



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
December 17, 2025 at 6 PM

Pledge of Allegiance
Attendance/Call to Order
Public Comment

1. Accept the Minutes of the:
 - November 18, 2025 Monthly Meeting*
2. Treasurer's Report*
3. Warrant List*
4. Budget and Finance Committee Report
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
 - Pulver Contract*
9. Outreach Committee Report
10. Personnel Committee Report
11. Policy Committee Report
 - Finance: Audit [Review]
 - Finance: Claims Auditor [Review]
 - Finance: Investment [Review]
 - Programming [Review]
 - Public Notice Bulletin Board [Second Read]
 - Truancy Concerns [Second Read]
12. Program Committee Report
13. Sustainable Growth Committee Report
14. Trustee Development Committee Report
15. Library Director's Report
 - LHR Update
16. Librarians' Report
17. Old Business
 - Summer hours*
18. New Business

Adjourn*

Next Meeting: January 21, 2026 at 6 PM

* Motion Required

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

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, November 18, 2025. President Gregory Niforos noted that the following Trustees were present: Vice-President Merry Dunn-Brown; Richard Carlson, Caren Pepper; and Charlotte Will. Also present were Library Director, Valerie Venturini; Library Treasurer, Michael Frank; and Recording Secretary, Sally Ostrander.

Mr. Niforos called the monthly meeting of the Board of Trustees to order at 6:03 PM.

Mr. Niforos asked for public comments. There were none.

Mr. Niforos asked for a motion to accept the minutes from the Monthly Board Meeting of October 15, 2025. A motion was made by Mr. Carlson and seconded by Ms. Will to accept the minutes with a correction. The motion was approved with a unanimous vote of "aye."

Mr. Frank reviewed the Treasurer's Report. Mr. Niforos asked for a motion to accept the Treasurer's Report. Ms. Pepper made a motion; seconded by Ms. Dunn-Brown. The Board approved the motion with a vote of "aye."

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

Mr. Carlson presented the report from the Budget and Finance Committee. A joint meeting was held with the Personnel Committee to work on the budget for the 2026-2027 fiscal year. They will meet again in two weeks.

Mr. Niforos asked for a motion for the tax cap override, which allows the Library to exceed the 2-percent tax cap, if the Board chooses for the upcoming fiscal year. A motion was made by Ms. Dunn-Brown and seconded by Mr. Carlson. The Board approved this motion with a vote of "aye".

Mr. Frank stated there was no Foundation Report. The Foundation Board annual meeting will take place in December.

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

Mr. Niforos stated there was no President's Report this month.

Mr. Carlson presented the Buildings and Grounds Committee report. The Board has accepted the bid from Pulver Bros. for the atrium dome renovation. The second capital project, the installation of 49 security cameras, is nearly completed. There will be an additional cost to the installation of the camera in the elevator. The contract for snow plowing for this winter season has been finalized with Jim Esper.

Ms. Dunn-Brown presented the report for the Landscaping Ad hoc Committee. The Committee is recommending that the Library hire someone to complete the larger landscaping projects, but the Grounds Committee will continue to do smaller projects like weeding, mowing and watering. Mr. Carlson would like an estimate of the cost of hiring someone for the extra work and the cost of a lawnmower so he can include these amounts in the budget for the next fiscal year.

Ms. Will presented the Outreach Committee report. They are moving forward with plans for the "Love My Library" event to be held April 22 during National Library Week.

Ms. Venturini presented the Personnel Committee report.

Policy Committee report. Ms. Venturini stated that there were policies for review that had no changes (Behavior & Environment, Collection Development, Ethics for Trustees, Pandemic, Responsibility for Library Operations, and Tobacco-Free) and did not require a vote. There was a first-read of the Public Notice Bulletin Board Policy and the new Truancy Concerns Policy.

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

Mr. Niforos stated there was no report from the Sustainable Growth Committee.

Ms. Dunn-Brown stated there was no report from the Trustee Development Committee.

Ms. Venturini stated that the Director's report and the Librarians' report are included in the packet.

Mr. Niforos asked for old business. There was none.

Mr. Niforos asked for new business. Ms. Venturini stated that a decision has to be made regarding Library hours for the months of June, July, and August. She will present schedule options to the Board before the next meeting.

At 7:16 PM a motion was made by Ms. Dunn-Brown and seconded by Ms. Will to go into Executive Session. The Board approved this motion with a vote of "aye." At 7:36 PM a motion was made by Ms. Dunn-Brown and seconded by Ms. Will to come out of Executive Session. The Board approved with a vote of "aye."

A motion was made by Ms. Pepper and seconded by Mr. Carlson to adjourn the regular Board meeting at 7:37 PM. The Board approved this motion with a vote of "aye."

The next Board meeting is December 17, 2025, at 6:00 PM.

Respectfully submitted,

Sally Ostrander
Recording Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

NOVEMBER 2025

	Budget July 1, 2025 to June 30, 2026	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Current Year Over/(Under) Budget
Tax Levy	\$791,605.00	\$0.00	\$791,605.00	\$613,695.00	\$0.00
Investment Income - General Fund	12,000.00	1,042.85	3,875.91	5,193.78	(8,124.09)
Investment Income - Fund Balance Account	0.00	0.00	0.00	6,481.09	0.00
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	12,000.00	60,000.00	60,000.00	(84,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	7,000.00	0.00	0.00	2,566.00	(7,000.00)
Government Affiliations - LLSA, City Pilot Funds	5,600.00	0.00	5,972.32	5,923.73	372.32
Government Affiliations - Fulton Co Youth Bureau	1,400.00	0.00	0.00	0.00	(1,400.00)
Grants - Mohawk Valley Library System	2,000.00	0.00	1,400.00	2,048.53	(600.00)
Grants - Stewart's, WGY, NYS Health Dept, etc	26,004.71	0.00	8,688.00	31,271.60	(17,316.71)
Donations - Direct	4,000.00	1,000.00	1,415.00	830.00	(2,585.00)
Fees & Miscellaneous Income	2,500.00	133.62	1,591.92	1,476.63	(908.08)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$1,006,109.71</u>	<u>\$14,176.47</u>	<u>\$884,548.15</u>	<u>\$739,486.36</u>	<u>(\$121,561.56)</u>
	Income Cash Reconcilement				
Income Cash Balance on November 1, 2025	<u>\$933,096.11</u>				
Plus: Receipts Per Report	14,176.47				
Less: Expenses Per Report	<u>(107,790.73)</u>				
Income Cash Balance on November 30, 2025	<u><u>839,481.85</u></u>				
Accounts Payable as of 11/30/25	0.00				
Prepaid Expenses as of 11/30/25	<u>(230.00)</u>				
Actual Cash Balance on November 30, 2025	<u><u>\$839,251.85</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$496,126.18				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Richard W. Carlson, V.P. of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on November 1, 2025	\$158,679.23	
Plus: Receipts:		
Interest on Money Market Account	274.87	<u>Year to Date</u>
Interest on Treasury Bills	0.00	1,928.30
Treasury Bills Matured	250,000.00	
Tax Levy Money	0.00	
Health Department Grant	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	0.00	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	110,000.00	
Balance on November 30, 2025	<u>\$298,954.10</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on November 1, 2025	\$651,640.96	
Plus: Receipts:		
Interest on Money Market Account	636.04	<u>Year to Date</u>
Interest on Treasury Bills	0.00	5,211.80
Treasury Bills Matured	0.00	
Transfer from Foundation Fundraiser Account	33,000.00	
Less: Paid Outs:		
Treasury Bills Purchased	398,783.56	
Transfer to General Fund Checking (Int Earned)	0.00	
Transfer to Construction Checking Account	0.00	
Balance on November 30, 2025	<u>\$286,493.44</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on November 1, 2025	\$11,836.70	
Plus: Receipts:		
Interest Earned	0.19	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
Butler Rowland Mays Architects, LLP	2,064.16	
Balance on November 30, 2025	<u>\$9,772.73</u>	

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

NOVEMBER 2025

	Budget July 1, 2025 to June 30, 2026	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	\$424,607.00	\$ 32,663.46	\$ 171,202.86	\$ 131,271.95	\$ (253,404.14)
Salaries - Part Time Employees	71,404.00	4,754.40	21,476.88	33,252.61	(49,927.12)
Salaries - Custodians	47,758.00	2,291.84	15,869.77	14,438.80	(31,888.23)
F I C A & Medicare Tax	41,598.00	3,037.86	15,954.04	13,690.69	(25,643.96)
Unemployment Insurance	6,125.00	0.00	789.50	1,870.50	(5,335.50)
Disability & Family Leave Insurance	2,991.00	0.00	1,303.63	1,501.27	(1,687.37)
Medical Insurance & Reimbursements	66,950.00	4,561.72	34,634.64	31,028.90	(32,315.36)
Worker's Compensation Insurance	4,409.00	0.00	3,235.20	4,898.55	(1,173.80)
Pension Expense	80,822.00	42,960.00	42,960.00	43,179.25	(37,862.00)
Heat	5,500.00	93.56	174.73	166.06	(5,325.27)
Electricity	36,500.00	2,173.26	11,659.83	8,877.23	(24,840.17)
Insurance - Building, Contents & Liability	35,000.00	0.00	33,251.49	30,492.91	(1,748.51)
Maintenance, Repairs & Bldg. Supplies	25,000.00	9,605.64	30,758.24	12,760.15	5,758.24
Maintenance Contracts	52,300.00	260.00	35,884.34	11,048.20	(16,415.66)
Insurance - D & O Liability & Cyber Ins.	5,000.00	0.00	3,513.59	3,480.27	(1,486.41)
Telephone	8,541.00	718.84	3,826.16	3,437.80	(4,714.84)
Collections - Books, DVDs, etc.	25,000.00	756.67	7,650.94	6,522.82	(17,349.06)
Computer & Automation Services	21,000.00	1,313.68	6,939.04	6,340.76	(14,060.96)
Library, Office Supplies & Postage	10,000.00	287.82	4,457.45	2,016.99	(5,542.55)
Grants - Mohawk Valley Library System	3,000.00	0.00	521.14	1,000.84	(2,478.86)
Grants - Stewart's, WGY, etc (Youth)	25,004.71	264.13	2,459.70	483.10	(22,545.01)
Treasurer	9,600.00	800.00	4,000.00	3,750.00	(5,600.00)
Professional Fees	20,000.00	212.50	425.00	0.00	(19,575.00)
Election Expense	5,000.00	0.00	0.00	0.00	(5,000.00)
Professional Meetings & Travel	1,500.00	191.10	1,513.44	1,016.90	13.44
Events & Programming	3,500.00	372.26	975.73	84.42	(2,524.27)
Promotion Expense	1,000.00	455.00	553.60	59.99	(446.40)
General Expense	1,000.00	16.99	317.13	313.13	(682.87)
TOTAL EXPENSE	<u>\$1,040,109.71</u>	<u>\$107,790.73</u>	<u>\$456,308.07</u>	<u>\$366,984.09</u>	<u>(\$583,801.64)</u>

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

NOVEMBER 30, 2025

GENERAL FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 13 Week Due 01/29/26	\$ 250,000.00	\$ 247,642.85	3.8180%	\$ 250,000.00	\$ 2,357.15
U. S. Treasury Bills 8 Week Due 12/23/25	250,000.00	248,483.33	3.9780%	250,000.00	1,516.67
TOTAL SECURITIES CURRENTLY HELD	\$ 500,000.00	\$ 496,126.18		\$ 500,000.00	\$ 3,873.82

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 4 Week Due 12/02/25	400,000.00	398,783.56	3.9760%	400,000.00	1,216.44
TOTAL SECURITIES CURRENTLY HELD	\$ 400,000.00	\$ 398,783.56		\$ 400,000.00	\$ 1,216.44

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

NOVEMBER 2025

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7997		Gloversville Public Library	\$ 15,574.76	Payroll
7998	3542	Mark Souza	260.00	Grants - Other
7999	3543	Charter Communications	130.02	Computer & Automation
8000	3544	Colleen Rasmussen DBA Simply Yoga	200.00	Events & Programming
8001	3545	National Grid (2,266.82)	2,173.26	Electricity
			93.56	Heat - Natural Gas
8002	3546	Stark Tech Services, LLC	4,826.00	Maintenance & Repairs
8003	3547	M.I.S. of America, Inc.	260.00	Maintenance & Repairs
8004	3548	Frontier Communications	718.84	Telephone
8005	3549	Palmateer Trucking & Container Service	299.00	Maintenance & Repairs
8006	3550	Kelley Bros	3,135.00	Maintenance & Repairs
8007	3551	Board of Water Commissioners	542.46	Maintenance & Repairs
8008	3552	Schoharie Crossing State Historic Site	65.00	Events & Programming
8009	3553	NYS & Local Employees' Retirement System (57,380.00)	14,420.00	Accounts Payable
			42,960.00	Pension Expense
8010	3554	The Paul Revere Life Insurance Company	42.16	Medical Insurance
8011	3555	Michael J. Frank	800.00	Treasurer
8012	3556	Quill LLC	247.23	Library Supplies
8013	3557	Mohawk Valley Library System	1,042.10	Computer & Automation
8014	3558	Ambient Environmental, Inc.	475.00	Maintenance & Repairs
8015	3559	Daily Gazette Co., Inc.	455.00	Promotion Expense
8016	3560	Ingram Library Services	696.67	Collections - Books
8017	3561	Philip Beckett, CPA, P.C. (6,000.00)	7,000.00	Accounts Payable
			(1,000.00)	Professional Fees
8018	3562	Pat Burmaster	253.00	Maintenance & Repairs
8019	3563	Clifton Park-Halfmoon Library	28.49	Lost Books, etc.
8020	3564	C D P H P	4,433.82	Medical Insurance
8021	3565	Naif's	60.00	Newspapers
8022	3566	Johnstown Public Library	5.00	Lost Books, etc.
8023	3567	Business Card (310.53)	16.99	G/E - Zoom
			141.56	Computer & Automation
			15.00	Office Expense
			107.26	Events & Programming
			4.13	Grants - Other
			25.59	Library Supplies
8024	3568	Fort Hunter Free Library	28.00	Lost Books, etc.
8025	3569	Mohawk Valley Library System	26.95	Lost Books, etc.
8026	3570	Amsterdam Public Library	37.94	Lost Books, etc.
8027	3571	Stewart & Bergen Co., Inc.	55.40	Maintenance & Repairs
8028		void		
8029		Gloversville Public Library	14,562.92	Payroll
8030	3573	Gloversville True Value Hardware	19.78	Maintenance & Repairs
8031	3574	Nicole Hauser	191.10	Professional Meetings & Travel Exp.
8032	3575	The Law Office of Stephanie Adams, LLPC	1,212.50	Professional Fees
DM		E F T NYS Deferred Compensation	400.00	Def. Comp. - Withholdings
DM		E F T NYS & Local Retirement System	576.90	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,634.20	Payroll
DM		E F T United States Treasury (9,684.72)	3,037.86	FICA & Medicare Expense
			6,646.86	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	299.80	Medical Insurance
		CHECK AND EFT PAID OUTS - OCTOBER 2025	129,337.11	
		PETTY CASH PAID OUTS - OCTOBER 2025		
		None	0.00	
		TOTAL OCTOBER 2025 PAID OUTS	\$129,337.11	
		Less: Accounts Payable	(21,420.00)	
		Less: Lost Books, etc.	(126.38)	
			0.00	
		NET TO BALANCE TO EXPENSES	\$107,790.73	

Financial Review November 2025

The Financial Report for the five-month period ending November 30, 2025 shows our income up by approximately \$145,100 as compared to the same period of the prior year. This was primarily a result of the increase in the Tax Levy. This was partially offset by a NYS Health Department Grant that was received for \$23,900 in the prior year. Expenses for the current year-to-date period ending November 30, 2025 were up approximately \$89,300 from the prior year period due primarily to the increase in salaries and employee benefits, maintenance contracts, maintenance and repairs and building, contents and liability insurance coverage.

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

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

Balance Per Bank Statement \$ 18,316.53

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
11/18/25	8000	Colleen Rasmussen DBA Simply Yoga	\$ 200.00	
11/18/25	8001	National Grid - Cr with Online Payment to check ?	107.66	
11/18/25	8003	M.I.S. of America, Inc.	260.00	
11/18/25	8005	Palmateer Trucking & Container Service	299.00	
11/18/25	8006	Kelley Bros	3,135.00	
11/18/25	8008	Schoharie Crossing State Historic Site	65.00	
11/18/25	8010	The Paul Revere Life Insurance Company	42.16	
11/18/25	8014	Ambient Environmental, Inc.	475.00	
11/18/25	8018	Pat Buhrmaster	253.00	
11/18/25	8019	Clifton Park-Halfmoon Library	28.49	
11/18/25	8020	C D P H P	4,433.82	
11/18/25	8021	Naif's	60.00	
11/18/25	8022	Johnstown Public Library	5.00	
11/18/25	8024	Fort Hunter Free Library	28.00	
11/18/25	8026	Amsterdam Public Library	37.94	
11/18/25	8027	Stewart & Bergen Co., Inc.	55.40	
11/18/25	8032	The Law Office of Stephanie Adams PLLC	1,212.50	
		Total Outstanding Checks	<u>10,697.97</u>	<u>10,697.97</u>

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 7,618.56

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>	<u>-</u>

BALANCE IN LEDGER AND QUICKBOOKS \$ 18,001.50

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

Balance Per Bank Statement \$ 298,954.10

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS \$ 298,954.10

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

Balance Per Bank Statement \$ 286,493.44

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

\$ 286,493.44

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 9,772.73

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

\$ 9,772.73

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Richard W. Carlson, V. P. of Finance



Friends of the GPL Report
Jean LaPorta / President
November 2025

- Thank you to all who contributed to the December issue of the Friends newsletter.
- The Friends membership Drive is still being conducted.
- Several of the Friends decorated the lobby right before Thanksgiving and it looks really nice.
- Goderie's put up wreaths on the outside of the building to add to the holiday spirit.
- The Dream Catchers holiday concert was canceled due to low registration and poor winter weather.
- Every staff member received a chamber check from the Friends to thank them for all they do for the patrons of the library.
- And thank all of you for what you do for the library and I hope you have a nice holiday season.



Library Director's Report

Valerie Venturini / Library Director

November 2025

Budget Prep... Still Continues

This month I continued to crunch employee compensation number with individual members of the Budget and Finance Committee, in the hopes of firming up figures for a final proposed 2026-2027 budget. The most confounding factor is medical insurance, which may have a big bump due to national increases in healthcare coverage. I spoke with Marshal and Sterling, and while they couldn't project upcoming costs for either or current plan or any other, they did feel we were doing the right thing by erring on the side of caution in our calculations for next year. I was also able to complete the revised spreadsheet of building contracts and maintenance vendors. Since almost all of our contracts have moved to annual renewals, we will likely see an increased costs for upkeep, too.

Policies

I spent a considerable amount of time this month reevaluating our policy schedule to ensure that the policies most in need of review are pumped to the top of the line. We were woefully behind the old schedule, so reorganizing it made sense now and we can move forward, almost from scratch, with the new schedule. I believe that by January 2026, the new schedule will be in order and we will have made up lost time from last year, when we had to sideline almost all policy reviews for more pressing matters. That means, in 2026, we will hopefully have a more manageable monthly review schedule, with every one of our policies being in an appropriate place on our two-year cycle. Personnel matters also have me looking at our Employee Handbook with fresh eyes, and it is clear that revisions will need to be made to replace ambiguous language and ensure that the content is legally sound. One big project for next year will be to work with our attorney to make sure it as strong a tool as possible, and it my hope that we will have an updated version ready to go for the new fiscal year.

Meetings and Appointments

November 4: Staff AM: .5 Hrs./ .5 Hrs. Prep
Outreach: 1.25 Hrs./ 2 Hrs. Prep
Glove City Coalition Parent Engagement: 1.5 Hrs./ 1 Hr. Prep
Staff PM: .5 Hrs./ .25 Hrs. Prep

November 5: Grants: 1 Hr./ .5 Hr. Prep
Adult Services: 1 Hr./ 1 Hr. Prep

November 6: Budget & Finance: 1.5 Hrs./ 3 Hrs. Prep

November 7: Attorney: 1 Hr./ 2 Hrs. Prep

November 11: Closed/Veterans Day

November 12: Facility: 1 Hr./ .75 Hr. Prep
Administration: 1 Hr./ 2 Hrs. Prep
Local History Room: .5 Hrs/ 0 Hrs. Prep

November 13: Recovery Center: 1 Hr./ 1 Hr. Prep
Attorney: .5 Hrs./ 1 Hr. Prep

November 14: Glove City Coalition Winterfest: 1 Hr./ 2 Hrs. Prep

November 18: Staff AM: .5 Hrs./ .5 Hrs. Prep
Attorney: 1 Hr./ 1.5 Hrs. Prep
Staff PM: .5 Hrs./ .25 Hrs. Prep

November 19-22: Bereavement Leave

November 24: Gloversville Educational Foundation: 1 Hr./ 1 Hr. Prep

November 25: Staff AM: .5 Hrs./ .5 Hrs. Prep
Marketing: .5 Hrs./ .5 Hrs. Prep
Staff PM: .5 Hrs./ .25 Hrs. Prep

November 26: Closed at 1 PM/Thanksgiving Eve

November 27: Closed/Thanksgiving



Adult Services Report

Nicole Hauser / Assistant Director & Head of Adult Services

November 2025

Inventory of the Local History Room is continuing and will be completed before the end of December.

The second half of the Fulton County Youth Bureau report was sent to Johnstown Public Library at their request, and we can expect to see the funds in the next couple of months.

Barb, Sonny, and I continued to make progress cleaning out the Activity Room and all of its storage areas.

I was able to attend NYLA's yearly conference in Saratoga this month. Over the course of 3 days, I attended 9 different sessions ranging in topics from Human Resources in Small Libraries to Artificial Intelligence and Unintentional Barriers in Library Service to All Abilities Programming. A few of the biggest takeaways were:

Many Hands: HR in Small Libraries

- o Using a payroll service is considered best practice and can also provide additional HR services such as help with onboarding, compliance training, salary audits, etc.
- o Some insurance companies may have HR support free of charge: does ours provide this service?
- o Drafts of employee handbooks can be submitted to the Dept. of Labor for review before adopting.

Unintentional Barriers in Library Service

- o ADA compliance is the bare minimum.
- o We need to ask "what are we doing that is making it hard for folks to use our library?" (hours, days open, inadequate signage, poor lighting, outdated policies, overly complex procedures, etc)
- o Whenever it's possible to have a policy that doesn't say "no" – do it.

The Show Must Go On: Finding a Path Forward After a Failed Funding Vote

- o Remember that it is not personal, even though it feels like it is.
- o Build programming and offerings to show the worth of the library before the next attempt.

Cardholder Signup Policies: Access in Practice

- o Libraries should only collect the minimum amount of information needed for the library to "do business": First and last name, date of birth, address, contact preferences, and contact method.
- o Many of our practices (ex. collecting drivers licenses, requiring a photo I.D., and proof of address) are rooted from a time when libraries tried to collect on debt. There have been many changes in the past few years and these practices are no longer relevant and only hinder access.
- o Libraries used to need parent's signatures to enforce fines and to make debt collectable, this is no longer the case, so, do we need to require a parent's signature for a minor to receive a card?
- o The law states that we never tell a parent what's out on a child's library card. How much should parents be allowed to see what kids have checked out? Potential options for minors during registration: 1) parent does not have access to info on the child's card; 2) child can opt-in to allow parent access to info on child's card; 3) parent can opt-out of knowing what is on child's card; 4) parents have full access to info on child's card.

Programs:

Adult Crafting had a total of 11 participants

- o Participants decorated candles using pressed flowers and melted wax, creating some lovely pieces.

Books 'N Brews had 7 participants

- o We discussed *Year of Yes* by Shonda Rhimes at Plaza's Italian Bistro. About half of the participants did not like the book and we had a lively discussion!



Grants & Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

November 2025

Grants for Building Projects

- SHPO CFA: We received SHPO's approval of the contract with Pulver Roofing Company.
- DRI GRIP: We are trying to reconcile Pulver's insurance coverage with the requirements in the bid specification.
- DLD Security Cameras: We do not yet have the cash in hand.
- DLD HVAC for Carnegie Room: No update.

Other Grants

- We have finishing spending the \$5,000 of the John Henry Eldred Jr. grant received in November 2024. I am just waiting to receive the final report information so I can complete the last requirement.

Other Projects

- The architect and I have been working through the paperwork needed to issue Pulver Roofing a contract.
- We are still awaiting a proposal from the elevator company. (An additional cable needs to be run to add a camera to the elevator, but a technician from the elevator company must be the one to provide access.)
- I worked with Nicole and Sonny to start weeding and organizing supplies on the Activity Room and Activity Room closet.
- I completed inventory of the barcoded items in the Local History Room
- I took point on the training.
- We assembled 150 bags of information for the Outreach Committee's attendance at the annual Soroptomist Craft Fair.
- I continued to gather more information to assemble a proposal for the WiFi project at St Thomas Place.
- Sally Ostrander and I worked on developing the staffing schedule for January-June 2026. We were able to complete January-May, will need to know the Library's summer hours to complete the schedule.

Statistics / Monthly Report

November 2025

Figures in parentheses are comparable figures for 2024

	<u>2025</u>	<u>2024</u>
VISITORS	3,862	(4197)
CIRCULATION		
Adult circulation (includes 1 Memory Lane)	960	(1231)
Teen Circulation (includes 45 Graphic novels)	75	(99)
Juvenile Circulation (includes 54 Graphic novels)	709	(833)
Audiobooks	24	(16)
eAudio	270	(185)
eBooks	376	(425)
Music	4	(3)
Periodicals	12	(2)
eMagazines	218	(224)
Videos	467	(548)
Museum Passes	1	(2)
Library of Things (includes 1 games)	3	(8)
Subtotal	<u>3,119</u>	<u>(3,576)</u>
In-House Use		
Adult	30	(21)
Juvenile Circulation	285	(285)
Other Materials	190	(95)
Subtotal	<u>505</u>	<u>(401)</u>
Total Circulation	3,624	(3,977)
REFERENCE QUESTIONS	84	(92)
MEETINGS / PROGRAMS / OUTREACH		
50 Adult programs & meetings with 396 people		(55 Adult programs & meetings with 208 people)
6 Juvenile programs & meetings with 762 people		(4 Juvenile programs & meetings with 486 people)
0 Teen programs & meetings with -0- people		(0 Teen programs & meetings with 0 people)
279 One-on-one programs & meetings with 279 people		(267 One-on-one programs & meetings with 267 people)
INTERLIBRARY LOAN		
Material Borrowed	391	(485)
Material Loaned	310	(371)
Total	<u>701</u>	<u>(856)</u>
COMPUTER USAGE	1,088	(941)
HISTORICAL ROOM		
Visitors	4	(4)
Phone/Email requests	1	0
Books Used	27	(16)
Reference Questions	10	(4)
Microfilm	0	(1)
SERVICE STATS		
Princh-pages/\$ collected	224/\$26.75	(131/\$13.25)
Cassie printing-pages/\$ collected	797/\$126.30	(941/\$99.95)
Faxes-sent/\$ collected	10/\$40.00	(9/\$26.50)
Essentials kit	3	(2)
Seeds-patrons/packets	3/27	(0/0)
Notary service	3	(7)