



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
October 18, 2022 6:00 PM

Public Comment/Pledge

1. Accept the Minutes of the:
  - 2022 Annual Meeting\*
  - September 2022 Meeting\*
2. Treasurer's Report\*
3. Warrant List\*
4. Budget and Finance Committee Report
  - Accept Tax Return/Audit\*
  - Investment Account Update
  - Projected Budget/JA Purchases/Copier & Scanner
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
  - Snowplowing
  - Fire Alarm
9. Local History Room Committee Report
10. Outreach Committee Report
11. Personnel Committee Report
  - Clerk Staffing
12. Plan of Service Ad Hoc Committee Report
13. Policy Committee Report
  - Ethics [First Read]
  - Homebound [Second Read]\*
14. Program Committee Report
15. Public Relations Committee Report
16. Library Director's Report
17. Old Business
  - Friends' Thank You
18. New Business
  - Narcan Boxes
19. Executive Session\*
  - Staff Hiring

Adjourn\*

Next Meeting: November 20, 2022 at 6:00 PM

*\*Motion Required*

*Your Library: a gathering place to learn, grow and enjoy.*



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

## Minutes of the Gloversville Public Library Board of Trustees Annual Meeting September 20, 2022

The Gloversville Public Library Board of Trustees held its Annual Meeting meeting on September 20, 2022. Present were: Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian Rohrs, Christine Pesses, Sue Shrader, John Mazur, and Caren Pepper.

Mrs. Pesses called the meeting to order at 6:03 PM.

Mr. Frank delivered his Annual Financial Report. Ms. Pepper and Mrs. Shrader inquired about our grant and employment status. Mr. Mazur inquired about minimum wage.

Mrs. Pesses asked for a motion to accept the Annual Financial Report. Ms. Pepper made a motion, seconded by Mr. Rohrs. The Board approved with a vote of "aye."

Ms. Acklin delivered the Director's Community Report. She noted the balance of program attendance and improvement for both children's and adult programs.

Mrs. Pesses noted there was no President's Report for the Annual Meeting.

At 6:20 PM Mrs. Pesses asked for a motion to adjourn the Annual Meeting. Mrs. Shrader made a motion, seconded by Mr. Rohrs. The Board approved with a vote of "Aye."

Respectfully Submitted,

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Christian W. Rohrs, Secretary



## Minutes of the Groversville Public Library Board of Trustees Meeting September 20, 2022

The Groversville Public Library Board of Trustees held its regular meeting on September 20, 2022. Present were: Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian Rohrs, Christine Pesses, Sue Shrader, John Mazur, and Caren Pepper.

Mrs. Pesses called the meeting to order at 6:20 PM.

Mrs. Pesses asked if there was any public comment. There was none.

Mrs. Pesses asked for a motion to accept the August Meeting minutes. Mrs. Shrader made a motion, seconded by Ms. Pepper. The Board approved with a vote of "aye."

Mrs. Pesses asked for a motion to accept the September 6, 2022 Special Meeting minutes. Mr. Mazur asked for a motion, seconded by Mrs. Shrader. The Board approved with a vote of "aye."

Mr. Frank delivered his Treasurer's Report. Mrs. Pesses asked for a motion to accept the Treasurer's Report. Mr. Mazur made a motion, seconded by Mr. Rohrs. The Board approved with "aye."

Mr. Frank delivered the Budget and Finance Report. After his report, the following motions were passed:

- "Motion to authorize Mike Frank and Greg Niforos to open an investment account with Morgan Stanley [amended: and/or treasury direct account] and invest up to and including \$500,000 from the Building Fund in allowable investment vehicles." Mr. Mazur made a motion, seconded by Mrs. Shrader. Mrs. Pesses asked if there was any other discussion. Mrs. Pesses noted that if this is something that we are not allowed to do, then we will not pursue it. Mr. Frank noted that he will confer with Phil Beckett, and that he has been discussing this with Groversville Enlarged School District Treasurer Cathy Meher. After discussion, the Board approved with a vote of "aye."
- Motion to authorize the Treasurer and VP of Finance to pay the National Grid bill upon receipt. Mrs. Shrader made a motion, seconded by Ms. Pepper. The Board approved with a vote of "aye."

Mrs. Pesses asked if there was any report on behalf of the Foundation. Mr. Frank noted there was none.

Mrs. Pesses delivered the Friends of the Library Report on behalf of Mrs. Jean La Porta.

Mrs. Pesses noted that there was no President's Report.

Valerie Acklin  
Library Director

2022-2023  
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

Ms. Acklin delivered the Building and Grounds Committee Report on behalf of Mr. Carlson. Among the topics discussed was the dome and the estimate for a skylight. Ms. Acklin surveyed present board members for approval to get a quote on the dome restoration and repair. Mrs. Pesses asked for the following motion to be passed:

- “Motion to authorize Vice President Merry Dunn-Brown to sign the Butler Rowland Mays Service Authorization dated September 7, 2022, in President Ren Reed’s absence.” Mr. Mazur made a motion, seconded by Ms. Pepper. The Board approved with a vote of “aye.”

Mrs. Pesses noted that there was no Local History Room Committee Report.

Ms. Acklin reported on the Outreach Committee on behalf of Ms. Dunn-Brown. She requests Board volunteerism for the Fall Fest and the Soroptimist Craft Fair.

Mrs. Pesses noted that the Personnel Committee Report will be added to the Director’s Report.

Mrs. Pesses noted that there was no Plan of Service Ad Hoc Committee Report.

Mrs. Pesses delivered the Policy Committee Report. The following policies were discussed as a first reading: Ethics, Tutoring, Personnel, Meeting Room, and Homebound. The following motions were made:

- “Accept the Personnel Policy as it had been written with no changes.” Mr. Mazur made a motion, seconded by Ms. Pepper. The Board approved with a vote of “aye.”

Ms. Pepper noted that there had not been a Program Committee meeting; however, she would like to meet soon with Ms. Acklin to discuss upcoming programs.

Mr. Mazur noted that the next Public Relations meeting will be October 4 at 11 AM. Future committee times will change to accommodate Mr. Rohrs’ work schedule.

Ms. Acklin delivered the Library Director’s Report. The next Books and Brews will be October 19 at Plaza Bistro.

Mrs. Pesses asked if there was any Old Business. Ms. Acklin noted that GPL still needs to acquire new lawyer.

Mrs. Pesses asked if there was any New Business. Mrs. Pesses asked for the following motion to be made:

- “Motion to reimburse President Ren Reed in the amount of \$55.00 for the County Clerk’s filing fee relating to 68 and 68 ½ E. Fulton St.” Mr. Rohrs made a motion, seconded by Mrs. Shrader. The Board approved with “aye.”

At 7:42 PM, Ms. Acklin requested a motion to go into Executive Session for the purposes of discussing staff promotions. Ms. Pepper made a motion, seconded by Mrs. Pesses. The Board approved with “aye.”

At 7:49, Mrs. Pesses requested a motion to leave Executive Session. Ms. Pepper made a motion, seconded by Mrs. Shrader. The Board approved with a vote of “aye.”

Upon leaving Executive Session, Ms. Acklin requested the following motion be made:

- “Motion to promote Lex Lanza to the position of Librarian I/Teen Librarian and Community Engagement Manager for 35 hours per week at an annual salary of \$38,000, effective October 1, 2022.” Mr. Mazur made a motion, seconded by Mrs. Shrader. The Board approved with a vote of “aye.”

At 7:50 PM Mrs. Pesses made a motion to adjourn. Mrs. Shrader seconded the motion. The Board approved with a vote of “aye.”

Respectfully submitted,

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Christian W. Rohrs, Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**SEPTEMBER 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	\$553,695.00	\$0.00	\$0.00	\$0.00	\$553,695.00
Investment Income	2,000.00	72.11	86.02	7.63	1,913.98
Gloversville Library Foundation Inc. - Int. & Div.	100,000.00	10,000.00	30,000.00	0.00	70,000.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	2,450.00	1,925.00	7,550.00
Government Affiliations	7,000.00	4,915.80	4,915.80	4,947.30	2,084.20
IRS Payroll Credit Covid 19	0.00	0.00	0.00	0.00	0.00
Fees & Miscellaneous Income	2,500.00	474.64	1,562.87	1,093.76	937.13
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,060.98</u>	<u>0.00</u>	<u>(60.98)</u>
<b>TOTAL RECEIPTS</b>	<u><b>\$685,195.00</b></u>	<u><b>\$15,462.55</b></u>	<u><b>\$49,075.67</b></u>	<u><b>\$7,973.69</b></u>	<u><b>\$636,119.33</b></u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on September 1, 2022	<u>\$96,901.56</u>				
Plus: Receipts Per Report	15,462.55				
Less: Land Planning	0.00				
Less: Expenses Per Report	<u>(74,031.66)</u>				
Income Cash Balance on September 30, 2022	<u><u>38,332.45</u></u>				
Accounts Payable as of 09/30/22	15,295.00				
Accrued Payroll Expense as of 09/30/22	0.00				
Cash Received Covid 19 less Credit Due	46,125.72				
Prepaid Expenses as of 09/30/22	<u>0.00</u>				
Actual Cash Balance on September 30, 2022	<u><u>\$99,753.17</u></u>				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Greg Niforos, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on September 1, 2022	\$91,201.48
Plus: Receipts:	
Interest on Money Market Account	3.27
Tax Levy Received	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	35,000.00
	<hr/>
Balance on September 30, 2022	<u>\$56,204.75</u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on September 1, 2022	\$764,976.02
Plus: Receipts:	
Interest on Money Market Account	62.87
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	0.00
	<hr/>
Balance on September 30, 2022	<u>\$765,038.89</u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on September 1, 2022	\$9,783.80
Plus: Receipts:	
Interest Earned	0.16
Insurance Claim	0.00
Less: Paid Outs:	
Rozell East, Inc.	2,100.00
	<hr/>
Balance on September 30, 2022	<u>\$7,683.96</u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on September 1, 2022	\$50.00
Plus: Receipts:	
Interest Earned	0.02
Donations-Amazon Smile	52.17
Less: Paid Outs:	
Transfer to Checking Account	0.00
	<hr/>
Balance on September 30, 2022	<u>\$102.19</u>

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**SEPTEMBER 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	\$337,256.20	\$ 36,663.15	\$ 79,436.84	\$ 66,619.98	\$257,819.36
Salaries - Part Time Employees	154,842.48	14,108.05	30,943.01	21,576.00	123,899.47
Salaries - Custodians	34,234.00	4,671.52	9,267.34	7,876.08	24,966.66
F I C A & Medicare Tax	40,264.45	4,241.40	9,153.03	7,334.30	31,111.42
Unemployment Insurance	800.00	0.00	281.25	254.75	518.75
Disability & Family Leave Insurance	2,000.00	0.00	1,471.88	1,331.33	528.12
Medical Insurance & Reimbursements	63,000.00	3,043.86	15,042.28	14,117.87	47,957.72
Worker's Compensation Insurance	3,000.00	0.00	3,723.38	3,906.09	(723.38)
Pension Expense	45,151.00	0.00	0.00	0.00	45,151.00
Heat	4,500.00	0.00	56.48	49.04	4,443.52
Electricity	25,000.00	0.00	4,255.87	5,882.57	20,744.13
Telephone	7,200.00	609.65	1,756.31	1,740.16	5,443.69
Insurance	25,000.00	0.00	25,675.76	23,816.85	(675.76)
Books, Periodicals, etc.	40,000.00	2,841.15	7,964.66	7,543.97	32,035.34
Computer & Automation Services	14,700.00	1,435.16	3,488.74	4,068.95	11,211.26
Library, Office Supplies & Postage	10,500.00	1,733.89	3,781.25	1,497.13	6,718.75
Maintenance, Repairs & Bldg. Supplies	10,000.00	212.08	1,078.38	1,833.82	8,921.62
Maintenance Contracts	38,000.00	3,258.74	14,057.88	13,701.79	23,942.12
Treasurer	8,800.00	750.00	2,200.00	2,200.00	6,600.00
Professional Fees	7,000.00	0.00	0.00	0.00	7,000.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	1,000.00	0.00	11.88	57.07	988.12
Events & Programming	5,000.00	368.02	994.20	975.79	4,005.80
Promotion Expense	4,800.00	25.00	50.00	149.50	4,750.00
General Expense	2,000.00	69.99	321.65	273.28	1,678.35
<b>TOTAL EXPENSE</b>	<b>\$885,048.13</b>	<b>\$74,031.66</b>	<b>\$215,012.07</b>	<b>\$186,806.32</b>	<b>\$670,036.06</b>



**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**SEPTEMBER 2022**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7098		Gloversville Public Library	\$ 13,801.31	Payroll
7099		Gloversville Public Library	13,837.12	Payroll
7100	2721	Michael J. Frank	750.00	Treasurer
7101	2722	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7102	2723	C D P H P	3,523.71	Medical Insurance
7103	2724	Frontier Communications	609.65	Telephone
7104	2725	Naif's	422.00	Newspapers
7105	2726	Mohawk Valley Library System	991.39	Computer & Automation
7106	2727	Daily Gazette Co., Inc.	25.00	Promotion Expense
7107	2728	Stewart & Bergen Co., Inc.	18.75	Maintenance & Repairs
7108	2729	Kingsboro Lumber Co., Inc. (131.19)	92.76	Library Supplies
			38.43	Maintenance & Repairs
7109	2730	Evapco, Inc.	1,458.74	Maintenance Contracts
7110	2731	Barbara J. Madonna (105.67)	30.82	Library Supplies
			74.85	Events & Programming
7111	2732	Derby Office Equipment, Inc.	21.59	Library Supplies
7112	2733	Saratoga Springs Public Library	17.99	Lost Books, etc.
7113	2734	Linda Conroy	183.94	Petty Cash
7114	2735	Johnson Controls Fire Protection, LP	1,800.00	Maintenance Contracts
7115	2736	Charles Reed	55.00	G/E - Filing Fees
7116	2737	Quill, LLC	1,233.87	Library Supplies
7117	2738	Ingram Library Services	1,559.74	Books
7118	2739	Business Card (1,943.40)	14.99	G/E - Zoom
			151.89	Maintenance & Repairs
			443.77	Computer & Automation
			310.24	A/V - DVDS
			132.91	Events & Programming
			340.43	Library Supplies
			549.17	Books
7119		Gloversville Public Library	14,889.78	Payroll
DM		E F T Invesco - 403b	150.00	Payroll
DM		E F T NYS & Local Retirement System	621.22	Pension - Withholdings
DM		E F T NYS Tax Department	2,000.50	Payroll
DM		E F T United States Treasury (13,444.76)	4,241.40	FICA & Medicare Expense
			9,203.36	Payroll
DM		Jaeger & Flynn Associates, Inc. - Reimbursements	417.42	Medical Insurance
		CHECK AND EFT PAID OUTS - SEPTEMBER 2022	<u>74,055.90</u>	
		PETTY CASH PAID OUTS - SEPTEMBER 2022		
		W G Y Grant	6.25	
		Maintenance & Repairs	3.01	
		Events & Programming	160.26	
		Library Supplies	12.50	
		Postage	1.92	
			<u>186.95</u>	
		<b>TOTAL AUGUST 2022 PAID OUTS</b>	<u><b>\$74,239.84</b></u>	
		Less: Lost Books, etc.	(17.99)	
		Less: W G Y Grant	(6.25)	
		Less: Petty Cash	<u>(183.94)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$74,031.66</b></u>	

**GLOVERSVILLE PUBLIC LIBRARY**

**GRANTS AND OTHER ITEMS IN PROCESS**

**STEWART'S GRANT**

Balance as of September 1, 2022		\$1,760.47
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 September 30, 2022		\$1,760.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of September 1, 2022		\$921.62
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Petty Cash	Petty Cash	Programming
Total Expenses		6.25
Balance of Grant Money Left at September 30, 2022		\$915.37

**ADVOCACY GRANT**

Balance as of September 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 September 30, 2022		\$110.91

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of September 1, 2022		\$9,825.00
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 September 30, 2022		\$9,825.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of September 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 September 30, 2022		\$2,807.18

## Financial Review September 2022

The Financial Report for the three-month period ending September 30, 2022 shows our income up approximately \$41,100 as compared to the same period of the preceding year primarily due to the increase in the Library Foundation's contribution of \$30,000 to the Library's Operating Budget along with a pass-through of \$2,450 of contributions as compared to \$1,925 in the prior year. The Friends of the Gloversville Public Library also gave us their pledge amount of \$10,000 in August this year which was earlier than last year. In the period ending September 30, 2021 the Foundation was still using the funds to pay down the term loan taken out due to having provided funds for the construction project. Expenses for the current year to date period were up approximately \$28,200 from the same period of last year due primarily to the increase in salaries and payroll related expenses.

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

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

Balance Per Bank Statement					\$ 21,783.16
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
05/17/22	7001	James Esper Landscaping		6,300.00	
07/08/22	7048	Gabrielle Duplessis		7.35	
09/20/22	7102	C D P H P		3,523.71	
09/20/22	7107	Stewart & Bergen Co., Inc.		18.75	
09/20/22	7111	Derby Office Equipment, Inc.		21.59	
09/30/22	DM	Invesco - 403 b Payment		150.00	
		Total Outstanding Checks			<u>10,021.40</u>
Other Items:		None			<u>-</u>
<b>BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS</b>					<u><u>\$ 11,761.76</u></u>

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

Balance Per Bank Statement					\$ 17,998.95
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
09/30/22	6337	George Emden IV		997.45	
		Total Outstanding Checks			<u>997.45</u>
Other Items:		None			<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 17,001.50</u></u>

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

Balance Per Bank Statement					\$ 56,204.75
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks			<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 56,204.75</u></u>

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

Balance Per Bank Statement					\$ 765,038.89
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks			<u>-</u>
<b>BALANCE IN LEDGER AND QUICKBOOKS</b>					<u><u>\$ 765,038.89</u></u>

**NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715**

Balance Per Bank Statement \$ 9,783.96

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**

\$ 9,783.96

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

Balance Per Bank Statement \$ 102.19

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 102.19

\_\_\_\_\_  
Prepared By,  
Michael J. Frank, Treasurer

\_\_\_\_\_  
Reviewed and Approved By,  
Greg Niforos  
Vice President of Finance

GLOVERSVILLE



PUBLIC  
LIBRARY

**Budget & Finance Committee Report**  
**Greg Niforos / Chair**  
**September 2022**

The Budget and Finance Committee met to start work on the 2023-2024 budget. Items discussed included investment income strategies, staffing levels and programming fund-

The need for a long term financial plan was introduced. We have been running a budget deficit for the past few years as unexpected operating costs and staffing have increased our expenses. We discussed how to adjust the budget and tax levy to sustainable levels with minimal impact to taxpayers with a goal of balancing the budget within five years. The pending \$500,000 ESD grant spread out over those five years will aid

Next meeting is November 9th at noon.



## Friends of the GPL Report Jean LaPorta / President September 2022

1. The Friends are gearing up for Friends' Week in October. Many things will be happening during the week. It is our week to make sure we recognize staff, trustees, and patrons — and that is just what we are doing!

- Staff gifts
- Trustee surprise treat
- Small gifts for Patrons
- Book give away on lower level of library
- Baby basket for first baby born at NLH this week
- Basket Raffle Drawing on Friday at 2 p.m. (There is still time to get your raffle tickets!)

2. Friends are volunteering on second and fourth Tuesdays in Club Baby. What a special program for the very youngest of our future patrons! The staff has really worked hard on this program and it is off to a good start. One of the Friend's volunteers told me that "she loves being there."

3. And.....after 3 long years, we are sponsoring a Book Sale in the Carnegie Room on Nov. 17, 18 and 19. Thank you to Robin Lair and her committee. They are working very hard to make this event a success. Check with the Library if you have books to donate. We are hoping this will become a regular event once again.

4. Merry Brown has contacted Peck's and they will be decorating the outside of the Library around December 1, as weather permits. Our little band of helpers will be at the Library on the Monday after Thanksgiving to decorate the lobby and staircase for the holidays.

5. And last, but definitely not least, Friends' Membership Renewal Forms will be mailed out this month. The Friends depend on the support generated by the renewals to continue providing the library with programming and support for items not contained in the library's operating budget. That is also why we also spend a great amount of time sponsoring fundraisers, too. We want to be able to be ready to "lend a hand" where it is needed.

6. Next Friends' meeting scheduled for November 3, 2022 at 5 PM in the Friends' Meeting Room.



## Building and Grounds Committee Report

### Dick Carlson / Chair

### September 2022

The Committee met on October 12.

**Building Leak in the Atrium:** We received an estimate of \$378,800 from Mid State Industries, the firm that investigated the structural integrity of the dome. This is for a zinc-coated tin replacement, without glass or interior lighting. The owner of the company is prepared to do the work in the spring.

As we are a public entity and will likely use some form of public money for the project, it must be competitively bid unless we can make a case for Sole Source. Sole Source essentially means there is only one product, or in our case one company, that can possibly do the work. This determination is coming from our attorney, Kathryn McCary. We are following up with both Steve Rowland of BRM and Kathryn to see if this is even possible.

*Option 1:* If it is possible to support Sole Source and continue working with Mid State Industries, we would need to Board to pass a resolution to agree to Mid State Industry's proposal.

Mid State, wants to secure the materials now, to ensure the materials are available for a spring start. This means the Library will have to pay him for materials now. At this point we have no grant funding for this project.

Any costs incurred before January 2023 can not be used in a DLD grant written and submitted in September 2023. Any cost incurred between January 1-June 30, 2023 would only be counted toward our MATCH portion of a DLD grant written and submitted in September 2023. Only cost incurred July 1, 2023-June 30, 2025 would be covered by the grant.

A CFA (Consolidated Funding Application) is more difficult. Any costs incurred before the award date (earliest would be mid-December 2023) would NOT count under any grants obtain through a CFA. If the entire project was completed before mid-December 2023, none of costs would be covered by a CFA grant. In fact, there would be no reason to write one.

*Option 2:* If Sole Source cannot be supported and we are required to competitively bid the project, we will need engineering and design work done to create construction documents for the bid process. This will push the timeline out, which could be beneficial.

While engineering and architectural fees can be included in a DLD grant, any costs incurred before January 2023 cannot be used in a DLD grant written and submitted in September 2023. Any cost incurred between January 1-June 30, 2023 would only be counted toward our MATCH portion of a DLD grant written and submitted in September 2023. Only cost incurred July 1, 2023-June 30, 2025 would be covered by the grant.

A CFA (Consolidated Funding Application) would work the same as in Option 1. Any costs incurred before the award date (earliest would be mid-December 2023) would NOT count under any grants obtain through a CFA. If the entire project was completed before mid-December 2023, none of costs would be covered by a CFA grant. In fact, there would be no reason to write one.



Hoping for CFA money pushes this project out to January 2024 at earliest. There are expenses like design fees and costs to oversee the bidding, and procurement of materials that could happen in early 2024 to be ready for a spring 2024 construction project.

These are the only two construction grants with large enough pots to be of significant help.

We will need to follow up with Mike at Mid State Industries with the Board's decision.

The sense of the Committee is that since the condition investigation by Mid State did not reveal any major structural deterioration warranting a "drop everything" response it would be desirable to schedule the dome rehabilitation project for 2024. This would give us more time to secure grant funding for the project and also allow us to concentrate our efforts in 2023 on the Phase I project for improving the 66, 68 & 68 ½ property.

**Snowplowing Contract:** No responses to our RPF have been received yet; Carlson contacted Jim Esper 10/13, and he said it's in the mail, should receive it by 10/14 or 10/15.

**Exit Driveway and Other Landscaping:** Work wrapped up for this year. Merry will develop a list of landscape related needs for next year as input into our budget preparations. Idea is to provide Library funds to compliment the funds provided by the Friends for this work.

**Carnegie Room Stage:** Once she's done with it, Valerie will donate the device she's currently using to use stairs. This should work for those that would benefit from additional assistance to make the step to gain access to the stage.

**Fire Alarm Malfunction:** The actuator has been replaced. Also, we have received the Public Assembly Certification from the Fire Department.

**Shifting of Staff Spaces:** The moves are completed. Holding off for now on related office furniture and equipment purchases (estimated cost of \$3,348).

**Parking Lot/Phase 1 (\$241,520):** Our DLD grant application was submitted to MLVS. We requested a 75% match or \$181,140. Our portion would have been \$60,380. We were awarded 69%. This means our award amount is \$166,782. Our match is now \$74,738. We will seek grant funding to offset this expense. The project will be put out to bid in February. Future meeting with the architects will be to review and approve the construction documents, in hopes of putting the project before the City's Planning Board at their January meeting for approval (so it can be bid in February). Bids would be due mid-March. Hopefully we would have a vetted, responsible bidder by the March Board meeting, so we can get the contract awarded and begin work in the spring.

GLOVERSVILLE



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**Outreach Committee Report**  
**Merry Dunn Brown / Chair**  
**September 2022**

We're continuing to distribute the monthly calendars to downtown stores and to non-profits. They're all very happy to display them and give them to people. It seems to be a worthwhile activity.

We're looking forward to having an outreach table Sun., Nov.20 at the Soroptomist Craft Fair. It's a great opportunity to promote the library since it's extremely well-attended. Consider sitting awhile to talk with attendees.

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**Personnel Committee Report**  
**Susan Shrader / Chair**  
**September 2022**

The Personnel Committee met on Wednesday, Oct. 12. Present were Director Valerie Acklin, Chairperson Sue Shrader, and committee members Merry Dunn Brown and Greg Niforos. The committee discussed staffing options for a Library Clerk position, as well as a Librarian 1 position. The committee was updated on the applicants for those positions. Valerie also discussed the regulations pertaining to Civil Service and how they impact the Library and the hiring of new staff.

GLOVERSVILLE



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**Plan of Service Ad Hoc Committee Report**  
**Charles “Ren” Reed / Chair**  
**September 2022**

The Plan of Service Ad Hoc Committee met on September 29, 2022. Wade Abbott, Valerie Acklin, Caren Pepper, and Charles “Ren” Reed attended.

When reviewing the 2018 Community Focus Group Workshop format and questions that were used for the 2019-2021 Plan of Service, it was discovered that Question-2 (What is your dream for your community?) helped to gather insight to answer the Vision Statement question (Where do you want to be in 5 to 10 years?). It was also discovered that Question-3 of the Community Focus Group Workshops (What do we need to do as a community to accomplish your dreams?) helped to gather insight to answer the Mission Statement question (How do you get to where you want to be in 5 to 10 years?).

The committee decided to use the 2018 format with one change. A new question will be included in the workshop asking participants what the Groversville Public Library can do for them or what else could the Groversville Public Library be doing? Using the 2018 format has an advantage in that data collected in 2022-2023 can be compared with data collected in 2018.

Charles “Ren” Reed has called a special meeting of the Board of Trustees on Tuesday October 25th, 2022 at 6:30 PM for the purpose of beta testing the new focus group workshop.

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

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

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

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

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

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

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

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

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

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

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

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

Revised January 2010

Revised February 2019

Revised October 20, 2022

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

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

Patrons requesting homebound services must meet the following eligibility requirements:

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

Appropriate additional services for any homebound patron may include:

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

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

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

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

Adopted January 17, 2006  
Revised December 19, 2017  
Revised April 20, 2021  
Revised October 18, 2022



**Public Relations Committee Report**  
**John Mazur / Chair**  
**September 2022**

The committee meeting was held on October 4, 2022. Members present were Valerie Acklin, Barbara Madonna, Lex Lanza, and John Mazur.

- The GPL Facebook and Instagram pages are checked regularly for accuracy of information by Valerie Acklin, Lex Lanza, and Sonny Duross. If information is incorrect or inappropriate, Valerie Acklin will correct or delete the information. There have been no issues to date.
- John Mazur will contact Ren Reed and Chris Pesses to see if there is any interest in doing the podcast with Bob Cudmore on the Local History Room.
- A quarterly in-house published GPL newsletter was discussed with the first issue to be ready for June 2023. It would be available online, in local businesses, and at events. A color printer is needed to produce a quality product, and Barbara Madonna will investigate the cost and search for grants to cover the cost.
- Lex Lanza will investigate the cost of placing online ads. The plan is to reach a larger audience.
- John Mazur will contact Brian DePasquale, Boulevard School principal, and the Gloversville elementary school PTA to see if it's possible for the GPL to do a presentation, and if it's possible for the PTA to distribute information on our behalf.



## **Director's Report** **Valerie Acklin / Library Director** **September 2022**

### **MVLS Annual Dinner**

After a lengthy COVID-related hiatus, the MVLS Annual Dinner is back! As I mentioned in a recent email, each library is being asked to send as large a contingent as possible. Our library will be featured in a poster presentation, which will shine a well-deserved spotlight on our recent accomplishments and our outstanding staff. The event is on Thursday, October 27<sup>th</sup>, at 6 PM, at the Main Library in Schenectady. And, yes, there will be free nibbles! I'm arranging a carpool for those interested in attending, so please do consider joining us. It would be lovely to show support for both our library and our library system.

### **Programming & Community Engagement**

Our months of program planning and publicity scheduling are finally starting to show results! On the adult end of the spectrum, our crafting programs continue to be sellouts and the resulting projects are spectacular. In addition, we have 17 readers signed up for the second installment of Books & Brews (to be held at Plaza Bistro). Our Qi Gong class has gone virtual, due to the chilly weather, but is still attracting a solid core of attendees, and Write On!, our new and improved writer's workshop is set to launch next month. Teens have also been busy, both at the Library and at our partners' facilities. Lex spoke to over 50 teens at the Loft and she is working with them to establish a monthly book club there. She also visited Gloversville Middle School to meet with the Library Club there, to get a manga club going, and was delighted to find 18 students interested in participating. Our teen cooking class continues, and was also full for the upcoming session. Children's programs are also gaining strength. Kids cooking classes and the STEM club have been massively popular; Club Baby continues to grow with each session, and we have added movie screenings, and a Halloween makeup workshop to the calendar. Along with the creation of these programs, comes the need to publicize them, and this month I've been working with Lex and Sonny to establish a schedule to get the word out in a timely fashion before these events, as well as promote them afterwards (in the hopes of drawing new patrons to future programs). To that end we have formalized our Facebook and Instagram posts, and are now featuring graphics for specific departments each day (ex.: Children's programs on Mondays, teens on Tuesdays, health and wellness programs on Wednesdays, book clubs on Thursdays, etc.) By doing so we have tripled and sometimes even quadrupled our post views and engagement. A good example can be seen with the post following our last kids cooking class. The photos posted garnered over 3000 views, 65 likes, and 12 comments, and 8 shares! A post highlighting our circulating board game collection received over 1100 views, and Sonny's new monthly virtual Facebook story time has racked up over 250 views. As we put the finishing touches on our spring programming plans, we are hoping to build on this success.

### **Community Outreach Update**

It has been a busy month! September saw us partnering with the Rob Constantine Recover Community and Outreach Center to display their Recovery Wall photo installation throughout the library, culminating with a reception that both Mayor DeSantis and Representative Smullen attended. As mentioned above, we began holding teen programming at both The Loft and the Middle School, with High School to follow next month, and we'll be testing the waters for a graphic novel book club at North Star Café next month, as well. Still in the works are a regular support group for those caring for people living with dementia, in partnership with the Alzheimer's Association; as well as a support and social group for queer-identifying teens, with our partners at the Pride Center of Albany. And, of course, we continue to reach out to local restaurants and bars for future Books & Brews locations.

### **Save the Date**

Though the leaves have only just turned, we're already planning for year two of our Holiday Party. We're shooting for Friday, December 9<sup>th</sup>, after the library closes for the day. As always, Trustees are welcome to attend! So, pencil it in on your calendars before the season is in full swing, and be on the lookout for more detailed information coming down the road.





This month we dissolved the New & Popular audiobook collection. Audiobooks have not been circulating well and we have reduced the amount we are purchasing, so the New & Popular section was looking a bit sparse. Now audiobooks immediately go into the regular audiobook collection and are available to any patron in any library immediately.

This month we also relocated the Memory Lane collection from the back corner of the Non-Fiction Room to a tall end cap facing one of the entryways into the room. We also gave it a bright, new sign. The end cap bridges the two bays of the “regular” collection that deal with similar topics, as well, making it a really good fit.

I am continuing to work with Lex as she becomes familiar with ordering books through Ingram. We were also able to order our first batch of graphic novels from the new local practice account we set up with Ingram, and it went well, almost without any hiccups!

Lex also reported that the Empire Pass promo she ran this summer seemed to improve the circulation of the pass this year. In 2021, the pass circulated 3 times, while this year it has been checked out 12 times, thus far.

This month we also weeded the medical section (610s). In this section you need to pay close attention to publication dates as information regarding these topics can change quickly. Sometimes it truly is better not to have a book on the shelf than to have a book on the shelf with incorrect, and even harmful, information.

This month we were able to shift the adult fiction collection to even out the number of books on each shelf and to free up the end caps on the backs of the stacks to provide display space for the Teen collection. We were also able to shift the entire Teen collection, evening it out as well. Biographies were also shifted, removing all books from the bottom shelves and evening it out.

At Easy Eats this month we attempted to roll veggie sushi! Everyone enjoyed themselves, even though we were not exactly successful, rice bowls anyone? The unfortunate thing was that we had 11 people register and only 6 showed up. To try and circumvent this, beginning in 2023, we are planning on charging a small fee of \$3 to attend the class. This will be the first time we’ve charged for a program in this manner and I’m interested to see how it impacts attendance.

And, reading back over this report, it absolutely does not reflect just how much time has been spent on PLANNING programming for the remainder of the year and into 2023.

We’ve made the transition to fall! I can’t believe it’s already here!

#### Programs in September:

- For the Love of Reading’s topic was to read a banned book.
- Book Tasting discussed banned books and had 3 participants, with additional staff support from Lex.
- Easy Eats prepared veggie sushi and had 6 participants.
- Adult Crafting had a total of 28 participants and we painted dandelions onto 4x6 canvas panels: 9 at the 1:30 class, 11 at the 5:30 class and 8 picked up as kits.
- Club Baby had 1 child and 1 parent on 10/13 (meet & greet) and on 10/27 I filled in for Valerie with the theme of dinosaurs where we had 1 child and 2 parents.



## Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

September 2022

### 1. Wrap up grants from the building renovation.

- Empire State Development, \$500,000 outstanding
- ESD staff are still reviewing and processing our request for payment.

### 2. New grants for building projects

- We requested a 75% match or \$181,140. Our portion would have been \$60,380.
- While there were only three libraries that submitted applications, the total requests exceeded MVLS total allotment from the state. It was the recommendation of the MVLS committee and passed by the MVLS board that each application be funded at 69%. This means our award amount is \$166,782. Our match is now \$74,738.
- My next step with grants is to see if we can find some funding from a organizations, like AARP, that support community projects.

### 3. Other grants

- Working on a Wal\*Mart grant for a Scannx system to replace the public photocopier and expand what services we can offer to patrons.
- Valerie and I also had a meeting with a community member who has written grants for the Senior Center and has offered her assistance to the Library.

### 4. Other projects

- The Passive Programs for September were spice packets in the adult department and a contest between two popular foods in the Youth Center. We handed out 101 packets of turmeric and ginger with a recipe for Turmeric Ginger Tea and 79 packets of nutmeg and all spice to make an Orange Nutmeg Chicken Marinade. Downstairs pizza won over mac & cheese.
- Weeding of the Adult Medical books wrapped up in September. We are now eyeing the Adult 000 (Generalities) books as well as our *For Dummies* series books (like *Wine Making for Dummies* or *Macramé for Dummies*). Also, the Memory Lane Collection was relocated to make it more visible to patrons.
- HFM Prevention Council hung a recovery art show in the Library's gallery spaces and held a reception during the month.
- I continue to spent time on the phone with Joint Automation trying to get the adult computers to print properly.
- An MVLS Dream & Do Grant was submitted in support of Lex's new anima and manga programs.
- Work also began on a new Library of Things display board. Additional cabinets in the workroom were emptied to provide storage for the new Library of Things items that will be added in the next few months.
- And letters were sent to area businesses requesting donations of unsold seed packets to resupply the Seed Club for next spring.



**Youth Services Report**  
**Darla Barry / Head of Youth Services**  
**September 2022**

As Summer ended, so did our Story Time at Rail Trail Park. We took a two-week hiatus and then we were back to our regular Story Time in the Children's Early Literacy Center, on September 8. This fall, on the first Thursday of each month, we will also offer 30 Take 'n' Make craft bags to our young patrons. Each week following, we will have activity sheet packets for the children to stop by and take for home use. After each of our actual Story Times, we alternate between doing a craft in the Activity Room and dancing and exercising in the ELC, utilizing the large screen television and laptop for song, dance and exercising programs offered on YouTube.

This month, Our Story Times consisted of seasonal stories relating to rain, farms, leaves, and emotions. While reading *If You Give a Mouse a Cookie*, the children interacted with a mouse puppet and used the felt board with props that went along with the story. A rain stick and a leaf man were created during our in-house craft time. (Please see attached sheet for titles and programs.)

Club Baby kicked off on Tuesday, September 13, with one child and parent in attendance, the theme was Farms. I hosted the event and was joined by Nicole, Sonny, and Jean LaPorta. The Friends of the Library will be offering their support for our new program, and we are extremely grateful. Following a set class agenda (because the littlest ones thrive on routine, we held introductions, had free playtime, and then sang a song before beginning a modified, age-appropriate "story time." We read short stories, chosen for their visual appeal and repetitive language, interspersed by interactive lap activities. Then it was time for more free play, an announcement about upcoming Library events, and, finally, our goodbye song. Nicole was the presenter for our second get-together with a dinosaur theme following the same format. Nicole was joined by Mrs. LaPorta and Diane Purcell, another Friend, that will be joining us in future Club Baby presentations.

The STEM Club kicked-off the fall season with an introduction to "Strawbees," which is an award-winning, light-weight, construction system for ages 6 and up. It is a kit based on simple units called Strawbees, that lets you connect straws to each other and build tiny to huge mechanical objects, from just straws and cardboard. The children in attendance were excited to try their hand at a creation for which we had instruction, but were a little hesitant to venture a new creation using their imagination. (They will be trying this again in our November class.)

## Story Time Thursday

**Date:** 9/8/2022 5C/5A  
**Craft:** Rain Stick  
**Title:** Puddle  
**Author:** Hyewon Yum  
**Illustrator:** Hyewon Yum  
**Publisher:** Farrar Straus Grioux\*New York

**Title:** On a Rainy Day  
**Author:** Sarah LuAnn Perkins  
**Illustrator:** Sarah LuAnn Perkins  
**Publisher:** Viking

**Title:** Watersong  
**Author:** Tim McCanna  
**Illustrator:** Richard Smythe  
**Publisher:** Simon & Schuster Books for Young Readers

**Date:** 9/15/2022  
**Craft:** Children Danced/Exercised to Programs on TV  
**Title:** Does a Cow say Boo?  
**Author:** Judy Hindley  
**Illustrator:** Brita Grandstrom  
**Publisher:** Candlewick Press

**Title:** Cock-A-Doo Le-Doo-Bop!  
**Author:** Michael Ian Black  
**Illustrator:** Matt Myers  
**Publisher:** Simon & Schuster Books for Young Readers

**Title:** The Scarecrow's Dance  
**Author:** Jane Yolen  
**Illustrator:** Bagram Ibatoulline  
**Publisher:** Simon & Schuster Books for Young Readers

**Date:** 9/22/2022  
**Craft:** Creating "Leaf Man"  
**Title:** Hello, Dark  
**Author:** Mai Mei Wong  
**Illustrator:** Tamara Campeau  
**Publisher:** PajamaPress

**Title:** When Autumn Comes  
**Author:** Robert Maass  
**Illustrator:** Robert Maass  
**Publisher:** Henry Holt and Company

**Title:** Fletcher and the Falling Leaves  
**Author:** Julia Rawlinston  
**Illustrator:** Tiphonie Beeke  
**Publisher:** Greenwillow Books

**Title:** Leaf Man  
**Author:** Lois Ehlert  
**Illustrator:** Lois Ehlert  
**Publisher:** Harcourt Press

**Date:** 9/29/2022  
**Craft:** Children Danced/Exercised to Programs on TV  
**Title:** The Bad Day  
**Author:** Frann Preston-Gannon  
**Illustrator:** Frann Preston-Gannon  
**Publisher:** Templar Books

**Title:** If You Give A Mouse A Cookie  
**Author:** Laura Numeroff  
**Illustrator:** Felicia Bond  
**Publisher:** A Laura Geringer Book/An Imprint of HarperCollins

**Title:** People Are Wild  
**Author:** Margaux Meganck  
**Illustrator:** Margaux Meganck  
**Publisher:** Alfred A. Knopf

## Story Time Saturday w/Sonny

**Date:** 9/10/2022  
**Title:** Around the Table That Grandad Built  
**Author:** Melanie Hill

**Title:** The Perfect Hug  
**Author:** Joanna Walsh

**Title:** Thomas and the Magic Railroad  
**Author:** Britt Allcroft

**Programs:** Colors by Hap Palmer  
Old Mac Donald/Real Animals  
Herman the Worm  
Shake Your Sillies Out

The Crocodile Song-The Learning Statopm  
The Monkey Dance-Danny Go!  
Head, Shoulders, Knees & Toes-The Learning Station  
Boom Chicka Boom-The Learning Station

Statistics / Monthly Report

**September 2022**

Figures in parentheses are  
comparable figures for 2021

	<b>2022</b>	<b>2,021</b>
<b>VISITORS</b>	<b>5,435</b>	<b>(6,255)</b>
<b>CIRCULATION</b>		
Adult circulation	1,387	(1,482)
Teen Circulation	164	(103)
Juvenile Circulation	1,113	(713)
Audiobooks	100	(125)
eAudio	179	(162)
eBooks	617	(506)
Music	10	(9)
Periodicals	53	(59)
eMagazines	99	(63)
Videos	718	(684)
Museum Passes	4	0
Library of Things	12	(6)
Subtotal	<b>4,456</b>	<b>(3,912)</b>
In-House Use		
Adult	74	(5)
Juvenile Circulation	0	(1)
Other Materials	720	(720)
Subtotal	<b>794</b>	<b>(726)</b>
<b>Total Circulation</b>	<b>5,250</b>	<b>(4,638)</b>
 <b>REFERENCE QUESTIONS</b>	 <b>128</b>	 <b>(40)</b>
<b>MEETINGS / PROGRAMS / OUTREACH</b>		
66 Adult programs & meetings with 343 people		(34 Adult programs & meetings 208 people)
8 Juvenile programs & meetings with 156 people		(6 Juvenile programs & meetings with 30 people)
1 Teen programs & meetings with 3 people		(0 Teen programs & meetings with 0 people)
372 One-on-one programs & meetings with 372 people		(111 One-on-one programs & meetings with 111 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	523	(430)
Material Loaned	538	(558)
Total	<b>1,061</b>	<b>(988)</b>
 <b>COMPUTER USAGE</b>	 <b>1,192</b>	 <b>(843)</b>
<b>HISTORICAL ROOM</b>		
Visitors	18	(2)
Books Used	58	(3)
Reference Questions	18	(3)
Microfilm	0	0



Adirondack Health Institute

◊ Lead ◊ Empower ◊ Innovate

## **Business Letter of Intent for Narcan Emergency Box Initiative**

Dear Agency of Interest,

Thank you for your interest in becoming a member of the Opioid Emergency Kit Cabinets initiative, herein after known as Narcan emergency boxes, for the North Country of New York State. *Narcan emergency boxes* are wall mounted kits that contain two doses of the opioid overdose reversing medicine Naloxone, instructions for how to administer it, and a barrier mask to facilitate rescue breathing in the event of a suspected overdose. Naloxone, or Narcan, is a nasal spray. Narcan emergency boxes *are intended for emergency use only*.

The goal of the Narcan emergency box initiative is to install and maintain a network of Narcan emergency boxes in publicly accessible spaces in participating businesses in the North Country region. This initiative is intended to be sustainable beyond the performance period of the federal Health Resources and Services Administration (HRSA's) grant funding of the Rural Communities Opioid Response Program (RCORP) Implementation, which ends in September of 2024. Our hope is that Narcan emergency boxes will become a routine safety device within the North Country of New York State in order to expand access to naloxone and prevent overdose fatalities, and that they foster discussion to combat stigma within our region and continue to save the lives of people who use drugs. As a business, you are an instrumental part of integrating Narcan emergency boxes into our community!

The purpose of this letter is to define the roles and responsibilities for organizations that agree to collaborate and participate in this initiative on behalf of Adirondack Health Institute's Rural Communities Opioid Response Program (RCORP). The following will outline the responsibilities and liabilities of what being a partner to the Narcan emergency box initiative will entail from a business as well as outline an Opioid Overdose Prevention Programs (OOPP's) responsibilities on the last page of this letter. Please note that this is **not** a contractual obligation, but we ask for your continued support beyond the years of RCORP Implementation to create a safer environment for people who use drugs and to assist with wider access to Narcan.

It is important to read all information thoroughly. If more clarification is needed, please contact Sabrina Herlick, Director of RCORP via email at [sherlick@ahihealth.org](mailto:sherlick@ahihealth.org).

### **Adirondack Health Institutes' (AHI) Rural Communities Opioid Response Program, known as AHI RCORP, agrees to fulfill the following roles and responsibilities:**

- AHI RCORP will use RCORP grant funds to purchase Narcan emergency boxes and the necessary mounting equipment for placement in participating businesses in the following counties: Clinton, Essex, Franklin, Warren, and Washington.

- Please note that the New York State Area Health Education Centers (AHECs) will be responsible for the following counties purchasing Narcan emergency boxes. **This letter does not assume their responsibility for any of the written language below.**
  - Hudson Mohawk AHEC: Fulton, Hamilton, Montgomery
  - Northern AHEC: St. Lawrence
- AHI RCORP funding will be used to purchase the boxes and mounting equipment for locations that are designated as “hotspots” for overdoses. Hotspots are locations where overdose patterns are high or drug use appears to be high based on community observation.
  - If a business is not located around a hotspot, the Narcan emergency box implementation will be reviewed on a case by case basis.
- AHI RCORP will identify hotspots by collaborating with police departments, EMS, community based organizations, and people who use drugs. This information will be shared with OOPP’s to determine which businesses may or may not be interested in participating in this initiative.
- AHI’s sole responsibility is to purchase the Narcan emergency box that will contain the medication (naloxone/Narcan) which an OOPP will provides to businesses where the Narcan emergency boxes will be located and assumes no responsibility for the supply, storage, use, or disposal of the medication.
- AHI RCORP is responsible for collecting the data of where Narcan emergency boxes are located within the counties and to coordinate with OOPP Sites and businesses where Narcan emergency boxes are located to track how many doses are taken from each box. RCORP will coordinate with OOPP Sites for this data in March and September of calendar years until 2022, 2023, and end September 30<sup>th</sup>, 2024.
- AHI RCORP’s participation in this initiative will end at the conclusion of the AHI RCORP Implementation Grant in September 2024.

**As a business that is willing to participate in the Narcan emergency box Initiative, you agree to fulfill the following roles and responsibilities:**

- Ensure that the box is securely attached to a wall, away from direct sunlight and extreme temperatures, and is in a location that is visible and accessible to all patrons of the business.
- Designate a point person who will routinely and regularly assess the state and condition of the Narcan emergency box.
- Monitor the Narcan emergency box and make a good faith effort to ensure that Narcan is consistently available within the box. Ideally, businesses will check boxes weekly, if not more frequently, however, they are free to determine their own monitoring schedule. In addition, businesses will determine if they would like a signed sheet for the checking of the boxes on a regular basis.
- Contacting their assigned OOPP to obtain more Narcan if the Narcan has been taken from the box.
- Contact their assigned OOPP to obtain another kit if there has been an overdose or deployment of Narcan within their business to obtain another kit.
- Contact the OOPP if any support is needed for training of staff.
- Staff who would prefer to be trained in Narcan administration will have access to that training through their assigned OOPP.
- Employees are able to administer Narcan in the event of an overdose if they are comfortable doing so. It is encouraged that they are trained in Narcan administration.

- New York’s Codes Rules and Regulations (NYCRR) Section 3309, 10 and NYCRR Section 80, 138 protects you when administering Narcan: “Pursuant to Public Health Law section 3309(2), ...use of an opioid antagonist... in accordance with this section shall not constitute the unlawful practice of a profession or other violation under title eight of the education law or article 33 of the public health law in the event of an emergency.”
- If no one that is trained in Narcan administration is on site at the time of an overdose, please follow the instructions carefully on administration if Narcan needs to be deployed and call 911 immediately.
- Review of regulations for Narcan access in your facility, if any.
- It is important to emphasize that overdoses are not isolated “one time events.” After every incident involving use of a Narcan emergency box, a post-event review should be undertaken to see if any improvements can be made. The designated point person at the business should make an effort to routinely and regularly assess the state and condition of the Narcan emergency box.

If you have read and understood your role as a business site and wish to participate with the Narcan emergency box initiative, we request that you complete the information below to become a part of this project. As OOPP sites will coordinate efforts with you, their responsibilities are listed on the following page. If there are any questions regarding the Narcan emergency box initiative or completing the information below, please contact Sabrina Herlick, Director of RCORP Implementation, [sherlick@ahihealth.org](mailto:sherlick@ahihealth.org).

It is AGREED TO BY ALL PARTIES:

1. That any party may terminate this Agreement for any reason within 30 days of written notice.
2. That nothing contained in this Agreement is intended to establish or serve as a contractual obligation.

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Please fill out the following information as commitment to the Narcan emergency box initiative and return to Sabrina Herlick via email at [sherlick@ahihealth.org](mailto:sherlick@ahihealth.org)

Date and Number of Boxes Requested	____/____/____ # of boxes: _____
Name of Agency	
Address	
Name of Contact or Point Person	
Email	
Best Phone Contact	
Digital Signature of Contact or Point Person	



Public Access

# NARCAN KITS

A kit is available to anyone who may need to use it in the future, including friends and family who have concerns about a loved one.

Narcan® (naloxone) kits are meant for emergency use to resuscitate a person who is experiencing an opioid overdose.

Narcan® is an opioid receptor blocker and has been shown to be lifesaving. It is safe and cannot be used to get "high."

Made available through



**TRAINING IS RECOMMENDED TO  
LEARN PROPER USE OF NARCAN.  
SESSIONS ARE WIDELY  
AVAILABLE ONLINE.  
SCAN THE QR CODE WITH YOUR  
PHONE TO LEARN MORE.**



**MOHAWK VALLEY LIBRARY  
SYSTEM**

**INVITES YOU TO OUR  
ANNUAL MEETING 2022**

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**THURSDAY OCTOBER 27, 2022**

**AT 6:00 PM**

**THE MCCHESENEY ROOM**

**HON. KAREN B. JOHNSON CENTRAL LIBRARY**

**SCHENECTADY COUNTY**

**PUBLIC LIBRARY**

**99 CLINTON ST**

**SCHENECTADY, NEW YORK**

**PLEASE RSVP**

**BY MONDAY, OCTOBER 17, 2022**

**At: <https://forms.gle/E9EvAuu42t7vs7wH8>**