



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

Pledge of Allegiance
Attendance/Call to Order
Public Comment

1. Accept the Minutes of the:
 - October 15, 2025 Monthly Meeting*
2. Treasurer's Report*
3. Warrant List*
4. Budget and Finance Committee Report
 - Tax Cap*
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
 - Landscaping Ad Hoc Committee Future
9. Outreach Committee Report
10. Personnel Committee Report
 - Staff Update
11. Policy Committee Report
 - Behavior & Environment [Review]
 - Collection Development [Review]
 - Ethics for Trustees [Review]
 - Pandemic [Review]
 - Public Notice Bulletin Board [First Read]
 - Responsibility for Library Operations [Review]
 - Tobacco-Free [Review]
 - Truancy Concerns [New/First Read]
12. Program Committee Report
13. Sustainable Growth Committee Report
14. Trustee Development Committee Report
15. Library Director's Report
16. Librarians' Report
17. Old Business
18. New Business
 - Summer hours
 - Holiday Party

Adjourn*

Next Meeting: December 17, 2025 at 6 PM

* Motion Required



Minutes of the Gloversville Public Library Board of Trustees Monthly Meeting /October 15, 2025 at 6:30 PM

The Gloversville Public Library Board of Trustees held its regular meeting on Wednesday, October 15, 2025. President Gregory Niforos noted that the following Trustees were present: Vice-President Merry Dunn-Brown; Sue Shrader; 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 Annual Meeting of the Board to order at 6:05 PM.

Mr. Niforos asked for a motion to accept the minutes from the Annual Board Meeting of August 20, 2025, and the Monthly Board Meeting of September 17, 2025. A motion was made by Ms. Dunn-Brown and seconded by Ms. Pepper to accept the minutes. The motion was approved with a unanimous vote of "aye."

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

Mr. Frank reviewed the Treasurer's Report. He summarized the income and expenses for the month of September. Ms. Dunn-Brown made a motion; seconded by Ms. Pepper. The Board approved the motion with a vote of "aye." Mr. Frank stated that the audit of the 2024 Library's tax return has been completed by Mr. Beckett. Mr. Frank provided copies of the tax return and audit report for the Board to review.

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 Ms. Pepper. The Board approved this motion with a vote of "aye."

A motion was made by Ms. Will and seconded by Ms. Dunn-Brown to move the Personnel Committee report to item 3 on the meeting agenda. The Board approved this motion with a vote of "aye." Ms. Shrader presented the Personnel Committee report. Personnel Committee meetings have been scheduled to discuss staffing needs and proposals for 2026 – 2027 fiscal year and coordination between Personnel and Finance Committees. Ms. Venturini then reported that the 2 part-time library clerks recently hired are doing very well. Ms. Venturini stated that she has talked to Civil Service about hiring 2 part-time custodians and that virtual ads will be placed with the Gazette for these positions.

There was no report from the Budget and Finance Committee. A meeting will be held in November to discuss a preliminary budget for the next fiscal year.

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

Mr. Niforos presented the Friends' Report on behalf of Ms. LaPorta. Submissions for the Friends' Newsletter must be submitted by October 3.

Ms. Dunn-Brown presented the report for the Landscaping Ad hoc Committee. She asked the Friends' Grounds Committee for suggestions. Recommendations include simplifying upkeep, looking for more volunteers, continuing monthly landscape sessions to weed, plant and small trimming jobs, and hiring someone to trim the larger bushes.

Mr. Niforos presented the President's Report. He congratulated Ms. Ostrander for the Outstanding Staff Award she received at the annual MVLS Dinner Meeting and congratulated Ms. Shrader for being named a Woman of Distinction by Assemblyman Smullen for her work at the Library, the Church, the code blue shelter and her work in the school system.

Ms. Venturini presented the Buildings and Grounds Committee report. An electrical contractor was here and provided a quote of \$6,090 to install heat tape near the roof drains and by the chiller to prevent freezing. A motion was made by Ms. Pepper and seconded by Ms. Dunn-Brown to accept this quote and have Rozell complete the work. The Board approved this motion with a vote of "aye." Three contractors submitted bids for the dome project. The architect vetted

the lowest bidder (Pulver Roofing for \$239,000) and okayed them. The bid does not include interior work. Excess grant money will be returned. A motion was made by Ms. Pepper and seconded by Ms. Dunn-Brown to accept the bid of \$239,000 from Pulver Roofing of Utica, NY and award the dome restoration project to them. The Board approved this motion with a vote of "aye."

Ms. Dunn-Brown delivered the Outreach Committee report. They will be meeting on November 21. They will be participating in the Soroptimist craft fair on November 21. They will also start planning for the "Love My Library" event to be held next April, discussing the theme, sponsors, etc.

Mr. Niforos presented the Policy Committee report. There are no changes in the policies listed for review (Finance: Sale & Disposal, Homebound Services, Local History Room, Meeting Room, Personnel, and Tutoring).

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 presented the Trustee Development Committee report. She provided some suggestions to the Trustees for the NYS Continuing Education requirement for library trustees.

Ms. Venturini presented the Librarians' and Director's Reports.

Mr. Niforos asked for old business. He discussed the Conflict-of-Interest Policy. Trustees need to sign the document and note if they have any conflicts of interest.

For new business, a motion was made by Ms. Will and seconded by Ms. Dunn-Brown to move the next Board meeting to Tuesday, November 18 to avoid a conflict with the upcoming Friends' performance of "2 Across" which is scheduled for Wednesday, November 19. The Board approved this motion with a vote of "aye."

A motion was made by Ms. Dunn-Brown and seconded by Ms. Pepper to adjourn the regular Board meeting at 7:15 PM. The Board approved this motion with a vote of "aye."

Respectfully submitted,

Sally Ostrander
Recording Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

OCTOBER 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	\$791,605.00	\$791,605.00	\$613,695.00	\$0.00
Investment Income - General Fund	12,000.00	646.93	2,833.06	4,101.84	(9,166.94)
Investment Income - Fund Balance Account	0.00	0.00	0.00	3,648.06	0.00
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	12,000.00	48,000.00	48,000.00	(96,000.00)
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	1,200.00	1,400.00	1,548.53	(600.00)
Grants - Stewart's, WGY, NYS Health Dept, etc	26,004.71	8,688.00	8,688.00	31,271.60	(17,316.71)
Donations - Direct	4,000.00	100.00	415.00	330.00	(3,585.00)
Fees & Miscellaneous Income	2,500.00	507.50	1,458.30	1,273.11	(1,041.70)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u><u>\$1,006,109.71</u></u>	<u><u>\$814,747.43</u></u>	<u><u>\$870,371.68</u></u>	<u><u>\$722,357.87</u></u>	<u><u>(\$135,738.03)</u></u>
	Income Cash Reconcilement				
Income Cash Balance on October 1, 2025	\$194,098.82				
Plus: Receipts Per Report	814,747.43				
Less: Expenses Per Report	<u>(75,750.14)</u>				
Income Cash Balance on October 31, 2025	<u><u>933,096.11</u></u>				
Accounts Payable as of 10/31/25	21,420.00				
Prepaid Expenses as of 10/31/25	<u>(230.00)</u>				
Actual Cash Balance on October 31, 2025	<u><u>\$954,286.11</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$745,359.10				

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 October 1, 2025	\$178,099.07	
Plus: Receipts:		
Interest on Money Market Account	646.26	<u>Year to Date</u>
Interest on Treasury Bills	0.00	1,161.22
Treasury Bills Matured	0.00	
Tax Levy Money	791,605.00	
Health Department Grant	8,688.00	
Less: Paid Outs:		
Treasury Bills Purchased	745,359.10	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	75,000.00	
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Balance on October 31, 2025	<u>\$158,679.23</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on October 1, 2025	\$350,554.47	
Plus: Receipts:		
Interest on Money Market Account	1,086.49	<u>Year to Date</u>
Interest on Treasury Bills	0.00	5,211.80
Treasury Bills Matured	300,000.00	
Transfer from Construction Ckg. Acct.	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	0.00	
Transfer to General Fund Checking (Int Earned)	0.00	
Transfer to Construction Checking Account	0.00	
	<hr/>	
Balance on October 31, 2025	<u>\$651,640.96</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on October 1, 2025	\$11,836.50	
Plus: Receipts:		
Interest Earned	0.20	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
None	0.00	
	<hr/>	
Balance on October 31, 2025	<u>\$11,836.70</u>	

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

OCTOBER 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	\$ 34,548.70	\$ 138,539.40	\$ 106,522.33	\$ (286,067.60)
Salaries - Part Time Employees	71,404.00	5,199.10	16,722.48	26,477.86	(54,681.52)
Salaries - Custodians	47,758.00	3,456.20	13,577.93	11,551.04	(34,180.07)
F I C A & Medicare Tax	41,598.00	3,305.18	12,916.18	11,058.14	(28,681.82)
Unemployment Insurance	6,125.00	394.75	789.50	1,463.75	(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	6,266.47	30,072.92	26,722.02	(36,877.08)
Worker's Compensation Insurance	4,409.00	0.00	3,235.20	4,898.55	(1,173.80)
Pension Expense	80,822.00	0.00	0.00	0.00	(80,822.00)
Heat	5,500.00	28.65	81.17	78.78	(5,418.83)
Electricity	36,500.00	1,953.52	9,486.57	7,073.84	(27,013.43)
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	13,296.00	21,152.60	8,723.68	(3,847.40)
Maintenance Contracts	52,300.00	0.00	35,624.34	11,048.20	(16,675.66)
Insurance - D & O Liability & Cyber Ins.	5,000.00	0.00	3,513.59	3,480.27	(1,486.41)
Telephone	8,541.00	774.85	3,107.32	2,723.23	(5,433.68)
Collections - Books, DVDs, etc.	25,000.00	1,219.77	6,894.27	5,575.68	(18,105.73)
Computer & Automation Services	21,000.00	2,057.10	5,625.36	5,036.38	(15,374.64)
Library, Office Supplies & Postage	10,000.00	1,042.40	4,169.63	1,426.32	(5,830.37)
Grants - Mohawk Valley Library System	3,000.00	0.00	521.14	985.84	(2,478.86)
Grants - Stewart's, WGY, etc (Youth)	25,004.71	73.18	2,195.57	483.10	(22,809.14)
Treasurer	9,600.00	800.00	3,200.00	3,000.00	(6,400.00)
Professional Fees	20,000.00	212.50	212.50	0.00	(19,787.50)
Election Expense	5,000.00	0.00	0.00	0.00	(5,000.00)
Professional Meetings & Travel	1,500.00	623.44	1,322.34	855.80	(177.66)
Events & Programming	3,500.00	481.34	603.47	69.42	(2,896.53)
Promotion Expense	1,000.00	0.00	98.60	50.00	(901.40)
General Expense	<u>1,000.00</u>	<u>16.99</u>	<u>300.14</u>	<u>297.14</u>	<u>(699.86)</u>
TOTAL EXPENSE	<u><u>\$1,040,109.71</u></u>	<u><u>\$75,750.14</u></u>	<u><u>\$348,517.34</u></u>	<u><u>\$271,595.55</u></u>	<u><u>(\$691,592.37)</u></u>

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

OCTOBER 31, 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
U. S. Treasury Bills 4 Week Due 11/25/25	250,000.00	249,232.92	4.0120%	250,000.00	767.08
TOTAL SECURITIES CURRENTLY HELD	\$ 750,000.00	\$ 745,359.10		\$ 750,000.00	\$ 4,640.90

FUND BALANCE ACCOUNT	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
None	\$ -	-	0.0000%	\$ -	\$ -
TOTAL SECURITIES CURRENTLY HELD	\$ -	\$ -		\$ -	\$ -

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

OCTOBER 2025

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7974		Gloversville Public Library	\$ 16,856.63	Payroll
7975	3521	Charter Communications	130.00	Computer & Automation
7976	3522	National Grid (1,982.17)	1,953.52	Electricity
			28.65	Heat - Natural Gas
7977	3523	Naif's	52.00	Newspapers
7978	3524	Stark Tech Services, LLC	12,955.00	Maintenance & Repairs
7979	3525	The Law Office of Stephanie Adams, LLPC	212.50	Professional Fees
7980	3526	Business Card (1,082.62)	16.99	G/E - Zoom
			545.00	Computer & Automation
			15.00	Office Expense
			55.59	Events & Programming
			73.18	Grants - Other
			225.00	Professional Meetings & Travel Exp.
			151.86	Library Supplies
7981	3527	Frontier Communications	774.85	Telephone
7982	3528	Ebsco Information Services	182.75	Serials
7983	3529	C D P H P	5,355.84	Medical Insurance
7984	3530	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7985	3531	Michael J. Frank	800.00	Treasurer
7986	3532	Jameson Duross	56.70	Professional Meetings & Travel Exp.
7987	3533	Quill LLC	784.73	Library Supplies
7988	3534	Mohawk Valley Library System	1,382.10	Computer & Automation
7989	3535	Barbara J. Madonna	341.74	Professional Meetings & Travel Exp.
7990	3536	First Nonprofit Unemployment Program (3,601.00)	394.75	Unemployment Insurance
			3,206.25	Cash Reserve
7991	3537	Ingram Library Services	985.02	Collections - Books
7992	3538	Stewart & Bergen Co., Inc.	80.00	Maintenance & Repairs
7993	3539	Do Art Productions LLC	395.00	Events & Programs
7994	3540	Professional Fire Protection, Inc.	250.00	Maintenance & Repairs
7995	3541	Linda Conroy	132.56	Petty Cash
7996		Gloversville Public Library	15,912.51	Payroll
DM		E F T NYS Deferred Compensation	400.00	Def. Comp. - Withholdings
DM		E F T NYS & Local Retirement System	617.96	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,807.60	Payroll
DM		E F T United States Treasury (10,576.36)	3,305.18	FICA & Medicare Expense
			7,271.18	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	1,116.91	Medical Insurance
		CHECK AND EFT PAID OUTS - OCTOBER 2025	<u>78,966.71</u>	
		PETTY CASH PAID OUTS - OCTOBER 2025		
		Library Supplies	71.34	
		Postage	19.47	
		Events & Programming	30.75	
		Maintenance & Repairs	<u>11.00</u>	
		TOTAL OCTOBER 2025 PAID OUTS	<u><u>\$79,099.27</u></u>	
		Less: Cash Reserve	(3,206.25)	
		Less: Overpayment NYS Retirement System- Sept 2025	(10.32)	
		Less: Petty Cash Check	<u>(132.56)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$75,750.14</u></u>	

Financial Review October 2025

The Financial Report for the four-month period ending October 31, 2025 shows our income up by approximately \$148,000 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 October 31, 2025 were up approximately \$76,900 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
October 31, 2025**

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

Balance Per Bank Statement					\$ 23,786.93
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
05/21/25	7869	James Esper Landscaping		\$ 9,800.00	
10/15/25	7984	The Paul Revere Life Insurance Company		42.16	
10/15/25	7994	Professional Fire Protection, Inc.		250.00	
		Total Outstanding Checks			<u>10,092.16</u>
BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS					<u><u>\$ 13,694.77</u></u>

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

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

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

Balance Per Bank Statement					\$ 158,679.23
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks			<u>-</u>
Other Items:					
None					-
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 158,679.23</u></u>

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

Balance Per Bank Statement					\$ 651,640.96
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks			<u>-</u>
Other Items:					
None					-
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 651,640.96</u></u>

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement

\$ 11,836.70

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
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		None	-
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Total Outstanding Checks			-
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BALANCE IN LEDGER AND QUICKBOOKS

\$ 11,836.70

Prepared By,
Michael J. Frank, Treasurer

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



Outreach Committee Report
Merry Brown & Charlotte Will / Co-Chairs
October 2025

Plans are being finalized for our informational table at the Soroptimist Craft Fair at Groversville Middle School, on November 23. We'll have a bag for each attendee that will contain Library promotional material. We'll also display examples of creations made by the attendees of the Library's monthly crafting program. Thank you to those taking shifts at our table:

- 9:30-12:00: Ginni Mazur and Chris Pesses
- 12:00-2:30: Caren Pepper and Charlotte Will

Looking forward, we're moving ahead with plans for the big "Love My Library" event on April 22, 2026, which will be held 5:30-7 PM. Since the theme will be historical in nature, we'll invite historians to take part in the event, as well as have two other related programs during that week. We'll focus on the Local History Room. We'll have historical artifacts in the display case and old photos along the walls. We'd also like to have a history-themed scavenger hunt. We want to invite the schools and other groups to participate in creating historically-themed projects. The event will coincide with National Library Week.

GLOVERSVILLE



PUBLIC
LIBRARY

Personnel Committee Report
Sue Shrader / Chair
October 2025

The Personnel Committee met with Director Valerie Venturini on October 17 to discuss recommendations for staffing, salaries, and benefits for budget purposes for the fiscal year 2026-2027. Present were Director Valerie Venturini, Board members Merry Dunn-Brown and Sue Shrader, and committee member Ren Reed.

On Friday, October 24, the Personnel Committee met with the Finance Committee to work on a draft of the 2026-2027 Library budget. Present were Trustees Dick Carlson, Merry Dunn Brown, and Sue Shrader, and committee member Ren Reed.

Both committees were pleased with the progress made so far.

The Gloversville Public Library encourages people of all ages to visit the Library. Those using the Library and its resources have the right to expect a safe and comfortable environment that supports appropriate Library services.

Library patrons must engage in activities associated with the use of the Library's programs and services. Those who do not may be required to leave the building.

To ensure the security and comfort of people entering and exiting the building, people are not allowed to congregate at or near the entrances. Blocking the entrances is not permitted.

For the safety of all, roller-skating, rollerblading, skateboarding are not permitted on the grounds or in the building. In addition, bicycles and scooters are not allowed in the building. A bike rack is provided outside the Library for patrons' convenience. Patrons are encouraged to use bike locks since the Library is not responsible for any stolen property.

Proper attire, including shirts and shoes, must be worn by anyone entering the Library. If there is a question as to the appropriateness of attire, the Library Director will make the final decision.

People using the Library must respect the rights of all other people using the Library; therefore, Library patrons are expected to conduct themselves in an orderly and considerate manner, and in compliance with all local, state, and federal public health and safety mandates (including, but not limited to, face mask requirements). Any behavior that disrupts the orderly use of the Library is prohibited, including behavior that constitutes a nuisance or presents a safety and/or security hazard or affects the ability of the Library staff to provide service to its patrons.

The Gloversville Public Library, pursuant to NYS S.51001, prohibits the carrying of any firearm or handgun (concealed or open-carry) on any library property. This prohibition does not apply to on-duty law enforcement officers.

Other prohibited behaviors, activities or conditions include, but are not limited to: soliciting; sleeping; loitering; intoxication; use of tobacco, vaping and related products (see *Tobacco Use Policy*); littering; making excessive noise; using offensive language; eating more than a small snack; drinking from an uncovered container; talking loudly on a cell phone; or behaving in a manner which unreasonably interferes with other patrons' use of the Library.

Animals are not permitted in the Library with the exception of service dogs and those animals which have been brought in for a special purpose that has been pre-approved by the Library Director.

Patrons may not deface, mar, or in any way destroy or damage Library materials, furnishings, walls, machines, or any other property either inside or outside the Library. Furniture may not be moved and windows may not be opened by patrons.

Any Library materials removed from the building must be checked out on a valid Library card and returned by the item's due date. Unauthorized removal of any Library or personal property is illegal and will be prosecuted to the full extent of the law. Replacement costs will be charged for lost and/or damaged materials. (see *Patron Borrowing Policy*).

Patrons who violate any of these guidelines will be given notice of this policy. A violation may result in a patron's expulsion from the Library, suspension of Library privileges, criminal prosecution, or other legal action as appropriate.

Child Behavior and Supervision

important part of the Library's mission. The Library is free and open to unaccompanied children who exhibit, through their behavior onsite, that they are independent enough to use its resources for recreation, information, and education.

Parents should be aware, however, that the Library is a public building open to all individuals. It is not the Library staff's function or purpose to provide supervision or to care for children. Staff will not monitor children anywhere on Library property.

Therefore, it is the Library's policy that children up to age seven (7) and younger must have a parent, guardian, or caregiver (age 13+) in their immediate vicinity. An exception is made for children attending any chaperoned Library programs.

Children ages eight (8) through 17 may use the Library on their own. They are, however, expected to adhere to the same standards of conduct expected of adults. All Library users are required to respect Library property and to act in a manner appropriate to the use and function of the Library. Children who do not use the Library appropriately or who require excessive staff attention or supervision will be informed of the rules. If inappropriate behavior continues, the child[ren] will be asked to leave the building and an effort will be made to contact the parent, guardian, or caregiver. If the responsible party is unable to retrieve the child[ren], or if otherwise necessary, the police will be contacted.

Parents, guardians and caregivers are expected to be aware of the opening and closing times of the Library, bearing in mind that these can and do change. Furthermore, power failures or other emergencies can occur and may require unexpected closing of the building. Since children left alone outside the Library could be vulnerable, every effort will be made to contact the parent, guardian, or caregiver prior to closing. If, however, a child is left unattended at the Library after closing time or as the result of an emergency closing, the police will be called. Under no circumstances will a staff member transport children to another location.

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

Revised October 18, 2011

Revised November 15, 2011

Revised April 18, 2017

Revised December 19, 2017

Revised October 20, 2020

Revised June 15, 2021

Revised August 6, 2022

Revised December 20, 2022

Reviewed November 18, 2025

The Gloversville Public Library commits itself to the citizens of the Gloversville Enlarged School District to be a community resource that provides access to information and technology, as well as educational and cultural events, while remaining a center for research and literary pursuits.

The Library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining, and providing access to a collection of materials, both print and non-print, and to electronic resources that address the interests and needs of the members of our diverse and complex community. In addition, the Library participates in the Mohawk Valley Library System Inter Library Loan program, through which materials not in the Library's collections may be accessed by patrons through the borrowing of materials from other libraries in the region.

Intellectual Freedom

The Library supports the "Library Bill of Rights" and the "Freedom to Read" statements adopted by the American Library Association. These documents are included as Appendices.

The Library makes available a wide diversity of ideas and viewpoints in support of an informed citizenry and a democratic society. The Library supports the individual choice and judgment of its users in seeking information, and upholds the freedom of library users to read, view, and listen to materials of their choosing.

Materials are not marked, labeled, or sequestered to show approval, disapproval, or judgments as to suitability of content for a particular audience.

Materials are not excluded, removed, proscribed, or suppressed because of their creator's origin, background, or views, or because they represent a particular aspect of life, frankness of expression, or controversial subject matter.

Concerns about Library material should be made to the Director. Objections not resolved in discussion may then be made in writing, using the *Library Material Feedback* form, which can be found at the Main Information Desk. Upon receipt of a completed form, the Director will review the material, make a decision, and notify the complainant. As per the *Ethics Policy for Trustees*, the Board of Trustees is not involved in this process. Furthermore, challenged materials will not be removed from the shelves during this process.

Materials Selection

For its own collections, the Library provides materials that balance viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Decisions to select or retain an item are based on the merits of each work or information source as it relates to the goals and coverage of the collection. The Library considers the value of each item in its entirety and within the context of the collection, not on specific passages or sections within the item itself.

The Library maintains three collection development goals:

- To furnish current and classic material, in an array of accessible formats, for adult and juvenile patrons
- To provide access to current reference materials
- To maintain a local history collection

Book and/or library materials selection is the responsibility of the Library Director. The Director may authorize members of the Library's staff to aid in material selection.

The main points to be considered in the selection of materials are:

- individual merit
- popular demand

- suitability for the Library's clientele
- existing Library and consortium holdings
- Budget
- Professional journal reviews

Suggestions for purchase from the public are welcome and will be given serious consideration within the limits of these policies. Books donated to the library will be considered for the collection, as well (see also *Donations, Bequests and Gifts Policy*).

Selection of materials for adults is not constrained by possible exposure to children or young adults. Responsibility for children's use of Library collections rests with parents, guardians, or caregivers (see *Circulation Policy*).

An up-to-date and useful collection is maintained through a continual evaluation process. Replacement of worn physical items is dependent upon current demand, usefulness, newer editions, and the availability of similar items. This ongoing process is the responsibility of the Library Director. Withdrawn materials will be handled in a similar manner, and under the same authority, as donated materials (see also *Donations, Bequests and Gifts Policy*).

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

Revised March 21, 2017

Revised October 20, 2020

Reviewed December 20, 2022

Reviewed November 18, 2025

Library Material Feedback Form

The Trustees of the Gloversville Public Library have established a collection development policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Gloversville Public Library
58 E. Fulton St.
Gloversville, NY 12078
Attn: Library Director

Date: _____

Name: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Do you represent yourself? _____ Or an organization? _____

Name of organization (if appropriate): _____

Resource on which you are commenting:

_____ Book/eBook ___ Movie ___ Magazine ___ Audio Recording
_____ Digital Resource ___ Game ___ Newspaper ___ Other

Title: _____

Author(s)/Producer(s): _____

What brought this resource to your attention?

Have you examined the entire resource? If not, what sections did you review?

What concerns you about the resource?

Can you suggest or provide additional information and/or other viewpoints on this topic?

What action are you requesting the Library Director consider?

Trustees shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of the Library or its users.

Trustees may not benefit either personally or financially from a relationship with any vendor serving the Library.

Trustees may not make decisions for the Library based solely on personal or financial relationships with vendors.

Whenever the appearance of or a conflict of interest exists, it is incumbent upon any trustee to disqualify themselves immediately as outlined by the GPL's *Conflicts of Interest Policy*.

Trustees will receive reimbursement for Library-related expenses only with the approval of the Board.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board, even if they personally disagree.

The Board will not make any decisions regarding challenges to Library materials or programs. Instead, Trustees will support to the fullest the efforts of librarians in all Library operations, including, but not limited to, resisting censorship of library materials by groups or individuals.

Trustees who accept Library Board responsibilities are expected to perform all the functions of Library Trustees.

A trustee must respect the confidential nature of Library business while being aware of, and in compliance with, applicable laws governing freedom of information.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library from the *Ethics Statement for Public Library Trustees* of the Association for Library Trustees and Advocates (ALTA)

Revised January 2010

Revised February 2019

Revised November 15, 2022

Reviewed November 18, 2025

In the case of a pandemic, the Library may be required to change its usual operating hours and level of service, in order to slow the spread of illness. These measures may include, but are not limited to, decreasing service hours, implementing service restrictions or modifications, quarantining materials, or building closure. Recovery from a pandemic may be slow, as compared with other crises, so the Library has established the following policy to help determine how/if core business activities can be maintained safely over time.

The Library building will close due to a pandemic in the event that there is a mandate or recommendation for closure issued by public health or government officials on the local, county, state, or federal level.

At the discretion of the Library Director and/or the Library Board of Trustees, the Library may also close the building, reduce its operating hours, or limit services temporarily (e.g. cancel programming) in the event that there is not sufficient staff to maintain basic Library service levels, provide adequate social distancing, or perform appropriate cleaning.

In the event that the Gloversville Enlarged School District is closed due to confirmed cases of illness, the Library will remain open unless one of the aforementioned requirements for closing are also met.

The Library's *Minimum Staff Requirement Policy* will inform the Library's ability to provide services and maintain operating hours during a pandemic. An inability to maintain the temporary minimal level or the necessity to maintain this temporary minimal level for more than two consecutive days will result in the restriction of services, reduced hours, or closure.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or staff member in charge:

- Closure of the Library building
- Reduction of operating hours
- Cancellation of programs, special events, and meeting room reservations
- Restriction of access to designated areas of the Library
- Implementation of social distancing (6' separation between individuals) in public/staff areas
- Shift to digital/virtual services or other appropriate service models
- Reallocation of staff responsibilities and/or work schedule changes
- The removal of materials (e.g. kits and realia, computer keyboards, etc.) from public areas to minimize spread through surfaces frequently touched; such materials will be cleaned, placed into storage, and temporarily unavailable for use and/or circulation

In the event of changes in services or operating hours, the Library Director or staff member in charge will maintain communication with staff, the Library Director, and the Board of Trustees.

Effective communication with the public about any changes in services or operating hours is of the utmost importance, as well. Staff should follow the usual procedures for unexpected closure/program cancellation, which includes: Posting information in prominent areas inside and/or outside the building, on the Library's incoming phone message, on the Library website, and on the Library's social media accounts. In addition, *MVLS*, *The Leader-Herald*, and WENT radio should all be informed and kept up-to-date.

In the event of reduced staffing, operating hours, or services, library staff shall perform priority responsibilities that most directly impact patrons prior to any other work tasks. Priority responsibilities shall follow this order:

- i. Direct patron assistance tasks: check out, reference, library cards, computers
- ii. Patron-related tasks: check in, incoming delivery, shelving
- iii. Workflow tasks: pull list, material orders, cataloging facility and collection supervision/safety/maintenance
- iv. Operational tasks: payroll, accounts payable, Library Board meetings

Individual responsibilities outside of those described shall be completed after these prioritized tasks, if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the

Director or staff member in charge to determine staffing area assignments and to confirm the priority of work tasks.

Library staff will be provided with appropriate Personal Protective Equipment (PPE), including, but not limited to, face masks, disposable gloves, hand sanitizer, and surface disinfectants. Staff may be required to wear appropriate PPE while on site.

If the Library building is open to either the public or staff only, staff members are expected to re-port to work on time, as scheduled.

If a staff member receives an Order of Isolation or medical direction to isolate, and is required to quarantine at home, and able to work, the staff member will notify the Library Director and/or the staff member in charge of the Library. The staff member in question will then be excused from re-porting to work. Any staff member ordered to quarantine will be expected to work remotely and coordinate with the appropriate Department Head or the Library Director to document their work time. If necessary, the Library will loan staff members limited numbers of laptops and/or mobile hotspots, to assist in telecommuting.

If a staff member under quarantine orders is able to work remotely, but is unwilling to so, or if a staff member chooses to self-quarantine, the Library's leave policy (as outlined in the *Employee Handbook*) will be in effect.

In the event that the Library closes due to a pandemic, every effort shall be made to compensate staff for their regularly scheduled hours (except for any scheduled time off), while they work re-motely.

When advised by local, state, county, and/or federal health authorities or government officials that the pandemic is no longer a threat to the community, and if the Library Director deems that conditions have been met for the Library to operate safely, normal operations and services will be resumed.

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall follow *Appendix A: GPL Organizational Chart* and the *Responsibility for Library Operations Policy*.

Adopted April 20, 2021

Reviewed December 20, 2022

Reviewed November 18, 2025

Notices must deal with literary, educational, philosophic, or civic events in the Gloversville, Fulton County, or Mohawk Valley areas.

Notices for informational political events such as debates and lectures may be posted. Notices for political candidates, parties, and issues will NOT be posted.

Notices of religious services, private instructional courses, and commercial ventures or events will NOT be posted.

If the bulletin board is crowded, the Library reserves the right to select notices for events with the widest appeal.

All notices require approval by the Library Director before being posted. Notices posted without approval shall be removed. All notices must be left at the Library's Information Desk for approval.

Library staff will place and remove postings, as appropriate. Notices will not be returned after posting.

Limited bulletin board space generally allows for only short-term notices.

Complaints should be in writing and directed to the Library Director and/or the Board of Trustees.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library Reviewed
September 2017
Reviewed December 20, 2022
Revised December 17, 2025

Absence of Library Director for Short Periods of Time

In the absence of the Library Director for short periods of time, there is a need to have one or more persons responsible for representing library policy, maintaining Library security, and providing day- to-day direction of staff. The Library Board of Trustees has established the following supervisory positions to assume this responsibility:

1. Assistant Library Director
2. Librarian II
3. Librarian I (In order of seniority if more than one individual holds this title)
4. Library Assistant (In order of seniority if more than one individual holds this title)
5. Senior Library Clerk (In order of seniority if more than one individual holds this title)
6. Library Clerk/Account Clerk (In order of seniority if more than one individual holds this title)
7. Other Fulton County Personnel titles (In order of seniority if more than one individual holds such titles)

This temporary authority is limited to situations that require immediate action or intervention. Decisions required in these situations shall be made in accordance with the established policy and procedures of the Library.

Extended Absence of Library Director

In the extended absence of the Library Director, there is a need to have an alternate person assume responsibility for the continued maintenance of Library operations. The Library Board of Trustees has established that the following supervisory positions to assume this responsibility in the following order:

1. Assistant Library Director
2. Librarian II
3. Librarian I (In order of seniority if more than one individual holds this title)
4. Library Assistant (In order of seniority if more than one individual holds this title)

If the extended absence is more than eight weeks, the Board of Trustees will seek to hire a temporary qualified person through appropriate avenues.

Whenever possible, major decisions shall be delayed until the Director has returned. If a delay is not possible, the person responsible for library operations will make the necessary decision according to the situation, after consulting with one of the following individuals: Library Board of Trustees President, Library Board of Trustee Vice President, or the appropriate town department head or official.

Adopted November 17, 2020
Reviewed December 20, 2022
Reviewed November 18, 2025

In order to protect the health and welfare of all the residents of our community, Gloversville Public Library prohibits the use of all tobacco products on all grounds.

This policy applies to all persons that utilize Gloversville Public Library. Individuals who refuse to comply with the policy may be asked to leave the premises.

Procedures:

- Tobacco-Free signs will be posted in entryway areas covered by this policy
- To educate the community, Gloversville Public Library will be designated as tobacco-free in all informational brochures and advertisements
- Facility will be responsible for enforcing the policy

Adopted October 18, 2011 by the Board of Trustees of the Gloversville Public Library Reviewed September 2017

Reviewed December 20, 2022

Reviewed November 18, 2025

Gloversville Public Library: Truancy Concerns Policy	Adopted: DRAFT
Position responsible for compliance: Director	Reviewed by the Board: Every 5 years, or as needed

Considerations

As a school district public library, the Library enjoys a mutually supportive relationship with the Gloversville Enlarged School District (the "District").

The Library is regularly open during the time when primary and secondary schools are in session.

The District is obligated to ensure that each minor in the District, from six to sixteen years of age, attends full-time instruction as required by Title IV, Article 65 of the Education Law ("Article 65").

The Library has a policy regarding unaccompanied minors in the Library; this policy is informed by the Library's commitment to access, safety, and the preservation of the library's welcoming environment.

From time to time, older minors, who are not required to be accompanied by an adult, may be in the Library during school hours, causing the concern that they may not be present at school for instruction as required by Article 65

There are many reasons a minor could be at the Library during school hours without violating Article 65, including but not limited to:

- Homeschooling
- Suspension
- Health and/or disability factors
- Opting out of a particular part of the curriculum
- Religious holiday
- Early completion of degree requirements

The first tenet of the American Library Association is: "We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests."

The third tenet of the American Library Association is: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

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

Policy

Based on the above-recited considerations, it is the policy of the Library to not ask, verify, or otherwise monitor the compliance of a minor with Education Law Title IV (the requirement to be in school), as the Library cannot do so without unnecessarily burdening the rights of people to equitable access, unbiased service, and their right to confidential use of the Library.

For the above-stated reasons, it is the policy of the Library that if a minor or their employer are suspected of violating Education Law Title IV, the Library will cooperate with all requests for information per CPLR 4509; such subpoena or court order should be submitted to the Director.

For the general good of the community, it is the policy of the Library, and a goal of its long-range plan, to promote and facilitate participation in primary, secondary, higher education, trade school, alternative schooling, and continuing education.



Library Director's Report

Valerie Venturini / Library Director

October 2025

Budget Prep...Continues

After an initial meeting with the Personnel Committee, as well as having numerous discussions with both Mike Frank and committee member Ren Reed, I doubled down on my efforts to work on revised employee compensation figures for the current fiscal year, proposed employee compensation figures for next fiscal year, and projected employee compensation figures through FY 2028-2029. I look forward to firming up all those numbers after the committee meets again. Nicole and I also took the time to flesh out our initial projections for technology needs over the next few years. We have devised a four-year cycle that will distribute our technology purchases more evenly, to avoid any big surprise tech purchases. Since we're a bit unsure about the effects of tariffs and possible supply chain issues, some of these numbers are ballpark figures, but we hope they provide at least a baseline for our budgeting. At the end of the month, I began Round 2 of maintenance contract estimates. I'm hoping to get that to the Building & Grounds Committee in November.

October's Mixed Bag

When not working on the budget, I spread my time among a handful of other projects: I've been brainstorming about our 2026 Love My Library event, so that I can assist the Outreach Committee and prep for staff involvement. I've been mapping out ideas for our reimagined Summer Reading Program. I'm not quite where I'd like to be on that project but hope to work my way to possible plan by the start of the next calendar year. I've been working on constructing a meaningful staff evaluation process that benefits all parties (and without causing undo stress among staff) -- this is something that has been on my to-do list for a while, so I'm happy to finally be making some incremental progress. I've also been reaching out to GESD to schedule class visits (right now we only have Pre-K on the calendar). And at the end of the month, I focused on finding two part-time custodial workers, for when George leaves.

Meetings and Appointments

October 1:	Grants: .5 Hrs./ .5 Hrs. Prep Adult Services: .5 Hrs./ 1 Hr. Prep
October 3:	Kindergarten Kickoff: 1.5 Hrs./ 2 Hrs. Prep Programming: .5 Hrs./ 0 Hrs. Prep HR & Administration: 1 Hr./ .5 Prep
October 7:	MIS America: .75 Hrs./ 0 Hrs. Prep Staff Meeting AM: .5 Hrs./ 1 Hr. Prep Staff Meeting PM: .75 Hrs./ 1 Hr. Prep
October 8:	Facility: .5 Hrs./ .5 Hrs. Prep Administration: 1 Hr./ 1 Hr. Prep
October 9:	Bid Opening: 1.5 Hrs./ .5 Hrs. Prep
October 10:	AED Training: 3 Hrs./ 0 Hrs. Prep
October: 14:	Staff Meeting AM: .5 Hrs./ 1 Hr. Prep Staff Meeting PM: .5 Hrs./ 1 Hr. Prep Fulton County Personnel: .5 Hrs./ 1 Hr. Prep Security Camera Walkthrough: 1.5 Hrs./ .5 Hrs. Prep
October 15:	Youth Services: .5 Hrs./ 1 Hr. Prep Programming: 1 Hr./ 1 Hr. Prep WinterFest: 1 Hr./ .25 Hrs. Prep
October 17:	Personnel: 1.5 Hrs./ 3.5 Hrs. Prep
October 20:	Gloversville Educational Foundation: 1 Hr./ .5 Hrs. Prep
October 21:	GESD: .75 Hrs./ 1 Hr. Prep Outreach: 1.25 Hrs./ 1 Hr. Prep
October 22:	Local History Room: .5 Hrs./ 0 Hrs. Prep Grants: .5 Hrs./ .5 Hrs. Prep

October 24: Cole Adams: 1 Hr./1 Hr. Prep
October 28: Vacation
October 29: Custodial Worker Interview: .75 Hrs./1 Hr. Prep
Custodial Worker Interview: .75 Hrs./ .5 Hrs. Prep
Custodial Worker Interview: .75 Hrs./ .5 Hrs. Prep
October 30: Custodial Worker Interview: .75 Hrs./ .5 Hrs. Prep
Custodial Worker Interview: .5 Hrs./ .5 Hrs. Prep
Fulton County Personnel: .25 Hrs./0 Hrs. Prep

Adult Services Report

Nicole Hauser / Assistant Director & Head of Adult Services

October 2025

Most of October was taken up with inventorying our collections building-wide. All of the staff chipped in, making an overwhelming project manageable. The bulk of the scanning for inventory was completed in five business days. Then, reports were run, and assigned staff went searching for items that were missed in our initial inventory. Many of those items were found, then inventoried. In the end, only 186 items were marked missing out of 26,000+. Inventorying of the collections is on a three-year cycle, and was last completed October-December 2022. It is next scheduled for October-December 2028. We have also begun our first ever inventory of the Local History collection, in its entirety, with the goal of being finished before the end of December. Once completed, the inventorying of the Local History collection will follow the same schedule as the rest of the collections.

In October, we reactivated our account with EBSCO and ordered magazines for 2026.

Custodial interviews took place this month, and Valerie and I were able to interview several promising candidates.

I attended my first JA Operations committee meeting where we discussed the new shared PAC that will go live at the latest by April 2026, to provide a fully ADA accessible catalog for our patrons. There are still a lot of technical issues to be resolved before implementation.

Programs:

- Adult Crafting had a total of 14 participants. Participants enjoyed themselves while creating geodes out of plastic skulls, floral foam, and crushed stone.
- Library Flower Garden to Bed had 0 participants. Sally, George, and I cleaned and cleared the library's flower garden for the season, repaired the loose boards in front, and applied a layer of compost.





Grants & Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

October 2025

Grants for Building Projects

- SHPO CFA: We received SHPO's final approval of the bid packet and I am now working through assembling the paperwork SHPO needs to approve the contractor that was the lowest bidder.
- DLD Security Cameras: The state did another recalculation of the award amounts and we received an additional \$2,105 for a new total of \$104,626. We do not yet have the cash in hand, however.
- DLD HVAC for Carnegie Room: No update.

Other Grants

- We received payment for our first and second voucher requests for Small Wellness Grant that we received from the NYS Department of Health for a total of \$8,688.
- We received \$500 from the MVLS Dream and Do grant program in support of overhauling our Summer Reading Program in 2026.

Other Projects

- Bids were opened at 2pm on Thursday, October 9th. We had three bids; \$597,000, \$301,000, and \$239,000. We all had some concerns about the low bid, but they are a highly recommended company that is confident in their number. The Board awarded the bid to them at the October board meeting and the architect has begun the paperwork needed to issue them a contract while I've been working with our grant agencies regarding the paperwork needed from that end.
- The installation of the security cameras began on October 20. Forty-nine cameras, with three being exterior, will be added throughout the building (none in restrooms). Madison and I continued to work on a project to overhaul the children's holiday collection. Our goal is to represent under and unrepresented holidays. For example, we have no books about Martin Luther King Jr. Day and 76 books about Halloween.
- I worked with Nicole, Madison and Valerie to order books for the Teen and Youth Collections using up the John Henry Eldred grant funding.
- AED training was conducted on October 10 and the AED cabinet was installed outside the staff workroom on the Main Level near the Information Desk.

Statistics / Monthly Report

October 2025

Figures in parentheses are comparable figures for 2024

	<u>2025</u>	<u>2024</u>
VISITORS	3,920	(4,731)
CIRCULATION		
Adult circulation (includes 2 Memory Lane)	1,240	(1,331)
Teen Circulation (includes 28 Graphic novels)	83	(160)
Juvenile Circulation (includes 73 Graphic novels)	820	(922)
Audiobooks	11	(24)
eAudio	275	(193)
eBooks	374	(396)
Music	82	(8)
Periodicals	12	(4)
eMagazines	290	(176)
Videos	512	(464)
Museum Passes	0	(5)
Library of Things (includes 3 games)	12	(17)
Subtotal	<u>3,711</u>	<u>(3,700)</u>
In-House Use		
Adult	33	(101)
Juvenile Circulation	330	(330)
Other Materials	220	(110)
Subtotal	<u>583</u>	<u>(541)</u>
Total Circulation	4,294	(4,241)
REFERENCE QUESTIONS	87	(120)
MEETINGS / PROGRAMS / OUTREACH		
81 Adult programs & meetings with 458 people		(7 Adult programs & meetings with 127 people)
10 Juvenile programs & meetings with 1483 people		(16 Juvenile programs & meetings with 577 people)
0 Teen programs & meetings with -0- people		(0 Teen programs & meetings with 0 people)
312 One-on-one programs & meetings with 312 people		(109 One-on-one programs & meetings with 109 people)
INTERLIBRARY LOAN		
Material Borrowed	520	(562)
Material Loaned	380	(382)
Total	<u>900</u>	<u>(944)</u>
COMPUTER USAGE	1,056	(1,022)
HISTORICAL ROOM		
Visitors	4	(3)
Phone/Email requests	0	(9)
Books Used	28	(97)
Reference Questions	4	(12)
Microfilm	0	0
SERVICE STATS		
Princh-pages/\$ collected	400/\$46.30	(131/\$14.60)
Cassie printing-pages/\$ collected	1,305/\$186.70	(1,671/\$185.70)
Faxes-sent/\$ collected	6/\$10.50	(14/\$143.00)
Essentials kit	2	(3)
Seeds-patrons/packets	1/7	(0/0)
Notary service	8	3