork

December 2024/January 2025: Bidding

January 2025-April 2025: Continue working through contract paperwork

Spring 2025: Construction/Rehab

Spring-Summer 2025: 100% payment (\$363,259)*

*May be required to fix interior

DLD construction grant process – Security Cameras

September 2024: File application for grant

August-November 2025: Awards announced & 90% payment made

January 2026: Construction

April/May 2026: 10% remaining paid

Gloversville Public Library Dome Grants June 2024

Estimated Expenses	Quotes:	Percentage:	Notes:
MidState Estimate:	\$ 420,000.00	92.1%	Not MWBE contractor. Estimate from 2023 was \$392,000. Expect this to be higher by 2025. Based on the rate of inflation figured in between the 2022 and 2023 estimates, the 2025 estimate could be \$420,000
Environmental engineer:	\$ 1,100.00	0.2%	Site Assessment. Done. Paid
BRM fee:	\$ 35,000.00	7.7%	Not MWBE contractor
Exterior rehab est.:	\$ 456,100.00		
Interior painting and plaster:	\$ 25,000.00		Alan Fudger's 3/24 estimate of \$18,500 for interior repair. Not in scope of GRIP or CFA.
Interior & Exterior est.:	\$ 481,100.00		

Funding	% interior & exterior	% exterior only	Grant maximums	Grant Funding	Notes
2024 Love your library appeal	11%	12%			
Gloversville DRI	21%	22%	75% max/ \$100,000 max	\$ 99,000.00	Increased from \$80K to \$99K 6/3/24
CFA SHPO	76%	80%	75% max in high poverty areas as	\$ 363,259.00	
				\$ 517,259.00	
				\$ 462,259.00	

MWBE Requirements	Grant awards	30% of awards	MWBE Totals	Minority	Women
Gloversville DRI	\$ 99,000.00	30%	\$29,700.00	13%	17%
CFA SHPO	\$ 363,259.00	30%	\$108,977.70	47,223.67	\$ 61,754.03
	\$ 462,259.00		\$138,677.70	\$ 60,093.67	\$ 78,584.03

The Library's original applications for grants through the DRI/GRIP and CFA were based on estimates using cooperative procurement. After the preliminary award from the DRI/GRIP it was determined that the Library could not use cooperative procurement. The budget was adjusted to reflect this change; the \$80,000 fee related to cooperative procurement was eliminated while the architects' fee was increased. That resulted in a net decrease of \$45,000.

While the project still fits the maximum funding perimeters for the DRI/GRIP, this does mean the CFA percentage is higher than allowed, using current contractor estimates and projected inflation.

The applications did NOT include any interior rehabilitation. Changing the scope of the DRI/GRIP can be easily done. Unless the SHPO scope can be adjusted, this work will be done outside of the scopes for either of these grants.

**Article I
Purpose**

The purpose of this policy is to protect the interests of the Gloversville Public Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or key employee of the Library or might result in an excess benefit transaction. This policy is intended to supplement, not replace, any applicable state and federal laws, including NYS NPC Article 7: Directors and Officers, section 715-A and Federal Law 26 CFR §53.4958-3 subd.(e). (See appendix)

**Article II
Definitions**

OFFICER means a member of the Board of Trustees of the Library, or of any of its committees, excluding advisory committees.

KEY EMPLOYEE means any employee who has ultimate responsibility for implementing the decisions of the Board of Trustees; or for supervising the management, administration, or operation of the Library; or for managing the finances of the Library. Other employees may be deemed to be key employees based on an evaluation of all facts and circumstances, guided by 26 CFR §53.4958-3 subd.(e).

INTEREST means a financial or other material benefit which will accrue to the Officer or key employee, or to a family member or a business associate, from a transaction. A gift or favor received by the Officer or key employee from another party to the proposed transaction during the period when the transaction is being considered also constitutes an interest in the transaction.

FAMILY MEMBER includes: the Officer's or key employee's ancestors, descendants, siblings, spouse or domestic partner; the spouse or domestic partner of any of the Officer's or key employee's ancestors, descendants, or siblings; and the ancestors, descendants, or siblings of the Officer's or key employee's spouse or domestic partner.

ANCESTOR includes parents, grandparents, and great-grandparents in addition to more remote ancestors.

BUSINESS ASSOCIATE means any for-profit or not-for-profit entity of which the Officer or key employee is an employee, owner, or member of the governing Board of Trustees, or in which the Officer or key employee has a beneficial interest. A publicly-traded corporation shall not be considered a business associate if the total amount of stock in that corporation owned by the Officer or key employee and all the Officer's or key employee's family members and business associates is five percent (5%) or less of the issued and outstanding stock of the corporation.

TRANSACTION means any contract or other arrangement to which the Library is a party.

INTERESTED PERSON means an Officer or key employee who has an interest in a transaction.

CONFLICT OF INTEREST means that the Officer or key employee has a substantial financial interest in the proposed transaction.

A RELATED PARTY TRANSACTION is a transaction in which an Officer or key employee has any financial interest.

**Article III
Procedures**

An Officer or key employee who realizes that they may have an interest in a proposed transaction being considered by the Board of Trustees or a committee will refrain from discussing the transaction with members of the Board of Trustees or of the committee, except to the extent necessary to disclose the interest. Said

The Gloversville Public Library provides patrons with access to computers and the Internet as part of its ongoing commitment to make information available in a variety of formats and from a variety of sources. Computers are available for use by cardholders and visitors alike. Patrons who do not have a Library card can request a guest pass to access the computers.

The Library's computers on the Main Level are available to **adults and children ages 5+ teens (age 13+) and adults**. **Children ages 5-7 must be accompanied by a caregiver (age 13+) when using these computers**. Computer use on the Main Level will be limited to 90 minutes per day, per individual. 30-minute extensions to this limit may be provided on a case-by-case basis if no other patrons are waiting. **One Main Level computer is dedicated for word processing tasks relating to education, training, or employment. The same time limits and extensions are applicable for the word processing computer.**

The computers in the Youth Services (Lower Level) **main area is are** available to patrons ages birth-adult - 17. Ages 0-7 must be accompanied by a caregiver (age 13+) when using **the this** computers. The computers in the **Early Literacy Center Teen Room** (located within Youth Services) **are solely for educational and learning games, and are available for children ages birth-10 only, who are accompanied by a caregiver (ages 13+) teens ages 13-17 only**. Children and teens are provided with 90 minutes of computer time per day, per individual. 30-minute extensions may be provided on a case-by-case basis if no other patrons are waiting. **Three of the Youth Services computers are for educational and learning games. One computer is dedicated for homework and is to be used for schoolwork or other educational purposes only (no gaming).**

Parents and guardians are responsible for sites their children and teens access. The Library staff cannot and does not act *in loco parentis*. Parents and guardians are encouraged to continue to participate in their child's and/or teen's learning by helping them select appropriate materials.

Users may not modify Library hardware, delete or modify Library software nor install software on Library computers. Only the CD and USB drives may be used for accessing and saving personal files.

The Library cannot control the information available through the Internet and does not accept responsibility for its quality, accuracy, or timeliness. Library computers do not have filters. Internet users who release personal information do so at their own risk. Anything accessed or entered on the Library's computers is not secure and may be accessible to others.

The Library is a public space that is shared by patrons of all ages. The Library's computers, peripheral equipment, and other electronic and/or media devices may not be used for illegal, harmful, or damaging purposes; may not be used to access potentially offensive information or images, and must be used in compliance with this policy.

A patron's Internet privileges will be suspended or revoked if, in the opinion of the Library Director, use and/or behavior at the Internet workstations is not in accordance with this policy. Illegal acts involving the Library's Internet connection may be subject to prosecution by local, state, or federal authorities. Users will be held responsible for their actions using the Internet.

The Library also provides wireless access to anyone having a device with wireless capability. Wireless users are bound by the same usage guidelines as patrons using the Library's equipment.

Printing on the Main Level is 10¢/page for black and white pages, and 25¢/page for color. Children and teens printing in Youth Services, will receive 3 free pages per visit for homework-related printing. Any additional printing will cost 10¢/page for black and white pages, and 25¢/page for color. Patrons are responsible for the cost of pages printed, even if printed in error.

Adopted January 17, 2006
Revised February 2008
Revised January 2012
Revised June 2018
Revised July 2018
Revised May 18, 2021
Revised November 19, 2024

A full-access Gloversville Public Library card available to those age 18 or older (and those age 13-17 with a parent or guardian as responsible party), residing in our service area, who can produce an identification card with their photo, name, and address. In addition, another item with the same name and current address (such as a utility bill, checkbook, or automobile insurance card) must also be presented. Those using a PO box, still need proof of a street address.

A limited-access Gloversville Public Library card, called a Core Card," is available to those age 5 or older (and those age 13-17 with a parent or guardian as responsible party), without the documentation listed above.

To obtain a full-access juvenile card (required for ages 5-12; available for ages 13-17), a parent or guardian is required to come into the library with the above identification.

To obtain a limited-access juvenile card (required for ages 5-12; available for ages 13-17), no a parental or guardian consent is required, nor is to come into the library, but the above documentation is not required. Youth ages 5+ may sign up for a limited access Library card themselves.

Parents and guardians are responsible for the materials their children and teens access and/or check out.

Library cards are not transferable. Only the person issued the card may use it. By obtaining a card, the individual agrees to follow the rules and policies established by the Gloversville Public Library and to be responsible for all materials borrowed on their or their child's card.

Corporate cards for businesses, educational institutions, and non-profits are available. See the Library Director for details.

There is no charge for a library card when an account is first opened. Replacements for lost, stolen, or damaged cards will cost \$1 for adult accounts and 50 cents for juvenile accounts.

Borrowing Limits

Patrons with adult full-access cards have no item limits for adult, young adult, and/or juvenile materials from our main print collections and our eMagazine collection. However, these cards are limited to a maximum of five (5) "New and Popular" and/or "Lucky Day" items, as well as up to five (5) DVDs of any type. Should a DVD be designated "Lucky Day," it shall be counted as a DVD and will not be counted towards the "Lucky Day" limit. Adult cards are also limited to four (4) eBooks/eAudiobooks, as well as one (1) item from the "Library of Things."

Patrons with adult limited-access cards may borrow a maximum of three (3) items from our adult, young adult, and/or juvenile main print collections, and unlimited items from our eMagazine collection. Additionally, these cardholders may borrow up to four (4) eBooks/eAudiobooks. These cardholders may not borrow physical media or items from any of the Library's special collections ("New and Popular," "Lucky Day," "Library of Things," etc.). Limited-access adult cards cannot be used to reserve items from other libraries.

Patrons with full-access juvenile cards may borrow a maximum of 25 juvenile, young adult, and/or adult items from our main print collections and unlimited items from our eMagazine collection. In addition, these cards are limited to a maximum of five (5) "New and Popular" and/or "Lucky Day" items, as well as up to five (5) DVDs of any type. Additionally, these cardholders may also borrow up to four (4) eBooks/eAudiobooks. It is the responsibility of parents/guardians/caregivers to oversee their child's selections. Juvenile accounts may not borrow any items from the "Library of Things" or other select special collections.

Patrons with limited-access juvenile cards may borrow a maximum of three (3) items from our adult, young adult, and/or juvenile main print collections and unlimited items from our eMagazine collection. Additionally, these cardholders may also borrow up to four (4) eBooks/eAudiobooks. These cardholders may not borrow physical media or items from any of the Library's special collections ("New and Popular," "Lucky Day," "Library of Things," etc.). Limited-access juvenile cards cannot be used to reserve items from other libraries.

Loan Periods

28 days: Adult non-fiction, older adult fiction, juvenile and teen books, large print items, music CDs and audio books

14 days: New adult fiction and magazines

7 days: DVDs, museum passes, and other special collections

Loan periods for eBooks and eAudiobooks can be set by the patron for 7 or 14 days. eMagazines do not have a limit.

Items may be renewed through patron accounts online, by email , or telephone.

Overdue Notices and Bills

Patrons can choose their preferred method of notification: phone call, email, or text.

When an item is one (1) day overdue, patrons with email or text notification will receive a reminder. When an item is one (1) week overdue, patrons will receive either a reminder phone call or a second reminder email/text. When an item is two (2) weeks overdue, patrons will receive either a second reminder phone call or a third reminder email/text. When an item is three (3) weeks overdue, the patron will receive a bill for the replacement cost of the item. After six (6) weeks overdue, accounts may be referred to a collection agency for the purpose of additional collection procedures. A non-refundable processing fee of \$10 will be added to all accounts in collection.

Replacement Fees for Lost and Damaged Items

Any item borrowed from the Library and not renewed or returned by its due date is considered overdue. Although the library does not charge a fee for overdue materials, any item that is overdue 21 days or more will be considered lost and the borrower will automatically be charged a replacement cost for that item, and the borrower's account will be suspended until the replacement cost is paid.

It is a patron's responsibility to return items in the **same condition** they were in when borrowed. Any item that is returned damaged or with missing pieces, and deemed by the Library Director to be unfit for further circulation, will be charged a replacement cost for that item, and the borrower's account will be suspended until the replacement cost is paid.

The amount of the replacement cost is the price listed by the circulation system for that item.

If a lost Groversville Public Library owned item is returned in good condition and the replacement fee was not paid, the fee will be waived. If a lost Groversville Public Library owned item is returned in good condition within 180 days of being labeled lost, and the replacement fee was paid, the patron will be refunded the replacement fee.

Replacement items, in lieu of paying the replacement cost, will not be accepted.

Items borrowed from other libraries will have fees assessed by the library that owns the item.

CONFIDENTIALITY

The Board of Trustees of the Groversville Public Library recognizes that its circulation records and other records identifying the names of library users to be confidential. The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information revealing the name of a person and their library use without a properly executed subpoena from a court of law.

All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations and will not be disclosed to others unless pursuant to a subpoena or court order, or where otherwise permitted by law. This policy applies to all resources regardless of their format or means of delivery as well as to all services offered by the Library.

When the Library Director receives any law-enforcement request for patron information the Director will consult with the Mohawk Valley Library System, Joint Automation and the Library's attorney. The Director will also keep the Board of Trustees informed. Under no circumstances will library staff release the name of a patron who has an item checked out, or other identifiable information of library users.

Confidentiality of library records is governed by New York CPLR 4509 (see Appendix A).

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Revised December 2006

Revised February 2009

Revised January 2012

Revised December 2012

Revised December 2013

Revised November 2015

Revised October 2016

Revised November 2017

Revised January 2018

Revised June 15, 2021

Revised November 16, 2021

Revised November 19, 2024

NY CLS CPLR § 4509 (2001) § 4509. Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.



Director's Report Valerie Acklin / Library Director October 2024

NYLA

My time at the NYLA Annual Conference, in Syracuse, was both informative and enjoyable. The days were packed with workshops and lectures, and the evenings included scheduled meetings and networking events. Of the programming offered, some highlights include:

- *Documenting Institutional Knowledge*: This workshop focused on manageable steps to gather, organize, and catalog all the information necessary to run a Library – from policies and financials to how to IT instructions and where to find the lightbulbs you squirreled away for that one weird fixture because only need to change it out once every three years. It was eye-opening and, honestly, a bit upsetting, as we have a lot of work to do to get to a point where that kind of information is culled and made accessible. I've already spoken with Barb about this being a long-term project in the new fiscal year.
- *Key Performance Indicators*: This talk, by a Downstate library director, focused on how to identify and utilize metrics that can accurately reflect library performance and inform whether service, strategic, and financial goals are being met. The session then delved into how the indicators can be used to influence operational decisions and the allocation of resources.
- *Constructive Customer Service & Real-World Resiliency*: This extended workshop tackled the challenges of frontline service in a challenging world. We discussed how patron expectations of library service have changed over the years, boundary-setting, de-escalation techniques, how to have uncomfortable conversations, and how staff can effectively support each other during difficult transactions. I'm looking forward to sharing the insights I learned with staff over our next few weekly staff meetings.
- *Library Leadership for Crisis Response*: This talk focused on the role of libraries as community hubs and information distributors in times of natural or manmade crises. The conversation centered around how to mitigate challenges, ensure the safety of staff and patrons, strategies for emergency management, and how to prepare for the unknown. I still have a half-written Emergency Preparedness Plan for the Library that has fallen by the wayside while I've focused on other challenges, but this session was a wake-up call that I need to refocus on that.
- *Finding Valuable Volunteers*: I wound up in this session, because the one I was planning to attend was full, and I'm so glad things worked out that way! I originally thought the subject matter wouldn't be that useful, since we don't have many opportunities for volunteers, but the subject matter was approached from an angle that opened my eyes to some out-of-the-box options for volunteers (that don't violate civil service or Department of Labor regulations), as informed me as to how these options could help the Friends. We looked at ways to attract volunteers and connect them to our mission to create local Library ambassadors. I will be sharing what I learned with Jean and the rest of the Friends' Board.
- *Navigating America's Polarized Political Climate*: On the heels of the election, this lecture, sponsored by the Public Library System Directors Organization and given by the chair of the Utica University Political Science Department, was timely, if depressing. He talked about the challenges educational institutions (including libraries) face in today's environment, including the prediction that it is going to get a lot harder before it gets any better. He also shared advice from his work with students and administrators as to how to best interact as leader when dealing with folks whose opinions and beliefs are the anthesis of your own, including hidden benefits that can emerge from such interactions. Not a feel-good time, but an important topic.

Youth Services Update

I've been meeting with the Youth Services team often over the past month to chart a path forward and wrap up some ongoing projects. We are continuing to put finishing touches in the Sensory Space. This work includes adding more tactile fabrics to the walls, as well as adding shelving to the area in order to store the sensory bins that are available for patron use. We are also continuing to weed the juvenile collection. This month we focused on picture books, and we did a hard weed for both condition and circulation. Once the weeding was complete, we were able to reorganize the shelves in the Early Literacy Center, including the removal of books from the bottom shelves. This change has made the picture book collection more accessible for browsing, as well as more pleasing to the eye. The team has also been meeting to plan programming for the new calendar year, within the constraints of our budget. Despite the challenges, we still hope to have

several grant-funded events, including old favorites and a couple of new options. Stay tuned! I am also continuing to work with the group on crafting a lesson plan for our upcoming 2025 third grade class visits. All third grade classes from Boulevard will be joining us over the course of one week. We hope to host two classes per day (40 students each day, for a total of 200 students). Visits will include a library tour, stories, and a group activity. I'm designing a very detailed plan, with input from the staff, to ensure the visits go as smoothly as possible and that students visiting on different days have the same experience (regardless of the staff involved at any particular time). I've also reached out to the Friends, to ask if members would like to volunteer to assist us with the children during the visits. Next up? Connecting with Park Terrace to work on first grade class visits, as well as other collaborations. I'm currently in touch with the aide running the school library and I'm trying to schedule a time for us to meet in November. Hopefully, I will also be able to connect with Kingsboro to do the same. It is an exciting time, and we look forward to working with teachers and administrators from all the elementary schools to ensure a successful visit for all the children.

Meetings and Appointments

- October 1: Adult Services/1.25 Hours/1 Hour Prep
Youth Services/1.5 Hours/3 Hours Prep
Handbook/2 Hours/1 Hour Prep
- October 3: Policy Committee/1.25 Hours
- October 7: Personnel Committee/1.5 Hours/17 Hours Prep
- October 8: Youth Services/1.25 Hours/5 Hours Prep
- October 9: Facility/35 Minutes/1 Hour Prep
Admin & Circ/1 Hour/2Hours Prep
- October 10: Glove City Coalition Agenda/1 Hour/20 Minutes Prep
- October 15: Staff Member Meeting/30 Minutes/0 Minutes Prep
Glove Theatre/1 Hour/30 Minutes Prep
- October 16: Staff Member Meeting/45 Minutes/30 Minutes Prep
ILL/35 Minutes/1 Hour Prep
Youth Services/40 Minutes/30 Minutes Prep
- October 17: Staff Programming/1.25 Hours/2 Hours Prep
Glove City Coalition Monthly/1.5 Hours/1.5 Hour Prep
Office of the Aging/30 Minutes/30 Minutes Prep
Glove City Coalition Parent Engagement/1 Hour/30 Minutes Prep
- October 18: MVLS DEI/1 Hour/0 Minutes Prep
- October 22: GESD School Board/1 Hour/1 Hour Prep
Youth Services/1.5 Hours/2 Hours Prep
- October 23: Local History Room/40 Minutes/30 Minutes Prep
Marketing/30 Minutes/1 Hour Prep
Operations/1.75 Hours/3 Hours Prep
- October 28: Gloversville Educational Foundation/1.25 Hours/30 Minutes Prep
- October 29: Budget & Finance Committee/1.25 Hours/3 Hours Prep
Personnel Committee/1 Hour/2 Hours Prep
- October 30: Youth Services Meeting/1.5 Hours/3 Hours Prep
Glove City Coalition Awards/1 Hour/45 Minutes Prep
- October 31: Staff Member Meeting/25 Minutes/0 Minutes Prep
Operations/1.5 Hours/2 Hours Prep



Gloversville Public Library

Nicole Hauser / Assistant Director & Head of Adult Services

October 2024

In October we considered Library of Things Items and Games for weeding. In the end we did not weed any items from either collection. We also began weeding picture books. We began by considering titles that had not circulated in 3+ years, then moved to titles that had 0 or 1 lifetime circs and had been on our shelf for more than 1 year, and then moved onto titles with 50+ lifetime circs, checking those items physical condition. As of writing this we have removed approximately 600 picture books, most of which ended up with the Friends' for their book sale. This will be the first time the picture books have been weeded with such a fine-tooth comb in a long time. Hopefully this will lead to neater shelves and higher circulation.

Our staff program budget tracker for the new fiscal year was finally finalized and shared with the appropriate staff to begin utilizing it.

Another main focus of October was preparing for 3rd and 1st grade school visits in the spring. Valerie, Darla, Sonny, Madison, and I met several times and are now working on firming up the details for each visit.

Prompted by the Fall JA computer order, I updated the library's computer inventory and began to look ahead. Our next planned computer orders should be as follows:

- Fall of 2026: 3-4 staff laptops
- Fall of 2027: 2 staff laptops
- 2028:
 - Renew all of the licenses for our wireless system.
 - 20-22 public and staff desktops.
 - This date is an estimate, but, all of these computers are G9's, meaning they will all have the same JA support end date.
 - This will be an expensive calendar year, but, with planning ahead, we should be able to split these costs between 2 fiscal years.

In October 2025 any computers running Windows 10 will no longer be supported by Microsoft or JA. To prepare us for this, I worked with JA to update staff laptops running Windows 10 to Windows 11. All of our staff laptops will have been updated by the time you are reading this report. Our two catalog computers were also running Windows 10, but were also so old we could no longer update them. We simply removed them at the beginning of the month and have not had any complaints thus far.

I attended a webinar focused on senior programming and it was gratifying to learn that we were on par with current trends. Programs such as Adult Craft, Books 'N Brews, Caregiver Support Groups, and Easy Eats are all experiencing success at other libraries. It's disappointing that we've had to cancel some of these successful programs and I hope we will be able to offer them again in the near future.

Programs in October:

- Adult Crafting had a total of 12 participants & 2 staff
 - Participants created delightful gnomes using a large pinecone as a base.
- Putting the "Library Flower Garden to Bed" had a total of 1 participants & 3 staff



Grants & Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

October 2024

Grants for Building Projects

- SHPO CFA: The updated Opinion of Counsel and corrected Boundary Map were sent along to our SHPO liaison.
- GRIP: No update
- DLD Parking Lot Phase 2: Still no word on when the 90% payment will be made. The final report was submitted to, and accepted by, DLD for our final 10% payment.
- DLD Security Cameras: No update
- I created a Gantt chart for our upcoming dome and security camera projects as well as the expected reimbursement dates for the grants that will help fund these projects.

Other Projects

- Employee Handbook revisions continue after the Personnel Committee's review. While there were many good questions, there was only one suggestion to incorporate; separating the Civil Service job titles and the Library's institutional job titles. Next, the Index needs to be updated and the Appendices compiled.
- I worked with Valerie on salary projections through 2027-28.
- I helped Nicole and Valerie weed the Picture Book collection.
- I wrote up and shared a summary of the meetings Valerie, Nicole and I had with Greg, Ren and Mike regarding to how donations and grant funds are recorded and tracked.
- I provided Mike with a spreadsheet outlining the cost to develop the Auxiliary Parking lot, starting with the purchase of 66 East Fulton Street in 2012.
- I provided Mike to with an update list of our fixed asset inventory for Phil Beckett.
- Fulton County Glassworks provided a donated sheet of Plexiglas to replace the broken door in the Little Free Library.

Statistics / Monthly Report

October 2024

Figures in parentheses are comparable figures for 2023

	<u>2024</u>	<u>2,023</u>
VISITORS	4,731	(5,819)
CIRCULATION		
Adult circulation (includes -0- Memory Lane)	1,331	(1,382)
Teen Circulation (includes 101 Graphic novels)	160	(200)
Juvenile Circulation (includes 67 Graphic novels)	922	(1,128)
Audiobooks	24	(49)
eAudio	193	(219)
eBooks	396	(525)
Music	8	(1)
Periodicals	4	(46)
eMagazines	176	(234)
Videos	464	(750)
Museum Passes	5	0
Library of Things (includes 4 games)	17	(23)
Subtotal	<u>3,700</u>	<u>(4,557)</u>
In-House Use		
Adult	101	(25)
Juvenile Circulation	330	(388)
Other Materials	110	(750)
Subtotal	<u>541</u>	<u>(1,163)</u>
Total Circulation	4,241	(5,720)
REFERENCE QUESTIONS	120	(93)
MEETINGS / PROGRAMS / OUTREACH		
7 Adult programs & meetings with 127 people		(98 Adult programs & meetings with 522 people)
6 Juvenile programs & meetings with 577 people		(15 Juvenile programs & meetings with 925 people)
0 Teen programs & meetings with -0- people		(6 Teen programs & meetings with 30 people)
109 One-on-one programs & meetings with 109 people		(87 One-on-one programs & meetings with 87 people)
INTERLIBRARY LOAN		
Material Borrowed	562	(601)
Material Loaned	382	(530)
Total	<u>944</u>	<u>(1,131)</u>
COMPUTER USAGE	1,022	(1,232)
HISTORICAL ROOM		
Visitors	3	9
Phone/Email requests	9	4
Books Used	97	24
Reference Questions	12	17
Microfilm	0	8
SERVICE STATS		
Princh-pages/\$ collected	131/\$14.60	212/\$22.25
Cassie printing-pages/\$ collected	1,671/\$185.70	1258/\$140.90
Faxes-sent/\$ collected	14/\$143.00	13/\$32.00
Essentials kit	3	4
Seeds-new patrons/packets	0/0	0/0
Notary service	3	5