



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
October 15, 2025 at 6 PM

Pledge of Allegiance
Attendance/Call to Order
Public Comment

1. Accept the Minutes of the:
 - 2025-2026 Annual Meeting*
 - September 17, 2025 Monthly Meeting*
2. Treasurer's Report*
3. Warrant List*
4. Budget and Finance Committee Report
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
 - Dome Bid Update & Acceptance Vote*
 - 2025-2026 Snow Removal Update
 - Boiler Inspection/Roof Inspection
9. Outreach Committee Report
10. Personnel Committee Report
 - Staff Update
11. Policy Committee Report
 - Finance: Sale & Disposal [Review]
 - Homebound Services [Review]
 - Local History Room [Review]
 - Meeting Room [Review]
 - Personnel [Review]
 - Tutoring [Review]
12. Program Committee Report
13. Public Relations Committee Report
14. Sustainable Growth Committee Report
15. Trustee Development Committee Report
16. Library Director's Report
17. Librarians' Reports
18. Old Business
19. New Business

Adjourn*

Next Meeting: November 19, 2025 at 6 PM

* Motion Required



Minutes of the Gloversville Public Library Board of Trustees Annual Meeting / August 20, 2025 at 6 PM

The Gloversville Public Library Board of Trustees held its annual meeting on Wednesday, September 17, 2025. President Gregory Niforos noted that the following Trustees were present: Vice-President Merry Dunn-Brown; Vice-President of Finance Richard Carlson; 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.

The Annual Financial Report was presented by Mr. Frank. Although there was a large increase in maintenance and repair expenses, this was offset by a reduction in expenses for salaries, medical insurance, collections, election costs, and maintenance contracts. There was a net difference of \$10,000 in the 2024-2025 budget income and expenses which was covered by the Empire State Development Grant.

Ms. Venturini presented the 2024-2025 Community Report. Patron visits and circulation of materials were down, likely due to the reduction in Library hours. That said, Youth and YA numbers were up due to the large number of class visits and grants received that helped fund youth programs and collections.

Mr. Niforos thanked the staff for all the work they did operating on a tight budget. We were still able to meet some of our Plan of Service goals by creating partnerships with the Gloversville School District, the PTA, the Educational Foundation, the City, and the Health Department. He also thanked the Board members for the outreach programs they participated in, fostering connections with the community and working through difficult issues that came up.

A motion was made by Ms. Shrader and seconded by Ms. Dunn-Brown to adjourn the Annual Board Meeting at 6:31 PM. The motion was approved with a vote of "aye."

Respectfully submitted,

Sally Ostrander
Recording Secretary



Minutes of the Gloversville Public Library Board of Trustees Monthly Meeting / September 17, 2025 at 6:30 PM

The Gloversville Public Library Board of Trustees held its regular meeting on Wednesday, September 17, 2025. President Gregory Niforos noted that the following Trustees were present: Vice-President Merry Dunn-Brown; Vice-President of Finance Richard Carlson; 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 regular Board meeting to order at 6:31 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 August 20, 2025. A motion was made by Ms. Dunn-Brown and seconded by Mr. Carlson to accept the minutes with changes noted by Ms. Dunn-Brown. The minutes were approved with a unanimous vote of "aye."

Mr. Frank reviewed the Treasurer's Report. He summarized the income and expenses for the month of August, noting income received from State aid, City pilot funds, the Foundation, and a contribution from the Friends, and a large expense for yearly maintenance contracts. Mr. Niforos asked for a motion to accept the Treasurer's Report. Ms. Dunn-Brown made a motion; seconded by Ms. Pepper. The Board approved the motion with a vote of "aye."

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

Mr. Carlson stated there was no report from the Budget and Finance Committee. He will be setting up a meeting in October with Mr. Reed and Mr. Frank.

Mr. Frank stated there was no Foundation Report.

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

Mr. Niforos presented the President's Report. He and Ms. Venturini will attend the School Administration meeting on October 22.

Mr. Carlson presented the Buildings and Grounds report. He and Ms. Venturini met on Thursday and discussed the status of the three capital projects and potentially a new project of partnering with the City to provide additional wi-fi hot spots in the City. Mr. Carlson distributed an RFP for snow removal services for 2025-2026 season.

Ms. Will delivered the Outreach Committee report. They will be participating in the Soroptimist Craft Fair on November 24. They will also start planning for the "Love My Library" event to be held next April. They are looking for suggestions and help in sponsoring the event.

Ms. Shrader presented the Personnel Committee report. If any of the Trustees have suggestions for changes to the Director's evaluation form, please give them to her.

Ms. Venturini presented the Policy Committee report. There are no changes in the policies listed for review. Since there are no changes in these policies, no vote is required.

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

Mr. Niforos presented the report for the Sustainable Growth Committee. He will be sending an email to a list of contacts he has regarding the possibility of expanding our service population to include areas outside of GESD.

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

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

Mr. Niforos asked for old business. There was discussion about the possibility of issuing core cards to patrons outside of the Gloversville School District.

For new business, Ms. Venturini stated that she had a meeting with CG Digital, who is working with Fulton County, revamping their website.

A motion was made by Ms. Dunn-Brown and seconded by Ms. Shrader to adjourn the meeting at 7:58 PM. The motion was approved with a vote of "aye."

The next meeting of the Board will be held on October 15, 2025.

Respectfully submitted,

Sally Ostrander
Recording Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

SEPTEMBER 2025

	Budget July 1, 2025 to June 30, 2026	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Current Year Over/(Under) Budget
Tax Levy	\$791,605.00	\$0.00	\$0.00	\$0.00	(\$791,605.00)
Investment Income - General Fund	12,000.00	972.79	2,186.13	2,044.35	(9,813.87)
Investment Income - Fund Balance Account	0.00	0.00	0.00	1,715.21	0.00
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	12,000.00	36,000.00	48,000.00	(108,000.00)
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	5,120.10	372.32
Government Affiliations - Fulton Co Youth Bureau	1,400.00	0.00	0.00	0.00	(1,400.00)
Grants - Mohawk Valley Library System	2,000.00	0.00	200.00	1,548.53	(1,800.00)
Grants - Stewart's, WGY, NYS Health Dept, etc	26,004.71	0.00	0.00	31,271.60	(26,004.71)
Donations - Direct	4,000.00	0.00	315.00	180.00	(3,685.00)
Fees & Miscellaneous Income	2,500.00	358.99	950.80	788.62	(1,549.20)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$1,006,109.71</u>	<u>\$13,331.78</u>	<u>\$55,624.25</u>	<u>\$103,234.41</u>	<u>(\$950,485.46)</u>
	Income Cash Reconcilement				
Income Cash Balance on September 1, 2025	\$242,065.03				
Plus: Receipts Per Report	13,331.78				
Less: Expenses Per Report	<u>(61,297.99)</u>				
Income Cash Balance on September 30, 2025	<u>194,098.82</u>				
Accounts Payable as of 09/30/25	21,420.00				
Prepaid Expenses as of 09/30/25	<u>(230.00)</u>				
Actual Cash Balance on September 30, 2025	<u>\$215,288.82</u> *				
* Includes Treasury Bills @ Purchase Price of	\$0.00				

Prepared By,
Michael J. Frank, Treasurer

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

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on September 1, 2025	\$122,790.94	
Plus: Receipts:		
Interest on Money Market Account	308.13	<u>Year to Date</u>
Interest on Treasury Bills	0.00	1,161.22
Treasury Bills Matured	100,000.00	
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	45,000.00	
	<hr/>	
Balance on September 30, 2025	<u>\$178,099.07</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on September 1, 2025	\$50,143.22	
Plus: Receipts:		
Interest on Money Market Account	411.25	<u>Year to Date</u>
Interest on Treasury Bills	0.00	1,992.67
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 September 30, 2025	<u>\$350,554.47</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on September 1, 2025	\$11,836.31	
Plus: Receipts:		
Interest Earned	0.19	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	0.00	
Less: Paid Outs:		
None	0.00	
	<hr/>	
Balance on September 30, 2025	<u>\$11,836.50</u>	

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

SEPTEMBER 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	\$ 35,509.02	\$ 103,990.70	\$ 81,863.64	\$ (320,616.30)
Salaries - Part Time Employees	71,404.00	4,630.00	11,523.38	19,656.80	(59,880.62)
Salaries - Custodians	47,758.00	3,456.20	10,121.73	8,663.28	(37,636.27)
F I C A & Medicare Tax	41,598.00	3,334.81	9,611.00	8,429.04	(31,987.00)
Unemployment Insurance	6,125.00	0.00	394.75	1,463.75	(5,730.25)
Disability & Family Leave Insurance	2,991.00	0.00	1,303.63	1,501.27	(1,687.37)
Medical Insurance & Reimbursements	66,950.00	5,539.20	23,806.45	21,767.57	(43,143.55)
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	26.26	52.52	52.52	(5,447.48)
Electricity	36,500.00	3,194.50	7,533.05	5,087.19	(28,966.95)
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	697.36	7,856.60	4,021.68	(17,143.40)
Maintenance Contracts	52,300.00	0.00	35,624.34	8,904.30	(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	776.77	2,332.47	2,041.33	(6,208.53)
Collections - Books, DVDs, etc.	25,000.00	934.52	5,674.50	4,747.59	(19,325.50)
Computer & Automation Services	21,000.00	1,198.08	3,568.26	3,507.56	(17,431.74)
Library, Office Supplies & Postage	10,000.00	1,057.34	3,127.23	1,038.54	(6,872.77)
Grants - Mohawk Valley Library System	3,000.00	0.00	521.14	830.84	(2,478.86)
Grants - Stewart's, WGY, etc (Youth)	25,004.71	205.97	2,122.39	483.10	(22,882.32)
Treasurer	9,600.00	800.00	2,400.00	2,250.00	(7,200.00)
Professional Fees	20,000.00	0.00	0.00	0.00	(20,000.00)
Election Expense	5,000.00	0.00	0.00	0.00	(5,000.00)
Professional Meetings & Travel	1,500.00	300.00	698.90	807.56	(801.10)
Events & Programming	3,500.00	15.00	122.13	19.98	(3,377.87)
Promotion Expense	1,000.00	(394.03)	98.60	5.00	(901.40)
General Expense	1,000.00	16.99	283.15	281.15	(716.85)
TOTAL EXPENSE	\$1,040,109.71	\$61,297.99	\$272,767.20	\$216,295.42	(\$767,342.51)

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

SEPTEMBER 30, 2025

	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
GENERAL FUND					
None	\$ -	\$ -	0.0000%	\$ -	\$ -
TOTAL SECURITIES CURRENTLY HELD	\$ -	\$ -		\$ -	\$ -
FUND BALANCE ACCOUNT	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 13 Week Due 10/16/25	\$ 300,000.00	296,780.87	4.3510%	\$ 300,000.00	\$ 3,219.13
TOTAL SECURITIES CURRENTLY HELD	\$ 300,000.00	\$ 296,780.87		\$ 300,000.00	\$ 3,219.13

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

SEPTEMBER 2025

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7958		Gloversville Public Library	\$ 16,393.40	Payroll
7959	3507	Charter Communications	129.98	Computer & Automation
7960	3508	National Grid (3,220.76)	3,194.50	Electricity
			26.26	Heat - Natural Gas
7961	3509	Naif's	66.00	Newspapers
7962	3510	Michael J. Frank	800.00	Treasurer
7963	3511	Kingsboro Lumber Co., Inc.	22.44	Maintenance & Repairs
7964	3512	Business Card (1,074.40)	16.99	G/E - Zoom
			26.00	Computer & Automation
			15.00	Office Expense
			135.52	Events & Programming
			205.97	Grants - Other
			674.92	Maintenance & Repairs
7965	3513	New York Library Association	300.00	Professional Meetings & Travel
7966	3514	Derby Office Equipment, Inc.	1,042.34	Library Supplies
7967	3515	Frontier Communications	776.77	Telephone
7968	3516	Mohawk Valley Library System	1,042.10	Computer & Automation
7969	3517	Daily Gazette Co., Inc.	93.60	Promotion Expense
7970	3518	Ingram Library Services	868.52	Collections - Books
7971	3519	C D P H P	5,355.84	Medical Insurance
7972	3520	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7973		Gloversville Public Library	16,682.92	Payroll
DM		E F T NYS Deferred Compensation	400.00	Def. Comp. - Withholdings
DM		E F T NYS & Local Retirement System	596.56	Pension - Withholdings
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,814.80	Payroll
DM		E F T United States Treasury (10,693.91)	3,334.81	FICA & Medicare Expense
			7,359.10	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	389.64	Medical Insurance
		CHECK AND EFT PAID OUTS - SEPTEMBER 2025	<u>61,906.14</u>	
		PETTY CASH PAID OUTS - SEPTEMBER 2025		
		None	<u>0.00</u>	
		TOTAL SEPTEMBER 2025 PAID OUTS	<u><u>\$61,906.14</u></u>	
		Less: Expense Reimbursement from the Friends of the GPL	<u>(608.15)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$61,297.99</u></u>	

Financial Review September 2025

The Financial Report for the three-month period ending September 30, 2025 shows our income down by approximately \$47,600 as compared to the same period of the prior year. This was primarily a result of the Library beginning to include various grants received as part of the regular budget and the remainder of unspent funds was brought into the income in July 2024. Also, in 2024 a NYS Health Department Grant was received for \$23,900. Due to a cash flow problem in the prior year the Foundation also gave the Library the October income allocation one month early last year. Expenses for the current year-to-date period ending September 30, 2025 were up approximately \$56,500 from the prior year period due primarily to the increase in maintenance contracts and building, contents and liability insurance coverage. Maintenance and repairs also exceeded last year due to the resealing of the parking lots in 2025. Salary Expense also increased year over year due to raises given to employees as of July 1, 2025.

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

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

Balance Per Bank Statement					\$ 20,093.41
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	
09/17/25	7968	Mohawk Valley Library System		1,042.10	
09/17/25	7971	C D P H P		5,355.84	
09/17/25	7972	The Paul Revere Life Insurance Company		42.16	
09/30/25	DM	NYS Retirement System		10.32	
		Total Outstanding Checks		<u>16,250.42</u>	<u>16,250.42</u>

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 3,842.99

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

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

BALANCE IN LEDGER AND QUICKBOOKS \$ 18,001.50

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

Balance Per Bank Statement					\$ 178,099.07
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>

Other Items:
None -

BALANCE IN LEDGER AND QUICKBOOKS \$ 178,099.07

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

Balance Per Bank Statement					\$ 350,554.47
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks		<u>-</u>	<u>-</u>

Other Items:
None -

BALANCE IN LEDGER AND QUICKBOOKS \$ 350,554.47

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement

\$ 11,836.50

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
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None

-

Total Outstanding Checks

-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 11,836.50

Prepared By,
Michael J. Frank, Treasurer

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



Friends of the GPL Report
Jean LaPorta / President
September 2025

- Articles for the Friends' December newsletter should be sent to Mary Trainor by October 30.
- The Annual Membership Drive is underway. Please remember to renew your membership.
- Friends Week, October 21-24, will be celebrated with special recognition for both the staff members and Trustees. There will be small gifts for patrons, and a book giveaway all week in Youth Services.
- One of my favorite Friends Week activities – bringing a basket of baby items to the first baby born at NLH that week – is coming up. The Friends will donate books, toys, and baby clothes to the lucky baby and family.
- The Basket Raffle drawing will be held on Friday, October 24, at 1 PM at the Library, but there is still time to get your raffle tickets at the Information Desk!
- The Book Sale is scheduled for Friday, October 17 from 10 AM-4 PM and on Saturday, October 18, from 11 AM-4 PM
- *2 Across*, a comedy performance starring Sonny Duross and Lisa Pfeiffer will be held at the Library on November 19 at 6 PM. Registration is required. There will be a donation basket to raise funds to assist the Library with expanding the large print collection.
- The Dream Catchers singing group have once again been scheduled this year. The winter concert will be on for December 10, to open the holiday season. Cookies and punch will be served. Registration is required. There will be a donation basket to raise funds to assist the Library with expanding the large print collection.



Trustee Development Committee Report

Merry Dunn Brown / Chair

September 2025

Here are some options for finding ways to fulfill the NYS continuing education requirement for public library trustees:

- MVLS website
- NYLA website

Of note, for MVLS, are the Spring Symposium and their Annual Meeting in the fall, held at member libraries. Both of these in-person events award CE credits. Information on the Spring Symposium has yet to be released.

MVLS is also offering a Trustee Financial Oversight workshop on Zoom, October 23 at 9:30 AM.

NYLA, in conjunction with the Mid-Hudson Library System, offers a virtual monthly Trustee Book Club that focuses on a chapter of the Trustee Handbook. Trustee development resources are included in the book. The next one is November 8 at 5 PM. If anyone needs a current handbook, please speak up and they will send us a few.

To register and/or find out more information about these opportunities, click on the appropriate date on the calendar on MVLS' website. The calendar icon is on the right side of their web homepage, which can be found at mvls.info.

Please notify Merry after attending an event for CE credit, including the name and date of the event.

Library real property may only be sold with the prior approval of the Board of Trustees. The sale of Library property must occur in a public venue or be conducted by an agent authorized by the Trustees. The net proceeds from the sale of Library property will be used at the direction of the Board of Trustees.

Library property that is surplus, obsolete, or unusable, including, but not limited to, furniture, books, and computers, as well as items which could not otherwise be sold, may be disposed of at the discretion of the Director.

Any gift donated to the Gloversville Public Library becomes the property of the Library (see *Donations, Bequests, and Gifts Policy*) and, therefore, may be disposed of at the discretion of the Board of Trustees.

Approved May 2, 2009
Revised September 20, 2016
Reviewed February 18, 2020
Reviewed April 19, 2022
Reviewed October 15, 2025

The Gloversville Public Library offers free homebound services to Library cardholders in the Gloversville Enlarged School District who are unable to come to the Library either temporarily (due to illness or accident) or permanently (due to a disability or other mobility issue). When requesting the service, the patron will be asked as discreetly as possible to explain the need for homebound services. The patron requesting the service may also be asked to designate someone who can use the patron's library card to check out materials.

Homebound patrons will have the same privileges and responsibilities as other Library borrowers, including loan periods, material types, and fees.

Patrons requesting homebound services must meet the following eligibility requirements:

- Have a valid Gloversville Public Library card
- Be living within the Gloversville Enlarged School District
- Have an illness, injury, disability, or other mobility issue that prevents them from visiting the Library
- Have a viable means of contact (phone number and/or email address)
- Have a safe and appropriate environment for staff or volunteers to make their deliveries

Appropriate additional services for any homebound patron may include:

- Library staff advising and selecting materials and placing them on reserve
- The reservation of materials via the online catalog or by telephone
- Volunteers or patron designees delivering and picking up materials, and (if necessary), collecting fees
- Library staff offering application forms for the New York State Talking Book and Braille Library

The Library asks that patrons requesting homebound services provide a safe and appropriate environment for staff and/or volunteers delivering materials. Some examples of an unsafe home include, but are not limited to:

- If any person in the home presents threatening behavior, threatens the Library's representative(s), or has weaponry in sight
- If pets are not confined (with the exception of ADA authorized service animals)
- If any person in the home exhibits signs of illness or has been placed in quarantine or isolation for a medical issue that could jeopardize the health of the Library's representative(s)
- If conditions in the home are unsafe

If a staff member or volunteer must leave the home due to concerns about their safety, they will notify the Library Director. Homebound services will then be suspended until the issue(s) reported are resolved.

Adopted January 17, 2006

Revised December 19, 2017

Revised April 20, 2021

Revised October 18, 2022

Reviewed October 15, 2025

The mission of the Gloversville Public Library Local History Room is to collect, preserve, share and make available to the public items that are pertinent to the history of Gloversville, Fulton County, the Mohawk Valley region, and the Capitol District of New York State.

The Library will fulfill this mission by collecting, receiving, preserving, and providing access to primary and secondary sources that further its mission.

Items of particular interest that will be kept, include, but are not limited to:

- Local newspapers on microfilm, diaries, and business directories
- Items that assist in genealogical research, including, but not limited to, local high school yearbooks
- Items relating to research about Gloversville and Fulton County, including publications
- Items relating to the history of the leather and glove industries in Gloversville and Fulton County
- Items relating to the history of the area and its inhabitants

The Local History Room is a secure space. The collection housed within it contains items that are irreplaceable and not for general circulation. Therefore, the space will remain locked when not in use. In addition, to protect the integrity of the collection and safeguard the items in it, the following rules will apply to everyone wishing to use these materials:

- Every effort will be made to grant access to the Local History Room in a timely manner, but the space may not always be available at the time of inquiry; please contact the Library for current hours and availability before visiting
- Patrons accessing the Local History Room must be accompanied by a staff member at all times
- Patrons will enter the Local History Room with only paper and pencil, a computer, cell phone and/or other mobile device: no bags, computer bags, purses, or coats will be allowed in the Local History Room; items not allowed inside may be stored in the self-service lockers located outside the Local History Room door
- Access to the Local History Room is limited to patrons age 16 and up. Younger children may not access the space, even with caregiver supervision
- Patrons will be held responsible for any damage to materials, equipment, or furnishings in the Local History Room
- Violations of this policy may result in expulsion from the Local History Room and/or the Library, suspension of Library privileges, criminal prosecution or other legal action, as the Library Director deems appropriate

The Library will accept donations of such sources that enhance the collection or build on materials already existing in our collection. All donations must undergo review by the Library Director prior to acceptance. Materials outside the scope of the Local History Room's mission, or inappropriate for the collection due to space limitations and/or archival care requirements, may be returned, offered to another organization, or disposed of, as deemed appropriate by the Library Director.

Adopted April 20, 2021

Revised May 17, 2022

Reviewed October 15, 2025

The Library's public meeting rooms are provided free of charge and may be used for either private meetings or public programs. At the time of booking the Director must be informed of the topic of programs presented to the general public. Public programs must be open to all.

Permission granted to use public meeting rooms in no way constitutes endorsement of the policies or beliefs of any group or organization.

The Library reserves the right to deny requests for use based on the availability of space and/or the frequency or appropriateness of use as determined by the Director. The Library reserves the right to set aside meeting rooms during specific blocks of time for use by the Library. The Library is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the Library's control.

Rules governing use of Library meeting rooms by outside groups:

- Public meeting rooms may be used only during Library hours, unless approved by the Director.
- Groups must vacate the meeting room at least ten minutes before the closing of the building.
- Library meeting rooms and kitchenette must be restored to their original condition at the conclusion of the event.
- Unlawful or inappropriate activity shall not be permitted in meeting rooms. Such activity shall be grounds for immediate expulsion and may be a basis to deny future use of the public meeting rooms by any organization violating this policy.
- Meetings may be terminated if they are disruptive to Library services.
- If a group's words or actions disrupt or harass others in the Library; or, if overheard, cause others to feel that the Library is an unsafe space, the Library's *Acceptable Behavior Policy* will apply. Meetings conducted in a manner contrary to the safe space mindset established by the Library may be instructed to dismiss prior to the scheduled end of the meeting room reservation.
- Activities for minors, age 17 and under, must be supervised by responsible adults.
- Permission to use public meeting rooms is not transferable by any organization whose application is approved.
- Public meeting room users agree to pay for any and all damages to Library property incurred while the applicant is using such property.
- Light refreshments may be served in conjunction with a meeting or public event, with advance permission from the Library Director. If approved for refreshments, the kitchenette, including the refrigerator, may also be used.
- Non-library related, parties, luncheons, and receptions — or any catered events beyond light refreshments — are not permitted.
- The Library is not responsible for personal items lost, stolen or damaged during an event.
- The use of Library equipment may be requested when applying for the use of a room. Equipment available is listed on the meeting room request form.

Use of the kitchenette:

- Groups using the Library's meeting rooms may also request in advance the use of the kitchenette, kitchenette supplies, and equipment for the serving of approved light refreshments.
- Damage to the kitchenette or abuse of its free supplies and equipment may incur a fee, to be determined by the Library Director. Fees may also be charged if the space is not left in the manner found.
- The Library must be informed if the group is unable to clean appropriately with the supplies on hand.
- Groups may bring their own supplies for a program no more than 1 day prior to the program. The Library is not responsible for securing personal items left in the kitchenette.

Adopted January 17, 2006
Revised January 2007
Revised July 2011
Revised November 2011

Revised December 2017
Revised February 2019
Revised May 18, 2021
Revised October 18, 2022

Reviewed October 15, 2025

The *Employee Handbook* is the vehicle that provides the details of the *Personnel Policy* to the employees of the Gloversville Public Library.

The Board of Trustees provides benefits to employees outlined in the *Employee Handbook* and in conjunction with state and federal regulations.

The Board of Trustees provides a system of grievance, outlined in the *Employee Handbook*.

The Gloversville Public Library does not permit discrimination for or against any individual or group by its employees.

As a public library, the Gloversville Public Library comes under the jurisdiction of Civil Service as administered by the Fulton County Personnel Office. The Library will adhere to the qualification guidelines for professional and non-professional positions in public libraries under Civil Service.

Library employees are defined as follows:

- The director is an employee who meets the NYS standards outlined in Education Law Section 90.8.
- A professional employee possesses an ALA-accredited Masters Degree in Library Science (or similar program) and a public librarian's professional certificate from the State of New York.
- A non-professional, full-time employee is regularly scheduled to work 35 hours per week. All full-time employees are "exempt" employees. They hold salaried positions, and while entitled to compensatory time, they are not entitled to overtime pay.
- A non-professional, part-time employee is regularly scheduled to work a maximum of 29 hours per week. All part-time employees are "non-exempt" employees paid at an hourly rate. They are not entitled to compensatory time.
- A permanent employee is a professional or non-professional employee, either full-time or part-time, who has passed the probationary period in a Board-approved position or job title.
- A temporary employee fills the position of a permanent employee who is on extended leave.
- A special employee is appointed to work on a special project designed to be completed within a limited time and funded by either the regular Library budget or other sources.
- A volunteer performs various library tasks without receiving pay. Any reimbursement will be for pre-approved expenses only.

Adopted January 17, 2006
Revised June 19, 2018
Reviewed September 20, 2022
Revised October 15, 2025

The Gloversville Public Library is dedicated to being an alternative, complementary, and continuing education site. This tutoring policy applies to the tutoring of all students, regardless of age.

Tutoring groups will be limited to a maximum of 2 students per tutor per session. Library space is not to be used as a classroom or office for tutors, but as a safe and quiet workspace for students to receive the instruction necessary for them to be successful.

Tutoring will be allowed in public spaces on a first-come/first-serve basis and by reservation of the Main Floor Study Room. Exclusive use of public tables is not guaranteed. Study Room reservations may be made by calling the Library or by reserving the room on the Gloversville Public Library website. Tutors must check in with staff before proceeding to the reserved Study Room. Please see *Meeting Room Policy* for further information.

Adherence to all Library policies is expected of tutoring groups.

It is the responsibility of tutors to establish communication with their students. Students under the age of 18 must be under their tutor's supervision at all times.

Tutors working with students at the end of the day are asked to leave the Library ten minutes before scheduled closing time.

Adopted January 17, 2006
Revised February 17, 2009
Revised July 17, 2018
Revised May 18, 2021
Revised October 18, 2022
Reviewed October 15, 2025



Library Director's Report
Valerie Venturini / Library Director
September 2025

Budget Prep

September was a transitional month, which saw us moving into new operating hours, restoring two Library Clerk positions, expanding programming, and starting to look towards our institutional horizon – a pleasant change after spending the previous budget year unable to look at anything except where we were standing at any given time. Remember just how much work went into the budget process last year, I took the opportunity to get a bit of a head start on FY 2026-2027, by beginning to map our personnel, technology, and programming goals and their projected costs. I'm hoping this will help keep us from getting bogged down when the process kicks into high gear later this fall.

Youth Services

With Darla's retirement almost upon us, I've been trying to ensure that Sonny has the scaffolding necessary to step into her very big shoes. I found two free NYLA courses that focus on youth services, and he has been attending those. It is my hope that these will provide him with more insight regarding collection development, reference interviews, materials selection, as well as patron interactions. I've also been sending him to a number of youth services-centric workshops being given by NYLA and/or/MVLS. I'm eager for him to connect with his peers at other regional libraries, to learn how things are done at other institutions and to establish relationships should he need guidance down the road, once Darla is gone. Programming-wise, I'm having him focus on story time, as it is at the core of what we do for children. I've devised a story time planning online form, which he can use to map out his story times – including books to read, activities, supplies to purchase, and other particulars. We'll be able to archive these forms and call on them again, so he can build up what he does, as well as avoid wasting time recreating the wheel when it's not necessary. On top of all this, he will need to clean-out the Youth Service's office and make it his own, which is a bigger task than it sounds like. For now, I'm still taking the lead on the GESD class visits, as well as juvenile collection development, but I'll be working on these with him over the course of the year. So, there is truly a lot on his plate, but he is approaching it all with an impressive amount of motivation and willingness to take on new challenges, which has resulted in a renewed energy in Youth Services that is nice to see.

Meetings and Appointments

- September 2: Staff Meeting 1/.5 Hrs./1 Hr. Prep
Staff Meeting 2/.5 Hrs./1 Hr. Prep
Glove City Coalition/2 Hrs./.5 Hrs. Prep
- September 3: Kindergarten Kickoff/1.5 Hrs./2 Hrs. Prep
Workforce Development/.5 Hrs./0 Hrs. Prep
Adult Service/1 Hr./1 Hr. Prep
- September 4: Kim Zimmer, Cobleskill Director/1 Hr./.5 Prep
- September 5: MIS America/.75 Hrs./0 Hrs. Prep
- September 9: Staff Meeting 1/.5 Hrs./1 Hr. Prep
Staff Meeting 2/.75 Hrs./1 Hr. Prep
- September 10: Local History Room/.5 Hrs./.5 Hrs. Prep
Facility/.5 Hrs./1 Hr. Prep
- September 11: Building & Grounds/1 Hr./1.5 Hrs. Prep
- September 12: Glove City Coalition/1.5 Hrs./.75 Hrs. Prep
- September 16: Staff Meeting 1/.5 Hrs./1 Hr. Prep
Staff Meeting 2/.5 Hrs./1 Hr. Prep
Fulton County Personnel/.5 Hrs./1 Hr. Prep
- September 17: Youth Services/.5 Hrs./1 Hr. Prep
Programming/1 Hr./1 Hr. Prep
- September 18-27: Vacation
- September 29: Gloversville Educational Foundation
- September 30: Marketing/.5 Hrs./.75 Hrs. Prep



Adult Services Report

Nicole Hauser / Assistant Director & Head of Adult Services

September 2025

We pushed through and finished weeding all of the Picture Books and Board Books based on condition, only removing a total of 174 titles. We've made a few different lists and will be ordering direct replacements and additional titles soon to replenish those collections. We also weeded the Adult Fiction collection (261 titles) and have donated them to the Friends of the Library for their yearly book sale.

In the Local History Room, Shari and I have continued plugging away at cleaning up and organizing the vertical file, while Madison has been seeking information and estimates related to digitizing our collection of Gloversville leather industry scrapbooks.

We compiled summer reading data and sent the first report required for the Fulton County Youth Bureau grant to the Johnstown Public Library who manages the grant application.

This month we moved the Memory Lane Collection from the Non-Fiction Room into the Media Area, to the right of the Library of Things display. Circulation for the collection has been very low and we're hoping the move to a more visible location will improve circulation.

Programs:

- Books 'N Brews had a total of 9 participants
 - We met at Plaza's Italian Bistro and discussed News of the World by Paulette Jiles. All of the participants were excited to be back and we had an interesting discussion around the selected title.
- OFA Senior Picnic
 - Madison and I reached over 170 folks, highlighting services the Library provides including Memory Lane, Library of Things, and our Puzzle Exchange!
- Adult Crafting had a total of 18 participants
 - We had a full house as participants turned wooden triangles into well-groomed gnomes.

Grants & Special Projects Report

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

Grants for Building Projects

- SHPO CFA: Still waiting for SHPO's final approval of the bid packet.
- DLD Security Cameras: No update, but I expect to have the official confirmation of the award of last year's grant in October.
- DLD HVAC for Carnegie Room: I presented our project to the MVLS Board's committee that reviews the applications. I even used a hand vacuum at the beginning of my talk to simulate the noise we experience when the existing units are running. The committee's starting point of discussion was 60% of each project request (at 60%, ours would be \$54,693), but I don't know what their final recommendation to the state will be.

Other Grants

- I submitted our first voucher request for Small Wellness Grant that we received from the NYS Department of Health; this grant is valued at \$8,888. The voucher included three of the five deliverables for a total of \$6,800. Nicole and I attended a meeting in Rochester to fulfill another deliverable. This one, worth \$1,988, will be submitted for payment in October. The final deliverable is an end-of-grant survey. I don't know if that will be available to us this fall, or if we will have to wait until after the grant window closes on December 31.
- I submitted a Dream and Do grant to MVLS for \$500 in support of overhauling our Summer Reading Program in 2026.
- The John Henry Eldred Foundation grant for \$5,000 in support of children and teens will be wrapping up this fall.

Other Projects

- We hosted the mandatory pre-bid on-site meeting on September 24. We had five contractors, plus the architect and two representatives from the DRI GRIP grant. Bids are due by 2 PM on Thursday, October 9. Bids must be submitted to the Gloversville City Clerk. They cannot be dropped off at the Library. The bid opening will take place at City Hall as well.
- The installation of the security cameras has not yet been scheduled.
- I conducted a couple site visits with Chris Mundell from Joint Automation regarding the community Wi-Fi project we are exploring. Chris and I visited both St. Thomas Square and the Splash Pad. He is going to reach out to Spectrum to see if they already have internet running near either park. We also spoke about the specific equipment we will need and he would like to come back to test the range of potential routers and access points. The glass on the doors of the pavilion at St. Thomas Square might impact the strength of the signal.
- 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.

Statistics / Monthly Report

September 2025

Figures in parentheses are comparable figures for 2024

	<u>2025</u>	<u>2024</u>
VISITORS	3,952	(4,332)
CIRCULATION		
Adult circulation (includes 2 Memory Lane)	1,282	(1,272)
Teen Circulation (includes 33 Graphic novels)	67	(93)
Juvenile Circulation (includes 52 Graphic novels)	834	(677)
Audiobooks	10	(22)
eAudio	263	(225)
eBooks	364	(449)
Music	6	(2)
Periodicals	9	(13)
eMagazines	242	(207)
Videos	414	(350)
Museum Passes	0	0
Library of Things (includes 2 games)	9	(14)
Subtotal	<u>3,500</u>	<u>(3,324)</u>
In-House Use		
Adult	15	(31)
Juvenile Circulation	315	(293)
Other Materials	210	(190)
Subtotal	<u>540</u>	<u>(514)</u>
Total Circulation	4,040	(3,838)
REFERENCE QUESTIONS	89	(86)
MEETINGS / PROGRAMS / OUTREACH		
49 Adult programs & meetings with 420 people		(40 Adult programs & meetings with 313 people)
9 Juvenile programs & meetings with 293 people		(5 Juvenile programs & meetings with 496 people)
0 Teen programs & meetings with 0 people		(0 Teen programs & meetings with 0 people)
339 One-on-one programs & meetings with 339 people		(91 One-on-one programs & meetings with 91 people)
INTERLIBRARY LOAN		
Material Borrowed	417	(455)
Material Loaned	342	(431)
Total	<u>759</u>	<u>(886)</u>
COMPUTER USAGE	1,144	(1,012)
HISTORICAL ROOM		
Visitors	3	(2)
Phone/Email requests	1	(5)
Books Used	8	(26)
Reference Questions	4	(7)
Microfilm	3	0
SERVICE STATS		
Princh-pages/\$ collected	504/\$69.60	(163 / \$18.30)
Cassie printing-pages/\$ collected	1050/\$154.85	(868 / \$105.55)
Faxes-sent/\$ collected	8/\$23.00	(10 / \$39.00)
Essentials kit	4	(2)
Seeds-patrons/packets	1 patron/6 packets	(1 / 15)
Notary service	9	(8)