



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

Pledge of Allegiance
Attendance/Call to Order
Public Comment

1. Accept the Minutes of the:
 - August 20, 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
9. Outreach Committee Report
 - 2025-2026 Snow Removal RFP
10. Personnel Committee Report
11. Policy Committee Report
 - Donor Recognition [Review]
 - Whistleblower [Review]
 - Finance: Budget Development [Review]
 - Finance: General Accounting [Review]
 - Finance: Payment Authorization [Review]
 - Finance: Property, Plant, & Equipment [Review]
 - Finance: Purchasing and Procedure [Review]
 - Finance: Sale and Disposal [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
 - Fulton County Website Video

Adjourn*

Next Meeting: September 16, 2025 at 6 PM

* Motion Required



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

The Gloversville Public Library Board of Trustees held its regular monthly Board meeting on August 20, 2025. President Greg Niforos noted that the following Trustees were present: Vice President Merry Dunn Brown, Vice President of Finance Richard Carlson, Sue Shrader, , Caren Pepper, Charlotte Will, and Jonathan Federman. Library Director Valerie Venturini and Library Treasurer Michael Frank were also present.

Announcing that a quorum of the Library Board of Trustees was present, Mr. Niforos called the meeting to order at 6 PM and led all present in the Pledge of Allegiance.

Mr. Niforos asked if there was any public comment and reviewed the rules for public comment. A member of the public was present but no public comment was made.

Noting that the Library's regular recording secretary was absent, Mr. Niforos asked for a motion to allow Mr. Charles Reed to serve as Recording Secretary Pro Tempore. Ms. Dunn Brown made the motion, seconded by Ms. Pepper. The Trustees all approved this motion with a vote of "aye".

Mr. Niforos asked for a motion to accept the Regular Meeting minutes of July 15, 2025 and the Organizational Meeting minutes of July 15, 2025. Ms. Shrader made a motion, seconded by Mr. Carlson. The Trustees all approved this motion with a vote of "aye".

Mr. Frank delivered his Treasurer's Report for July 2025. Mr. Niforos requested a motion to accept the Treasurer's Report. Mr. Carlson made a motion, seconded by Mr. Federman. The Trustees all approved this motion with a vote of "aye".

Mr. Frank distributed the Warrants for June 2025. Mr. Niforos requested a motion to accept the Warrants and approve payment of the Warrants. Mr. Carlson made a motion, seconded by Ms. Dunn Brown. The Trustees all approved this motion with a vote of "aye".

Mr. Carlson informed the Board that there was no Budget and Finance Committee report.

Mr. Frank indicated that there was no report from the Gloversville Library Foundation.

There was no report from the Friends of the Gloversville Public.

Mr. Niforos had no President's report.

Mr. Carlson presented the Building and Grounds Committee Report.

Ms. Dunn Brown presented the Outreach Committee Report. It was noted that Caren Pepper's name was omitted from the list of volunteers that helped out during the RailFest.

Ms. Shrader presented her report. Ms. Venturini informed the Board that she would like to close the Library on October 10, 2025 for staff CPR training and staff training on the new AED devices. Ms. Venturini also said that the Library would need to close for other staff training and asked for a motion to close for up to a total of four days for staff training. Ms. Dunn Brown made the motion, seconded by Ms. Shrader. The Trustees all approved this motion with a vote of "aye".

Mr. Federman had no Policy Committee report. Ms. Venturini presented the second reading of the updated Bylaws for the Library. After the second reading, Mr. Federman made the motion to accept the new Bylaws, seconded by Ms. Will. The Trustees all approved this motion with a vote of "aye".

Ms. Pepper had no Program Committee report.

Mr. Niforos and Mr. Federman said there was no Sustainable Growth Committee report.

Ms. Dunn Brown and Mr. Carlson said was Trustee Development Committee report.

Ms. Acklin presented the Library Director's Report, as well as the Librarians' Reports and the monthly Library statistics.

Mr. Niforos asked if there was any Old Business. Mr. Carlson informed the Board that the previously approved resolution for up to \$80,000 for the Carnegie Room HVAC project would not be enough since the estimated quote from the contractor was \$90,500. After some discussion, Ms. Dunn Brown made a resolution to rescind the previous resolution for up to \$80,000 for the Carnegie Room HVAC project and it was seconded by Ms. Will. The Trustees all approved this motion with a vote of "aye". Ms. Shrader then made a new motion to allow the Library to spend up to \$100,000 for the Carnegie Room HVAC project and it was seconded by Mr. Carlson. The Trustees all approved this motion with a vote of "aye". Ms. Venturini informed the Board that the staff sexual harassment prevention training was in planning.

Mr. Niforos asked if there was any New Business. The Board was informed that two new part-time Library Clerks have been hired and that the new Library hours would begin on September 2, 2025. Ms. Venturini then informed the Board that Dawn and Walt Ryan would like to donate a piece of artwork to the Library. M. Shrader made a motion to accept the piece of artwork and Ms. Dunn Brown seconded the motion. The Trustees all approved this motion with a vote of "aye".

At 7:37 PM, Mr. Niforos requested a motion to adjourn. Mr. Carlson made the motion, seconded by Ms. Shrader. The Board unanimously approved with a vote of "aye".

The next meeting of the Board will be held on September 16, 2025.

Respectfully submitted,

Charles "Ren" Reed
Recording Secretary, Pro Tempore

GLOVERSVILLE PUBLIC LIBRARY

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

AUGUST 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	679.12	1,213.34	1,071.04	(10,786.66)
Investment Income - Fund Balance Account	0.00	0.00	0.00	917.57	0.00
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	12,000.00	24,000.00	24,000.00	(120,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	7,000.00	0.00	0.00	0.00	(7,000.00)
Government Affiliations - LLSA, City Pilot Funds	5,600.00	5,972.32	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	115.00	315.00	130.00	(3,685.00)
Fees & Miscellaneous Income	2,500.00	320.51	591.81	591.17	(1,908.19)
Friends of the Gloversville Public Library, Inc.	10,000.00	10,000.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u><u>\$1,006,109.71</u></u>	<u><u>\$29,086.95</u></u>	<u><u>\$42,292.47</u></u>	<u><u>\$74,650.01</u></u>	<u><u>(\$963,817.24)</u></u>
	Income Cash Reconcilement				
Income Cash Balance on August 1, 2025	\$330,236.94				
Plus: Receipts Per Report	29,086.95				
Less: Equipment - New Computers	(2,399.70)				
Less: Expenses Per Report	<u>(114,859.16)</u>				
Income Cash Balance on August 31, 2025	<u>242,065.03</u>				
Accounts Payable as of 08/31/25	21,420.00				
Prepaid Expenses as of 08/31/25	<u>(230.00)</u>				
Actual Cash Balance on August 31, 2025	<u><u>\$263,255.03</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$99,335.78				

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 August 1, 2025	\$97,609.37	
Plus: Receipts:		
Interest on Money Market Account	181.57	<u>Year to Date</u>
Interest on Treasury Bills	0.00	497.00
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	75,000.00	
Balance on August 31, 2025	<u>\$122,790.94</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on August 1, 2025	\$89,987.77	
Plus: Receipts:		
Interest on Money Market Account	155.45	<u>Year to Date</u>
Interest on Treasury Bills	0.00	0.00
Treasury Bills Matured	0.00	
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	40,000.00	
Balance on August 31, 2025	<u>\$50,143.22</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on August 1, 2025	\$13,835.93	
Plus: Receipts:		
Interest Earned	0.38	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	40,000.00	
Less: Paid Outs:		
Adirondack Cabling, Inc. - Security Cameras - Down Payment	42,000.00	
Balance on August 31, 2025	<u>\$11,836.31</u>	

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

AUGUST 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	\$ 47,378.69	\$ 59,654.42	\$ 55,963.06	\$ (364,952.58)
Salaries - Part Time Employees	71,404.00	11,359.42	15,720.64	12,868.86	(55,683.36)
Salaries - Custodians	47,758.00	5,184.30	6,665.53	5,775.52	(41,092.47)
F I C A & Medicare Tax	41,598.00	3,262.74	6,276.19	5,707.47	(35,321.81)
Unemployment Insurance	6,125.00	394.75	394.75	406.75	(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	5,993.37	18,267.25	17,579.74	(48,682.75)
Worker's Compensation Insurance	4,409.00	(634.14)	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	26.26	26.26	(5,473.74)
Electricity	36,500.00	4,338.55	4,338.55	2,782.93	(32,161.45)
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	1,734.24	7,159.24	3,013.68	(17,840.76)
Maintenance Contracts	52,300.00	23,985.00	35,624.34	8,904.30	(16,675.66)
Insurance - D & O Liability & Cyber Ins.	5,000.00	2,530.00	3,513.59	3,480.27	(1,486.41)
Telephone	8,541.00	774.16	1,555.70	1,359.82	(6,985.30)
Collections - Books, DVDs, etc.	25,000.00	1,531.70	4,739.98	3,865.01	(20,260.02)
Computer & Automation Services	21,000.00	1,198.08	2,370.18	2,318.74	(18,629.82)
Library, Office Supplies & Postage	10,000.00	2,069.89	2,069.89	700.91	(7,930.11)
Grants - Mohawk Valley Library System	3,000.00	480.08	521.14	729.32	(2,478.86)
Grants - Stewart's, WGY, etc (Youth)	25,004.71	1,391.42	1,916.42	483.10	(23,088.29)
Treasurer	9,600.00	850.00	1,600.00	1,500.00	(8,000.00)
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	398.90	398.90	0.00	(1,101.10)
Events & Programming	3,500.00	107.13	107.13	0.00	(3,392.87)
Promotion Expense	1,000.00	487.63	492.63	5.00	(507.37)
General Expense	<u>1,000.00</u>	<u>16.99</u>	<u>266.16</u>	<u>265.16</u>	<u>(733.84)</u>
TOTAL EXPENSE	<u>\$1,040,109.71</u>	<u>\$114,859.16</u>	<u>\$211,469.21</u>	<u>\$164,628.63</u>	<u>(\$828,640.50)</u>

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

AUGUST 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 8 Week Due 09/16/25	\$ 100,000.00	\$ 99,335.78	4.3580%	\$ 100,000.00	\$ 664.22
TOTAL SECURITIES CURRENTLY HELD	\$ 100,000.00	\$ 99,335.78		\$ 100,000.00	\$ 664.22

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 8 Week Due 09/16/25	\$ 300,000.00	\$ 298,007.33	4.3580%	\$ 300,000.00	\$ 1,992.67
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	\$ 600,000.00	\$ 594,788.20		\$ 600,000.00	\$ 5,211.80

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

AUGUST 2025

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7934		Gloversville Public Library	\$ 16,096.45	Payroll
7935	3485	Charter Communications	129.98	Computer & Automation
7936	3486	National Grid (4,364.81)	4,338.55	Electricity
			26.26	Heat - Natural Gas
7937	3487	Darla Barry	18.90	Professional Meetings & Travel
7938	3488	Stark Tech Services, LLC (25,364.00)	23,985.00	Maintenance Contracts
			1,379.00	Maintenance & Repairs
7939	3489	Business Card (2,955.55)	16.99	G/E - Zoom
			26.00	Computer & Automation
			15.00	Office Expense
			380.00	Professional Meetings & Travel
			728.94	Grants - Other
			71.97	Library Supplies
			480.08	MVLS Grant Expense
			57.24	Maintenance & Repairs
			487.63	Promotion Expense
			293.74	Collections - Museum Passes
			241.40	Postage
			49.43	Collections - Books
			107.13	Events & Programming
			774.16	Telephone
7940	3490	Frontier Communications	298.00	Maintenance & Repairs
7941	3491	Palmateer Trucking & Container Service	271.36	Library Supplies
7942	3492	Brodart Co.	5,355.84	Medical Insurance
7943	3493	C D P H P	42.16	Medical Insurance
7944	3494	The Paul Revere Life Insurance Company	2,530.00	Insurance - Cyber Insurance
7945	3495	Travelers Insurance Company (2,760.00)	230.00	Prepaid Expense
7946	3496	Michael J. Frank	850.00	Treasurer
7947		Void	0.00	
7948	3497	Derby Office Equipment, Inc.	113.30	Library Supplies
7949	3498	Mohawk Valley Library System (3,441.80)	1,042.10	Computer & Automation
			2,399.70	Equipment - New Computers
7950	3499	Galway Public Library	19.99	Lost Books, etc
7951	3500	L & L Embroidery, Inc.	242.00	Grants - Other
7952	3501	V I A Aquarium	350.00	Grants - Other
7953	3502	Ingram Library Services (1,205.01)	1,134.53	Collections - Books
			70.48	Grants - Other
7954	3503	Quill LLC	1,356.86	Library Supplies
7955	3504	Naif's	54.00	Newspapers
7956		Gloversville Public Library	16,270.32	Payroll
7957	3505	First Nonprofit Unemployment Program (3,601.00)	394.75	Unemployment Insurance
			3,206.25	Cash Reserve
DM		E F T NYS Deferred Compensation	600.00	Def. Comp. - Withholdings
DM		E F T NYS & Local Retirement System	847.59	Pension - Withholdings
DM		E F T Invesco - 403b	150.00	Payroll
DM		E F T NYS Tax Department	1,814.01	Payroll
DM		E F T United States Treasury (10,542.48)	3,262.74	FICA & Medicare Expense
			7,279.74	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	843.81	Medical Insurance
		CHECK AND EFT PAID OUTS - AUGUST 2025	<u>100,733.38</u>	
		PETTY CASH PAID OUTS - AUGUST 2025		
		None	<u>0.00</u>	
		TOTAL AUGUST 2025 PAID OUTS	<u>\$100,733.38</u>	
		Less: Cash Reserve	(3,206.25)	
		Plus: Prepaid Expense	(230.00)	
		Plus: August 1st Payroll Deducted in July	20,615.86	
		Less: Equipment - Computers	(2,399.70)	
		Less: Lost Books, etc.	(19.99)	
		Less: Workers' Comp. Rebate	<u>(634.14)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$114,859.16</u>	

Financial Review August 2025

The Financial Report for the two-month period ending August 31, 2025 shows our income down by approximately \$32,400 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. Expenses for the current year-to-date period ending August 31, 2025 were up approximately \$46,800 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
August 31, 2025**

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

Balance Per Bank Statement					\$ 21,726.68
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	
08/20/25	7935	Charter Communications		129.98	
08/20/25	7941	Palmateer Trucking & Container Service		298.00	
08/20/25	7944	The Paul Revere Life Insurance Company		42.16	
08/20/25	7950	Galway Public Library		19.99	
08/20/25	7955	Naif's		54.00	
08/20/25	7957	First Nonprofit Unemployment Insurance		3,601.00	
		Total Outstanding Checks			<u>13,945.13</u>

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 7,781.55

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

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

BALANCE IN LEDGER AND QUICKBOOKS \$ 18,001.50

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

Balance Per Bank Statement					\$ 122,790.94
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 \$ 122,790.94

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

Balance Per Bank Statement					\$ 50,143.22
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 \$ 50,143.22

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement

\$ 11,836.31

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

\$ 11,836.31

Prepared By,
Michael J. Frank, Treasurer

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



Friends of the GPL Report
Jean LaPorta / President
August 2025

Correction: BBQ tickets are \$15 (not \$16, as reported in August).

Friends' meetings are now on Wednesdays at 5 PM in the Small Meeting Room in January, March, May, August, September, and November

At the Friends Annual Meeting on September 3 the Friends approved a \$10,000 donation for Library's 2025-2026 operating budget. This means that since beginning this commitment in 2013, the Friends have donated \$130,000 to the Library to support the operating budget. It has only been possible because of the work that the various Friends fundraising committees have successfully earned over the years. Everyone's time and talent is greatly appreciated.

At the Annual Meeting, I always ask the committee chairs if they wish to continue and they always say yes! I am so grateful for their enthusiasm and energy.

Our Membership Renewal Drive will begin soon and we count on the support of all the Friends, and ask that everyone continues to make their renewal a PRIORITY. It is only with a robust membership that the Friends can help meet the needs of the Library for ongoing projects and financial support not included in the operating budget.

Lots of things are coming up at the Library: Watch for details about our show on November 19 and the holiday concert on December 10. And before I forget, we were given the opportunity to have our first fundraiser at the Glove Theatre, for the performance of "The Pirates of Penzance" on August 15-17. It was a pleasure to work with Kathleen Perrott, President of the Theatre Board, and I am hopeful there will be future opportunities to continue holding fundraisers at the Glove.

The Book Sale is coming October 17 and October 18.

Articles for December issue of the Friends' newsletter are due to Mary Trainor by October 30.

Gloversville Public Library

58 East Fulton Street

Gloversville, New York 12078

2025-2026 SNOW REMOVAL SERVICES

REQUEST FOR PROPOSALS

General

1. The Gloversville Public Library is accepting contractor proposals for **SNOW PLOWING, SNOW BLOWING, SNOW SHOVELING AND SANDING SERVICES** for the 2025-2026 winter season for sites located at 58, 66, 68 & 68 1/2 East Fulton Street. This proposal does not include any of these services for 62 East Fulton Street (the former County Probation Building property) as that property is under separate ownership and is not owned by the Gloversville Public Library.
2. The contractor proposal is to be mailed or delivered to the Library and marked "RFP-Snow Removal" and due by **FRIDAY, SEPTEMBER 26, 2025**.

Specific Scope of Work

1. The contractor agrees to provide the Library with snow plowing and the removal of plowed snow from Library premises in those areas marked in yellow on attached Maps A and B.
2. The contractor agrees to provide the Library with snow blowing and snow shoveling services for those areas marked in orange on enclosed Maps A and B.
3. The contractor shall provide these services on an as-needed basis from November 1, 2025 through April 30, 2026.
4. The contractor agrees to be on Library property to begin snow plowing, snow blowing and snow shoveling services as soon as fresh snow has reached a depth of 2 inches and these services will continue at periodic intervals through the storm when the depth of snow reaches 2 inches. When possible, overnight snowfall will be removed by 9 am the morning of the storm.
5. All work shall be completed in a workmanlike manner consistent with customary industry standards.
6. Stockpiling of plowed snow from the 58 East Fulton Street parking lot and its southern exit driveway shall be limited to impacting no more than 2 parking spaces at the rear of the lot. Stockpiled snow from this area shall be removed as needed and deposited on the 66, 68 & 68 1/2 East Fulton Street property at a location specified by the Library director. Stockpiling of plowed snow from the 66, 68 & 68 1/2 East Fulton Street parking lot and its exit driveways shall also be limited to impacting no more than 2 parking spaces at the rear of the lot. Stockpiled snow from this area shall be removed as needed and deposited on the 66, 68 & 68 1/2 East Fulton Street property at a location specified by the Library director.
7. The contractor shall not leave snow drifts or snow banks in front of the dumpster enclosure, in fire lanes, in front of any building entrance, on Library walkways or on public sidewalks. If such snow drifts or snow banks are created during the removal of snow the contractor shall remove them at no additional cost.

8. When plowing snow in the parking lots the contractor shall exercise the utmost care when removing snow from around any parked vehicles and shall return later in the day to clear those areas where vehicles had been previously parked.
9. When icy or slippery conditions prevail, the contractor will apply only the amount of sand, rock salt or other deicing product on the parking lot, walkways and sidewalks necessary to ensure safe walking and driving. The contractor shall avoid using excessive amounts of sand or deicing products on the parking lot, walkways and sidewalks. The contractor shall take care to not place sand on the permeable asphalt pavement portion of the 66, 68 and 68 ½ East Fulton Street parking lot (as indicated on Map B).
10. The contractor shall keep the 9 catch basins shown on Map A and the 2 catch basins shown on Map B clear of plowed, shoveled, fallen or blown snow as needed. The contractor shall also remove snow from around the fire hydrant on East Fulton Street and from around the flagpole adjacent to the front building entrance on East Fulton Street. To the extent possible, the contractor shall avoid depositing snow directly on top of landscaping plants.
11. The contractor shall be responsible for any damage caused by snow removal operations including but not limited to the Library building, curbs, parking blocks, fences, signs, light poles, existing landscape, pavement, walkways, sidewalks and stone surfaces.
12. The contractor must notify the Library within 24 hours of any damages or problems that may have occurred.
13. The contractor shall comply with all applicable federal, state and local laws, ordinances and codes relating to safety and health measures in performing work under this agreement.
14. The contractor shall provide proof that they have and will continue to maintain during the life of this agreement general liability insurance appropriate for this work in the amount of \$1,000,000 per person, \$1,000,000 for bodily injury and \$500,000 per occurrence/\$500,000 aggregate for property damage.
15. The Library agrees to pay the contractor when invoiced.
16. If the Library disputes any portion of an invoice it must notify the contractor within 14 calendar days of receiving the invoice. Any portion of an invoice which is not disputed will be paid.

SERVICES OPTIONS

CONTRACTOR NAME AND ADDRESS:

OPTION ONE: SEASONAL CONTRACTED RATE FOR THE 2025-2026 WINTER SEASON

Total Amount: \$_____

OPTION TWO: SERVICES PROVIDED AND BILLED FOR EACH OCCURRENCE

Snowplowing and Shoveling: \$_____per occurrence

Sanding and deicing: \$_____per occurrence

Stockpile snow removal: \$_____per occurrence

GLOVERSVILLE



PUBLIC
LIBRARY

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

The Outreach Committee will meet next month to begin planning for the Library's participation at the Soroptimist Craft fair on November 24. We will also start planning GPL's second Love My Library event, to be held in April of next year. This will be an ongoing process over the next several months; it requires much time and effort to bring this event to fruition. The Outreach Committee welcomes all suggestions for ways to make the Love My Library event a success. If any trustees have suggestions or are interested in helping to sponsor this event, please contact Merry or Charlotte.

GLOVERSVILLE



PUBLIC
LIBRARY

Personnel Committee Report
Sue Shrader / Chair
August 2025

The Personnel Committee met on August 29 to discuss an interpretation of the Employee Handbook guidelines concerning use of leave time. The meeting was by Zoom and the attendees were Greg Niforos, Valerie Venturini, and Sue Shrader.

Just a reminder, if you have suggestions for additions or deletions for the Director Evaluation form, please submit them in writing so that they may be discussed at a future Personnel Committee meeting. Deadline is October 1. We need to get started on this so it is completed before we have to use it again. Comments are welcome.

Donor recognition is a crucial component of fundraising. Through proper recognition, the Gloversville Public Library can acknowledge financial support in a consistent and meaningful way. The Library encourages cash gifts, gifts of securities and securities transfers, matching gifts, memorials and tributes, bequests, charitable gift annuities, and charitable remainder trusts.

The Library and Gloversville Library Foundation acknowledge that gifts made to the Foundation are given for the benefit of the Library and agree that recognition will adhere to this Library policy. While the Friends of the Gloversville Public Library also receive gifts for the ultimate benefit of the Library, the Friends provide their own acknowledgement to their donors.

Visible and tangible recognition of gifts allows the Gloversville Public Library to recognize its most generous donors and provides examples of generosity for others to emulate. The Library will, however, respect and abide by a donor's wish to remain anonymous.

The Library Director and designees are responsible for all donor recognition and for the consistent implementation of this policy.

Donor Recognition Objectives

The donor recognition policy is intended to:

- Provide appropriate, timely and donor-centered recognition of all charitable donations
- Cultivate future support among the current donor base
- Stimulate interest and support potential donors

General Recognition Practices

Recognition policies apply to gifts received from individuals, corporations, foundations, and/or selected government entities recognized as a single donor. Gifts from a group of family members will be recognized as a single donor for the combined total of gifts from the individual family members.

Only gifts accepted in accordance with Gloversville Public Library's guidelines (see *Appendix A: Acceptance Guidelines*) will qualify for recognition.

Due to the unique nature of donor relationships, exceptions to the stated recognition policy may be appropriate and may be approved by the Library Board, on a case-by-case basis.

Donor Recognition Boards

Donor recognition boards or other recognition vehicles will be created for Historic Gifts, Campaign Gifts, Lifetime Gifts, and general donations and will be placed in a location that will maximize impact visibility. Individual, corporate, foundation, governments and other benefactors will be recognized on the donor recognition boards according to the level of their respective support.

The Library reserves the right to maintain, replace, relocate, or remove any donor recognition plaque or other form of donor recognition at its discretion, unless explicitly restricted in the terms of the gift and agreed to by the Board of Trustees at the time the gift is made. Reasons for such action may include, but are not limited to: donations that are not honored, the expiration of agreed upon terms, the need for future funding campaigns, or if the Board of Trustees determines that continued association with the donor does not support the mission or image of the Library.

Appendix A: Acceptance Guidelines

These guidelines apply to monetary gifts. For more information about donation of books and other items see the *Donations Policy*. Monetary gifts may be made in the forms of cash, checks, and securities payable and/or transferable to the Gloversville Library Foundation, Inc.

Definitions

Historic Gifts: Fall within the first 100 years of the Library's history, 1880-1980

Campaign Gifts: Refer to specific fundraising efforts and recognition will be defined at the beginning of each campaign.

Lifetime Gifts: Lifetime gifts recognize a special devotion to the Library on the behalf of the donor and are meant to honor long term dedication. Lifetime gifts will be acknowledged when the giving has occurred a minimum of five (5) times and the total of the gifts has reached the \$10,000 threshold. This recognition is independent of campaign recognition.

General donations: General donations are an important part of the Library's annual operating budget and help fund programs and services. They are often in memory or in honor of a loved one who valued the Library. Donors who give over \$5,000 will be given permanent recognition. Donors who give under \$5,000 will be personally thanked.

Adopted January 21, 2014
Revised July 17, 2018
Revised June 15, 2021
Reviewed September 17, 2025

The Gloversville Public Library requires its trustees, officers, employees, and volunteers to operate in compliance with all applicable laws, rules, regulations, and library policies. This policy provides an avenue for all trustees, officers, employees, or volunteers to report any known or suspected action in violation of this requirement without fear of intimidation, harassment, discrimination, retaliation, or adverse employment consequences.

Reporting

Employees, trustees, officers, and volunteers must report a reasonable belief, including but not limited to, that:

- a policy, practice, or activity of the library, including actions by its employees, trustees, officers, or volunteers, is in violation of applicable law and/or existing Library policies
- an action taken on behalf of the library is in violation of the law and/or existing Library policies
- an individual or entity with which the Library has a business relationship has, in the course of that relationship, violated applicable law

The written report should be given to either the Library Director or the President of the Board of Trustees. If the concerns are with or about either of these parties the report should be given to any member of the Board of Trustees.

No Retaliation

The Gloversville Public Library expressly prohibits any form of harassment, intimidation, adverse employee action, or any other form of retaliation against any trustee, officer, employee, or volunteer who:

- raises suspected violations of law
- cooperates in inquires, investigations, or proceedings
- reports suspected violations of GPL policies or bylaws

Any trustee, officer, employee, or volunteer who believes they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to the Library Director or the President of the Board of Trustees. If the concerns are with or about either of these parties the report should be given to any member of the Board of Trustees.

Any trustee, officer, employee, or volunteer who, in the Board of Trustees' assessment, has been found to engage in any form of retaliation will be subject to discipline, up to and including termination or removal.

Confidentiality

Reports of violations or suspected violations may be reported on a confidential basis or may be submitted anonymously. All reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Investigation

All reports will be presented to the Board of Trustees at the next scheduled meeting of the Board and investigated promptly. An appropriate investigation will be conducted by a designee of the Board, or legal counsel if deemed appropriate. The results of the investigation will be presented to the Board of Trustees, which will take action on the report, if necessary. A report summarizing the investigation and actions taken will be given to the concerned individual(s).

A copy of this policy will be included in the Employee Handbook.

Adopted February 16, 2010

Revised May 15, 2018

Revised July 20, 2021

Reviewed September 17, 2025

It is the responsibility of the Board of Trustees to adopt an annual budget. The development of the budget for the Library is the responsibility of the Board of Trustees with the assistance of the Director and the Treasurer.

Funds for the Library's operating budget come primarily from the tax levy. The Gloversville Enlarged School District collects the voter approved tax levy and distributes it to the Library. Any changes in the tax levy must be approved by the voters of the Gloversville Enlarged School District during the annual election, which is run by either the Library or the Gloversville Enlarged School District. Some additional funds may come from the Gloversville Library Foundation, Inc. The Gloversville Library Foundation gives the Library the earned interest and dividends from its investments, minus expenses.

Additional funds for the Library budget may come from other organizations such as the surrounding municipalities which use the Library, the Fulton County Youth Bureau, per capita State aid, and MVLS, as well as donations by individuals and by the Friends of the Gloversville Public Library.

The Director is responsible for operating the Library using the funds as described by the annual budget. The Trustees are responsible for budgetary oversight and may authorize an adjustment in spending as circumstances dictate.

All checks or withdrawals drawn on the Library accounts must be co-signed. Eligible signatories are the officers and the Treasurer of the Board. (from the by-laws)

See NYS Education Law § 259 (Appendix A)

Adopted June 2006 Revised: July 2013
Revised December 2016
Revised March 17, 2020
Revised October 19, 2021
Reviewed September 17, 2025

NYS Education (EDN) Chapter 16, Title 1, Article 5, Part 2
 § 259. Library taxes.

1. a. Taxes, in addition to those otherwise authorized, may be voted for library purposes by any authority named in section two hundred fifty-five of this part and shall, unless otherwise directed by such vote, be considered as annual appropriations therefor until changed by further vote and shall be levied and collected yearly, or as directed, as are other general taxes. In the case of a school district the appropriation for library purposes shall be submitted to the voters of the district as proposed by the library board of trustees in a separate resolution and shall not be submitted as a part of the appropriation of the necessary funds to meet the estimated expenditures of the school district. All moneys received from taxes or other public sources for library purposes shall be kept as a separate library fund by the treasurer of the municipality or district making the appropriation and shall be expended only under direction of the library trustees on properly authenticated vouchers, except that money received from taxes and other public sources for the support of a public library or a free association library or a cooperative library system shall be paid over to the treasurer of such library or cooperative library system upon the written demand of its trustees. All such moneys paid over to a public library treasurer shall be deposited and secured in the manner provided by section ten of the general municipal law and the library trustees or the library treasurer, if the trustees shall delegate such duty to him, may invest such moneys in the manner provided by section eleven of such law.

b. * (1) Except as provided in subparagraph two of this paragraph, whenever qualified voters of a municipality, in a number equal to at least ten per centum of the total number of votes cast in such municipality for governor at the last gubernatorial election, shall so petition and the library board of trustees shall endorse, the question of establishing or increasing the amount of funding of the annual contribution for the operating budget of a registered public or free association library by such municipality to a sum specified in said petition, shall be voted on at the next general election of such municipality, provided that due public notice of the proposed action shall have been given. Except that for the year two thousand twenty-one, the number of qualified voters of a municipality needed to petition for purposes of this subparagraph shall be at least twenty-five. An increase in library funding provided pursuant to this paragraph shall not apply to a municipal budget adopted prior to the date of such election.

* NB Effective until December 31, 2021

* (1) Except as provided in subparagraph two of this paragraph, whenever qualified voters of a municipality, in a number equal to at least ten per centum of the total number of votes cast in such municipality for governor at the last gubernatorial election, shall so petition and the library board of trustees shall endorse, the question of establishing or increasing the amount of funding of the annual contribution for the operating budget of a registered public or free association library by such municipality to a sum specified in said petition, shall be voted on at the next general election of such municipality, provided that due public notice of the proposed action shall have been given. An increase in library funding provided pursuant to this paragraph shall not apply to a municipal budget adopted prior to the date of such election.

* NB Effective December 31, 2021

(2) Solely for the purposes of this paragraph, the term "municipality" shall:

- (i) not include a city with a population of one million or more,
- (ii) mean only a county when the public libraries located in such county are members of a federated public library system whose central library is located in a city of more than three hundred thousand inhabitants.

2. In the case of a joint public library authorized to be established by two or more municipalities or districts pursuant to section two hundred fifty-five of this chapter, the governing bodies of the participating municipalities and districts shall enter into an agreement designating the treasurer of one of the participating municipalities or districts to be the treasurer of the joint public library. The agreement shall be for a period of not less than one year nor more than five years and the state comptroller and the commissioner of education shall be notified in writing by the board of library trustees of such agreement and designation.

The municipality or district whose treasurer is designated to serve as treasurer of a joint public library may be compensated for the services rendered by such official to the library. The amount to be paid for such services shall be determined by agreement between the governing body of the municipality or district and the board of library trustees, and shall be paid at least annually from the public library fund.

3. The treasurer of a joint public library shall maintain the separate library fund required by subdivision one of this section and shall credit to such fund all moneys received. The state aid apportioned to a joint public library, amounts appropriated by participants toward its support and all amounts received from other sources shall be paid to the library treasurer. Appropriations for the library made by the participating municipalities or districts shall be paid in full to the library treasurer within sixty days after the beginning of the library fiscal year.

Disbursements for purposes of a joint public library shall be made by the treasurer in the manner prescribed in subdivision one of this section.

Within thirty days after the close of the fiscal year the treasurer shall make an annual report of the receipt and disbursement of library moneys to the board of library trustees and to the governing body of each of the participating municipalities or districts.

4. Notwithstanding the provisions of subdivisions one and three of this section, the library trustees may by resolution establish a petty cash fund, in such amount as they shall determine, for any employee who has supervision of any library or branch thereof. Expenditures from such fund may be made by such employee in advance of audit by the library trustees, but only after the submission of properly itemized and authenticated vouchers for materials, supplies or services furnished to the library or branch thereof and upon terms calling for payment to the vendor upon the delivery of any such materials or supplies or the rendering of any such services. At each meeting of the library trustees a list of all expenditures made from such fund since the last meeting of the trustees, together with the vouchers supporting such expenditures, shall be presented by such employee to the library trustees. The trustees shall direct the treasurer to reimburse such petty cash fund in an amount equal to the total of such bills which the trustees shall so allow. Any of such bills or any portion of such bills which the library trustees shall refuse to allow shall be the personal liability of such employee and he shall promptly reimburse such petty cash fund in the amount of such disallowances. If such reimbursement has not been made by the time of the first payment of salary to such employee after the action of the library trustees in disallowing an amount so expended, such amount shall be withheld from such salary payment to such employee and, if necessary, subsequent salary payments and paid into such petty cash fund until an amount so disallowed by the library trustees has been repaid in full to the petty cash fund.

The purpose of Financial Policies is to support the mission of the Gloversville Public Library, to inform the public, and to direct the Board of Trustees, the Director, and Treasurer as to the policies that protect the financial operations of the Library. These policies are based on various laws, including the Internal Revenue Code sections 170 and 501 © (3); NYS General Municipal Law, Education Law, Not for Profit Corporation Law, and on the opinions and guidelines of the NYS Comptroller’s Office.

Administrative Guidelines and Procedures are outlined in the Financial Procedure manual.

The Gloversville Public Library’s finance policies and procedures conform with Generally Accepted Accounting Principles with the guidelines developed by the NYS Comptroller’s Office. The Board of Trustees, Treasurer, and the Board’s selected outside auditing firm all bear responsibility for insuring that GPL complies with these principles and OSC’s guidelines.

The Treasurer will maintain records and will follow accepted accrual accounting procedures.

Adopted December 20, 2016
Reviewed February 18, 2020
Reviewed April 19, 2022
Reviewed September 17, 2025

The Gloversville Public Library maintains control over the payment of claims with specific requirements for check inventory, payment approval, separation of duties, and bank reconciliation procedures. All payments are reviewed by the Claims Auditor prior to the authorization by the Board of Trustees. Claims are made through a controlled system of purchase orders and receipts.

The Treasurer prepares the claims, the Claims Auditor reviews the claims and then recommends their payment to the Board of Trustees. The Board of Trustees approves the claims on the warrant list at their monthly board meetings. The Treasurer prepares the checks. All checks require two (2) signatories as per the *Budget Development Policy*.

The payroll account and the general account are separate checking accounts.

Authorized signatories are appointed at the annual organizational meeting.

Adopted December 20, 2016
Reviewed February 18, 2020
Revised October 19, 2021
Reviewed September 17, 2025

PURPOSE

To provide management with library policy and procedures governing accounting for the acquisition and disposition of the library’s fixed assets and intangible assets.

BACKGROUND

As a general rule, a large expenditure should be capitalized if it benefits future accounting years and/or extends the useful or productive life of an asset. Capitalized expenditures are categorized as Fixed Assets and Intangible Assets. Assets are long-lived assets acquired for the use in the operation of the library and are not intended for resale to customers. The most common examples of fixed assets are land and land improvements, leasehold improvements, furniture and fixtures, office equipment. Intangible assets are assets that are used in the operation of the library but which have no physical substance and are noncurrent assets. Leading examples are goodwill, leaseholds, copyrights, franchises, licenses and trademarks.

The library is committed to properly evaluating the economic feasibility of all proposed capital expenditures or acquisitions. Short-term and long range planning shall be utilized to ensure that investments in capital assets contribute to the organization’s overall missions and goals. The library is also committed to establishing and maintaining uniform accountability for fixed assets and intangible properties. Standards should be established to provide accurate accounting records for the acquisition, maintenance, control and disposition of properties. Strong internal controls shall be maintained to protect against loss and unauthorized use of the assets.

SCOPE

The policy applies to all library personnel.

POLICY

PROVISIONS

1. Investments in capitalized assets should contribute to the library’s missions and goals. A cost benefit analysis may be required by the Treasurer or Trustees to ensure that the expected benefit derived from the purchase or acquisition of certain assets will equate to a positive , annual net cash flow over time. Typically, purposed capital expenditures and acquisitions will be included in the annual budgetary process.
2. The Library Board of Trustees must approve all capital expenditures, which is normally done through the annual budget process.
3. The cost of a fixed asset should be accurately reported. The value capitalized is cost. Total cost includes all expenditures reasonable and necessary in acquiring the assets and placing it in a position and condition for use in the operations of the library.
4. A fixed asset must have an expected useful life greater than one year. The useful life assigned to an asset should be applied consistently within other fixed asset categories. Buildings and equipment should be depreciated over their estimated useful lives using the straight-line depreciation method. Leasehold improvements should be amortized using the straight-line depreciation method over the term prescribed in FAS 13 (i.e. estimated useful life or the term of the lease depending on the type of the lease and the conditions met or not met under paragraph 7 of (FAS 13).
5. An intangible asset must benefit future accounting periods, and the cost of an intangible asset should be accurately reported. The cost capitalized typically includes the purchase price, legal and government fees, registration fees, as well as similar costs. The period of amortization is generally based on the estimated period of benefit, but not more than 40 years, using the straight line amortization method.
6. Purchases and the acceptance of donations will be made according to the *Public Purchasing Policy* and the *Donations, Bequests and Gifts Policy*.

7. The threshold for depreciation is to be \$500 or more per individual item updated annually. The policy provides that capital expenditures under these thresholds shall be charged to expense rather than capitalized and depreciated. However, the purchase of individual assets valued below this threshold may in certain circumstances, also be grouped together that the overall purchase is then classified as capital expenditures. For example, the block purchase of items such as computer laptops may be capitalized even through individual items are valued well below the de-minimus limit.

8. Depreciation and useful life:

The treasurer will assign an estimated useful life to all assets for the purpose of recording depreciation. The Suggested Useful Lives schedule is used to establish lives of most assets.

- Software 3 years
- Computers and technology 3 years
- Office equipment 7 years
- Other equipment 7 years
- Leasehold improvements - life of the lease
- Buildings and improvements 39 years
- Building components 10 to 15 years

Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected to meet current service demands. Adjustments should be properly documented. Depreciation is recorded based on the straight line or accelerated or expense method as determined by the Board of Trustees annually using actual month convention and depreciation down to the asset salvage value.

9. All fixed assets must be inventoried annually by the Library Director. Assets not in use or idle for an extended or indefinite period of time, and obsolete assets should be removed from inventory. The Library Director is responsible for notifying the Treasurer of equipment dispositions and lost or stolen properties when they occur.

10. All portable fixed assets of significant worth that are at risk of theft, loss, or displacement should be tagged, such as computers, printers, cash registers, fax machines, TVs, cameras, and refrigerators. If the item is fixed or non-movable the item should not be tagged e.g. workstation panels, overheads, and file pedestals.

11. The Library Director is responsible for disposing of damaged or unused furniture, fixtures, and equipment. An effort should be made to ensure that residual or salvage values are effectively realized, and all cash proceeds should be deposited immediately with the Treasurer.

12. The Treasurer is responsible for the accuracy of the accounting records as reported by the Library Director and the tracking of equipment. Adjustments to property subsidiary records should be reviewed and approved by the Treasurer.

13. All library capitalized assets shall be adequately insured to cover estimated replacement values or fixed costs. Maintenance contracts for large equipment purchases should be obtained when appropriate.

Approved February 19, 2019

Revised May 17, 2022

Reviewed September 17, 2025

Gloversville Public Library has established this purchasing policy to comply with General Municipal Law §104-b.

General

Only the Library Director may commit the library to purchases. All purchases require the proper preparation of a purchase order. It is the responsibility of the Library Director to secure the appropriate bids or to investigate alternative suppliers to ensure the most economical purchase of required items. The Library Director shall have the final authority on all purchase decisions.

Library Materials

The Director has the discretion to purchase books, magazines, audio-visual, and other materials intended for patron use from vendors offering a state contract, volume discounts, or materials available only from the publisher.

General Purchases

The following schedule is for purchases involving the acquisition of materials, supplies, equipment, or professional services for which there are stated prices and sufficient budget appropriations. Catalogs or price lists may be substituted for verbal or written quotes. If the item is offered under state contract and the price is equal to or less than the state contract price, no quotes are required.

Up to \$5,000	Discretion of the Library Director
\$5,000-\$19,999	Minimum of three documented quotes or a documented reasonable alternative approved by the Board of the Trustees prior to purchase
\$20,000 or more	Formal bid process; If a bid other than the lowest is accepted written justification and documentation must accompany the purchase paperwork

Public Works The following schedule is for public works projects involving services, labor, or construction. Prevailing wage regulations apply to all public works projects.

Up to \$5,000	Discretion of the Library Director
\$5,000-\$34,999	Minimum of three documented quotes or a documented reasonable alternative approved by the Board of the Trustees prior to purchase
\$35,000 or more	Formal bid process; If a bid other than the lowest is accepted written justification and documentation must accompany the purchase paperwork

Items Not Subject to Bid

- Professional services which involve specialized expertise, use of professional judgment and/or a high degree of creativity, such as attorney, architect, engineer, or land surveyor
- Emergencies arising from: an accident or other unforeseen occurrence; a situation in which public buildings, property, or residents are at risk; or immediate action is required that cannot await competitive bidding
- State contracts which are regulated by the Office of General Services
- Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to the public interest

A memo should be attached to purchase orders for items not subject to competitive bidding detailing why the procurement was not competitively bid.

Purchase Orders

The Finance Committee, in consultation with the Library's auditors and with their approval, shall be responsible for establishing procedures for the proper and cost-effective preparation of purchase orders.

Appropriations

All purchases must have a budgetary appropriation.

Financial Reporting

The Library Director or other Board-approved designee shall authorize the payment of all claims made for purchases. The Vice President for Finance shall report such activity to the Board of Trustees on a monthly basis.

Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of General Municipal Law, §104-b* shall not be grounds to void action taken or give rise to a cause of action against the Gloversville Public Library or any officer or employee thereof.

Approved October 2012
Reviewed February 1, 2017
Revised March 17, 2020
Reviewed April 19, 2022
Reviewed September 17, 2025

Reference

*Section 104-b provides that:

- "2. Such policies and procedures shall contain provisions which, among other things:
 - a. prescribe a procedure for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law;
 - b. provide that, except for procurements made [through the County, off State Contract, or through the Department of Correctional Services], or the policies and procedures adopted pursuant to paragraph f of this subdivision, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of this section;
 - c. set forth when each such method of procurement will be utilized, taking into account which method will best further the purposes of this section and the cost-effectiveness of the method;
 - d. require adequate documentation of actions taken in connection with each such method of procurement;
 - e. require justification and documentation of any contract awarded to other than the lowest responsible dollar offer or, setting forth the reasons such an award furthers the purpose of this section; and
 - f. identify the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially.
 - g. set forth any circumstances when, or types of procurements for which, in the sole discretion of the governing body (or in the case of cities with a population of one million or more, the procurement policy board), the solicitation of alternative proposals or quotations will not be in the best interest of the political subdivision or district therein."

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 September 17, 2025



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

Staffing, Scheduling, & Operations

A good portion of this month was spent preparing to shift our hours to allow for Saturday operations, after the Labor Day holiday. Barb and I worked to devise a Tuesday-Saturday schedule that would allow us to be open for a substantial chunk of Saturday and stay open later one day per week. The schedule that was devised – Mondays, Thursdays, and Fridays: 9 AM-5:30 PM; Tuesdays: 11 AM-7:30 PM; and Saturdays: 11 AM-5 PM – allows us just a bit of wiggle room to ensure that we can consistently meet the minimum staff requirement for the building, even with scheduled leaves and unscheduled absences. But this was only possible with the hiring of two part-time Library Clerks, so I worked closely with Kari Goodbread at the Fulton County Personnel Department to rebuild two of the part-time Library Clerk positions that had been abolished as the result of the 2024-2025 budget being voted down. To fill the positions, I first had to turn to our institution-specific preferred civil service list, comprised of the employees who were laid off at the end of the last fiscal year, and offer them the opportunity to return. Of those three individuals, only one accepted the job offer. Having exhausted the preferred list, I was able to turn to the current open civil service Library Clerk List. While there were a number of individuals on that list, only one individual agreed to the work schedule that we were offering. So, with that said, we are looking forward to welcoming back Dan and welcoming Gio to our Library family next month. Finally, with our roster settled, the big lift of trying to schedule shifts for everyone began. It was not an easy task, and resulted in our having to split our weekly staff meeting into two separate sessions, but we were able to hammer out a September schedule. We will continue to work on the schedule for the remainder of the calendar year ASAP.

GESD Curriculum Mapping

During the middle of August, Sonny and I were invited to spend the day at Boulevard School to meet with school library aides and administrators and look at the upcoming school year and brainstorm ways for the Library to support scholars and to explore projects for collaboration. Along with aides Danielle Bombard and Tina Ferrante, we went through their curriculum map month by month and discussed how we will work together for Pre-K through 3rd Grade. We also met with the principals from all three schools to start discussions about class visits for 2024-2025. There's still a lot of planning ahead, but it was extremely helpful to start penciling things into our calendar. We're also looking forward to attending the fall Scholastic book fairs at all three schools, as well as purchasing GPL materials from the district's curriculum list, to directly support what is being taught in the classroom.

NYS Department of Health Small Wellness Sustainability Grant

The other big push this month involved get the project plan for our \$8888 grant from the state Department of Health rolling. This grant asks us to continue to distributing COVID prevention information to the community, as we did with our previous NYSDOH grant that funded the Queer By Nature initiative, but allows to explore different avenues for doing so. Our goal for the grant is to reach 300 distinct individuals. To reach such a large number, focusing on program attendees and large community events was key. To that end, I created a timeline that included the Library's Tie-Dye Day program, Rail Fest, The GESD Backpack Giveaway (which we co-host), the Office for Aging Senior Picnic, Bacon & Brew Fest, and Fall Fest. For all of these events, we were required to speak with members of the public and distribute information about COVID. We put together giveaway bags that included PPE, Library newsletters and other materials, as well as a Stay Healthy Guide and Activity Book that I created in collaboration with Fulton County Public Health. We reached approximately 25 people during Tie-Dye day (where folks could make a tie-dye craft out of hand wipes and face masks), 100 people at Rail Fest (thank you, Trustees and Friends!), and over 125 people at the Backpack Giveaway (at these last two events we hosted bubble creation stations, where participants could play with bubbles and learn about the importance of hand hygiene in fighting communicable diseases like COVID). So, in just over a month, we have already filled the most labor-intensive deliverable of the grant – and in just 3 of our 7 scheduled events. We will still be handing out giveaway bags at the OFA Picnic (as they had already been put together), but we will not need to do any grant-related activities at the Bacon & Brew Fest or Fall Fest. Due to our success, we should be able to receive all the grant money owed us in the next month or so!

Meetings and Appointments

- August 1: NYS Dept. of Health/1 Hr./2 Hrs. Prep
- August 4: GCAA Reception/2 Hrs./2 Hrs. Prep
Glove City Pride/2 Hr./1 Hr. Prep
- August 6: Adult Services/1.5 Hrs./2 Hrs. Prep
Building & Grounds Committee/1 Hr. 2 Hrs. Prep
- August 7: Youth Services/1.5 Hrs./1.5 Hrs. Prep
- August 8: GESD Curriculum Mapping/4.5 Hrs./3 Hrs. Prep
Grants & Special Projects/1 Hr./2 Hrs. Prep
Outreach and Marketing Committee/1 Hr./2 Hrs. Prep
- August 11: Fulton County Personnel Dept./1 Hr./2 Hrs. Prep
Administration/1 Hr./2 Hrs. Prep
Facility/1 Hr./1 HR. Prep
- August 13-14: Leave
- August 15: Fulton County Website/1 Hr./0 Hrs. Prep.
- August 19: Fulton County Personnel Dept./1 Hr. Prep
- August 20: Grands & Special Projects/1.25 Hrs./1 Hr. Prep
Programming/1 Hr./2.5 Hrs. Prep
- August 21: Glove City Coalition/2 Hrs./1.5 Hrs. Prep
- August 22: Leave
- August 25: Glove City Coalition: Recognition Committee/1 Hr./1 Hr. Prep
Southern Adirondack Audubon Society/1 Hr./1.5 Hrs. Prep
- August 26: GESD Backpack Giveaway/5 Hrs./6 Hrs. Prep
- August 27: Chamber Women's Advisory Council/1 Hr./0 Hrs. Prep
Fulton County Personnel Department/1 Hr. Prep
- August 28: Programming/1 Hr./1 Hr. Prep
Adult Services/1 Hr./1.5 Hrs. Prep



Adult Services Report

Nicole Hauser / Assistant Director & Head of Adult Services

August 2025

This month we weeded picture books based on condition. All staff members were assigned a bay of picture books and looked through every book to assess its condition. Large Print was on the calendar to be weeded this month as well, but we decided not to weed any titles after running a report showing only eight titles had not been checked out in the last three years.

In the Local History Room, Shari and I continue to prepare for inventorying the collection and are pursuing the rebinding of the City Directories (currently seeking estimates). Yearly preventative maintenance was also completed on the microfilm machine this month. Madison has started joining our meetings and is helping us determine future projects to pursue.

I completed a round of payroll for the first time in over a year this month, with relatively few hiccups.

We have completely replenished all of the items in our Essentials Kit thanks to a donation from the Friends'. We purchased items that we hadn't been able to offer for months, including toothbrushes, deodorant, body wipes, and more.

Our community art project for the summer, Upcycled Art: Brush it Up!, was a success! We gave away a total of 193 kits and had 23 pieces returned. 138 votes were placed on Facebook and 199 votes were cast in person.

Programs:

- Adult Crafting had a total of 7 participants & 2 staff.
 - Participants had a blast creating crazy chickens out of scrapbook paper, ping pong balls, and feathers!

Grants & Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

August 2025

Grants for Building Projects

- SHPO CFA: The bid packet was sent to SHPO for their final approval.
- DLD Security Cameras: No update, but I expect to have the official confirmation of the award of last year's grant in either September or October.
- DLD HVAC for Carnegie Room: We received the contractor's quote which was \$30,000 more than the engineer's estimate. The contractor quote for the actual units was within \$2,000 of the engineer's estimate with the additional costs coming from mobilization expenses, bonds, insurance, wall repairs, paint, and integrating the new units into our existing software. That application has been submitted to MVLS.

Other Grants

- Valerie and I, with the help of Madison, Sonny and volunteers, have been working hard to fulfill the requirements of the Small Wellness Grant that we received from the NYS Department of Health. One of the requirements is to interact with 300 community members. We initially thought that we would need to attend six outreach activities to meet this requirement, but we engaged with 330 at just three events: Tie-Dye Day, RailFest, and the school district's Backpack Giveaway. We will still be handing out grant-related materials at the OFA Senior Picnic in September, but will not be doing so at either the Back & Brew Fest or FallFest. In September, Nicole and I will be traveling to Rochester for a workshop that will fulfill another of the grants requirements. After that meeting, we will only have the final survey left. While I attempted to submit our first voucher request for payment in August, the online portal was malfunctioning. Hopefully we will be able to voucher in September for the majority of the funding.

Other Projects

- The bid period for the dome opened on August 18th. By the end of the week one contractor had already downloaded the packet. There is a mandatory pre-bid on-site meeting on September 24. 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.
- We paid the 30% down payment on the security cameras this month. The installation is not yet scheduled.
- Valerie heard about the Bethlehem Public Library project to install wifi throughout out the town of Bethlehem and asked me to reach out to Bethlehem for details and then see if the City would be interested in a similar collaboration. I obtained details about Bethlehem's project and have reached out to Mayor DeSantis and Councilwoman Batchelor to see if the City would be interested in such a partnership. They were excited by the idea, believing that St Thomas Square would be an excellent location. While the Splash Pad is a very active site in the summer, it is seasonal; St Thomas Square was built as a year round park.
- Sally Ostrander and I worked on creating the new staffing schedule for September. Once she is back from vacation and caught up, we will begin on October-December. The trading of duties between Sally and Linda has been hampered by vacations and end of year reporting, but we hope to have the transition done in early September.
- A technician from Kelley Brothers came out to work on our electronic door locks. The system is back up and running as it should. There are, however, a few things that still need to be addressed, including the electronic locks on the IT Room door and the Director's Office door, which need to be replaced. In addition, the software we are using to assign staff fobs for the locks and manage access to all of our doors is not great as a program, so we may look at changing that out at our next renewal. We are also still exploring possible solutions for the outside staff gate magnet and the auto operator on the back door (which doesn't work with our fobs).

Statistics / Monthly Report

August 2025

Figures in parentheses are comparable figures for 2024

	<u>2025</u>	<u>2024</u>
VISITORS	4,292	(4,920)
CIRCULATION		
Adult circulation (includes 1 Memory Lane)	1,273	(1,376)
Teen Circulation (includes 51 Graphic novels)	116	(161)
Juvenile Circulation (includes 126 Graphic novels)	1,174	(1,121)
Audiobooks	12	(19)
eAudio	261	(269)
eBooks	394	(486)
Music	3	(2)
Periodicals	11	(3)
eMagazines	254	(129)
Videos	520	(555)
Museum Passes	4	(8)
Library of Things (includes 3 games)	21	(28)
Subtotal	<u>4,043</u>	<u>(4,157)</u>
In-House Use		
Adult	64	(30)
Juvenile Circulation	300	(330)
Other Materials	200	(220)
Subtotal	<u>564</u>	<u>(580)</u>
Total Circulation	4,607	(4,737)
REFERENCE QUESTIONS	100	(85)
MEETINGS / PROGRAMS / OUTREACH		
82 Adult programs & meetings with 865 people		(69 Adult programs & meetings 258 people)
9 Juvenile programs & meetings with 130 people		(4 Juvenile programs & meetings with 338 people)
8 Teen programs & meetings with 84 people		(0 Teen programs & meetings with 0 people)
265 One-on-one programs & meetings with 265 people		(52 One-on-one programs & meetings with 52 people)
INTERLIBRARY LOAN		
Material Borrowed	405	(424)
Material Loaned	345	(565)
Total	<u>750</u>	<u>(989)</u>
COMPUTER USAGE	1,330	(1,403)
HISTORICAL ROOM		
Visitors	9	(9)
Phone/Email requests	2	(2)
Books Used	52	(27)
Reference Questions	11	(11)
Microfilm	7	(8)
SERVICE STATS		
Princh-pages/\$ collected	260/\$29.45	(232/\$30.85)
Cassie printing-pages/\$ collected	697/\$71.95	(1,114/\$135.25)
Faxes-sent/\$ collected	8/\$19.50	(6 /\$17.50)
Essentials kit	3	(1)
Seeds-patrons/packets	2 patrons/20 packets	(1 patron /5 packets)
Notary service	4	(3)