



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

Attendance/Call to Order
Public Comment

1. Move the Trustee Development Committee Report to before the Policy Committee Report
2. Accept the Minutes of the:
 - June 17, 2024 Meeting*
 - June 26, 2024 Special 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
 - HVAC Update
 - Storage/Furniture Update
10. Outreach Committee Report
11. Personnel Committee Report
 - Organizational Restructuring
 - Personnel Department/Library Clerk Update
12. Policy Committee Report
 - Bylaws [First Reading]
13. Program Committee Report
 - Programming Base Schedule
14. Public Relations Committee Report
15. Sustainable Growth Committee Report
16. Trustee Development Committee Report
17. Library Director's Report
18. Librarians' Reports
19. Old Business
 - Sexual Harassment Prevention Training
20. New Business
 - Fall Hours*

Adjourn*

Next Meeting: August 20, 2025 at 6 PM

* Motion Required



Valerie Acklin
Library Director

2025-2026
Board of Trustees

Merry Dunn Brown

Richard Carlson

Jonathan Federman

Greg Niforos

Caren Pepper

Charles Reed

Susan Shrader

Charlotte Will

Minutes of the Groversville Public Library Board of Trustees Meeting June 17, 2025 at 6 PM

The Groversville Public Library Board of Trustees held its regular meeting on Tuesday, June 17, 2025. Present were President, Gregory Niforos; Library Director, Valerie Venturini; Vice-President of Finance, Charles Reed; Treasurer, Michael Frank; Secretary, Sue Shrader; and Trustees: Richard Carlson, Charlotte Will and Caren Pepper. Also present were Elyssa Kane, the consultant from Kane and Lekakis; a member of the public; and recording secretary, Sally Ostrander.

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

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

Mr. Niforos asked for a motion to accept the minutes from the Board meeting of May 21, 2025. A motion was made by Mr. Carlson and seconded by Ms. Will. The minutes were 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. Mr. Reed made a motion; seconded by Ms. Shrader. The Board unanimously 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. Pepper made a motion to accept, seconded by Ms. Shrader. The Board unanimously approved this motion with a vote of "aye."

Mr. Reed stated there was no report from the Budget and Finance Committee.

Mr. Frank stated there was no Foundation Report.

Mr. Niforos presented the Friends' Report on behalf of Ms. LaPorta. There were 12 submissions for the Friends' \$500 scholarship. The winner's name will be in the August newsletter. The deadline for submitting articles for the Friends' August newsletter is June 27.

Mr. Niforos stated there was no President's Report. He asked Ms. Kane to speak about the takeaways from this year's budget vote process, with which she assisted. She presented the Board with a summary guide of the process, including a record of the data, a timeline of the vote prep and community outreach, recommendations going forward.

Ms. Kane also congratulated the Board of Trustees, the committee members, the Library Director and staff, and volunteers for a job well done. Through this process, the Library and Board developed better working relationships with the City and the community and gained strength through our collaboration with the school district. She recommended that future budget vote planning should start early. She stressed the importance of outreach to the community, building on our social media presence, and continuing to host an event during National Library Week each year.

Mr. Niforos noted how the process has been a learning experience, helping the Library to reorganize and refocus. We know where we stand, where we want to be, and, as a result, have a more organized budget process going forward.

Mr. Carlson presented the Buildings and Grounds report. Included were updates on the Atrium, roof drains, parking lot maintenance, and HVAC. A special Board meeting will be called to discuss options to address the Carnegie Room sound issues and the timeline for applying for available grants. Mr. Carlson also provided a summary list of all maintenance contracts.

Ms. Will delivered the Outreach Committee report on behalf of Ms. Dunn-Brown. A discussion followed about the rollout of possible changes in collections and services, and how that information will be shared with the public. The Outreach Committee has also decided to participate in RailFest on August 9.

Ms. Shrader presented the Personnel Committee report. She reviewed the results of the Director's evaluation. The Committee would like to make changes to the evaluation form and would like the Trustees to email their thoughts to Ms. Shrader.

Mr. Niforos presented the Policy Committee report. He stated that he is planning to have a meeting in August to reevaluate the Library's Plan of Service.

Ms. Pepper presented the Program Committee Report.

Ms. Will stated there was no report from the Public Relations Committee.

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

Mr. Carlson stated there was no report from the Trustee Development Committee.

Ms. Venturini presented the Librarians' and Director's Reports. She discussed the Kindergarten Readiness Program that we will be working on with GESD and the Gloversville Educational Foundation. The goal is to reach students who did not attend pre-K. Ms. Venturini also reported that she received Ms. Barry's resignation effective the end of September.

There was no old business to report.

For new business, a motion was made by Ms. Will to certify the results of the 2025-2026 budget vote and the election of a five-year term to the Board for Ms. Dunn-Brown, Mr. Niforos, and Ms. Pepper, and a one-year term for Mr. Eber. The motion was seconded by Mr. Carlson. and approved with a unanimous vote of "aye."

MVLS has amended their Free-Direct-Access plan to reflect that central library will now be the Amsterdam Free Library. A motion was made by Ms. Shrader to adopt the revisions to the MVLS Free-Access-Plan. The motion was seconded by Mr. Reed and approved unanimously with a vote of "aye."

The 2025-2026 Organization Meeting will be held at 6 PM on June 15, 2025, to be followed by the monthly July Board meeting.

A motion was made by Mr. Reed and seconded by Ms. Shrader to adjourn the regular Board meeting at 8:03 PM. The motion was approved with a unanimous vote of "aye."

Respectfully submitted,

Sally Ostrander
Recording Secretary

GLOVERSVILLE



PUBLIC
LIBRARY

Minutes of the Groversville Public Library Board of Trustees Special Meeting June 26, 2025 at 6 PM

The Groversville Public Library Board of Trustees held a special meeting on Thursday, June 26, 2025.

Present were President, Gregory Niforos; Vice-President, Merry Dunn-Brown; Library Director, Valerie Acklin; Vice-President of Finance, Charles Reed; Treasurer, Michael Frank; Richard Carlson; Caren Pepper; and Charlotte Will. Also present was Barbara Madonna, Librarian II for Grants and Special Projects. Absent were Jonathan Federman, Sue Shrader, and Russell Eber.

Mr. Niforos called the meeting to order at 6 PM and the Pledge of Allegiance.

Mr. Niforos stated that the reason for the meeting was to discuss the problems with the HVAC system in the Carnegie Meeting Room, review the proposals from Sage Engineer on how the issues could be remediated, decide if the Board wishes to move forward with one of the proposals, choose one, and authorize the submission of a grant to assist with covering the cost.

Ms. Madonna led the Board through the proposals, timelines, funding options, and answered questions.

Ms. Pepper made a motion to apply for 2025 NYS Public Library Construction Aid administered by the NYS Division of Library Development for up to \$80,000 in support of Option 1, 4 mini-split units, to supplement the existing HVAC in the Carnegie Meeting Room. The motion was seconded by Mr. Carlson, and unanimously approved with a vote of 'aye'.

Ms. Dunn-Brown made a motion to adjourn at 7:09 PM. The motion was seconded by Mr. Carlson, and approved with a unanimous vote of 'aye'.

The next Board meeting and Organizational Meeting will be held at 6 PM on Tuesday, July 15, 2025.

Respectfully submitted,

Barbara Madonna, Librarian for Grants and Special Projects.

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

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Since 1880*

58 East Fulton Street, Groversville, New York 12078

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GLOVERSVILLE PUBLIC LIBRARY

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

JUNE 2025

	<u>Revised 8/31/24</u> Budget July 1, 2024 to June 30, 2025	<u>Amount</u> Received Curr. Month	<u>Amount</u> Received Current Year to Date	<u>Amount</u> Received Prior Year to Date	<u>Current Year</u> Over/(Under) Budget
Tax Levy	\$613,695.00	\$0.00	\$613,695.00	\$613,695.00	\$0.00
Investment Income - General Fund	20,000.00	2,560.73	21,903.25	25,028.04	1,903.25
Investment Income - Fund Balance Account	25,000.00	5,902.74	27,335.52	0.00	2,335.52
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	16,000.00	154,000.00	130,000.00	10,000.00
Gloversville Library Foundation Inc. - Don. Reg.	6,682.00	6,289.03	10,555.03	6,973.25	3,873.03
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	1,736.00	5,584.53	0.00	4,209.53
Grants - Stewart's, WGY, NYS Health Dept, etc	5,872.60	600.00	46,861.60	0.00	40,989.00
Donations - Direct	4,000.00	100.00	5,357.00	7,010.00	1,357.00
Fees & Miscellaneous Income	2,500.00	273.51	3,615.63	4,093.70	1,115.63
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,816.37</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$840,124.60</u>	<u>\$33,462.01</u>	<u>\$906,845.19</u>	<u>\$851,301.36</u>	<u>\$66,720.59</u>
	<u>Income Cash</u> <u>Reconcilement</u>				
Income Cash Balance on June 1, 2025	<u>\$501,869.52</u>				
Plus: Receipts Per Report	33,462.01				
Less: Expenses Per Report	<u>(121,690.06)</u>				
Income Cash Balance on June 30, 2025	<u><u>413,641.47</u></u>				
Accounts Payable as of 06/30/25	24,089.23				
Accrued Payroll as of 6/30/25	24,348.10				
Prepaid Expenses as of 06/30/25	<u>(55,105.68)</u>				
Actual Cash Balance on June 30, 2025	<u><u>\$406,973.12</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$0.00				

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on June 1, 2025	\$40,505.12	
Plus: Receipts:		
Interest on Money Market Account	409.60	<u>Year to Date</u>
Interest on Treasury Bills	0.00	16,980.97
Treasury Bills Matured	400,000.00	
Tax Levy Money	0.00	
Repayment of Fund Balance Loan	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	75,000.00	
	<hr/>	
Balance on May 31, 2025	<u>\$365,914.72</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on June 1, 2025	\$39,216.19	
Plus: Receipts:		
Interest on Money Market Account	513.32	<u>Year to Date</u>
Interest on Treasury Bills	0.00	21,998.58
Treasury Bills Matured	650,000.00	
Transfer from Construction Ckg. Acct.	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	0.00	
Transfer to General Fund Checking (Int Earned)	5,902.74	
Transfer to Construction Checking Account	0.00	
	<hr/>	
Balance on May 31, 2025	<u>\$683,826.77</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on June 1, 2025	\$15,935.42	
Plus: Receipts:		
Interest Earned	0.27	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
Butler Rowland Mays Architects LLP	2,100.00	
	<hr/>	
Balance on May 31, 2025	<u>\$13,835.69</u>	

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JUNE 2025

	<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	\$ 45,998.65	\$ 358,953.67	\$ 405,048.32	\$ (18,759.33)
Salaries - Part Time Employees	79,991.00	11,549.15	95,210.83	118,571.52	15,219.83
Salaries - Custodians	38,884.00	5,268.93	40,779.57	42,475.76	1,895.57
F I C A & Medicare Tax	37,989.00	4,805.43	37,863.13	43,379.40	(125.87)
Unemployment Insurance	20,000.00	974.57	14,462.13	3,357.82	(5,537.87)
Disability & Family Leave Insurance	3,500.00	0.00	2,804.90	2,972.05	(695.10)
Medical Insurance & Reimbursements	73,000.00	(156.28)	55,054.06	69,392.46	(17,945.94)
Worker's Compensation Insurance	4,000.00	85.00	3,746.89	2,233.31	(253.11)
Pension Expense	58,500.00	14,420.00	57,599.25	49,022.00	(900.75)
Heat	5,000.00	74.02	3,005.86	2,673.57	(1,994.14)
Electricity	36,000.00	5,319.51	32,761.76	26,064.90	(3,238.24)
Insurance - Building, Contents & Liability	30,500.00	0.00	30,492.91	27,960.10	(7.09)
Maintenance, Repairs & Bldg. Supplies	25,000.00	14,874.08	51,808.83	21,720.08	26,808.83
Maintenance Contracts	45,000.00	1,369.00	39,152.09	35,147.62	(5,847.91)
Insurance - D & O Liability & Cyber Ins.	4,500.00	0.00	4,374.34	1,658.63	(125.66)
Telephone	8,000.00	714.56	8,754.58	7,994.11	754.58
Collections - Books, DVDs, etc.	20,000.00	918.44	14,405.48	36,377.62	(5,594.52)
Computer & Automation Services	18,000.00	1,533.92	18,441.76	26,138.69	441.76
Library, Office Supplies & Postage	9,000.00	1,998.09	9,662.01	14,365.69	662.01
Grants - Mohawk Valley Library System	1,375.00	730.30	2,807.87	0.00	1,432.87
Grants - Stewart's, WGY, etc (Youth)	5,872.60	2,104.37	3,618.25	0.00	(2,254.35)
Treasurer	9,000.00	750.00	9,000.00	9,000.00	0.00
Professional Fees	20,000.00	7,375.00	17,787.50	10,590.00	(2,212.50)
Election Expense	5,000.00	0.00	330.10	1,164.56	(4,669.90)
Professional Meetings & Travel	1,500.00	259.50	1,834.61	2,247.01	334.61
Events & Programming	1,500.00	551.84	991.51	9,835.61	(508.49)
Promotion Expense	500.00	0.00	495.78	1,589.02	(4.22)
General Expense	800.00	171.98	655.88	674.61	(144.12)
TOTAL EXPENSE	<u>\$940,124.60</u>	<u>\$121,690.06</u>	<u>\$916,855.55</u>	<u>\$971,654.46</u>	<u>(\$23,269.05)</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JUNE 2025

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7889		Gloversville Public Library	\$ 15,061.53	Payroll
7890		Gloversville Public Library	15,375.95	Payroll
7891	3444	Professional Fire Protection, Inc.	350.00	Maintenance & Repairs
7892	3445	Charter Communications	130.02	Computer & Automation
7893	3446	National Grid (2,105.86)	46.97	Heat - Natural Gas
			2,058.89	Electricity
7894	3447	Fleury Risk Management LLC (583.12)	498.12	Prepaid Expense
			85.00	Insurance - Workers' Comp.
7895	3448	Gloversville True Value Hardware	4.08	Maintenance & Repairs
7896	3449	Law Office of Stephanie Adams PLLC	375.00	Professional Fees
7897	3450	Business Card (2,504.87)	15.99	G/E - Zoom Subscription
			55.90	Computer & Automation
			700.00	Library Supplies
			15.00	Office Expense
			1,300.29	Grants - Other
			278.69	Events & Programming
			139.00	G/E - Amazon Subscription
7898	3451	M.I.S. of America, Inc. (4,107.00)	1,369.00	Maintenance Contracts
			2,738.00	Prepaid Expense
7899	3452	Frontier Communications	714.56	Telephone
7900	3453	World Awareness Children's Museum	119.00	Collections - Museum Passes
7901	3454	C D P H P	5,355.84	Prepaid Expense
7902	3455	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7903	3456	Johnstown Public Library	4.00	Lost Books etc.
7904	3457	Michael J. Frank	750.00	Treasurer
7905	3458	Quill LLC	546.59	Library Supplies
7906	3459	Johnson Controls Fire Protection LP	2,143.90	Prepaid Expense
7907	3460	Derby Office Equipment, Inc.	711.54	Library Supplies
7908	3461	Mohawk Valley Library System	1,042.10	Computer & Automation
7909	3462	Barbara J. Madonna	59.50	Professional Meetings & Travel
7910	3463	Ambient Environmental, Inc.	4,800.00	Maintenance & Repairs
7911	3464	Ingram Library Services	527.16	Collections - Books
7912	3465	NYSIF Workers' Compensation	3,371.22	Prepaid Expense
7913		Gloversville Public Library	14,945.93	Transfer to Payroll
7914	3466	Liberty Mutual Insurance	33,251.49	Prepaid Expense
DM		E F T NYS Deferred Compensation	400.00	Def. Comp. - Withholdings
DM		E F T NYS & Local Retirement System	516.74	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,678.00	Payroll
DM		E F T United States Treasury (9,893.40)	3,075.17	FICA & Medicare Expense
			6,818.23	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	50.00	Medical Insurance
		CHECK AND EFT PAID OUTS - JUNE 2025	<u>121,620.56</u>	
		PETTY CASH PAID OUTS - JUNE 2025		
		None	<u>0.00</u>	
		TOTAL JUNE 2025 PAID OUTS	<u>\$121,620.56</u>	
		Less: Lost Books, etc	(12.99)	
		Plus: Accounts Payable	37,764.32	
		Plus: Payroll Accrual	24,348.10	
		Plus: Unemployment Insurance Claims	974.57	
		Less: Prepaid Expenses	(47,358.57)	
		Less: Transfer to Payroll	(14,945.93)	
		Less: Library Supplies Reimbursement _ Friends of GPL	<u>(700.00)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$121,690.06</u>	

GLOVERSVILLE PUBLIC LIBRARY

ACCOUNTS PAYABLE AS OF JUNE 30, 2025

(Bills owed and not paid as of 6/30/25)

<u>Vendor</u>		<u>Fund</u>
Hydro-Test Sales & Service	\$94.00	Maintenance & Repairs
Quill LLC	685.97	Library Supplies
National Grid	27.05	Natural Gas
National Grid	3,260.62	Electricity
Business Card	273.15	Events & Programming
Business Card	15.00	Office Supplies
Business Card	23.99	Library Supplies
Business Card	16.99	G/E - Zoom
Business Card	55.90	Computer & Automation
Business Card	1,099.75	Grants - Other
Business Card	200.00	Professional Meetings & Travel
New York State Employees' & Local Ret. System	14,420.00	Pension Expense
PASCO	9,626.00	Maintenance & Repairs
Ingram Library Services, Inc.	272.28	Books
Ingram Library Services, Inc.	434.63	Grants - Other
The Community Library	8.99	Lost Books, etc.
Mohawk Valley Library System	250.00	Computer & Automation
	(13,675.09)	Payroll
Philip Beckett, CPA PC	<u>7,000.00</u>	Professional Fees - Estimate
TOTAL ACCOUNTS PAYABLE	<u><u>\$24,089.23</u></u>	

PREPAID EXPENSES AS OF JUNE 30, 2025

(Bills paid for periods after 6/30/25)

<u>Vendor</u>		<u>Fund</u>
NYSIF Workers' Compensation	\$3,371.22	Insurance - Worker's Comp.
InStream dba Biel's	\$413.33	Maintenance Contracts
C D P H P	5,355.84	Insurance - Medical Insurance
Mohawk Valley Library System	3,208.28	Electronic Books
Fleury Risk Management, LLC	498.12	Insurance - Worker's Comp.
Philadelphia Insurance Companies	733.93	Insurance - Dir. & Off. Liability
Arch Insurance Group	1,303.63	Disability Insurance & Family Leave Ins
T K Elevator Corp.	1,589.11	Maintenance Contracts
Travelers	249.66	Cyber Liability Insurance
M.I.S. of America, Inc.	2,738.00	Maintenance Contracts
Johnson Controls Fire Protection LP	2,143.90	Maintenance Contracts
Liberty Mutual Insurance	33,251.49	Insurance - Building, Contents & Liability
Fulton County Regional Chamber	<u>249.17</u>	G/E - Dues
TOTAL PREPAID EXPENSES	<u><u>\$55,105.68</u></u>	

ACCRUED EXPENSES - PAYROLL AS OF JUNE 30, 2025

(Payroll Due to Employees and not paid as of 6/30/25)

<u>Account</u>	
Salaries - Full Time Employees	\$17,044.07
Salaries - Part Time Employees	3,652.88
Salaries - Custodians	1,920.89
F I C A & Medicare Tax	<u>1,730.26</u>
TOTAL ACCRUED EXPENSES	<u><u>\$24,348.10</u></u>

Financial Review June 2025

The Financial Report for the year ending June 30, 2025 shows our income up by approximately \$55,500 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 which totaled approximately \$27,300. Expenses for the year ending June 30, 2025 were down approximately \$54,800 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
June 30, 2025**

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

Balance Per Bank Statement				\$	64,874.56
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
03/18/25	7833	James Esper Landscaping	\$ 6,525.00		
05/21/25	7869	James Esper Landscaping	9,800.00		
06/17/25	7892	Charter Communications	130.02		
06/17/25	7900	World Aeaareness Children's Museum	119.00		
06/17/25	7901	C D P H P	5,355.84		
06/17/25	7902	The Paul Revere Life Insurance Company	42.16		
06/17/25	7903	Johnstown Public Library	4.00		
06/17/25	7914	Liberty Mutual Insurance	33,251.49		
		Total Outstanding Checks			<u>55,227.51</u>

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 9,647.05

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

Balance Per Bank Statement				\$	32,947.43
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
		July 3rd Payroll Deducted in Quick Books 6/30/25	(13,675.09)		
		Total Outstanding Checks			<u>(13,675.09)</u>

BALANCE IN LEDGER AND QUICKBOOKS \$ 19,272.34

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

Balance Per Bank Statement				\$	365,914.72
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 \$ 365,914.72

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

Balance Per Bank Statement				\$	682,512.72
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
		Deposit Corr with Const Ck Act	1,314.05		
		Total Outstanding Checks			<u>1,314.05</u>

Other Items:
None -

BALANCE IN LEDGER AND QUICKBOOKS \$ 683,826.77

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 15,149.74

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
		Deposit Corr with Fund Bal MM Act	(1,314.05)	
		Total Outstanding Checks		<u>(1,314.05)</u>

BALANCE IN LEDGER AND QUICKBOOKS

\$ 13,835.69

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE



PUBLIC
LIBRARY

Personnel Committee Report
Sue Shrader / Chair
June 2025

The Personnel Committee met on July 3, 2025 to review a plan presented by our director concerning the institutional restructuring of our Library. More information will be presented to the entire board at our July meeting. Present at this meeting were Sue Shrader, Chair; Valerie Venturini, Director, and committee members Ren Reed and Merry Dunn-Brown.

GLOVERSVILLE



PUBLIC
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Trustee Development Committee Report
Merry Dunn Brown & Richard Carlson / Co-Chairs
June 2025

One of our goals this year will be to find volunteers to serve on our various committees. We'll approach local organizations to find willing helpers. Some of these people might want to advance into a trustee position after serving on a committee and finding out more about the workings of the Library. We'll be developing a plan on how to do this. We'll ask each trustee to help.

Another goal is to develop a spreadsheet on which we'll record each trustee's participation in the state education's requirement for continuing education. We'll start this month. Let us know what and when you attend these. Valerie will make an effort to inform us of opportunities that are available.



Library Director's Report **Valerie Venturini / Library Director** **June 2025**

More Moving Forward/Bringing Back

With almost all of the end-of-the-fiscal-year business wrapped up, we can finally focus our full attention on looking forward and setting goals for the next one. While we've established a lot of the groundwork in previous months, it's nice to now have future projects front and center in our minds. To that end, I've doubled down on working with every department to try and start hashing out how we can most effectively and efficiently chart a successful path. With Adult Services that has meant parsing through the departmental budget and making some hard decisions about what we can and can't do within our means. I admit to being a bit disappointed that we can only do so much, but even baby steps are still forward motion! So, we will be welcoming back a couple of periodicals, as well as more teen books, and some Library of Things replacements over the year. Programming has now been completely rebuilt from the ground up to make sure we offer patrons, without overtaxing our staff (which will be shrinking in the department as we move into fall). Youth Services is continuing to target grant funding, with a focus on ensuring that our purchases provide scaffolding to GESD curricula (more on that below). We're also taking a close look at our staff outreach efforts to see if they reflect our mission and vision, as well as reflect the tasks we have set forth in the Plan of Service. Minor building projects are being triaged so that we can assure the Library is a safe and enjoyable space and meets the needs of the community. Finally, from an administrative standpoint, I, along with help from Nicole and Barb, have complete ne a deep dive into organizational restructuring to make operations sustainable over the long-term, allowing us to grow responsibly, invest in the staff that we do have, and ensure that we target any potential points of failure along the way. Rolling this out will take time and be something that happens incrementally over the course of the new year, adjusting as necessary along the way. Hopefully, this time next year we will feel like we have the kind of stability moving forward that allows us bring increased value to the community.

Strengthening Connections

We're also starting the new fiscal year re-establishing partnerships with community stakeholders we've worked with in the past, as well as building initiatives with new organizations. I'm thrilled to report that the foundational work we undertook connecting with GESD last year is already paying off. Once again, Greg and I will be attending both district administrative meetings for the school year. In addition, the PreK-2 school leadership has reached out to establish a collaborative approach to the district's curriculum for early elementary students. More on this to come as we meet and hammer out what that will look like. I will also be meeting with Kathy Stangle, from Fulmont Head Start, to explore how the Library can better meet the needs of preschoolers from low-income families in Gloversville, who register for their programs. This partnership, while completely separate from the Kindergarten Kickoff program we're embarking on with the Gloversville Educational Foundation, will hopefully incorporate similar methods and broaden our impact on emergent learners and helping ensure they have the skills necessary to succeed once they hit school age. And speaking of Kindergarten Kickoff, Courtney Wood and are fine-tuning our lesson plans and are eager to welcome the first attendees to the Library next month. Also coming up is Fulton County Youth Day, which we assist with as part of our collaboration with the Glove City Coalition, as well as our co-sponsorship for August's annual Backpack Giveaway, which is spearheaded by Lashawn Hawkins' nonprofit, Lashawn's Heart.

Not everything has been youth focused, though. I've begun initial talks with Robert Tomlinson of the Glove City Arts Alliance to host a drawing marathon at the Library in the coming months, as well planning a collaborative literary-themed exhibit at their new gallery space (located in the new downtown loft apartment building) in 2026. This summer, they will also be hosting their exhibit of local art (as the aforementioned gallery space won't be open until the fall), as well as an art workshop that will be open to the public. I've also reached back out to the Family Counseling Center in the hopes of re-visiting our previous plans to have their staff available for open hours at the Library, to assist community members in need of their services and assistance. I'm also meeting with Trust Your Gut Productions next month, in the hopes of developing some joint ventures that will benefit the Library. Nothing specific on that front yet, but I will share more information and details as ideas evolve into actions.

Meetings and Appointments

June 2: Vacation
June 3: ALA Book Banning Webinar/1.5 Hrs./0 Hr. Prep

June 4: Outreach/1.25 Hr./1 Hr. Prep
Organizational Restructuring/2 Hrs./3.5 Hrs. Prep
Youth Services & Programming/1.5 Hrs./2 Hrs. Prep
June 5: Glove City Pride/1 Hr./2 Hrs. Prep
ALA Literacy Leadership Webinar/1 Hr./0 Hrs. Prep
June 6: Vacation
June 9: Kindergarten Kickoff Planning/1.25 Hrs./2 Hrs. Prep
Staff Meeting/1 Hr./1 Hr. Prep
June 10: Colonial Benefits/1.5 Hrs./0 Hrs. Prep
Adult Services/2 Hrs./2 Hrs. Prep
June 11: Administration/1 Hrs./1.25 Hrs. Prep
PLA Community Shareholder Communication Webinar/1 Hr./o Hrs. Prep
June 12: Sonny Duross/1 Hr./3 Hrs. Prep
ALA Pride & Protection Webinar/1 Hr./0 Hrs. Prep
June 13: Vacation
June 14: Personnel Committee/1.5 Hrs./1 Hr. Prep
June 17: Glove City Coalition Youth Recognition Committee/1.5 Hrs./1 Hr. Prep
Organizational Restructuring/2 Hrs./2 Hrs. Prep
June 18: Grants & Special Projects/1Hr./2 Hrs. Prep
Youth Services & Programming/1.5 Hrs./2.5 Hrs. Prep
June 19: Closed
June 20: Administration/1 Hr./2 Hrs. Prep
Mike Frank/1 Hr./75 Hr. Prep
June 23: Kindergarten Kickoff Planning/1 Hr./2.25 Hrs. Prep
Staff Meeting/1 Hr./5 Hr. Prep
Gloversville Educational Foundation/1 Hr./1 Hr. Prep
June 24: Facility/1 Hr./1 Hrs. Prep
June 25: Local History Room/.5 Hrs./0 Hrs. Prep
Marketing/1 Hr./1 Hr. Prep
June 26: Glove City Coalition Board/1.5 Hrs./1 Hr. Prep
June 30: Kindergarten Kickoff Class/1 Hr./2.5 Hrs. Prep
Trustee Development Committee/.75 Hrs./1 Hr. Prep
Madison Smrtic/.75 Hr./2.5 Hrs. Prep



Adult Services Report

Nicole Hauser / Assistant Director & Head of Adult Services

June 2025

This month we weeded youth biographies.

The receipt printer in the book drop room had to be replaced with one from storage as it could no longer cut paper.

The fax machine, purchased in January 2011, died on the June 27. Faxing services are unavailable while we look into purchasing a new machine.

We have officially cancelled our contract with Unique Collection Agency. This involved working with JA to manually clean up 265 patron records for folks we had sent to collections, and working with MVLS to change the wording on the bills we send out.

Wrapping up the collections budget for the end of the fiscal year went smoothly.

This month we made progress creating a system for tracking usage statistics in the Local History Room. Sally, Shari, and I worked together to create a spreadsheet. We are now in the process of utilizing it and retroactively filling it in through January 2025.

Our Seed Club is going strong with more than 700 packets already taken by the end of June, more than we handed out in total for the 2024 season, the most we've handed out in any season thus far! We also already have our re-supply of seeds for the 2026 season (1000+) because of a fantastic sale at Runnings (spending only \$76) and generous donations by staff and board members. Thank you!!!

Programs:

- Adult Crafting had a total of 14 participants & 2 staff
 - Participants created sensational sea glass bird compositions in frames.
- Community Art Show: Brush it Up!
 - Our newest art show hit the ground running with 110+ kits being picked up in the first week!

Grants & Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects
June 2025

Grants for Building Projects

- SHPO CFA: The bid set was sent to SHPO for a final review.
- GRIP: The bid set was sent to the City of Gloversville for a final review.
- DLD Security Camera: No update.
- DLD Carnegie Room HVAC: I vetted the project with Eric Trahan at MVLS to see if the project would be eligible for a DLD grant. After a positive response, I began writing the grant which will be due in early September 2025. Funding would not be awarded or in our hands until Fall 2026.

Other Grants

- We received our check for \$350 from MVLS to assist with paying for our annual Princh subscription (a printing app allowing the public to print to our printers from their phones and other devices).
- We were awarded \$1,386 in support of our Kindergarten Kickoff initiative that the Library is participating in along with the Gloversville Educational Foundation, Gloversville Enlarged School District, and the Gloversville Housing Authority, and the check has been received. Backpacks, water bottles, crayons, dry erase markers, child-safe scissors, glue sticks, headphones, and books were ordered and kits assembled to give to the program attendees.
- I prepared the final report for the MVLS Outreach Mini Grant we received in 2024, in support of our Memory Lane collection. There are no outstanding funds for this grant.
- We were notified that funding for the Small Wellness Sustainability grant with the NYS Department of Health was refunded. Valerie will reach out to Fulton County Public Health to restart the joint initiative we are hoping to fund with this grant.

Other Projects

- I ordered, and we received, the AED unit using the Friends' donation and funds from the NYS Public Entities Safety Group grant. Now we just need to schedule staff training.
- Rob Wiltse, of Sage Engineering, conducted a site visit to come up with a proposal for addressing the mechanical noise emitting from the HVAC units in the Carnegie Room that makes it nearly impossible to use that space for events and meetings. Rob provided a proposal with two options. The first is the installation of four mini split units in the four corners of the room that would be connected to condenser units on the roof. The other option is ducted units that would be placed in the attic with grills in the four corners of the room for air supply and return. The Board reviewed the two options at June's Special Board Meeting, and chose the first option.
- I placed an order for Children's and Teen books and Graphic Novels using the John Henry Eldred grant.
- Teen book display themes for June/July are Award Winners, Pride, and Adventure.

	<u>2025</u>	<u>2024</u>
VISITORS	3,789	(5,638)
CIRCULATION		
Adult circulation (includes -0- Memory Lane)	1,219	(1,291)
Teen Circulation (includes 77 Graphic novels)	127	(171)
Juvenile Circulation (includes 53 Graphic novels)	762	(717)
Audiobooks	17	(35)
eAudio	240	(201)
eBooks	377	(507)
Music	0	(2)
Periodicals	12	(31)
eMagazines	248	(227)
Videos	406	(511)
Museum Passes	2	(4)
Library of Things (includes 7 games)	24	(28)
Subtotal	<u>3,434</u>	<u>(3,725)</u>
In-House Use		
Adult	39	(18)
Juvenile Circulation	300	(274)
Other Materials	160	(540)
Subtotal	<u>499</u>	<u>(832)</u>
Total Circulation	3,933	(4,557)
REFERENCE QUESTIONS	91	(109)
MEETINGS / PROGRAMS / OUTREACH		
67 Adult programs & meetings with 233 people		(71 Adult programs & meetings 384 people)
7 Juvenile programs & meetings with 381 people		(9 Juvenile programs & meetings with 433 people)
4 Teen programs & meetings with 4 people		(2 Teen programs & meetings with 9 people)
253 One-on-one programs & meetings with 253 people		(195 One-on-one programs & meetings with 195 people)
INTERLIBRARY LOAN		
Material Borrowed	364	(310)
Material Loaned	285	(527)
Total	<u>649</u>	<u>(837)</u>
COMPUTER USAGE	1,168	(1,252)
HISTORICAL ROOM		
Visitors	7	(2)
Phone/Email requests	2	(4)
Books Used	37	(15)
Reference Questions	8	(6)
Microfilm	11	0
SERVICE STATS		
Princh-pages/\$ collected	486 / \$48.75	(125 / \$12.65)
Cassie printing-pages/\$ collected	1541 / 164.00	(630 / \$70.50)
Faxes-sent/\$ collected	5 / \$13.00	(5 / \$11.00)
Essentials kit	1	(3)
Seeds-patrons/packets	12 / 93	(3 / 36)
Notary service	14	(2)