



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
May 17, 2022 6:00 PM

Pledge to the Flag
Public Comment

1. Accept the Minutes of the April 2022 Meeting
2. Treasurer's Report
3. Warrant List
4. Budget and Finance Report
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
9. Local History Room Committee Report
10. Outreach Committee Report
11. Personnel Committee Report
12. Policy Committee Report
 - Fixed Assets [Second Read]
 - Local History Room [Second Read]
13. Program Committee Report
14. Public Relations Committee Report
15. Library Director's Report
16. Old Business
17. New Business
 - Motion to retain Butler Rowland Mays Architects, LLP for vacant lot site study
18. Adjourn

Next Meeting: June 21, 2022 at 6:00 PM



Minutes of the Gloversville Public Library Board of Trustees Meeting

April 19, 2022

The Gloversville Public Library Board of Trustees held its regular meeting on April 19, 2022. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Richard Carlson, Gregory Niforos, and John Mazur.

Mr. Reed called the meeting to order at 6:03 PM.

Mr. Reed asked if there was any public comment. There was none

Mr. Reed asked for a motion to approve the March minutes. Mr. Mazur made a motion, seconded by Ms. Pepper. The board approved with a vote of “aye.”

Mr. Frank delivered the Treasurer’s Report. Mr. Reed asked for a motion to accept the Treasurer’s Report. Ms. Pepper made a motion, seconded by Mr. Niforos. The board approved with a vote of “aye.”

Mr. Frank noted that the Budget and Finance Committee did not meet.

Mr. Reed requested a motion to approve the Warrants. Mr. Rohrs made a motion, seconded by Ms. Dunn-Brown. The board approved with a vote of “aye.”

Mr. Reed delivered the Friends of the Library Report, on behalf of Mrs. Jean La Porta, during which he also discussed the performance of Love Letters on April 28 at 6:30 PM.

Mr. Frank indicated there was no report on behalf of the Foundation.

In his President’s Report, Mr. Reed applauded the attendance of the Local History Room reopening. He also discussed the process of the Plan of Service and Board of Trustee training requirements.

Mr. Carlson reported on behalf of the Buildings and Grounds Committee.

Reporting on behalf of the Local History Room Committee, Mr. Reed and Ms. Acklin noted the need for continued participation in the maintenance and supervision of the Local History Room. The following motion was made:

- As of April 19, 2022, Motion to establish the Local History Room Committee as a standing committee under the auspices of the Board of Library Trustees. Mr. Rohrs made the motion, seconded by Mr. Mazur. The board approved with a vote of “aye.”

Valerie Acklin
Library Director

2021-2022
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Ms. Dunn-Brown delivered a report on behalf of the Outreach committee.

In the Personnel Committee report, Mr. Niforos distributed the Director's Evaluation form which is due at the May 17 meeting.

Mr. Reed reported on the Policy Committee on behalf of Ms. Pesses.

In her Program Committee report, Ms. Pepper noted there had not been a meeting; however, Ms. Acklin discussed the focus on planned programs, particularly during the summer months.

Ms. Acklin delivered her Director's Report, during which she discussed the budget vote, the "Library of Things", and the clarifications of absentee voting.

When asked is any Old Business, the following motion was made:

- Motion to establish Barbara Madonna deputy election clerk. Mr. Mazur made a motion, seconded by Mr. Carlson. The board approved with a vote of "aye."

Mr. Reed asked if there was any new business, to which Ms. Acklin noted the need to search for a new lawyer for the Gloversville Public Library.

At 7:49 PM, Mr. Reed asked if there was a motion to enter Executive Session. Ms. Pepper made a motion, seconded by Mr. Mazur. The board approved with "aye."

At 7:53 PM, Mr. Reed asked for a motion to leave Executive Session. Mr. Mazur made a motion, seconded by Ms. Dunn-Brown. The board approved with "aye."

Upon leaving Executive Session, the following motion was made:

- Motion to hire Gabrielle Duplessis as a part time library clerk at a rate of \$14 per hour. Ms. Dunn-Brown made a motion, seconded by Mr. Rohrs. The board approved with a vote of "aye."

At 7:55, PM Mr. Reed asked for a motion to adjourn. Ms. Pepper made a motion, seconded by Mr. Carlson. The board approved with a vote of "aye."

Respectfully submitted,

Christian W. Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

APRIL 2022

	<u>Budget July 1, 2021 to June 30, 2022</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$503,695.00	\$0.00	\$503,695.00	\$453,695.00	\$0.00
Investment Income	2,000.00	14.89	388.94	267.09	1,611.06
Gloversville Library Foundation Inc. - Int. & Div.	0.00	10,000.00	40,000.00	0.00	(40,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	1,925.00	0.00	8,075.00
Government Affiliations	7,000.00	0.00	7,647.00	6,897.55	(647.00)
IRS Payroll Credit Covid 19	0.00	0.00	65,829.46	86,470.58	(65,829.46)
Fines & Miscellaneous Income	2,500.00	576.40	3,239.74	1,949.87	(739.74)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$535,195.00</u>	<u>\$10,591.29</u>	<u>\$632,725.14</u>	<u>\$559,280.09</u>	<u>(\$97,530.14)</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on April 1, 2022	\$386,642.67				
Plus: Receipts Per Report	10,591.29				
Less: Furniture & Equipment Purchased	0.00				
Less: Expenses Per Report	<u>(54,149.17)</u>				
Income Cash Balance on April 30, 2022	<u>343,084.79</u>				
Accounts Payable as of 04/30/22	0.00				
Cash Received Covid 19 less Credit Due	40,224.61				
Deferred Liability - 403b Payable	0.00				
Prepaid Expenses as of 04/30/22	<u>(7,782.49)</u>				
Actual Cash Balance on April 30, 2022	<u>\$375,526.91</u>				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Greg Niforos, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on April 1, 2022	\$356,152.65
Plus: Receipts:	
Interest on Money Market Account	14.22
Tax Levy Received	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	50,000.00
	<hr/>
Balance on April 30, 2022	<u>\$306,166.87</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on April 1, 2022	\$764,655.44
Plus: Receipts:	
Interest on Money Market Account	62.85
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	0.00
	<hr/>
Balance on April 30, 2022	<u>\$764,718.29</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on April 1, 2022	\$11,882.81
Plus: Receipts:	
Interest Earned	0.20
Insurance Claim	0.00
Less: Paid Outs:	
Transfer to Building Fund MM Account	0.00
	<hr/>
Balance on April 30, 2022	<u>\$11,883.01</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on April 1, 2022	\$504.91
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on April 30, 2022	<u>\$504.91</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

APRIL 2022

	Budget July 1, 2021 to June 30, 2022	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$269,028.00	\$ 23,678.04	\$ 231,233.94	\$ 217,895.30	\$37,794.06
Salaries - Part Time Employees	110,419.00	8,558.47	84,529.50	70,451.25	25,889.50
Salaries - Custodians	31,504.00	2,556.38	26,704.00	25,495.20	4,800.00
F I C A & Medicare Tax	31,438.00	2,661.65	26,152.87	24,481.96	5,285.13
Unemployment Insurance	800.00	281.25	1,072.00	981.50	(272.00)
Disability & Family Leave Insurance	2,000.00	0.00	2,803.21	2,184.98	(803.21)
Medical Insurance & Reimbursements	53,000.00	3,091.32	39,028.84	36,597.25	13,971.16
Worker's Compensation Insurance	3,000.00	(989.34)	2,916.75	3,289.61	83.25
Pension Expense	45,151.00	0.00	36,247.25	30,597.50	8,903.75
Heat	3,500.00	635.71	3,839.59	2,251.15	(339.59)
Electricity	20,000.00	3,110.73	27,045.86	15,748.90	(7,045.86)
Telephone	6,720.00	573.86	5,726.06	5,485.62	993.94
Insurance	25,000.00	0.00	24,713.29	21,949.46	286.71
Books, Periodicals, etc.	43,000.00	3,476.18	31,725.13	26,035.39	11,274.87
Computer & Automation Services	13,200.00	1,129.76	12,917.61	10,757.56	282.39
Library, Office Supplies & Postage	11,500.00	1,586.54	9,245.36	6,759.31	2,254.64
Maintenance, Repairs & Bldg. Supplies	10,000.00	2,191.57	7,509.93	13,107.22	2,490.07
Maintenance Contracts	28,000.00	0.00	29,204.64	31,245.49	(1,204.64)
Treasurer	8,800.00	700.00	7,300.00	7,300.00	1,500.00
Professional Fees	7,000.00	0.00	0.00	312.50	7,000.00
Election Expense	1,000.00	0.00	298.80	0.00	701.20
Professional Meetings & Travel	1,000.00	25.00	1,071.07	349.10	(71.07)
Events & Programming	5,000.00	510.73	3,111.19	2,370.16	1,888.81
Promotion Expense	4,800.00	309.00	1,218.02	2,256.54	3,581.98
General Expense	2,000.00	62.32	425.54	6,944.73	1,574.46
TOTAL EXPENSE	\$736,860.00	\$54,149.17	\$616,040.45	\$564,847.68	\$120,819.55

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

APRIL 2022

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
6966		Gloversville Public Library	\$ 13,591.47	Payroll
6967	2601	Michael J. Frank	700.00	Treasurer
6968		Void		
6969	2603	United Health Care	17.40	Medical Insurance
6970	2604	C D P H P	3,037.45	Medical Insurance
6971	2605	Frontier Communications	573.86	Telephone
6972	2606	National Grid (3,746.44)	635.71	Natural Gas
			3,110.73	Electricity
6973	2607	Ingram Library Services	2,476.34	Books
6974	2608	Naif's	405.00	Newspapers
6975	2609	Blackstone Publishing	231.97	A/V - DVDs
6976	2610	CAIN Magic Company	315.00	Events & Programming
6977	2611	The Daily Gazette Co., Inc.	87.00	Promotion Expense
6978	2612	Mohawk Valley Library System	25.00	Fines, Lost Books, etc.
6979	2613	Johnstown Public Library	9.99	Fines, Lost Books, etc.
6980	2614	Quill, LLC	1,359.76	Library Supplies
6981	2615	Mohawk Valley Library System (1,213.39)	991.39	Computer & Automation
			222.00	Promotion Expense
6982	2616	Business Card (1,031.37)	138.37	Computer & Automation
			14.99	G/E - Zoom
			26.82	Books
			208.50	Library Supplies
			281.05	A/V - DVDs
			25.00	Professional Meetings & Travel
			336.64	Events & Programming
6983	2617	Rozell East, Inc.	1,825.59	Maintenance & Repairs
6984	2618	First Nonprofit Unemployment Program (481.25)	200.00	Cash Reserve
			281.25	Unemployment Insurance
6985	2619	Barbara J. Madonna	21.98	Maintenance & Repairs
6986	2620	Donald R. Williams	55.00	Books
6987	2621	Gloversville True Value Hardware	18.28	Library Supplies
6988	2622	Hydro-Test Sales & Service	84.00	Maintenance & Repairs
6989	2623	Palmateer Trucking & Container Service	260.00	Maintenance & Repairs
6990	2624	Fulton Montgomery Reg. Chamber of Commerce (284.00)	47.33	G/E - Dues
			236.67	Prepaid Expense
6991	2625	Adirondack Experience	75.00	Events & Programming
6992	2602	The Paul Revere Life Insurance Company	42.16	Medical Insurance
6993		Gloversville Public Library	13,642.81	Payroll
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	394.20	Pension - Withholdings
DM		E F T NYS Tax Department	1,246.20	Payroll
DM		E F T United States Treasury (8,420.30)	2,661.65	FICA & Medicare Expense
			5,758.65	Payroll
DM		Jaeger & Flynn Associates, Inc. - Reimbursements	53.87	Medical Insurance
		CHECK AND EFT PAID OUTS - APRIL 2022	<u>55,826.08</u>	
		PETTY CASH PAID OUTS - APRIL 2022		
		None	<u>0.00</u>	
		TOTAL APRIL 2022 PAID OUTS	<u>\$55,826.08</u>	
		Less: Worker's Compensation Dividend	(989.34)	
		Less: Cash Reserve	(200.00)	
		Less: Friend's of GPL Money for Summer Reading Program	(215.91)	
		Less: Fines, Lost Books, etc.	(34.99)	
		Less: Prepaid Expense	<u>(236.67)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$54,149.17</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of April 1, 2022			\$1,160.47
Grant Money Received			600.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at April 30, 2022			\$1,760.47

W G Y CHRISTMAS WISH GRANT

Balance as of April 1, 2022			\$621.62
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at April 30, 2022			\$621.62

ADVOCACY GRANT

Balance as of April 1, 2022			\$110.91
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at April 30, 2022			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of April 1, 2022			\$3,825.00
Appropriation Provided For In 2021-2022 Budget			0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Appropriation Funds Left at April 30, 2022			\$3,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of April 1, 2022			\$2,807.18
Funds Received			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Restoration Funds Left at April 30, 2022			\$2,807.18

PARK TERRACE PTA - COLORTON

Balance as of April 1, 2022			\$404.39
Funds Received - Donation			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Colorton Funds Left at April 30, 2022			\$404.39

Financial Review April 2022

The Financial Report for the month and year-to-date period ending April 30, 2022 shows income up approximately \$73,400 as compared to the same period of the preceding year primarily due to the increase in the Tax Levy and also the Library Foundation was able to contribute \$40,000 to the Library's Operating Budget since the funds are no longer needed to make payments on the term loan that was taken out during construction. The lower amount of the IRS Payroll Credit for Covid 19 compared to the same period of last year reduced our year-to-date income by approximately \$20,600 from the prior year period. Expenses for the period were up approximately \$51,200 over last year due primarily to the increase in Payroll and Payroll related expenses, our Book Expense, and our Utility Expenses. The Library's Pension Expense also increased by approximately \$5,700 due to additional employees covered in the current year. These increases were partially offset by decreases in General Maintenance and Repairs and General Expense.

**GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
April 30, 2022**

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

Balance Per Bank Statement \$ 49,417.88

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
02/15/22	6925	James Esper Landscaping	3,500.00	
03/15/22	6948	James Esper Landscaping	3,600.00	
04/19/22	6969	United Health Care	17.40	
04/19/22	6970	C D P H P	3,037.45	
04/19/22	6980	Quill LLC	1,359.76	
04/19/22	6986	Donald R. Williams	55.00	
04/19/22	6989	Palmateer Trucking & Container Service	260.00	
04/19/22	6991	Adirondack Experience	75.00	
04/19/22	6992	The Paul Revere Life Insurance Company	42.16	
04/29/22	DM	NYS & Local Employees' Retirement System	394.20	
		Total Outstanding Checks	<u>12,340.97</u>	<u>12,340.97</u>

Other Items:

None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS

\$ 37,076.91

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

Balance Per Bank Statement \$ 17,971.26

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
04/29/22	6327	George Emden IV	969.76	
		Total Outstanding Checks	<u>969.76</u>	<u>969.76</u>

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 17,001.50

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

Balance Per Bank Statement \$ 306,166.87

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

\$ 306,166.87

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

Balance Per Bank Statement \$ 764,718.29

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 764,718.29

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 11,883.01

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 11,883.01

NBT BANK - AMAZON SMILE SAVINGS ACCOUNT - Acct. No. 8003654274

Balance Per Bank Statement \$ 504.91

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 504.91

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance



Friends of the GPL Report
Jean LaPorta / President
April 2022

1. Many thanks to the Trustees for their cooperation in working with the Friends for the play "Love Letters" that the Friends provided for library patrons on April 28, 2022. Not only did Merry, Sue, John, and Ren volunteer that evening, but other trustees attended the performance to show their support. Thank you Caren and Chris. There were many positive comments after the performance and Mr. and Mrs. Richard Samrov were the lucky winners of the basket raffle.
 2. Congratulations to the 2 newly re-elected Trustees, Dick Carlson and Christine Pesses, and on the passing of the library budget.
 3. There were many compliments on the April Friends' newsletter from readers who enjoyed hearing from the Trustees and I hope that the Trustees will submit articles on a regular basis. FYI: ARTICLES FOR THE AUGUST ISSUE OF THE NEWSLETTER ARE DUE BY JUNE 24TH TO MARY TRAINOR (mtrainor102@gmail.com)
- Be sure to put this in the subject line: "For August, 2022 issue of Friends' newsletter."
- 4.****Please note date change: The next Friends' meeting is scheduled for Thursday, August 28, 2022 at 5 p.m. instead of original date of August 4, 2022.
 5. Tickets for the May 18, 2022 Spaghetti Dinner fundraiser are still available at the library. Tickets are \$8.00.
 6. Information will be going out in June about the Friends' Annual Basket Raffle in October. Please consider participating in the raffle this year as you have so generously done in the past. (I am already collecting items I need for my basket).
 7. Watch for information about the Chicken BBQ on September 16, 2022 at Whitey's in Johnstown.



President's Report

Charles "Ren" Reed / President

April 2022

The Library Board President and the Library Director will be meeting with Wade Abbott on May 18 to begin the process of developing our new Plan of Service for the Library. We will be looking to develop a 5-year Plan of Service.

The Trustees received a handwritten note from Jean LaPorta, President of the Friends of the Gloversville Public Library, thanking us for our help and support for the recent play "Love Letters". She said that the reaction from the public was very positive and that she hoped that the Friends would be able to continue this type of program (free to the public) in the future.

On Wednesday May 11, the public were able to pick up the pies that they had preordered from the Friends' pie sale (mmm PIES). Everyone who were waiting in line to get their pies was laughing and chatting and happy. I was able to help an older couple with the elevator up to the upper level and direct them to the Friends meeting room. On the way, they stopped to view the photos in the upper gallery of the construction of the Library.

The 2022-2023 tax levy was passed on May 3. Christine Pesses was elected to the 5-year term Board seat while Richard Carlson was elected to the 1-year term Board seat. On behalf of the Board, I thank the public for their support of the Library.



Local History Room Committee Report

Chris Pesses / Chair

April 2022

April 1 was not a Fool's Day but a successful Re-Opening ceremony for the Local History Room and the Presentation of the Library's Preservation Award. Our keynote speaker, Thomas Ruller, graduate of GHS, 1982 and the NYS Archivist was well received. The Preservation awards were presented to the representatives of the 4 other companies that we nominated to receive awards along with the Library. They were: Sage Engineering, Ryan Biggs, Bunkoff (no representative), and Butler Rowland Mays, architects. The ceremony gave us an opportunity to recognize our architects for their beautiful and functional renovation design, something that we did not do as well at the Grand Re-opening ceremony back in 2019. As I explained, there was so much happening, with such amazement and so many to thank (donors especially) that we didn't really highlight their work. This time we did.

Having Tom as our keynote has opened a conversation with his department that will be very helpful as we move forward. He came to our next Local History Room meeting on May 5 and brought a donation of archival boxes to help us to store the items that we have that need proper storage. Some of the boxes we have look like they have been through a war, so these will be used as we sort through and determine what items REALLY need to be stored in archival boxes. He will be coming again to our next meeting as we sort through the boxes and with his help really decide what needs to be stored separately and how.

Next steps:

- Tom has advised that contacting Cooperstown might not be as helpful as working through SUNY Albany's program in Library Science. (Cooperstown is a very small program, SUNY Albany Library Science is much larger) The master's program at Albany has a specialty in Archives (where his degree is from) and the students there all have a major senior thesis to work on, and could be an excellent source of free assistance by people with library and archival knowledge.
- We will begin to look at the hanging files and try to determine how to organize, and what to organize. That will change where things are in the files, but we had anticipated that. This might be a project for an intern.
- The process for reviewing everything will be to select what is to be kept, to determine how and where to "house" it, and to describe it so we can begin to create a "catalog" of what we have in our files.

- Several projects that have been identified already are being started:
 - o Lore Mead is working on the 1785 indentures along with the postcard collection that we have all from the Dr. Palmer estate. They are all connected to his gift to the Library and have to be reviewed, and determine how we can house them so the public can view them, and cataloged. She is also gathering together a great deal of information on Dr. Palmer himself. Carol Marder remembers going to a history series he presented at the library, and Ren remembers something he did at school on history.
 - o Jill and Carol will look at the Business Directories, make sure that they have been decommissioned, and create a list for our website.
- Tom suggested that one immediate project for an intern would be our file of minutes from 1880 that we have in the safe room. They are in excellent condition and he said that they should be digitized, and protected. An intern would be perfect for this and free to us! We will work with him on this ASAP.
- Other possible projects: our scrapbooks, our photos of Leather Glove factory owners and meetings, the list of service men things we have, and other groups. The digitizing and displaying of the movers and shakers of the early library is another project we need to review and try to find a way to make their availability happen.

Next meeting: June 1, 10:30 AM



Outreach Committee Report Merry Dunn Brown / Chair April 2022

We were invited by The Friends to share a table at the Love Letters event on April 28. Several people stopped to pick up promotional library items and flyers informing about the library vote, the Seed Club, the Local History Room, etc.. Calendars were included in the 60 snack bags prepared and donated by The Friends.

The committee distributed 105 more May calendars. Recipients were the downtown merchants, The Loft After School program, and the Northern Rivers Foster Care Organization.

A big thank you to The Friends for including us and to the library staff for preparing materials.

The following are activities we're planning to do this year:

- Pride Picnic in Myers Park, 6/29, 4-7:00. We'll be giving away promotional items and materials.
- Food Truck Fridays in the Castiglione Park, we'll be there on 6/24, 7/29, and 8/26 to disseminate library informational materials such as calendars, information on how to get a free card, and available programs such as the Summer Reading Program.
- The Groversville Recreation Department's Fall Fest 10/8, 11-4:00 at the Rail Station Park. We'd like to gather used children's books to give away as well as other materials.
- We'll continue taking library calendars and other informational materials to downtown merchants and non-profits each month. The non-profits include The Loft, Northern Rivers Foster Care Organization, and the Groversville Literacy Zone. We're exploring the possibility of connecting with the Family Counseling Center and The Friends Red Boxes.
- We'll be checking with the Office for the Aging for us to have a table at the Aug. 11 picnic for seniors.
- We would like to set up a table at the Soroptimist Craft Fair in Nov.20.



Personnel Committee Report
Susan Shrader / Chair
April 2022

The personnel committee has not met, but will be very busy in the next few weeks. Director Evaluation forms were handed out at the April meeting by Merry, in my absence. They are due back to Greg at the May Board Meeting (5/17).

I'd like to change the committee meeting to go over the results from Thursday (5/26) to Friday (5/27) at 1:00 PM. Committee members please let me know if this does not work.

6/3 Personnel committee meets with Valerie

6/17 Committee submits recommendations at Board Meeting

Thanks to all for filling out the Director Evaluation forms thoughtfully and in a timely fashion. Your valuable input is greatly appreciated.

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 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

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



Director's Report
Valerie Acklin / Library Director
April 2022

Election & Levy Vote

Much of the month was spent preparing for our election and levy vote. Permanent absentee voter lists were acquired from the Fulton County Board of Elections and absentee ballots were created. On Monday, May 4 – a full month before the vote – I was able to mail out all of those permanent absentee ballots (almost 400!). This had been a goal, as last year we did receive a few grumbles about some folks not having enough time to return their completed ballots by the deadline. Barb was extremely helpful stuffing envelopes and making sure that we didn't waste postage on addresses outside GESD boundaries. I then created an absentee application for those wishing to vote absentee for this particular vote (that is, those not permanently designated as absentee voters). We mailed those absentee ballots out as the completed applications came in.

The focus then shifted to materials needed for Registration Day and the Library's Election Day, all of which were ready to go by Friday, April 15. Election Day, itself, went smoothly in my absence thanks to Nicole and Barb. The entire staff is grateful for the community's participation and the positive outcome.

Programming Update

April saw the in-person return of our Local Author Fair and it was a smashing success. Chris Prokopiak worked with 20 area authors and held a panel discussion for a full Carnegie Room. April was also National Poetry Month, and Lex held her first active/passive library program by teaching about and promoting "blackout poetry." Those who participated (either in person or through one of the take-home kits) had fun and enjoyed seeing our work displayed in the rear foyer.

Now, we are set to begin our summer programming, including the official Collaborative Summer Library Program. Youth Services is gearing up for Story Time at the Gazebo, this year's StoryWalk, as well as visits from the Schenectady aquarium, and other fun stuff for all ages. In addition, we have mapped out most of our in-house adult programs, as well as many for which we are hiring outside vendors.

Over the course of the next 6 months, we are looking forward to introducing a host of new programs: no-bake cooking classes (for kids and adults), Club Baby (for birth – 24 months), chair yoga, a financial planning workshop, Compassionate Conversations (a book club featuring challenging titles and fostering respectful dialog), as well as a teen graphic novel club (the last two, in collaboration with North Star Café).

Connections

As the month drew to a close, I was finally able to arrange meetings with some other community stakeholders – thanks to both the continued pandemic recovery and the move to my new house. Along with Lex, I met with Dr. Richard DeMallie (the GHS principal) and high school librarian Carla Benge-Macky. We spoke for over an hour, generating ideas for future collaboration including field trips to the Library for freshman, teaming up for a post-graduation planning night (local trade/academic programs), starting an Anime viewing club, hosting an open mic performance event, restarting our writing group for teens, and possibly having a librarian join their annual day trip to the Rochester Book Festival. We also discussed the need for the Library to curate a more in-depth manga collection.

Mary Carrier, the new Technology and Growth Specialist at MVLS, came to visit the Library at the end of the month, as well. She had never been here before (who used to be the technology librarian at Clifton Park-Halfmoon), and was quite impressed with our space. We discussed the Library's technology, our future needs, as well as brainstormed ways that libraries might work together to share technological resources, and how MVLS could help make that happen. We also discussed the continuing website upgrade, which is now in Round 2. The new template for the participating libraries is still under construction, but she still expects it to be completed and ready for a test run over the summer. At that time, we'll be able to train staff in its use and maintenance, as well as customize features for our specific patrons. Lex and I had previously shared our thoughts and ideas on the first round, and Mary said that they are actively working to address our feedback.

Eric Trahan, MVLS Director, also paid the Library a visit. We hadn't sat down to talk together since my first week on the job, back in 2020, so we were overdue for a chat. He wanted to touch base and see how things were going here, both for me as director, as well as for the Library as an institution. As we walked around, he was surprised at how quickly and efficiently we introduced a host of new collection, as well as shift the usage of our physical spaces. We talked about ways MVLS could help member libraries engage with each other more regularly, and what roles I'd like to see MVLS take down the road. We also spoke of reconfiguring the monthly MVLS-organized member directors' meetings, which have been on hiatus for a while now, and establishing a new self-governing council of directors that would work independently, but in collaboration with, MVLS. Finally, he expressed gratitude for the continued support the Library has provided on Advocacy Day. He mentioned that our participating staff and trustees were incredibly valuable advocates and much of the success surrounding library funding in the new state budget is due to our willingness to share our stories.

**Adult Services Report****Nicole Hauser / Head of Adult Services & Collection Development****April 2022**

The Local History Room officially opened on April 2 after being closed since 2017 for our renovation. In our first month we had 14 visitors, which averaged to just over 1 visit per day the Local History Room was open. We're off to a good start.

Our new Game collection, consisting of a variety of board and card games, became available to the public on April 4th. Games are available for patrons 13+ to check out for a week at a time. We began with about 30 games and 1 circulated during the first month.

With the help of our new librarian we weeded over 200 audiobooks and travel books combined. Both collections were overdue for this process.

Our library software, Polaris, had a scheduled update that was delayed twice, but finally happened this month. All staff computers have been updated and the process went fairly smoothly.

One of my big projects for this month was to figure out a new system for selecting pre-publication books. The Director at Johnstown Public Library gave me some direction for using lists that Ingram produces on a monthly basis and her help saved me a lot of time and has given me a good foundation moving forward.

We also implemented new reservation software this month and it seems to have been a smooth transition for staff so far.

This month I spent a lot of time planning recurring programming out to January 2023 and was able to make a lot of progress. I also attended a webinar on building communities through book clubs and will attend another webinar at the beginning of May. There was some interesting data about book clubs and the demographics of folks who tend to participate, an overwhelming number of which are retired and female. I also approached Runnings for an approximately \$50 donation to support our Single-Plant Seed Starting Kit passive program for the month of May. Runnings responded by donating more than \$150 in supplies that will be used for that program as well as to support our Community Garden this season.

Programs in April:

- For the Love of Reading's topic was to read a book of nature poems in celebration of National Poetry Month.
- Book Tasting had 2 participants and a good discussion about nature poetry.
- Joy of Coloring had 3 participants.
- Adult Crafting had a total of 25 participants: 6 at the 1:30 class, 8 at the 5:30 class and 11 picked up as kits. June's craft will be gnomes.
- Open Craft Lab had 3 participants.
- The Local Authors Fair was a hit with 40 people in attendance.

1. Wrap up grants from the building renovation

- Empire State Development, \$500,000 outstanding
- New staff has been hired to meet the grant requirements. Mid-March I worked on the paperwork needed for our reimbursement request. Mike completed the quarterly NY-45 staffing form for NYS in April and the stack of forms required for reimbursement was emailed on 4/25/2022. I expect requests for additional information before we are through.

2. New grants for building projects

- I'm working with Valerie and the Building Committee to flush out projects for the 66, 68 & 66 ½ East Fulton Street lots, and the dome of the historic building. The crucial pieces to moving this forward is obtaining a survey for 68 and 68 ½, and hiring professionals that can develop a scope of work and obtain estimates for the grant applications.
- Possible grants include another CFA application for the dome (applications typically due in July), NYS Public Library Construction funds through DLD for the dome and parking lots (applications typically due in August), and community revitalization opportunities from a few businesses and national non-profit organizations for the parking lots.

3. Other grants

- A request for \$300 was submitted to the Hannaford Charitable Foundation in support of The Kids Cooking Club, a project Darla is working on for this summer. Unfortunately, the Foundation replied that they are not able to support our project due to the overwhelming number of requests they have received.
- Darla and I submitted requests to secure gift cards from Wal*mart and Target to support help fund her summer programming for children and teens. And an application was submitted to MVLS for \$500 toward summer programming. That request was awarded and the check arrived at the end of April.
- This month Darla also received a check from the Stewarts Holiday Match grant that she submitted at the end of 2021. She will use this for youth programming this summer.

4. Other projects

- I am working on a project for Mike and Phil Beckett to inventory the Fixed Assets from the construction project for the Library's tax return. The last items to add are the computers, laptops and printers. Nicole and I will be working on this together in May because there is so much turnover of these items, unlike furniture. This work will also be the seed for additional inventory projects that will help track and replace, if needed, items that are damaged, worn out, or are beyond their usefulness.
- I am working through the State's Records Retention and Disposal Schedule MU-1 (Municipal Units) to declutter and organize the Library's record retention in the basement. I recycled A LOT of paper, and re-boxed and labeled what is still there. More work needs to be done before this project can transition from 'assess, weed and organize' to 'maintain,' but progress has been made.
- All of the Foundation's records are now in one spot, in the Safe Room, but these need to be weeded and organized to be useful.
- I was also able to consolidate all of the Library's construction paperwork in the Unsafe Room.

- The Games Collection launched April 4th. Only 1 item circulated during April, but the child who checked it out was sooooo excited.
- After the completion of the mural on the Seed Club catalog, the drawers were tidied and labeled. We continually see folks looking through the drawers and taking packets.
- The Library of Things bookmark was updated.
- The Adult audiobook collection and Adult travel books were weeded during the month.
- The 1776-1976 Bi-Centennial Quilt created by the FulMont Visual Arts and Crafts Guild was rehung, as was the photograph of the recreation of the Library using 20,000 spools of thread and a donation of a pastel of the front of the Library.
- George and I cleaned out the storage area under the stairs in the East Addition. We also organized the items that are remaining in there.

Meetings & Calls

- April 1st: Local History Room Re-opening event
- April 4th: Staff meeting
- April 6th: Department Head Meeting
- April 11th: Staff meeting
- April 18th: Building Committee Meeting Ad Hoc Parking Lot Committee Meeting
- April 27th: Meeting with Valerie



Youth Services Report
Darla Barry / Head of Youth Services
April 2022

We began the first day of April by receiving the Stewart's Holiday Match Grant and ended the month being notified that we also received a grant from MVLS!

Mr. Matt from Turtle Dance Music connected virtually with a larger audience during Spring Break. This last show was a success during our Thursday Story Time. Our Saturday program with Scotty Nut Nut Entertainment offering a balloon making workshop was a lot of fun. Not everyone attended that signed up, but those that did thoroughly enjoyed the event.

The Nature Kit/STEM activity ended and we moved on to the Electricity Science Kit in conjunction with Squishy Circuits. We were fortunate to have in attendance, Mr. Pat Buhrmaster (with his son, Lawrence). Mr. Buhrmaster, a licensed electrician, was a kind enough to explain to the children basics of the class and how the circuits work. So very thankful for his expertise. We will continue this activity for the first two weeks of May.

	2022	2021
VISITORS	6,182	(3540)

CIRCULATION

Adult Circulation	1,348	(907)
Teen Circulation	134	(58)
Juvenile Circulation	1,154	(371)
Audiobooks	71	(80)
eAudio	180	(206)
eBooks	555	(724)
Music	5	(8)
Periodicals	74	(23)
eMagazines	94	(92)
Videos	735	(355)
Museum Passes	0	0
Library of Things	4	0
Subtotal	4,354	(2824)
In-House Use		
Adult	7	(3)
Juvenile	0	0
Other Materials	816	0
Subtotal	823	(3)
Total Circulation	5,177	(2827)

REFERENCE QUESTIONS	103	(37)
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MEETINGS/PROGRAMS/OUTREACH

47	Adult programs and meetings with 311 people	(26 Adult programs and meetings with 365 people
13	Juvenile programs and meetings with 175 people	(11 Juvenile programs and meetings with 741 people)
8	Teen programs and meetings with 24 people	(0 Teen programs and meetings with 0 people)
241	One-on-one programs and meetings with 241 people	(In previous years one-on-one programs were included in adult, juvenile and teen program counts)

INTERLIBRARY LOAN

Material Borrowed	544	(707)
Material Loaned	611	(738)
Total	1,155	(1445)

COMPUTER USAGE	933	(258)
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HISTORICAL ROOM *

Temporarily Closed

Visitors	4	(4)
Books Used	27	(4)
Reference Questions	27	(8)

*The local history room is still boxed up, though staff have limited access.