



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
April 20, 2021 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the March 2021 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Foundation
6. Building and Grounds Committee
7. Outreach Committee
8. Personnel Committee
9. Policy Committee
First reading:
 - Computer and Internet Policy
 - Meeting Room Policy
 - Tutoring PolicySecond reading:
 - Homebound Services Policy
 - Local History Room Policy
 - Pandemic Policy
10. Program Committee
11. Public Relations
12. Director's Report
13. President's Report
14. Old Business
15. New Business
16. Adjourn

Next Meeting: May 18, 2021 at 6:30 PM

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



Valerie Acklin
Library Director

2020-2021
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 Groversville Public Library Board of Trustees Meeting March 16th, 2021

The Groversville Public Library Board of Trustees held a meeting on March 16th, 2021. Present were President Charles "Ren" Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Sue Shrader, Richard Carlson, Gregory Niforos, Caren Peppera, and John Mazur. Mr. Reed called the meeting to order at 6:30 PM. When asked for any public comment, there was none.

Mr. Reed asked for a motion to approve the March minutes. Mrs. Pesses made a motion, with a second motion made by Ms. Pepper. Mr. Reed asked for any discussion. Hearing none, the board approved with "aye."

Mr. Reed asked Mr. Frank to review the Financial Report for the eight-month period ending February 28, 2021. Mr. Frank informed the Trustees that our income for the period was down approximately \$6,000 from the same period of the preceeding year, due to not having received any Bullet Aid from the State and not having any donations from the Foundation yet this year. Mr. Frank informed the Trustees that the Library received the \$10,000 from the Friends of the Library in February. The receipt of \$20,449 this year from the Payroll Tax Credit from the IRS has basically offset the decline in government affiliation income. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$34,000 over last year, due primarily to the new maintenance contracts this year that we did not have for the building last year. The increase in payroll and related payroll taxes over the prior fiscal year also increased the expenses for the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Carlson made a motion, seconded by Mr. Mazur, to accept the Financial Report as presented. This was approved all voting "aye."

Mr. Frank distributed the warrants list for March 2021, numbered 2295 through 2315, which was audited by John Blackmon, our claims auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Groversville Public Library and recommended payment of same. Mrs. Pesses made a motion, seconded by Mr. Rohrs, to approve the warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting "aye."

Mr. Reed asked Mr. Frank to report on behalf of the Foundation. Mr. Frank reported there has not been a meeting.

Mr. Reed delivered the Friends of the Library report, submitted by Mrs. Jean La Porta. Mrs. La Porta indicated that the next meeting will be by May 6th at 6 PM. Pie sale orders are due by March 20th and order forms are available on the library website. The Friends would like to thank Ms. Acklin for her idea of purchasing 14 pies that were raffled off to those who purchased their pies before March 14th — Pi Day. Mrs. La Porta is pleased to report that she was the recipient of one of the pies.

Mrs. La Porta also reminded the board that article submissions for the April issue of the Friends' newsletter may still be accepted, although the deadline was March 15th. She is also pleased to report that the Friends' annual \$10,000 donation to the library's opening 2020 budget was made in February. The board expressed their immense gratitude for the Friends of the Library's continued support. On behalf of the Friends of the Library, Mrs. La Porta would like to congratulate Miss Alissa Mangiaracina as the recipient of the \$500 scholarship for 2020. Miss Mangiaracina plans to attend Hamilton College. The Friends of the Library intends to offer a 2021 scholarship. The Friends of the Library also approved \$250 for the Grounds Committee to use for spring planting.

Mr. Carlson delivered a report on behalf of the Buildings and Grounds Committee. Snowplowing, parking lot tree removal, landscaping, Friends of the Library clean-up plans, and carpet cleaning were some of the topics they discussed. Mr. Carlson also reported the following contracts needed review regarding status of scheduled visits: HVAC Software, HVAC Maintenance, HVAC Cooling Tower Maintenance, Sprinkler System, Fire Extinguishers, Elevator, and Fire Inspection. Mr. Carlson also indicated he will include any additions on the maintenance checklist and distribute the report to Ms. Acklin and board members.

Mrs. Pesses reported on behalf of the Policy Committee. She presented the updated Homebound Services Policy, Local History Room Policy, and Pandemic Policy to the Board for their first reading. The committee's next meeting will be April 8th and several additional policies will be reviewed before the next GPL Board meeting.

Ms. Dunn-Brown delivered a report for the Outreach Committee. She acknowledged there was no meeting; however, she hopes there will be a chance that some events will be offered in the city once reopening occurs. Mr. Rohrs also acknowledged there had been no meeting for the Public Relations committee, and he agreed that once reopening occurs, there will be an ample amount of outreach opportunities for the Library.

Mrs. Shrader reported on behalf of the Personnel Committee. She noted that there will be a meeting in the following week to discuss Employee Handbook updates, as well as an update to the timeline for Director Evaluation.

When asked to discuss the Director's Report, Ms. Acklin reported signatures for trustee petitions are due before the vote. Mrs. Pesses inquired about GPL program advertising, to which Ms. Acklin responded with plans to display a banner welcoming the community back to the library. In the President's Report, Mr. Reed reported that he looks forward to reopening and thanked Ms. Acklin and the staff for their incredible work.

When asked if there was any Old Business, none was reported.

When asked if there was any New Business, Ms. Acklin discussed her plans to reopen. Among the plans discussed were computer accessibility and meeting room reservations. At 8:07, Mr. Reed asked for a motion to adjourn. Mr. Mazur made a motion, with a second motion made by Mrs. Shrader. The board approved with "aye."

Respectfully submitted

Christian W. Rohrs

GLOVERSVILLE PUBLIC LIBRARY

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

MARCH 2021

	Budget July 1, 2020 to June 30, 2021	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$453,695.00	\$0.00	\$453,695.00	\$453,695.00	\$0.00
Investment Income	2,600.00	58.73	252.43	2,102.57	2,347.57
Gloversville Library Foundation Inc. - Int. & Div.	0.00	0.00	0.00	0.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	0.00	2,756.00	10,000.00
Government Affiliations	7,000.00	439.80	4,398.04	21,207.98	2,601.96
IRS Payroll Credit Covid 19	0.00	0.00	20,449.18	0.00	0.00
Fines & Miscellaneous Income	9,000.00	294.19	1,638.83	8,640.06	7,361.17
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	\$492,295.00	\$792.72	\$490,433.48	\$498,401.61	\$22,310.70
	Income Cash Reconcilement				
Income Cash Balance on March 1, 2021	\$238,312.08				
Plus: Receipts Per Report	792.72				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	58,432.61				
Income Cash Balance on March 31, 2021	180,672.19				
Cobra Reserve Balance	(750.77)				
Accounts Payable as of 03/31/21	0.00				
Cash Received Covid 19 less Credit Due	46,125.72				
Deferred Liability - Prepaid Med. Ins.	1,218.60				
Prepaid Expenses as of 03/31/21	(5,903.56)				
Actual Cash Balance on March 31, 2021	\$221,362.18				

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 March 1, 2021	\$258,236.05
Plus: Receipts:	
Interest on Money Market Account	19.13
Transfer from Checking Account	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	57,000.00
Balance on March 31, 2021	<u>\$201,255.18</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on March 1, 2021	\$880,717.44
Plus: Receipts:	
Interest on Money Market Account	112.20
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to Construction Account	0.00
Balance on March 31, 2021	<u>\$880,829.64</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on March 1, 2021	\$1,793.46
Plus: Receipts:	
Interest Earned	0.03
Transfer from Building Fund MM Account	0.00
Less: Paid Outs:	
None	0.00
Balance on March 31, 2021	<u>\$1,793.49</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on March 1, 2021	\$360.92
Plus: Receipts:	
Interest Earned	0.02
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
Balance on March 31, 2021	<u>\$360.94</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

MARCH 2021

	Budget July 1, 2020 to June 30, 2021	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$292,935.00	\$ 21,585.02	\$ 196,310.28	\$ 181,216.22	\$96,624.72
Salaries - Part Time Employees	81,266.00	9,714.16	63,438.55	50,621.68	17,827.45
Salaries - Custodians	30,594.00	2,549.52	22,945.68	21,996.90	7,648.32
F I C A & Medicare Tax	30,966.00	2,584.40	22,104.36	19,359.36	8,861.64
Unemployment Insurance	800.00	0.00	726.75	622.00	73.25
Disability & Family Leave Insurance	2,000.00	0.00	2,184.98	1,326.89	(184.98)
Medical Insurance & Reimbursements	47,558.00	3,106.31	33,454.65	31,590.44	14,103.35
Worker's Compensation Insurance	3,000.00	(957.15)	3,289.61	3,643.53	(289.61)
Pension Expense	35,000.00	0.00	30,597.50	25,655.00	4,402.50
Heat	4,000.00	544.36	1,840.54	1,875.96	2,159.46
Electricity	20,000.00	2,701.07	13,947.24	13,733.21	6,052.76
Telephone	6,720.00	597.08	4,906.24	4,825.51	1,813.76
Insurance	25,000.00	0.00	21,949.46	21,663.01	3,050.54
Books, Periodicals, etc.	46,500.00	1,695.50	22,498.73	35,748.35	24,001.27
Computer & Automation Services	13,200.00	1,127.60	9,531.06	8,909.00	3,668.94
Library, Office Supplies & Postage	11,500.00	1,807.73	6,051.04	5,504.41	5,448.96
Maintenance, Repairs & Bldg. Supplies	3,000.00	284.81	11,628.91	6,902.49	(8,628.91)
Maintenance Contracts	27,299.00	4,050.00	25,699.34	12,881.96	1,599.66
Treasurer	8,800.00	750.00	6,600.00	6,450.00	2,200.00
Professional Fees	8,000.00	0.00	112.50	0.00	7,887.50
Election Expense	1,150.00	0.00	0.00	0.00	1,150.00
Professional Meetings & Travel	1,000.00	12.00	349.10	820.51	650.90
Events & Programming	5,000.00	588.77	1,721.33	2,754.85	3,278.67
Promotion Expense	4,800.00	594.00	2,051.00	4,568.75	2,749.00
General Expense	1,300.00	5,097.43	6,893.94	970.50	(5,593.94)
TOTAL EXPENSE	\$711,388.00	\$58,432.61	\$510,832.79	\$463,640.53	\$200,555.21

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

MARCH 2021

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	DM	E F T United States Treasury (3,791.54)	\$1,234.27	FICA & Medicare Expense
			2,557.27	Payroll
6636		Gloversville Public Library	12,760.30	Payroll
6637	2295	Michael J. Frank	750.00	Treasurer
6638	2296	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6639	2297	United Health Care	17.40	Medical Insurance
6640	2298	M V P Health Care, Inc.	4,265.10	Medical Insurance
6641	2299	The Leader-Herald	594.00	Promotion Expense
6642	2300	Frontier Communications	597.08	Telephone
6643	2301	National Grid (3,245.43)	2,701.07	Electric
			544.36	Heat - Natural Gas
6644	2302	Unique Management Services, Inc.	44.75	G/E - Collection Expense
6645	2303	Ingram Library Services	1,183.68	Books
6646	2304	Blackstone Publishing	179.24	A/V - DVDs
6647	2305	Gloversville True Value Hardware	44.99	Maintenance & Repairs
6648	2306	James Esper Landscaping	4,050.00	Maintenance Contracts
6649	2307	Empire State Development	5,037.69	G/E - Grant Fees
6650	2308	Mohawk Valley Library System (1,089.60)	1,077.60	Computer & Automation
			12.00	Professional Meetings & Travel
6651	2309	Palmateer Trucking & Container Service	208.00	Maintenance & Repairs
6652	2310	Derby Office Equipment, Inc.	60.00	Library Supplies
6653	2311	Center Point Large Print	53.84	Books
6654	2312	Quill LLC (533.57)	501.75	Library Supplies
			31.82	Maintenance & Repairs
6655	2313	Discount School Supply	131.54	Events & Programming
6656	2314	Business Card (1,896.94)	50.00	Computer & Automation
			156.36	Books
			14.99	G/E - Zoom Membership
			37.10	Postage
			307.23	Events & Programming
			1,208.88	Library Supplies
			122.38	A/V - DVDs
6657	2315	Schoharie Free Library	150.00	Events & Programming
6658		Gloversville Public Library	13,945.11	Payroll
DM		E F T NYS & Local Retirement System	426.65	Pension - Withholdings
DM		E F T NYS Tax Department	1,173.20	Payroll
DM		E F T United States Treasury (4,146.12)	1,350.13	FICA & Medicare Expense
			2,795.99	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	59.81	Medical Insurance
		CHECK AND EFT PAID OUTS - MARCH 2021	<u>60,608.36</u>	
		PETTY CASH PAID OUTS - MARCH 2021		
		None	<u>0.00</u>	
		TOTAL MARCH 2021 PAID OUTS	<u><u>\$60,608.36</u></u>	
		Less: Medical Ins Reimb - Johnson	(609.30)	
		Less: Workers' Compensation Dividend	(957.15)	
		Less: Cobra Reimbursement - Madonna	<u>(609.30)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$58,432.61</u></u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of March 1, 2021			\$560.47
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 March 31, 2021			\$560.47

W G Y CHRISTMAS WISH GRANT

Balance as of March 1, 2021			\$371.62
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 March 31, 2021			\$371.62

ADVOCACY GRANT

Balance as of March 1, 2021			\$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 March 31, 2021			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of March 1, 2021			\$9,825.00
Appropriation Provided For In 2020-2021 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 March 31, 2021			\$9,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of March 1, 2021			\$2,507.18
Funds Received - Garage Sale			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 March 31, 2021			\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of March 1, 2021			\$559.25
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 March 31, 2021			\$559.25

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
March 31, 2021

NBT BANK - GENERAL FUND CHECKING - Acct. No. 0151115619

Balance Per Bank Statement					\$ 11,078.08
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
12/15/20	6579	Schoharie Crossing State Historical Site		20.00	
01/19/21	6599	Arch Insurance Group		115.38	
02/16/21	6628	James Esper Landscaping		2,900.00	
03/16/21	6638	The Paul Revere Life Insurance Company		172.78	
03/16/21	6639	United Health Care		17.40	
03/16/21	6648	James Esper Landscaping		4,050.00	
03/16/21	6651	Palmateer Trucking & Container Service		208.00	
03/16/21	6652	Derby Office Equipment, Inc.		60.00	
		Total Outstanding Checks			<u>7,543.56</u>
Other Items:		None			<u>-</u>
					<u>\$ 3,534.52</u>

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

Balance Per Bank Statement					\$ 14,945.11
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
03/31/21	6121	Nicole L. Hauser		1,318.93	
03/31/21	6122	Circe I. Johnson		1,030.52	
03/31/21	6123	Linda B. Conroy		1,239.36	
03/31/21	6124	Jameson M. Duross		909.91	
03/31/21	6125	Shari L. Peto		815.78	
03/31/21	6126	Darla L. Barry		1,015.65	
03/31/21	6127	Valerie A. Acklin		2,024.55	
03/31/21	6128	George Emden IV		968.40	
03/31/21	6129	Sally L. Ostrander		960.94	
03/31/21	6130	Christine T. Prokopiak		426.45	
03/31/21	6131	Kimberly A. Collar		539.88	
03/31/21	6132	Patricia A. Devereaux		887.39	
03/31/21	6133	Kelly S. Lawlor		647.90	
03/31/21	6134	Bailey J. Darling		597.41	
03/31/21	6135	Barbara J. Madonna		562.04	
		Total Outstanding Checks			<u>13,945.11</u>
Other Items:		None			<u>-</u>
					<u>\$ 1,000.00</u>

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

Balance Per Bank Statement					\$ 201,255.18
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks			<u>-</u>
					<u>\$ 201,255.18</u>

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

Balance Per Bank Statement \$ 880,829.64

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 880,829.64

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 1,793.49

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

\$ 1,793.49

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

Balance Per Bank Statement \$ 360.94

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 360.94

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance



Director's Report: March 2021 Valerie Acklin/Library Director

BUILDING UPDATE

Staff were busy this month sprucing up the public areas of the building, to prepare for the April 1st limited reopening. All shelves were neatened up and dusted, news displays were created, computers received protective coverings, sanitation stations were placed in all public areas and meeting rooms, and flowers were purchased from Peck's to help welcome patrons back. Mary Hanley, from SALS, made an onsite visit to help us reconfigure public computers to comply with our temporary limited computer use policy, as well as set up our COVID vaccination/testing appointment computer in the Reading Room. Our "new" microfilm machine was (finally) set-up, as well, and staff who will be involved in the Local History Room when it opens were trained on how to operate the machine. In addition, PASCO was onsite for their regularly scheduled software update, and PFP performed our sprinkler test (spoiler: we passed with flying colors). An appointment with Hydro-Test was made for our annual fire extinguisher inspection, which will take place next month. We still can't make it rain in the mechanical room, so no answers about joist between the old building and the new construction, yet.

CIVIL SERVICE UPDATE

Kari and I are now actively working on getting both proposed part-time positions officially on our roster. I have submitted an updated duties form for the Program Coordinator position, and filled out the paperwork to create the new part-time Maintenance Worker position. She is going forward with asking the State to schedule the Program Coordinator exam, knowing that our paperwork will be processed, in the hopes of speeding up the time it takes for the exam to be offered. Taking my cue from her, I am also working ahead, so that when we receive approval. To that end, I am attaching the first draft of copy that we may wish to use for advertising.

COLLECTIONS/SERVICES UPDATE

Nicole has been working diligently to get our collections ready for patrons. The Lucky Day Collection has been "live" for two weeks, and has already proven to be immensely popular. We'll be looking to expand the collection, now that we know it is a hit. The Library of Things Collection is a labor intensive project: physical items have to be processed, catalog records created, procedures written, and staff trained. I cannot sing her praises loud enough for the thorough and timely job she is doing with this enormous undertaking. Along with our new collections, we are also in the process of eliminating our Lease Collection with Baker & Taylor, as we simply do not get the return on our investment necessary to continue with it. This is another ongoing project that the circulation staff has taken on, and I'm truly thankful for their hard work.

ELECTION UPDATE

I keep checking items off the lengthy list of things that need attending for/by Election Day. Right now we are set for Registration Day, on April 20th. We have placed legal notices, hired pollworkers, and have registration forms ready to go. For Election Day, we've also placed a series of legal notices, hired the same pollworkers, collected petitions, held the drawing for ballot positions, and contacted Bold, Inc. to ensure that we are all set as far as our poll books go. I'm now in the process of making the absentee ballots and envelopes, as well as the in-person ballot.

SUMMER PROGRAMMING UPDATE

Our summer programming is just about finalized! Here are our offerings:

Adults/Teens

- Thursday, May 13th: Meditation Tea (w/ Chris P.) [Zoom]
- Monday, May 17th: Gloversville Now & Then (w/ Samantha Hall-Saladino) [Zoom]
- Tuesday, May 25th: Reboot 2021: The Enneagram (w/ Chris P.) [Zoom]
- Thursdays, June 10th-August 12th: Meditation Tea (w/ Chris P.) [Zoom]
- Monday, June 14th: My Appalachian Trail Journey, 2192 Miles, 174 Days (w/ Laurie Freeman) [Zoom]
- Wednesday, June 23rd: Adult Crafting @ the Park: Fairy Doors (w/ Nicole & Linda) [Rail Station Park]
- Thursdays, June 3rd-July 8th: Gentle Introduction to Fitness (w/ Jarrod Johnson) [Littauer Field]
- Tuesday, June 29th: Reboot 2021: Mindfulness Practice [Zoom]
- Tuesdays, July 13th-August 17th: Introduction to QiGong (w/ Chris P.) [Trail Station Park]
- Tuesday, July 27th: Reboot 2021: Sound Healing (w/ Chris P.) [Zoom]
- Wednesday, July 28th: Adult Crafting @ the Park: Yarn Birds & Nest (w/ Nicole & Linda) [Trail Station Park]
- Wednesday, August 18th: History Along the Erie Canal (w/ David Brooks) [Zoom]
- Wednesday, August 25th: Adulting Crafting @ the Park (w/ Nicole & Linda) [Trail Station Park]
- Tuesday, August 31st: Reboot 2021: Bioenergetic Techniques for Self-Healing (w/ Chris P.) [Zoom]
- Monthly Asynchronous: Jolly Readers Book Club (w/Nicole) [Google Forms]
- Dates TBA (Asynchronous): All Ages Tails & Tales Virtual Photo Scavenger Hunt (w/ Valerie, Nicole, Sonny, & Chris P.) [Instagram/Facebook]

Kids/Families

- Thursday, July 1st: Story and Craft Time @ the Gazebo: Music (w/Darla & Sonny) [Rail Station Park]
- Weekly Fridays-Thursdays, July 2nd-August 26th: Summer StoryWalk (w/Darla & Sonny)
- Friday, July 2nd: Tails & Tales Musictime (w/ Gary VanSlyke) [Facebook Live]
- Thursday, July 8th: Story and Craft Time @ the Gazebo: Bugs (w/Darla & Sonny) [Rail Station Park]
- Thursday, July 15th: Story and Craft Time @ the Gazebo: The Seashore (w/Darla & Sonny) [Rail Station Park]
- Thursday, July 22nd: Story and Craft Time @ the Fulton County Museum: Make-a-Book (w/Darla & Sonny) [Fulton County Museum]
- Thursday, July 29th: Story and Craft Time @ the Gazebo: Bubbles (w/Darla & Sonny) [Rail Station Park]
- Thursday, August 5th: Story and Craft Time @ the Gazebo: Pets (w/Darla & Sonny) [Rail Station Park]
- Thursday, July 12th: Story and Craft Time @ the Gazebo: Friend Day (w/The Friends of the Library) [Rail Station Park]
- Thursday, July 1st: Story and Craft Time @ the Gazebo: Carnival (w/Darla & Sonny) [Rail Station Park]
- Dates TBA: Gloversville Grows Community Garden (w/ Darla) [Library]
- Date TBA: Bark for Books (w/ Schenectady Reading Education Assistance Dogs) [Library]
- Date TBA: Inclusion Concert (w/ Mr. Matt) [Facebook Live]

Program Coordinator Ad

Part-time, majority remote (onsite as needed) position assisting with Library programming and public relations. 17.5 hours/week; \$12.50/hour (to increase to \$15/hour upon permanent Civil Service appointment). Duties include:

- Work with Library Director, Sr. Programming Coordinator, Department Heads to determine library programming needs
- Work as point-of-contact person with program vendors, for inquiries, negotiations, and bookings
- Maintain records pertaining to programs, including contracts, descriptions, IRS paperwork, contact lists, PR materials, purchase orders, and other documents
- Liaise with community organizations, Mohawk Valley Library System, and area libraries to establish programming partnerships
- Help maintain library's website, including the design/re-design of pages, updates, and new content.
- Help manage library's social media accounts (Facebook, Instagram, Twitter, YouTube, and any future platforms), including replying to any inquiries
- Help maintain library's Google Calendar and EventKeeper Calendar
- Create flyers, press releases, and other publicity materials for both print and electronic sources using Microsoft Publisher, Canva, and other software programs, as necessary.

Minimum Requirements: High school diploma or GED, and either:

- a. 30 completed college credits, with a minimum of 6 credit hours in communications, education, journalism, business administration, or marketing, as well as a computer course.
- b. One year of experience in community education, recreation, journalism, marketing, or public relations including the use of a computer (or the completion of a computer course).

Applications available at the Library (see address below) or online at gloversvillelibrary.org. Applications must be signed by hand and returned, with a current resume, to the Library either in person or by mail: Library Director, Gloversville Public Library, 58 E. Fulton St., Gloversville, NY 12078. Application deadline: May 21, 2021.

Maintenance Worker Ad

Part-time, evening (5-8:30 pm) position: 17.5 hours/week; \$12.50/ hour. Daily duties include general cleaning, vacuuming, bathrooms, dusting, mopping, sweeping, windows, trash and recycling. Occasional minor maintenance and grounds upkeep includes liter pick-up, mowing, trimming, limited snow shoveling, and salting. High school diploma or GED or commercial cleaning experience preferred. Applications available at the Library (see address below) or online at gloversvillelibrary.org. Applications must be signed by hand and returned to the Library in person or by mail: Library Director, Gloversville Public Library, 58 E. Fulton St., Gloversville, NY 12078. Application deadline: May 21, 2021.



Adult Service Report: March 2021
Nicole Hauser
Librarian/Head of Adult Services

Our Lucky Day Collection became available on March 17th. This collection provides an extra copy of high demand titles that cannot be requested. The only way to check an item out from this collection is to visit the library and find it on the shelf. When this collection went live, the library was only open for curbside pickup. To allow patrons access, because the books cannot be requested and held, we placed the collection on a cart and positioned it so patrons could see it through the door. It has been very popular and made a lot of people happy. As of writing this, all 15 titles are currently checked out!

The Adult Craft to Go for April will be decorative cone trees, made out of card stock, fabric and various cords and trinkets for decoration, utilizing supplies we already had on hand.

The first Jolly Readers chamber check winner is Caren Pepper who participated in all 3 of the tasks posed to our patrons.

Microfilm training went smoothly at the beginning of the month. Staff are now able to use the machine to provide limited access to our microfilm collection until the Local History Room is up and running again.

Most of my month was spent hashing out the details for our new Library of Things collection: fleshing out and finalizing the policy and procedures, physically processing the first set of items, and working out all of the many, little details required to circulate non-traditional items. The collection will be ready to go live soon.

This month we spent time preparing policies and procedures, physical spaces, etc., to reopen with additions to our continued limited services. Additions to our limited services include:

- Limited public computers available for adults, teens and children.
- Limited meeting rooms available through an online reservation system.
- Newspapers available again for in house use.

I am beginning to work towards dissolving our Baker & Taylor lease plan collection. Our contract runs out at the end of July and my goal is to have the collection dissolved by the end of May. There are more than 1,000 books in the collection, all of which need to have decisions made on whether we're keeping them or sending them back. Ultimately, Valerie and I feel that this is the best decision for the library. It will be more cost effective to directly purchase books from Ingram, in addition to saving staff time from managing a separate collection.

Kudos to all of our staff for all of the hard work they've been doing, and for their efforts in getting ready to welcome patrons back into the building!



Youth Services Report: March 2021
Darla Barry
Library Assistant/Head of Youth Services

The stories for this month were about shamrocks, leprechauns, winter and spring.

Thanks to Nicole's wonderful guidance, I was able to submit two book orders to Ingram and one to Kids Reference on my own! Talked to Gary at Penworthy and an order is in progress.

MVLS have continued to increase our inventory through their donations of requested ARC (advanced reader copies) of books.

Our Summer Story Time will be held at the Groversville Rail Trail Pavilion on Thursday mornings at 10:30 am. Sonny and I will be reading and recording the live event for to be offered on Facebook for those that are unable to attend that morning. Included will be a craft for the youngsters. The remainder of craft bags will be available at the Library on a first come first serve basis.

On March 26, Sonny and I visited downtown businesses who will participating in our summer Story Walk (and expanded version of last year's Story Time Stroll). We introduced ourselves and experienced warm welcomes at each establishment. After approaching a new business in the area, the owner expressed a desire to hold Story Time in her shop and offered any assistance we may need in the future. In addition, Samantha Hall-Saladino at the Fulton County Historical Society & Museum, is excited to host a Story Time at the Museum.

The Community Garden has been presented to the local establishments and donations have been made. Tractor Supply donated 5 five-gallon buckets; Runnings did the same, plus two trowels; Groversville True Value will be donating a shovel; Puthaven Farms donated a yard of compost/topsoil mix (Sally Ostrander has volunteered to pick it up using her personal truck); and Kingsboro Lumber Company/Donnie Wicksell will be visiting about the lumber and hardware required later in April. George Emden and Bill Barry will help in the construction of the raised beds and Michael Green, the manager at Lowe's in Amsterdam has agreed to donate any other supplies we may need (including plants!) that we don't receive from others! Unfortunately, after a phone call and speaking to the manager, Home Depot was not receptive when approached with our idea for a community garden. Overall, I was very pleased with the outcome of interest from the local community.



Special Projects Report: March 2021

Barbara Madonna/Librarian for Special Projects

Wrapping up the 3 outstanding grants from the building renovation:

A. NYS Public Library Construction Grant 2019, #0386 -19 -7742, ~\$7,600 outstanding

All proofs from 2//90 signs were reviewed and send back for ordering. Once these room signs are installed, we can take pictures and submit the final report to DLD.

B. Federal Environmental Protection Agency (administered by SHPO), \$100,000 outstanding

In my last communication with our SHPO contact, she had received the submission, but not yet started processing the paperwork.

C. Empire State Development, \$500,000 outstanding

The Execute Grant Disbursement Agreement has been executed with the necessary submissions. One issue is that ESD is requiring that the Library's umbrella insurance coverage be raised to \$3 million.

Submitting the signed GDA does not automatically prompt disbursement of funds. There is a stack of documents proving that the Library completed the project according to the agreement outlined in the Incentive Proposal (contract, signed in 2015). Until the Library reopened to the public on April 1, I continued to spread out in the Large Meeting Room to hunt and organize the invoices needed to prove the Library spent nearly \$9 million on the project. On the one hand, this is a much larger undertaking than the entire SHPO grant where we only needed proof of specific contractor expenses (Bunkoff General Contractors and Mazone Plumbing and Heating). On the other hand, it involves much less paper because ESD requires these invoices be submitted electronically. Honestly, that makes the job much harder. I am a visual person and having stacks of paper that I can see and mark as complete and then box up to be shipped is much easier.

Right now, there are two things holding up the submission of this reimbursement request. The first is finding all the invoices, making copies, making scanned copies, and making sure everything totals up. The second is that the Library must meet the minimum staffing requirement of 12.5 employees. At present, the Library has 11.5 employees. I know Valerie is working closely with Civil Service to hire the additional staff. Once they are hired, they need to be on the payroll for a minimum of 4 weeks before the reimbursement can be submitted.

D. Campaign Plaques

I have been contacted to schedule an installation date for the Recognition Wall, room signs, and naming opportunity plaques. We are still negotiating, but the target is the end of April. Once the room signs are up, I can take pictures for the DLD grant and work on submitting that paperwork.

In keeping with this topic, I would like to point out that there is no timeframe or expiration date for these recognitions. A campaign policy and procedures document was drafted, but never passed by either the Steering Committee or the Foundation Board, under whose umbrella the campaign was conducted. Nothing was stated in the campaign brochure, donor pledge card, or subsequent donor forms. The Library's *Donor Recognition Policy: Appendix A* states: "Campaign Gifts: Refer to specific fundraising efforts and recognition will be defined at the beginning of each campaign." Since that did not happen, perhaps the Board would like to pass a resolution stating the terms of recognition for the "Honoring Our Roots, Building Our Future" Campaign that can be then copied and added to the campaign materials.

Terms could be a certain number of years – 15 years from the launch of the campaign for example. Or until the next major renovation (100 years from now), or until a specific space needs both an overhaul and donations to undertake the project. I am sure that in most of those scenarios, the campaign leadership that was on hand for the "Honoring Our Roots, Building Our Future" campaign will have passed the torch to new staff, volunteers and Trustees who will lack the institutional knowledge to know what the thinking was of the previous team and would appreciate any guidance that have be left for them.

Governor's Executive Order, Covid 19 Phase 4 guidelines:
 3/17/2020 Library closed,
 6/22/2020-7/19/2020 Reopened for CURBSIDE pickup only,
 7/20/2020 Reopened with limited access for patrons,
 1/6/21 Returned to Curbside pickup only,
 4/1/2021 Reopened with limited access for patrons

	2021	2020
VISITORS	3,540	(4,156)

CIRCULATION

Adult Circulation	907	(929)
Teen Circulation	58	(67)
Juvenile Circulation	371	(777)
Audiobooks	80	(90)
eAudio	206	(160)
eBooks	724	(628)
Music	8	(14)
Periodicals	23	(29)
eMagazines	92	(41)
Videos	355	(926)
Museum Passes	0	(1)
Subtotal	2,824	(3,662)
In-House Use		
Adult	3	(4)
Juvenile	0	(27)
Other Materials	0	(669)
Subtotal	3	(700)
Total Circulation	2,827	(4,362)

REFERENCE QUESTIONS	37	(107)
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MEETINGS/PROGRAMS/OUTREACH

26 Adult programs and meetings with 365 people	(29 Adult programs and meetings with 187 people)
11 Juvenile programs and meetings with 741 people	(17 Juvenile programs and meetings with 1665 people)
0 Teen programs and meetings with 0 people	(2 Teen programs and meetings with 9 people)

INTERLIBRARY LOAN

Material Borrowed	707	(464)
Material Loaned	738	(355)
Total	1,445	(819)

COMPUTER USAGE	258	(986)
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HISTORICAL ROOM *

Temporarily Closed

Visitors	4	(1)
Books Used	4	(4)
Reference Questions	8	(4)

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