



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

Attendance/Call to Order  
Pledge of Allegiance  
Public Comment

1. Public Comment
2. Accept the Minutes of the:
  - April 15, 2025 Meeting\*
3. Treasurer's Report\*
4. Warrant List\*
5. Budget and Finance Committee Report
  - Contingency Budget & Date (if necessary)\*
6. Foundation Report
7. Friends of the Library Report
8. President's Report
9. Building and Grounds Committee Report
10. Outreach Committee Report
11. Personnel Committee Report
12. Policy Committee Report
13. Program Committee Report
14. Public Relations Committee Report
15. Sustainable Growth Committee
16. Trustee Development Committee
17. Library Director's Report
18. Librarians' Reports
19. Old Business
20. New Business

Adjourn\*

Next Meeting: June 2017, 2025 at 6 PM

\* Motion Required

*Gloversville Public Library: strengthening our roots and cultivating community growth*



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

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, April 15, 2025. Present were President, Gregory Niforos; Library Director, Valerie Acklin; Vice-President of Finance, Charles Reed; Treasurer, Michael Frank; Secretary, Sue Shrader; and Trustees: Richard Carlson, Charlotte Will and Caren Pepper. Also present were 7 members of the public, the Library's consultant, Elissa Kane, and recording secretary, Sally Ostrander.

Mr. Niforos called the meeting to order at 7:15 PM.

Mr. Niforos asked for public comments. He reminded members of the public to introduce themselves, state their address, and that they would each be allowed 3 minutes to speak. One member of the public asked about vote breakdown of the Trustees in approving the 2025-2026 proposed budget. Another member of the public stated that she recently volunteered at a business in the City and realized that seniors are not aware of all the services available at the Library. She suggested that we reach out to senior organizations within the City.

Mr. Niforos asked for a motion to accept the minutes from the Board meeting of March 18, 2025. Ms. Pepper made a motion; seconded by Ms. Will. The minutes were approved with a unanimous vote of "aye."

Mr. Frank reviewed the Treasurer's Report. He noted that we received 2 grants: \$650 from Stuarts and \$4,340 from Argersinger Trust. Ms. Dunn-Brown made a motion to accept the Treasurer's Report, seconded by Ms. Shrader. 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. Shrader made a motion to accept, seconded by Mr. Carlson. The Board approved this motion with a vote of "aye."

Mr. Reed stated there was no Budget and Finance Committee Report.

Mr. Frank stated there was no Foundation Report.

Mr. Niforos presented the Friends' Report on behalf of Ms. LaPorta.

Mr. Niforos presented the President's Report. He thanked the Friends for helping with the Love Your Library event, the school visits, and for their \$500 donation to the Seed Club. He also thanked the Trustees and staff for helping with the event, and he thanked those who donated food, beverages, and other items for the Event. It was a great success with approximately 100 attendees.

Mr. Carlson presented the Buildings and Grounds report. The cost of asbestos abatement will be incorporated into the cost of the dome project. There is concern that the upheaval at the federal level with grants may affect our grant for the dome project. There are many problems with our HVAC system, caused by a dirty power supply that could be resolved with a power management system. However, this is costly and would have to be a capital project at a future date. Ms. Acklin, then distributed copies of the maintenance contract proposals that she received from Stark and PASCO maintenance contracts are for a one-year period starting on July 1. The software update is a one-time expense. A motion was made by Ms. Shrader and seconded by Ms. Dunn-Brown to accept the maintenance contract from Stark Technologies for \$23,985, the maintenance contract from PASCO for \$4,755, and the contract from PASCO for \$9,626 for updated software for the automation system. The motion was approved with a vote of "aye."

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 Shrader

Charlotte Will

Ms. Dunn-Brown delivered the Outreach Committee report. Along with Ms. Will, Chair of the Public Relations Committee, she thanked everyone who helped and attended the Love Your Library event. Specific thanks were given to the Pesses and Blackmon families, for donating the hors d'oeuvres; the Delilli, Lair, and Will families for donating the beverages; and the speakers: Senator Walczyk, Mayor DeSantis, Assistant Superintendent Chris Wojeski, and Downtown Redevelopment Specialist Jenn Donovan.

Ms. Shrader presented the Personnel Committee report. The Director evaluation form was distributed to all Trustees, to be completed and submitted next month at the May 20 Board meeting. The Committee will meet on June 3 to review the evaluations and present their results at the June Board meeting.

Mr. Niforos presented the Policy Committee report. There is a change to the By-Laws of the Board of Trustees, Article VI, Committees. The Local History Room Committee is being removed as a standing committee. The Board is adding two new standing committees: the Sustainable Growth Committee, that will work to grow the Library's revenue stream, and the Trustee Development Committee, that will work to develop a record of qualified residents interested in working on a Board committee or becoming a Trustee and to ensure that current Trustees complete state-mandated annual training. A motion to accept these changes to the By-Laws was made by Ms. Pepper and seconded by Mr. Carlson. The motion was approved with a vote of "aye."

Ms. Pepper stated there was no Program Committee Report.

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

Ms. Dunn-Brown presented the Trustee Development Committee report. They discussed professional development classes available to the Trustees. Trustees were told to let Ms. Dunn-Brown and Mr. Carlson know if they take any classes so they should keep track of them.

Ms. Acklin presented the Librarians' and Director's Report. She thanked everyone who helped to make the Love Your Library event successful. She stated that staff is now getting prepared for the Library Night Out Event on May 12. She thanked Library staff for website updates and adding a new children's collection called Compact Reads, for assistance in planning for the next fiscal year, and for completing the State Annual Report.

There was no old business to report.

Mr. Niforos asked for new business. Ms. Acklin stated that she legally changed her last name to Venturini. One of the Trustees asked for clarification of a section of the By-Laws which states they must be present at the Board meetings to vote.

A motion was made by Mr. Reed and seconded by Mr. Carlson to go to Executive session at 8:05 PM to discuss staff contracts. The motion was approved with a vote of "aye."

A motion was made by Ms. Shrader and seconded by Mr. Carlson to adjourn the Executive session at 8:17 PM. The motion was approved with a vote of "aye."

The regular Board meeting resumed at 8:18 PM. A motion was made by Ms. Shrader and seconded by Mr. Carlson to accept the staff contracts as discussed in the Executive Session. The motion was approved with a vote of "aye."

A motion was made by Mr. Reed and seconded by Ms. Dunn-Brown to adjourn the meeting at 8:23 PM. The motion was approved with a vote of "aye."

The next Board meeting will be held at 6 PM on May 20, 2025.

Respectfully submitted,

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Sally Ostrander  
Recording Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**APRIL 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	2,304.65	16,682.32	18,331.82	(3,317.68)
Investment Income - Fund Balance Account	25,000.00	4,846.33	18,833.13	0.00	(6,166.87)
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	12,000.00	126,000.00	106,000.00	(18,000.00)
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	53,685.00	892.63
Government Affiliations - Fulton Co Youth Bureau	1,400.00	0.00	1,445.00	0.00	45.00
Grants - Mohawk Valley Library System	1,375.00	0.00	3,848.53	0.00	2,473.53
Grants - Stewart's, WGY, NYS Health Dept, etc	5,872.60	5,000.00	46,261.60	0.00	40,389.00
Donations - Direct	4,000.00	1,300.00	4,902.00	6,010.00	902.00
Fees & Miscellaneous Income	2,500.00	493.69	2,978.64	3,120.17	478.64
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,816.37	0.00
<b>TOTAL RECEIPTS</b>	<u><b>\$840,124.60</b></u>	<u><b>\$25,944.67</b></u>	<u><b>\$855,404.85</b></u>	<u><b>\$818,631.61</b></u>	<u><b>\$15,280.25</b></u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on April 1, 2025	\$594,105.18				
Plus: Receipts Per Report	25,944.67				
Less: Expenses Per Report	<u>(67,264.63)</u>				
Income Cash Balance on April 30, 2025	<u><u>552,785.22</u></u>				
Accounts Payable as of 04/30/25	0.00				
Prepaid Expenses as of 04/30/25	<u>(7,747.11)</u>				
Actual Cash Balance on April 30, 2025	<u><u>\$545,038.11</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$396,236.92				

Prepared By,  
Michael J. Frank, Treasurer

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

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on April 1, 2025	\$82,875.12	
Plus: Receipts:		
Interest on Money Market Account	267.07	<u>Year to Date</u>
Interest on Treasury Bills	0.00	13,040.65
Treasury Bills Matured	275,000.00	
Tax Levy Money	0.00	
Repayment of Fund Balance Loan	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	198,684.00	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	55,000.00	
Balance on April 30, 2025	<u>\$104,458.19</u>	

**FUND BALANCE MONEY MARKET ACCOUNT**

Balance on April 1, 2025	\$43,818.12	
Plus: Receipts:		
Interest on Money Market Account	208.76	<u>Year to Date</u>
Interest on Treasury Bills	0.00	16,260.72
Treasury Bills Matured	250,000.00	
Transfer from Construction Ckg. Acct.	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	248,353.06	
Transfer to General Fund Checking (Int Earned)	4,846.33	
Transfer to Construction Checking Account	0.00	
Balance on April 30, 2025	<u>\$40,827.49</u>	

**CONSTRUCTION CHECKING ACCOUNT**

Balance on April 1, 2025	\$15,934.89	
Plus: Receipts:		
Interest Earned	0.26	
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 April 30, 2025	<u>\$15,935.15</u>	

**GLOVERSVILLE PUBLIC LIBRARY**

**CURRENT INVESTMENTS HELD @ BOOK VALUE**

**APRIL 30, 2025**

<b>GENERAL FUND</b>	<b><u>PAR</u></b>	<b><u>COST</u></b>	<b><u>INVESTMENT RATE</u></b>	<b><u>REALIZED AT MATURITY</u></b>	<b><u>INTEREST EARNED</u></b>
U. S. Treasury Bills 8 Week Due 06/17/25	\$100,000.00	\$99,341.22	4.3220%	\$100,000.00	\$658.78
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 8 Week Due 06/24/25	100,000.00	99,342.78	4.3120%	100,000.00	657.22
U. S. Treasury Bills 17 Week Due 05/06/25	100,000.00	98,613.32	4.3130%	100,000.00	1,386.68
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$400,000.00</b>	<b>\$396,236.92</b>		<b>\$400,000.00</b>	<b>\$3,763.08</b>

<b>FUND BALANCE ACCOUNT</b>	<b><u>PAR</u></b>	<b><u>COST</u></b>	<b><u>INVESTMENT RATE</u></b>	<b><u>REALIZED AT MATURITY</u></b>	<b><u>INTEREST EARNED</u></b>
U. S. Treasury Bills 13 Week Due 06/26/25	\$200,000.00	\$197,881.72	4.2940%	\$200,000.00	\$2,118.28
U. S. Treasury Bills 8 Week Due 06/17/25	250,000.00	248,353.06	4.3220%	250,000.00	1,646.94
U. S. Treasury Bills 6 Week Due 05/08/25	100,000.00	99,506.50	4.3100%	100,000.00	493.50
U. S. Treasury Bills 8 Week Due 05/20/25	100,000.00	99,344.33	4.3020%	100,000.00	655.67
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$650,000.00</b>	<b>\$645,085.61</b>		<b>\$650,000.00</b>	<b>\$4,914.39</b>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**APRIL 2025**

	<u>Revised 8/31/24</u> Budget July 1, 2024 to June 30, 2025	<u>Amount</u> Expended Curr. Month	<u>Amount</u> Expended Current Year to Date	<u>Amount</u> Expended Prior Year to Date	<u>Current Year</u> Over/(Under) Budget
Salaries - Full Time Employees	\$377,713.00	\$ 28,977.97	\$ 284,036.94	\$ 337,451.50	\$ (93,676.06)
Salaries - Part Time Employees	79,991.00	8,520.06	75,255.47	94,373.30	(4,735.53)
Salaries - Custodians	38,884.00	3,348.04	32,162.60	33,581.75	(6,721.40)
F I C A & Medicare Tax	37,989.00	3,124.72	29,946.25	35,629.80	(8,042.75)
Unemployment Insurance	20,000.00	394.75	13,487.56	1,375.75	(6,512.44)
Disability & Family Leave Insurance	3,500.00	0.00	2,804.90	2,972.05	(695.10)
Medical Insurance & Reimbursements	73,000.00	3,979.08	51,242.99	64,508.86	(21,757.01)
Worker's Compensation Insurance	4,000.00	(1,236.66)	3,661.89	2,091.31	(338.11)
Pension Expense	58,500.00	0.00	43,179.25	34,712.25	(15,320.75)
Heat	5,000.00	423.34	2,670.04	2,414.30	(2,329.96)
Electricity	36,000.00	2,355.23	25,567.16	20,671.56	(10,432.84)
Insurance - Building, Contents & Liability	30,500.00	0.00	30,492.91	27,960.10	(7.09)
Maintenance, Repairs & Bldg. Supplies	25,000.00	12,211.00	35,882.57	16,906.25	10,882.57
Maintenance Contracts	45,000.00	0.00	27,983.09	29,453.18	(17,016.91)
Insurance - D & O Liability & Cyber Ins.	4,500.00	0.00	4,374.34	1,658.63	(125.66)
Telephone	8,000.00	769.40	7,275.01	6,692.41	(724.99)
Collections - Books, DVDs, etc.	20,000.00	904.14	13,106.10	30,630.86	(6,893.90)
Computer & Automation Services	18,000.00	1,342.06	15,629.82	23,026.15	(2,370.18)
Library, Office Supplies & Postage	9,000.00	863.09	7,490.74	11,897.74	(1,509.26)
Grants - Mohawk Valley Library System	1,375.00	148.03	2,077.57	0.00	702.57
Grants - Stewart's, WGY, etc (Youth)	5,872.60	111.02	1,462.22	0.00	(4,410.38)
Treasurer	9,000.00	750.00	7,500.00	7,500.00	(1,500.00)
Professional Fees	20,000.00	0.00	6,000.00	900.00	(14,000.00)
Election Expense	5,000.00	0.00	0.00	65.00	(5,000.00)
Professional Meetings & Travel	1,500.00	0.00	1,575.11	2,503.02	75.11
Events & Programming	1,500.00	2.34	492.83	8,307.27	(1,007.17)
Promotion Expense	500.00	211.20	446.19	1,376.21	(53.81)
General Expense	800.00	65.82	467.91	487.64	(332.09)
<b>TOTAL EXPENSE</b>	<u><u>\$940,124.60</u></u>	<u><u>\$67,264.63</u></u>	<u><u>\$726,271.46</u></u>	<u><u>\$799,146.89</u></u>	<u><u>(\$213,853.14)</u></u>

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

**APRIL 2025**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7846		Gloversville Public Library	\$ 15,392.56	Payroll
7847	3405	Business Card (1,217.32)	15.99	G/E - Zoom Subscription
			169.96	Computer & Automation
			73.00	Postage
			117.95	Library Supplies
			15.00	Office Expense
			80.82	Grants - Other
			111.98	MVLS Grant Expense
			392.15	Events & Programming
			73.98	Maintenance & Repairs
			166.49	Museum Passes, etc.
7848	3406	C D P H P	4,110.63	Medical Insurance
7849	3407	Demco	290.97	Library Supplies
7850	3408	First Nonprofit Unemployment Program (3,601.00)	394.75	Unemployment Insurance
			3,206.25	Cash Reserve
7851	3409	Frontier Communications	769.40	Telephone
7852	3410	Fulton Montgomery Regional Chamber (299.00)	49.83	G/E - Dues
			249.17	Prepaid Expense
7853	3411	Gloversville True Value Hardware	24.53	Maintenance & Repairs
7854	3412	Ingram Library Services (753.90)	687.65	Collections - Books
			36.05	MVLS Grant Expense
			30.20	Other Grant Expense
7855	3413	Iroquois' Museum	50.00	Museum Passes, etc.
7856	3414	Johnson Controls	5,395.89	Maintenance & Repairs
7857	3415	Metro Sound Pros, Inc.	1,345.00	Maintenance & Repairs
7858	3416	Michael J. Frank	750.00	Treasurer
7859	3417	Mohawk Valley Library System (1,344.80)	1,042.10	Computer & Automation
			211.20	Promotion Expense
			60.50	Library Supplies
			31.00	Lost Books, etc
7860	3418	National Grid (2,778.57)	423.34	Heat - Natural Gas
			2,355.23	Electricity
7861	3419	Quill LLC (321.61)	305.67	Library Supplies
			15.94	Events & Programming
7862	3420	Rozell East, Inc.	966.60	Maintenance & Repairs
7863	3421	Charter Communications	130.00	Computer & Automation
7864	3422	Stark Tech	4,405.00	Maintenance & Repairs
7865	3423	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7866		Gloversville Public Library	15,541.48	Payroll
DM		E F T NYS Deferred Compensation	400.00	Def. Comp. - Withholdings
DM		E F T NYS & Local Retirement System	529.17	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,706.70	Payroll
DM		E F T United States Treasury (10,052.44)	3,124.72	FICA & Medicare Expense
			6,927.72	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	74.73	Medical Insurance
		CHECK AND EFT PAID OUTS - APRIL 2025	72,393.46	
		PETTY CASH PAID OUTS - APRIL 2025		
		None	0.00	
		<b>TOTAL APRIL 2025 PAID OUTS</b>	<b>\$72,393.46</b>	
		Less: Prepaid Expense	(249.17)	
		Less: Cash Reserve	(3,206.25)	
		Less: Events & Programming Reimbursement	(405.75)	
		Less: Workers' Comp Dividend	(1,236.66)	
		Less: Lost Books, etc.	(31.00)	
		<b>NET TO BALANCE TO EXPENSES</b>	<b>\$67,264.63</b>	

## Financial Review April 2025

The Financial Report for the ten-month period ending April 30, 2025 shows our income up by approximately \$36,800 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 March 31, 2025 were down approximately \$72,900 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. The Maintenance and Repairs line is also up due to some ongoing problems with roof drain freeze ups and various temperature controls in different parts of the building.

**GLOVERSVILLE PUBLIC LIBRARY**  
**BANK RECONCILIATIONS**  
**April 30, 2025**

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

Balance Per Bank Statement					\$	34,489.55
Outstanding Checks:						
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>		
02/18/25	7813	James Esper Landscaping		\$ 7,025.00		
03/18/25	7833	James Esper Landscaping		6,525.00		
04/15/25	7848	C D P H P		4,110.63		
04/15/25	7850	First Nonprofit Unemployment Program		3,601.00		
		Total Outstanding Checks				<u>21,261.63</u>

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS**

\$ 13,227.92

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

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 18,001.50

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

Balance Per Bank Statement					\$	104,458.19
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**

\$ 104,458.19

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

Balance Per Bank Statement					\$	40,827.49
Outstanding Checks:						
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>		
		None		-		-
		Total Outstanding Checks				<u>-</u>

Other Items:  
None

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**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 40,827.49

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

Balance Per Bank Statement \$ 15,935.15

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 15,935.15

\_\_\_\_\_  
Prepared By,  
Michael J. Frank, Treasurer

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



**Friends of the GPL Report**  
**Jean LaPorta / President**  
**April 2025**

- Along with the library's grant and the Friends' donations a new defibrillator and possibly a panic button will be purchased. Many thanks to Barbara Madonna for writing and submitting a \$5,000 grant for this purpose.
- The Friends were happy to volunteer for the "Love My Library" event on April 9th and "Family Night Out" on May 12.
- On May 7, the Scholarship Committee met and selected the winner of our \$500 Scholarship. The winner will be announced on Awards Night at GHS in June. This year there were 12 applications for the scholarship.
- Friends assisted with providing their post office account for bulk mailing for the May 20, 2025 Budget Vote. Email reminders were sent to Friends ahead of the Budget vote.
- Several of the Friends volunteered for library visits of Grades 1 and 3 during March, April, and May. We hope this will become an annual event.
- The Grounds Committee was assisted by several members of GHS Key Club under the leadership of Ms. Jennifer Hazzard, along with Dick Carlson, Dick Stack, Caren Pepper, and Merry Brown, who raked and spread mulch on April 21. Merry thanked the students and adults who assisted, and also thanks Ren Reed for donating the mulch.
- Reminder that deadline for August newsletter is June 27, 2025 for those who wish to provide an article.



## Building and Grounds Committee Report

Richard Carlson / Chair

April 2025

### Roof Drains

Nothing new to report; Rozelle will send an electrician out sometime this summer to install the outlet needed for the drain heating element. We will repair the awning leak damage later as well.

### Atrium Restoration Project

We received the asbestos remediation specifications but they were attached to an earlier set of plans and sent to the reviewing agencies, necessitating us to correct that problem and resend the bid package for their review. This has caused a delay which in all likelihood will push the bid date into late summer and have construction start in the fall. We will not be able to nail down the project schedule until the reviewing agencies complete their reviews and give us their sign-off.

### HVAC Problems

The latest problem is that the external HVAC unit's spray pump experienced a "meltdown" which was not detected until Stark began preparing the unit for the coming warm weather season. This will necessitate either a repair or replacement of the spray pump before we can turn on the AC. Stark's preliminary estimate for the repair is \$2,000 plus parts; given our need to have functioning AC now that it's getting warm, we're inclined to go with a new pump and keep the old one for future repair as a spare (we're told these pumps can be expected to wear out over time).

### Security Cameras

We have some good news: MVLS has informed us that the State will award us an additional \$7,470 for the project giving us a total of a little over \$102,000 towards the \$130,000 total cost.

### Front Light/Front Railing Repairs

We've been busy preparing for the budget vote, so we'll get to this right afterwards; need to decide which option (repair vs. replace) to go with, depending in part on budget outcome.

### New Business

- We plan to install security bars on the inside frame of the window of the maintenance shed in the outdoor programming area.
- We plan to have Sage Engineering look at our "dirty power" issue to identify the type and approximate cost of a future fix.
- The HVAC excessive noise problem in the Carnegie Room can't be fixed with the existing system hardware; Sage Engineering (our architect's sub) will look at a redesign (potentially units located in the attic) at no charge; they say that the fix could be eligible for future grants.
- Merry tells us that the monthly grounds cleanup sessions will start again on Tuesday, May 27.
- We have yet to hear from the City about our intent to install "No Overnight Parking" signs at our auxiliary parking lot.
- We still plan on purchasing our own lawn mower; will get a recommendation from George as to what we should get.

### Maintenance Contracts

Next year's proposed budget would increase the budget for contracts to \$50,000 (from \$45,000).

- HVAC Software: Renewed with PASCO
- HVAC Maintenance: Reviewed with Stark (maintenance and repairs)
- HVAC Cooling Tower Maintenance: Have contract and will be renewing
- Sprinkler System: Completed in early April. No issues.
- Fire Extinguishers: Completed in early April. No issues.
- Elevator: Completed in March with no issues.
- Fire Inspection: Completed and paperwork submitted to GFD
- Key Fob Lock Software: No issues.

GLOVERSVILLE



PUBLIC  
LIBRARY

**Outreach & Public Relations Committee Report**  
**Merry Dunn Brown / Outreach Chair Charlotte**  
**Will / Public Relations Chair**  
**February 2025**

Our two committees have continued to work with Elissa Kane and the staff on getting out the votes and the Library Night Out event.

The Library Night Out event was well-planned and fun for families. There were many activities including a scavenger hunt, an Oreo taste testing, temporary tattoos, button making, free starter plants, refreshments, and a book exchange. There were also two information tables with instructions for the evening as well as newsletters and general info about the library and the vote.

Appreciation goes out to the staff for their hard work and creativity as well as several Friends and trustee volunteers!



## **Library Director's Report**

### **Valerie Acklin / Library Director**

#### **April 2025**

#### **Vote & Election Prep**

We are still going strong as we enter the home stretch! I'm continuing to work with Elissa and Barb on ensuring that all the coordinated mailings are created and distributed (both through email and the post office). Madison and I talk daily regarding the array vote-related social media posts we have planned – their creation and scheduling, as well as any engagement on our partin regards to comments and/or questions from the public. We've also completed the Election page on our website, with the addition of the absentee ballot application (which we had to wait to receive from the district). This month also had me in frequent contact with Cathy Meher at the school district, as we have worked on content for the big GESD mailing that will go out to every resident in the district. I've also been in touch with Cole and Elissa, hoping to proactively work through contingency proceedings and the rules surrounding them, so that we can move quickly and correctly should the need arise. With early April's Love Your Library event behind us, I'm working with staff to plan the upcoming Library Night Out, including gathering supplies, planning room configurations, deciding on kid-friendly food and beverage options, and working with Jessica Zimmerman and other Friends to schedule necessary volunteers. We hope this will be yet another fun and informative event for the community.

#### **Programming Short- and Long-Term Goals**

Thoughtfully restoring programming will be a priority in the new fiscal year, should the upcoming budget vote pass. To that end, I've been trying to come up with a base schedule for programming, covering each of our four quarters and covering programming for children, teens, adults, and multi-generational events. Since it seems likely that we will see a reduction in staff (due to retirement), and our budget will still be recovering, my goals are to make sure that we bring back the programs that the community has missed the most in a manageable manner (in regards to both cost and staffing), while exploring new programs responsibly. I will be including school visits and outreach events in this base schedule, as they require many of the same resources and need to be worked into the same calendar. I hope that this base schedule will also provide staff with a sense of programming stability, so that we can consistently stay on top of current programming tasks, while keeping upcoming programs in our sight, so we have ample time to organize and in advance. I'm looking forward to sharing my progress with the Programming Committee after the vote is behind us.

#### **First Grade Class Visits & Other School-Related Collaborations**

We were thrilled to host the first of our first-grade class visits this month, welcoming three classes from Park Terrace Elementary School. As with the recent third-graders from Boulevard, the Park Terrace children were genuinely delighted to be onsite and curious about all that we do here. For many it was their very first time through our doors! Once again, Darla and Sonny were truly outstanding, as they gave tours of the facility, read stories, and led the students through a library-themed craft project. Nicole again created Core Cards for those who did not already have a library account, and Barb assembled the materials and souvenirs we sent back with the teachers. I was on hand to welcome the kids upon arrival and was thrilled to hear that the lesson plan and activities the Youth Services staff and I collaborated on were successful. While the group was extremely active, I believe they got something out of all the different aspects of their visit. The entire team and I will be touching base to discuss what might need to be tweaked for the three visits that are scheduled for May.

#### **Meetings and Appointments**

April 1:	Class Visit Meeting/1 Hr./2 Hr. Prep
April 2:	Glove City Coalition Parent Engagement Committee/1 Hr./.5 Hr. Prep
	Emergency Management Webinar/2 Hr./0 Hr. Prep
April 3:	Adult Services Monthly Meeting/1 Hr./1Hr. Prep
	Youth Services Monthly Meeting/1 Hr./1.5 Hr. Prep
April 4:	Personnel Committee/1.5 Hr./3.5 Hr. Prep
April 7:	Staff Meeting/1 Hr./.75 Hr. Prep
April 8:	Class Visit Meeting/.5 Hr./.5 Hr. Prep
	Trustee Development Committee/.75 Hr./.5 Hr. Prep
April 9:	Consultant Meeting/.5 Hr.0/1 Hr. Prep
April 10:	Consultant Meeting/1 Hr./.5 Hr. Prep

Facility Monthly Meeting/.5 Hr./ .5 Hr. Prep

April 11: Marshal & Sterling Medical Insurance Meeting/1 Hr./2.5 Hr. Prep  
Consultant/.5 Hr./1 Hr. Prep

April 14: Staff Meeting/1 Hr./1.5 Hr. Prep  
NYS Public Entities Safety Group 497 Meeting/.5 Hr./0 Hr. Prep

April 15: Class Visit Meeting/.75 Hr./ .5 Hr. Prep

April 17: Grants & Special Projects Monthly Meeting/1 Hr./ .5 Hr. Prep  
Programming Monthly Meeting/1 Hr./2 Hr. Prep  
Glove City Coalition Monthly Meeting/2 Hr./1 Hr. Prep

April 18: Vote Prep Meeting/.5 Hr./ .5 Hr. Prep

April 19: Staff Meeting/1 Hr./ .75 Hr. Prep

April 22: Outreach Committee/1.5 Hr./ .75 Hr. Prep  
Class Visit Meeting/.5 Hr./ .5 Hr. Prep

April 23: Mind Readers Book Club/1.Hr./2.5 Hr. Prep  
Managing Difficult Conversations Webinar/1.5 Hr./0 Hr. Prep

April 24: Local History Room Monthly Meeting/.5 Hr./ .25 Hr. Prep  
Marketing Monthly Meeting/.5 Hr./ .5 Hr. Prep

April 25: Human Resources Webinar/2 Hr./ .5 Hr. Prep  
Kindergarten Readiness Program Meeting/1 Hr./1.5 Hr. Prep

April 28: Staff Meeting/1 Hr./1 Hr. Prep  
Gloversville Education Foundation/1 Hr./ .5 Hr. Prep  
Consultant/.5 Hr./1 Hr. Prep

April 29: Mohawk Valley Pride Meeting/2 Hr./2 Hr. Prep  
Fulton County Youth Day Meeting/1 Hr./ .5 Hr. Prep



April 28, 2025

#### Safety Grant Award Winners for 2025

On behalf of the NYS Public Entities Safety Group 497 Executive Committee, we are pleased to announce the 2025 Safety Grant recipients.

Each year the Executive Committee reviews grant applications from the membership at large who are looking for funding assistance to help purchase equipment or training in order to support workplace safety.

The 2025 Public Entities Safety Group 497 grant recipients are:

Gloversville Public Library - Fulton County - \$5,000  
Nassau County Bridge Authority - Nassau County - \$4,961  
New York Historical - New York County - 4,895  
Trenton Joint Fire District - Oneida County - \$2,500

Thank you for the time and effort members committed to submitting their applications. We hope everyone continues to pursue their safety goals.

We encourage all members to submit their applications for consideration in the upcoming grant year.

*We gratefully accepted our grant money from NYS Public Entities Safety Group 497 in April (and were surprised to learn that we received the largest award of the year).*



**Adult Services Report**  
**Nicole Hauser / Assistant Director & Head of Adult Services**  
**April 2025**

This month we weeded the 700's, j300's, j400's, Teen Fict, Teen NF, and Teen Bios. After weeding Teen Fiction, we shifted the entire collection, removing all of the books from the bottom two shelves of the first bay because of difficulty accessing them there, and to even the shelves out over the entire collection. We also shifted the Graphic Novel collection, removing all titles from the top shelves of the tall bays and filling in the open bay that had been used solely for display. We also began using the end caps in the back of the Fiction Room to display Teen Fiction again, with Barb being in charge of those displays, to be rotated on an approximately monthly cycle.

April was a technology heavy month, which meant a lot of interaction with JA:

- JA's MFA deadline was met with all Library and Library staff accounts.
- It was announced that support for Office 2019 would end in October 2025. I did an inventory on all of the computers in the building and only 2 are still running Office 2019 (Director's laptop and Assistant Director's laptop).
- We placed a computer order to replace the two laptops still running Office 2019 as well as losing JA support in November.
- For the first half of April we experienced repeated internet outages. This led to us resetting our modem one morning before opening. Chris from JA also installed updates to the modem and we haven't had any problems since.
- In October 2024 we removed the two old, unsupported computers that were acting as PACs in the building, and did not replace them. We placed them in storage in case we needed to bring them back out, but there has been no need to do so. We sent both of them to JA for recycling this month.
- Princh (our wireless printing service) announced a change with it's IP address coming in June. I reached out to JA and they assure us we are good to go.
- JA updated Polaris overnight mid-April. We made sure we were ready to use Polaris Offline if the update was not finished by opening the next day, but the update went smoothly and everything was functioning before opening.

The Library's flower garden is in full bloom and looking lovely. Take a look when you're here!

April also included lots of future program planning including reviewing a yearly base plan created by Valerie and making plans to use the outside space this summer while the weather, hopefully, allows.

Programs in April:

- Adult Crafting had a total of 14 participants & 2 staff
  - Participants created unique designs with sharpies on 3x5" tiles left over from the renovation.



## **Grants & Special Projects Report**

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

**March 2025**

### **Grants for Building Projects**

- SHPO CFA: Our contract with SHPO has been signed and submitted. I am waiting for the asbestos engineer and architect to provide the amendment to the bid specs for the asbestos removal. I did ask our SHPO liaison about the Federal Environmental Protection Fund that provides the money for this grant and was told that they have not heard anything that makes them concerned about this funding stream.
- GRIP: I am waiting for the asbestos engineer and architect to provide the amendment to the bid specs for the asbestos removal.
- DLD Security Camera grant: No update

### **Other Grants**

- We received a check for \$5,000 from the NYS Public Entities Safety Group 497 grant that I wrote in January.
- We have two grant applications due to MVLS at the beginning of May. One for technology and another for outreach services to underserved populations.

### **Other Projects**

- I continued to work on the production of the mailings for the vote.
- I provided some support to the youth department with the first grade class visits from Park Terrace and Kingsboro elementary schools.
- I participated in the April 9 open house event.

	2025	2024
<b>VISITORS</b>	<b>4,779</b>	<b>(6,008)</b>
<b>CIRCULATION</b>		
Adult circulation (includes 1 Memory Lane)	1,192	(1,231)
Teen circulation (includes 71 Graphic novels)	124	(173)
Juvenile circulation (includes 45 Graphic novels)	798	(899)
Audiobooks	15	(45)
eAudio	238	(198)
eBooks	425	(537)
Music	2	(14)
Periodicals	5	(34)
eMagazines	300	(226)
Videos	513	(825)
Museum Passes	2	(6)
Library of Things (includes 0 games)	12	(29)
Subtotal	<b>3,626</b>	<b>(4,217)</b>
In-House Use		
Adult	33	(43)
Juvenile Circulation	330	(375)
Other Materials	176	(750)
Subtotal	<b>539</b>	<b>(1,168)</b>
<b>Total Circulation</b>	<b>4,165</b>	<b>(5,385)</b>
<b>REFERENCE QUESTIONS</b>	<b>82</b>	<b>(129)</b>
<b>MEETINGS / PROGRAMS / OUTREACH</b>		
54 Adult programs & meetings with 313 people		(85 Adult programs & meetings with 405 people)
9 Juvenile programs & meetings with 300 people		(9 Juvenile programs & meetings with 829 people)
2 Teen programs & meetings with 30 people		(3 Teen programs & meetings with 15 people)
376 One-on-one programs & meetings with 376 people		(561 One-on-one programs & meetings with 561 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	367	(521)
Material Loaned	333	(546)
Total	<b>700</b>	<b>(1,067)</b>
<b>COMPUTER USAGE</b>	<b>1,167</b>	<b>(1,310)</b>
<b>HISTORICAL ROOM</b>		
Visitors	3	(4)
Phone/Email requests	7	(2)
Books Used	28	(29)
Reference Questions	10	(6)
Microfilm	2	(1)
<b>SERVICE STATS</b>		
Princh-pages/\$ collected	455 / \$50.00	(278 / \$28.55)
Cassie printing-pages/\$ collected	882 / \$89.55	(1,071 / \$120.60)
Faxes-sent/\$ collected	12 / \$43.00	(12 / \$35.50)
Essentials kit	0	(6)
Seeds-new patrons/packets	17 / 156	(18 / 159)
Notary service	4	(2)