



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
August 17, 2021 6:30pm

Pledge to the Flag  
Public Comment

1. Accept minutes of the:
  - July 2021 Organizational Meeting
  - July 2021 Board of Trustees Meeting
2. Treasurer's Report
3. Budget and Finance
  - Warrant List
4. Friends
5. Foundation
6. Building and Grounds Committee
  - Roof
  - July 2021 meeting
  - Barriers
7. Outreach Committee
8. Personnel Committee
9. Policy Committee
10. Program Committee
11. Public Relations
12. Director's Report
  - Teen Room
  - New Staff
  - New Programs
  - New Collections/Hours
13. President's Report
  - 68 & 68 1/2 E. Fulton St.
14. Old Business
  - Holiday Language for Handbook
  - History Fair
15. New Business
  - Executive Session (Personnel)
16. Adjourn

Next Meeting: September 21, 2021 at 6:30 PM

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



## Minutes of the Gloversville Public Library Board of Trustees Meeting

August 17, 2021

The Gloversville Public Library Board of Trustees held their regular board meeting August 17, 2021. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Vice President of Finance Gregory Niforos, Library Director Valerie Acklin, Treasurer Michael Frank, Richard Carlson, Sue Shrader, John Mazur, and Caren Pepper. Mr. Reed agreed to serve as secretary pro tempore.

Mr. Reed called the meeting to order at 6:35 PM and all present recited the Pledge of Allegiance.

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

Mr. Reed asked if there was any discussion regarding the regular organizational meeting minutes. Hearing no discussion, Mr. Niforos made a motion to approve the minutes which was seconded by Ms. Shrader. The board unanimously approved the minutes with a vote of “aye.”

Mr. Reed asked if there was any discussion regarding the regular July minutes. Ms. Dunn-Brown corrected the Outreach Committee’s report to state that “... approximately 150 people were spoken to between April, May, and June ...” not 50 people. With this correction, Ms. Dunn-Brown made a motion to approve the minutes which was seconded by Ms. Pepper. The board unanimously approved the minutes with a vote of “aye.”

Mr. Reed asked Mr. Frank to review the Treasurer’s report. Mr. Frank informed the board that the library’s income for the month of July was \$264.05 and that the expenses for the month of July were \$81,556.69. However, approximately \$38,000 of those expenses were due to pre-payments. Mr. Frank informed the board that he needed to transfer \$100,000 from the building fund to the general fund but he was also expecting a \$109,000 payment from the IRS – hopefully before the September board meeting. Ms. Dunn-Brown made a motion to approve the Treasurer’s report which was seconded by Ms. Shrader. The board unanimously approved the Treasurer’s report with a vote of “aye.”

Mr. Niforos delivered a report on behalf of the Budget and Finance Committee. He informed the board that, due to upcoming staffing changes, the library will exceed its budgeted full/part-time salary and benefits line items for the 2021-2022 fiscal year by approximately \$8,000. Mr. Niforos assured the board that the budget could support this extra cost. Mr. Niforos informed the board that Mr. Frank was testing the reliability of direct bank deposit of paychecks for full time employees. If these tests are successful, then full time employees can begin having their paychecks directly deposited into their bank accounts starting in October. Mr. Frank reported that NBT Bank had erroneously levied a service charge on library accounts for the month of June and July. These charges were reversed, and Mr. Frank believes the problem that caused this has been corrected.

Mr. Frank distributed the Warrants list for August 2021, numbered 2435 through 2457, which was audited by John Blackmon, our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mr. Niforos made a motion to approve the Warrants list which was seconded by Ms. Dunn-Brown. The board unanimously approved the Warrants list with a vote of “aye.”

Valerie Acklin  
Library Director

2021-2022  
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Mr. Reed delivered a report from the Friends of the Gloversville Public Library on behalf of Mrs. Jean LaPorta. The following updates were provided:

- A special "Friends' Day" for the Library's Summer Reading program was held on August 12th at Rail Station Park. The Friends read stories by Eric Carle, provided crafts and Stewarts ice cream cone coupons for the children. In addition, they donated a lovely basket of Eric Carle books and plush animals that will be raffled off on August 26th and made a monetary donation to support the summer program. Many thanks to Darla Barry and Sonny Duross for inviting us to join in the planning of the special Friends' Day. Mrs. Barry made sure to include us in planning the day and she was delightful to work with. Her enthusiasm and positive manner made it a wonderful experience for all of us. And we hope the children enjoyed the day as much as we did. Thank you to Patty Franco and Nancy Krawczeski who joined me in volunteering at the event.
- You can see the fun we had on the library's Facebook page.
- The August issue of the newsletter should be out soon.
- Tickets for the September 10th Chicken BBQ at Whitey's in Johnstown will be available soon at the library, for \$12 each, or by contacting Marion Clemente or Barbara Reppenhagen.
- Baskets being donated for the Annual Friends'
- Basket Raffle may be dropped off at the library starting the week of August 16th to the 20th. The drawing will be conducted on October 22nd.
- The Friends Annual Organizational Meeting will be held at 5 p.m. on Thursday, September 9, 2021, and will be followed by the regular monthly meeting.
- Dates for meetings in 2021-2022 are:
  - ◆ September 9, 2021
  - ◆ November 4, 2021
  - ◆ January 5, 2022
  - ◆ March 3, 2022
  - ◆ May 5, 2022
  - ◆ August 4, 2022
  - ◆ All meetings will begin at 5 p.m.

Mr. Frank informed the Trustees that the Foundation Board had not meet this year, but that he hoped that the Foundation's Finance Committee would be meeting in September.

Mr. Carlson delivered a report on behalf of the Building and Grounds Committee:

- A roof leak caused some damage to the ceiling in the front foyer. Ms. Acklin will be contacting a roofing contractor to locate and fix the leak.
- The large meeting room has AC up and running again but it needs a part for a permanent fix.
- Mr. Carlson will work with George to design a protective shroud for the chiller unit.
- The exit driveway landscaping plan will be done by Jim Esper this fall based on the proposed sketch to be handed out at this meeting.
- Fire alarm system inspection was completed, and a fire alarm system service contract has been obtained.
- The new business in the old Probation Building will soon be active and signage will need to be posted in our employee parking lot to indicate that this lot is Library parking only.

Ms. Dunn-Brown reported on behalf of the Outreach Committee:

- Since April, we've spoken to and delivered library information to 175 people the last Friday of each month at Food Truck Friday. We answered questions about the library and gave out the library's monthly calendar and other information about its services.
- Kids and Teens Book Swap was July 29th in the youth activity room. The attendees received 2 free books. There were 12 very happy faces! Thanks to The Friends for providing the books.
- Thursday August 19<sup>th</sup>, we will be preparing 100 gift bags to be distributed by The Office for the Aging at their drive-thru event next month. The bags will include GPL promotional materials.

Mrs. Shrader reported that the Personnel Committee did not meet during the past month.

Mr. Reed reported that the Policy Committee did not meet during the past month.

Ms. Pepper reported that the Program Committee did meet during the past month. Ms. Acklin informed that Board that, due to the rise of COVID in Fulton County, the staff was making alternatives plans for the "in building" programming that is currently in place. The "Exercise in the Park" program has been popular and will be extended through September. The "Summer Reading Program" will end on Thursday August 19. The "Story Walk" program has been popular with both kids and vendors and will continue until the end of August.

Mr. Mazur reported that the Public Relations Committee did meet during the past month, but that he was hoping to have a meeting in September.

In her Director's Report, Ms. Acklin informed the Board that, once again, teen behavior in the Teen Room has been problematic and, based on past long standing behavioral problems, she and the staff will be reconfiguring the entire Youth Service Department (basement area of the building). The teens will have a new space very close to the Youth Services Information Desk. The current Teen Room will become the new Early Literacy Center (birth to 2 years old) and new programming will be developed this fall to serve this population group and their caregivers. The staff is looking to roll out a new Board Games and Puzzles program for adults and families. Starting after Labor Day, and based on data collected by the new door counters, the Library will institute new hours:

- Monday: 2 PM to 7 PM
- Tuesday through Thursday: 10 AM to 7 PM
- Friday: 10 AM to 5 PM
- Saturday: 10 AM to 4 PM

In his President's Report, Mr. Reed thanked all the trustees and David Pesses for their help in cleaning up the vacant lot that is 68 and 68 1/2 East Fulton Street. The library placed a bid for \$4250 on this property in June and was recently informed that the city had accepted this bid. The front two thirds of this property and 66 East Fulton Street will become a parking lot. The back third of this property and 66 East Fulton Street will become a lawn that will be used as an outdoor programming space for the library. Mr. Reed recommended that the library hire a surveyor to determine the exact boundaries of the two properties.

Under old business, Ms. Acklin requested that new language regarding the change in the Library's holiday closing policy needs to be created for the Employee Handbook. Mr. Niforos said that he would submit new language to Ms. Acklin. Ms. Acklin also reminded the Board of the upcoming Fulton County Historical Society History Fair, and asked the Local History Room committee to get in touch with her regarding participation.

At 8:07 PM, Mr. Reed requested a motion to enter Executive Session. Mr. Niforos made a motion, seconded by Mr. Mazur. The Board unanimously approved with a vote of "aye."

At 8:37 PM, Mr. Reed requested a motion to exit Executive Session. Ms. Pepper made a motion, seconded by Mr. Carlson. The Board unanimously approved with a vote of "aye."

Mrs. Pepper made a motion, seconded by Mr. Mazur, to authorize Ms. Acklin to create a part-time Library Assistant position in the Youth Services Department for an hourly rate of \$15-\$17/hour. The Board unanimously approved with a vote of "aye."

Mr. Mazur made a motion, seconded by Ms. Dunn-Brown, to authorize Ms. Acklin to create a full-time Librarian I position in the Adult Services Department for a salary of \$40,000/year. The Board unanimously approved with a vote of "aye."

At 8:42 PM, Mr. Reed requested a motion to adjourn. Mr. Niforos made a motion, seconded by Mrs. Shrader. The Board unanimously approved with a vote of "aye."

Respectfully submitted,

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Charles Reed, Secretary Pro Tempore



**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on July 1, 2021	\$61,277.75
Plus: Receipts:	
Interest on Money Market Account	2.03
Transfer from Building Fund MM Account	100,000.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	<u>70,000.00</u>
Balance on July 31, 2021	<u><u>\$91,279.78</u></u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on July 1, 2021	\$864,088.23
Plus: Receipts:	
Interest on Money Market Account	71.74
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	<u>100,000.00</u>
Balance on July 31, 2021	<u><u>\$764,159.97</u></u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on July 1, 2021	\$1,083.95
Plus: Receipts:	
Interest Earned	0.02
Transfer from Building Fund MM Account	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on July 31, 2021	<u><u>\$1,083.97</u></u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on July 1, 2021	\$397.81
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on July 31, 2021	<u><u>\$397.81</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**JULY 2021**

	Budget July 1, 2021 to June 30, 2022	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$269,028.00	\$ 22,206.66	\$ 22,206.66	\$ 22,678.09	\$246,821.34
Salaries - Part Time Employees	110,419.00	5,592.13	5,592.13	4,992.82	104,826.87
Salaries - Custodians	31,504.00	2,625.36	2,625.36	2,549.52	28,878.64
F I C A & Medicare Tax	31,438.00	2,322.25	2,322.25	2,376.66	29,115.75
Unemployment Insurance	800.00	254.75	254.75	236.00	545.25
Disability & Family Leave Insurance	2,000.00	1,331.33	1,331.33	853.65	668.67
Medical Insurance & Reimbursements	53,000.00	6,691.66	6,691.66	6,507.54	46,308.34
Worker's Compensation Insurance	3,000.00	3,535.99	3,535.99	3,593.62	(535.99)
Pension Expense	45,151.00	0.00	0.00	0.00	45,151.00
Heat	3,500.00	0.00	0.00	0.00	3,500.00
Electricity	20,000.00	0.00	0.00	0.00	20,000.00
Telephone	6,720.00	581.93	581.93	522.17	6,138.07
Insurance	25,000.00	23,816.85	23,816.85	21,040.97	1,183.15
Books, Periodicals, etc.	43,000.00	2,991.03	2,991.03	2,334.71	40,008.97
Computer & Automation Services	13,200.00	1,097.60	1,097.60	999.28	12,102.40
Library, Office Supplies & Postage	11,500.00	255.74	255.74	15.89	11,244.26
Maintenance, Repairs & Bldg. Supplies	10,000.00	0.00	0.00	13.32	10,000.00
Maintenance Contracts	28,000.00	6,948.04	6,948.04	6,902.46	21,051.96
Treasurer	8,800.00	700.00	700.00	700.00	8,100.00
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	57.07	57.07	0.00	942.93
Events & Programming	5,000.00	305.00	305.00	300.00	4,695.00
Promotion Expense	4,800.00	0.00	0.00	0.00	4,800.00
General Expense	2,000.00	243.30	243.30	257.69	1,756.70
<b>TOTAL EXPENSE</b>	<b>\$736,860.00</b>	<b>\$81,556.69</b>	<b>\$81,556.69</b>	<b>\$76,874.39</b>	<b>\$655,303.31</b>



**GLOVERSVILLE PUBLIC LIBRARY**  
**CHECK AND CASH DISBURSEMENTS**

**JULY 2021**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	DM	E F T United States Treasury (3,488.58)	\$1,111.79	FICA & Medicare Expense
			2,376.79	Payroll
6763		Gloversville Public Library	11,369.47	Payroll
6764	2412	Michael J. Frank	700.00	Treasurer
6765	2413	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6766	2414	United Health Care	23.20	Medical Insurance
6767	2415	C D P H P	3,644.95	Medical Insurance - July 2021
6768	2416	C D P H P	3,644.95	Medical Insurance - Aug. 2021
6769	2417	Nicole L. Hauser	100.56	Petty Cash
6770	2418	Frontier Communications	581.93	Telephone
6771	2419	National Grid	2,444.14	Accounts Payable
6772	2420	Liberty Mutual Insurance	23,067.34	Insurance Commercial Package
6773	2421	The Leader-Herald	85.00	Accounts Payable
6774	2422	Northville Public Library	10.00	Fines, etc.
6775	2423	Business Card (214.99)	194.99	Accounts Payable
			20.00	Computer & Automation
6776	2424	Mohawk Valley Library System (1,133.60)	1,077.60	Computer & Automation
			36.00	Accounts Payable
			20.00	Professional Meetings & Travel
6777	2425	Palmateer Trucking & Container Service	224.00	Accounts Payable
6778	2426	Ingram Library Services	427.20	Accounts Payable
6779	2427	Gloversville True Value Hardware	16.16	Accounts Payable
6780	2428	Sebco Books	23.99	Accounts Payable
6781	2429	First Nonprofit Unemployment Program (454.75)	200.00	Cash Reserve
			254.75	Unemployment Insurance
6782	2430	Quill LLC	255.74	Library Supplies
6783	2431	Darla L. Barry	37.07	Professional Meetings & Travel
6784	2432	Turtle Dance Music, LLC	200.00	Events & Programming
6785	2433	Go For It Fitness & Personal Training Studio	105.00	Events & Programming
6786	2434	Naif's	485.50	Newspapers
6787		Gloversville Public Library	12,454.93	Payroll
DM		E F T United States Treasury	13.30	G/E- IRS Excise Tax Med. Ins.
DM		E F T NYS & Local Retirement System	407.62	Pension - Withholdings
DM		E F T NYS Tax Department	1,085.90	Payroll
DM		E F T United States Treasury (3,743.92)	1,210.46	FICA & Medicare Expense
			2,533.46	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	616.74	Medical Insurance
		CHECK AND EFT PAID OUTS - JULY 2021	<u>71,233.31</u>	
		PETTY CASH PAID OUTS - JULY 2021		
		None	<u>0.00</u>	
		<b>TOTAL JULY 2021 PAID OUTS</b>	<b><u>\$71,233.31</u></b>	
		Less: Accounts Payable	(3,451.48)	
		Less: Fines, etc.	(10.00)	
		Less: Cash Reserve	(200.00)	
		Less: Petty Cash	(100.56)	
		Less: Johnson Medical Ins. Reimb.	(1,214.98)	
		Plus: Prepaid Expense	<u>15,300.40</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<b><u>\$81,556.69</u></b>	

**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**STEWART'S GRANT**

Balance as of July 1, 2021		\$1,160.47
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 July 31, 2021		\$1,160.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of July 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 July 31, 2021		\$371.62

**ADVOCACY GRANT**

Balance as of July 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 July 31, 2021		\$110.91

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of July 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 July 31, 2021		\$9,825.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of July 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 July 31, 2021		\$2,507.18

**PARK TERRACE PTA - COLORTON**

Balance as of July 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 July 31, 2021		\$559.25

**GLOVERSVILLE PUBLIC LIBRARY  
BANK RECONCILIATIONS  
July 31, 2021**

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

Balance Per Bank Statement \$ 19,636.73

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
05/31/21	6731	James Esper Landscaping	\$ 10,900.00	
06/10/21	6732	Arch Insurance Group	115.38	
06/15/21	6765	The Paul Revere Life Insurance Company	172.78	
07/20/21	6766	United Health Care	23.20	
07/20/21	6768	C D P H P	3,644.95	
07/20/21	6774	Northville Public Library	10.00	
07/20/21	6777	Palmateer Trucking & Container Service	224.00	
07/20/21	678	Sebco Books	23.99	
07/20/21	6783	Darla L. Barry	37.07	
07/20/21	6784	Turtle Dance Music, LLC	200.00	
		Total Outstanding Checks		<u>15,351.37</u>

Other Items:

Bank Service Charge (To be Reversed by Bank) 12.32

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS**

\$ 4,297.68

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

Balance Per Bank Statement \$ 12,759.50

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
06/30/21	6221	Kimberly A. Collar	377.40	
07/30/21	6239	Nicole L. Hauser	1,348.11	
07/30/21	6241	Linda B. Conroy	1,268.98	
07/30/21	6242	Jameson M. Duross	934.40	
07/30/21	6243	Shari L. Peto	845.49	
07/30/21	6244	Darla L. Barry	1,045.37	
07/30/21	6245	Valerie A. Acklin	2,075.91	
07/30/21	6246	George Emden IV	995.98	
07/30/21	6247	Sally L. Ostrander	704.25	
07/30/21	6248	Christine T. Prokopiak	306.61	
07/30/21	6249	Kimberly A. Collar	377.97	
07/30/21	6250	Patricia A. Devereaux	633.01	
07/30/21	6251	Kelly S. Lawlor	435.32	
07/30/21	6252	Bailey J. Darling	425.53	
		Total Outstanding Checks		<u>11,774.33</u>

Other Items:

Bank Service Charge (To be Reversed by Bank) 14.83

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 1,000.00

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

Balance Per Bank Statement \$ 91,279.78

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 91,279.78

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

Balance Per Bank Statement \$ 764,159.97

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 764,159.97

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

Balance Per Bank Statement \$ 1,083.97

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**

\$ 1,083.97

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

Balance Per Bank Statement \$ 397.81

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 397.81

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

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



## Director's Report: July 2021

**Valerie Acklin**  
**Library Director**

### TEEN SERVICES

Since reopening more fully, we've experienced a reoccurrence of challenging teen behavior both in the Teen Room and in other areas in and outside of the building. Fighting, running, foul language, and the viewing of pornography on the Teen Room computers have been ongoing issues. The inappropriate behavior has been directed at other teens in the group in question, as well as at staff who have intervened to enforce Library policy. We have found it necessary to suspend onsite privileges to three teens within the last month. I am meeting with staff on an ongoing basis to proactively discuss strategies for ensuring the library is a safe and welcoming space for all, including these teens. For the short term, I have decided to move an unused desk from the Staff Room to the Teen Room and have instructed Linda that it will need to be staffed as regularly as possible in the afternoons and evenings. If necessary, we can close the desk in the main Youth Services area and ask folks looking for help to go to the Teen Room. Folks needing to check out materials can be directed to the Information Desk upstairs. In addition, we have relocated the Teen Room computers to a more visible area in the space. These are first steps, meant to immediately address the situation, but I have also crafted a long-term plan, with assistance from the Youth Services staff and Nicole.

This plan would reimagine the Youth Services space to better serve children of all ages, as well as the staff that must manage the area and equipment. As per the attached plans detailing the movement of materials and furniture, the current Teen Room would evolve into an Early Literacy Center, providing picture and board books, educational toys, a future caregivers' collection, and space for adults and our youngest patrons to comfortably use the Library. This would allow us to begin offering services and programs to pre-readers, and continue our partnership with GESD's early learning initiative. Our children's gaming computers would be moved into the space, as well. We would bring the caterpillar table in, and keep comfy chairs for adults. The main area of the Youth Services section is basically divided into three parts. The area closest to the new early learning space (outside Darla's office) would house the easy reader collection and the middle grade (1-5) chapter books. There would be a low table there so elementary school students could work. The middle section of the space would mostly contain non-fiction materials, biographies, and possibly some of our smaller special collections (the braille books, home-school resources, etc.). These books cover elementary school through high school, so it makes sense that it be in a central location, between the age/grade grouped collections. We would have comfy chairs between the stacks, for kids and teens who do want to relax and hang up. Since this space is in front of the Youth Services desk, staff would have unobstructed sightlines to children and teens in this area, which will hopefully curtail any shenanigans. The final third of the room (closest to the Activity Room) will house our teen fiction collection. The teen computers will move next to the homework computer in the current computer area, adjacent to this section of the room. This will allow staff direct access to screens, which should help ensure proper computer use. We would move the bistro tables into the area, so that teens can have appropriate workspace to work quietly, under supervision. The Activity Room will also get some of the teen-friendly furniture, so that the space can be used for teen programming, in addition to events and activities for younger children.

Before undertaking all the required shifting to make this plan reality, we will be thoroughly weeding all children's and teen materials. All of the Youth Services' collections are overdue for weeding, so this is an ideal time to assess and strengthen these holdings. Once that is done, we will likely need to spend a weekend doing the actual shifting. We have tentatively scheduled that for after Thanksgiving (see attached timeline), but are seriously considering moving that up to Columbus Day/Indigenous People's Day weekend. On either weekend, we would need to close for one or two days to complete the work. As we did earlier this year, when we swapped out the Fiction and Non-Fiction Rooms, staff would volunteer to come in during the appointed times. Since, historically, these are low-traffic weekends, I do not expect this to be a major disruption for the community.

## **STAFFING SOLUTIONS**

The continued issues stated above have made it abundantly clear that the Library needs additional professional staff with knowledge of Library operations and services, to ensure our space and offerings facilitate positive patron interactions. As I have mentioned previously, one of these positions needs to be someone to curate our teen collection, structure manageable teen programming, and liaise with the GESD secondary schools. The proposed changes to the downstairs space, and Teen Services in general, will not succeed without the guidance and oversight of someone dedicated to this task. It will also free up Darla to focus on expanding our currently sparse offerings to elementary school children, as well as running the new Early Literacy Center. I am already working with Civil Service to build such a position. In addition, I've designed an addition managerial and outreach position, to ensure the continuation of our Circulation Services, as well as build partnerships in the community. This role has largely fallen on Nicole's shoulders up to know, which is not sustainable for her and limits the Library's ability to provide these essential services. I am just starting to work with Civil Service on this possible position. Furthermore, Civil Service has informed me that they will be holding the Library Clerk exam again in October.

Of course, we also need to ensure that our current staff continues to be the Library's most valuable asset. To that end, I'll be holding meetings with all full- and part-time employees at the end of August, to review the past fiscal year, look towards the future, and discuss job accomplishments, difficulties, and goals. To assist in this, I've created updated job descriptions, including duties and qualifications, for each department position and/or Civil Service title on our current roster. Making sure everyone knows what they're job should ideally entail and what the actual duties involved are, it should help clarify expectations and provide us with a measurable metric for evaluation moving forward. It will also help us in our dealings with Civil Service, as they regularly require a rundown of job duties and responsibilities.

I am also in the early stages of working on a schedule to ensure that all employees have at least two opportunities for job-related skills development during each fiscal year. As the role of libraries in society changes over time, we can't expect staff to keep up, unless they are given the opportunity to do so. During my upcoming chats, I'll be asking everyone what skills they feel they need/want and work to find cost-effective opportunities for them to explore. I'll likely begin with Youth Services staff, as that's where I feel the learning curve is steepest, but fully expect everyone to be able to take part in continuing education opportunities throughout the year.

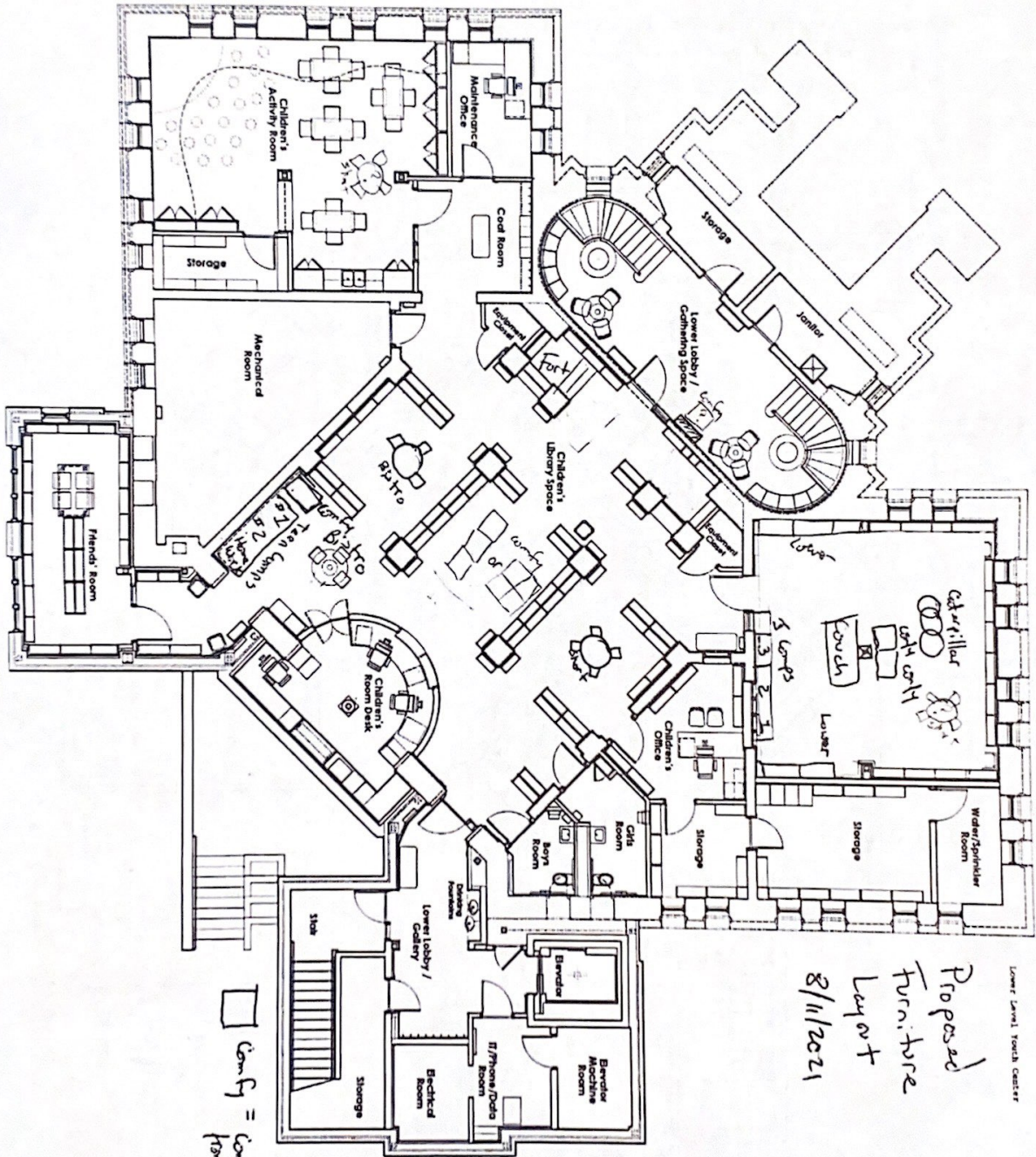
## **PROGRAMMING UPDATE**

After 18 months, we are looking forward to reinstating in-house programming after Labor Day (Covid-permitting). For adults, we will be continuing our fitness and wellness programs, as well as hosting financial literacy workshops, and re-instating our in-person local author festival. Our bookclub and crafts will carry on as hybrid programs until the end of the year — with onsite classes being offered alongside take-home kits and online participation options. In Youth Services, we are looking to diversify our programming to reach a broader range of children and families. One such program is tentatively titled Club Baby, and would expand programming to children birth through 2-years-old. This free play/socialization series, would be held in the new Early Literacy Center. Once the changes to the lower level are made, we also hope to start offering programs to elementary school-aged children. In addition, we'll be reaching out to the secondary schools to explore options for afterschool programs at the schools.

## **NEW THINGS**

Thanks to a generous anonymous donation, we now have new patio furniture in the outdoor staff space. There is both an eating area and a reading/relaxing area. Staff are already enjoying breaks there and everyone is delighted to have private nook in which to get some fresh air and sunshine during the workday. Of course, cooler indoor weather is right around the corner. Luckily, the Library has inherited a substantial board game/puzzle collection, with items for kids through adults. Many of the items will be used to start a circulating collection, but we will keep some for in-house use, and hope to design some events and programs to promote this exciting addition to our holdings. We'll also be changing our hours, with the start of the fall. After looking at the data from the new door counters, we think it would be beneficial to shift our weekday hours slightly. We'll also reinstate our usual Saturday hours. It's another step towards the new "normal, and we're all eager move forward.





Proposed  
 Furniture  
 Layout  
 8/11/2021

Lower Level Youth Center

□ Confy = Confy chair  
 from orig. Tea Rm



Proposed Timeline for Moving Youth Collections: **Late November move date**

September & October 2021

- Weed all youth collections
- Check for extra shelving/figure out shelving hardware situation
- Re-measure collections after weeding

November 2021

- 1-6
  - Finish any weeding.
  - Integrate Teen NF & Bios into Adult Collections.
  - Integrate JRef/Encyclopedias into Adult Collection.
  - Integrate JNF Series into JNF.
  - Take all displays down.
- 8-13 & 15-20 Move small collections to new homes
  - Move J Series/Audios/CDs to new location
  - Move New Teen Books to new location.
  - Move Oversize to new location.
  - Move/swap Easy F/NF & J Rotate to new locations.
  - Move Teen Graphic to new location.
  - Move Teen Rotate to new location.
  - Move Board Books to new location.
  - Move J Bios to cart. (possibly new location if room from all the weeding)
  - Move J Graphic to new location.
  - Move Holiday to new location.
  - Move Braille to new location.
- Monday 22
  - Prep carts.
- Tuesday 23
  - Move Teen Fiction onto carts.
  - Arrange in Activity Room in order.
- Wednesday 24 (Open til 1)
  - Adjust shelves to accommodate Picture Books.
  - Pack up Teen, Homework and AWE computers.
  - Move computer tables to new locations.
- Thursday 25 Thanksgiving
- Friday 26 & Saturday 27 **Close Library**
  - Move Picture Books to new location.
  - Move JNF to new location.
  - Move J Fict to new location.
  - Move Teen Fiction from carts to new location.

Proposed Timeline for Moving Youth Collections: **October move date**

August 23-Oct 1 2021

- Weed all youth collections.
- Check for extra shelving/figure out shelving hardware situation.
- Check collection sizes after weeding.
- Integrate Teen NF & Bios into Adult Collections.
- Integrate JRef/Encyclopedias into Adult Collection.

October 2021

- Saturday 2
  - Integrate JNF Series into JNF.
  - Take all Youth/Teen displays down.
- Monday 4 – Wednesday 6 Move small collections to new homes:
  - Move J Series/Audios/CDs to new location
  - Move New Teen Books to new location.
  - Move Oversize to new location.
  - Move/swap Easy F/NF & J Rotate to new locations.
  - Move Teen Graphic to new location.
  - Move Teen Rotate to new location.
  - Move Board Books to new location.
  - Move J Bios to cart. (possibly new location if room from all the weeding)
  - Move J Graphic to new location.
  - Move Holiday to new location.
  - Move Braille to new location.
- Thursday 7 – Friday 8
  - Pack up and move computers and tables.
  - Prep carts.
  - Move Teen Fiction onto carts and arrange in Activity Room in order.
  - Adjust current teen shelves to accommodate Picture Books.
  - Move beginning of Picture Books onto carts if time.
- Saturday 9 **CLOSE** & Sunday 10
  - Move Picture Books to new location.
  - Move JNF to new location.
  - Move J Fict to new location.
  - Move Teen Fiction from carts to new location.

The Library is eager to purchase the vacant lots located at 68 and 68 ½ E. Fulton Street, as we believe it will give us a chance to not just realize our vision for the parcel that we already own at 66 E. Fulton St, but to also to expand library programming outside our four walls at 58 E. Fulton St. and provide the community with an attractive greenspace that will enhance the neighborhood.

Our plan consists of four phases that would combine the above-mentioned properties. The front area, stretching across north end of 66 and 68 E. Fulton Street, would be configured into a paved parking area for Library employees. The rear area, stretching across the south end of 66 E. Fulton Street and 68 ½ E. Fulton St., would be transformed into a lawn and garden space, where the library could hold outdoor programming in warmer weather – such as story time, movie screenings, acoustic music performances, etc. In the winter, that rear area would be used for snow removal, to ensure that the Library's main lot is kept clear for patrons wishing to use the building.

The Library's need for offsite staff parking has been evident for some time, and was the catalyst for our purchase of 66 E. Fulton Street. We hoped to not just create a lot, but also a storage building and a retaining wall to shore up the slope in the back to accommodate parked cars. As part of that project, we were able to install two cache basins and drainage pipes and connect them to the sewer basin under the former Probation building (this allows us to use that space for snow removal without snow pile runoff flooding our neighbors' properties). But when we were finally able to request bids for the remainder of the project, it was discovered that price, including the necessary retaining wall, would be prohibitive, with an approximate cost of \$250,000.

By purchasing 68 and 68 1/2 E. Fulton, we would be able to honor our commitment to improve 66 E. Fulton, by turning the proposed parking lot 90 degrees and continuing it into 68 E. Fulton St. This would not only provide more parking than originally planned, we also estimate it will cost far less, as we no longer would need the expensive retaining wall that was necessary to pave that area (and that drove up the costs of the original plan).

The possibility of creating green space makes our acquisition of 68 and 68 ½ E. Fulton St. even more desirable. The Library's main property does not provide much usable outdoor space. We recently created a community garden along the narrow grassy strip at the south end of our primary lot, but we endeavor to do more. To create and maintain the new space we would be creating, we look forward to partnering with local garden clubs, scout groups, social organizations, and high school clubs. It is our desire to instill a sense that the area isn't just ours, but – like all Library holdings– belongs to the greater community.

By purchasing 68 and 68 ½ E. Fulton St., the Library will be able to do so much more than simply fulfill our promise to establish an adequate satellite parking site. We will also be able to offer new and more varied programs in a manner and setting that has not been possible up to now. The recent pandemic has proven just how vital a safe, outdoor space can be for maintaining the mental health of individuals and bringing members of a community together, and we want to ensure that we are able to serve our patrons fully, in all circumstances, as we look towards the future. By creating a useable, beautiful space for families and friends to enjoy stories, entertainment, and – most importantly – each other's company, the Library will be able to further our mission to provide gathering spaces for the people of Gloversville to live, learn, and grow.

## Proposed Timeline for 68 and 68 ½ E. Fulton Street

### **Phase 1** [Target Completion: 12/21]

- Obtain property survey
- Obtain engineering plan for site improvements
- Reach out to community groups to collaborate on clean-up, landscaping, and maintenance
- Conduct initial property clean-up
- Grade and seed rear lawn area (encompassing 66, 68, and 68 ½ E. Fulton St.)
- Start ongoing lawn maintenance (encompassing 66, 68, and 68 ½ E. Fulton St.)

### **Phase 2** [Target Completion: 6/22]

- Plant initial landscaping on rear of property
- Install temporary front area gravel parking lot (encompassing 66, 68, and 68 ½ E. Fulton St.)
- Install low wooden guard rail on west side of 66 to delineate property

### **Phase 3** [Target Completion: 12/23]

- Install pergola on rear lawn area for library programming use
- Plant curbside landscaping on E. Fulton St. (encompassing 66, 68, and 68 ½ E. Fulton St.)

### **Phase 4** [Target Completion 6/23]

- Install lighting (encompassing 66, 68, and 68 ½ E. Fulton St.)
- Pave front area parking lot (encompassing 66, 68, and 68 ½ E. Fulton St.)

## Adult Services Report: July 2021

Nicole Hauser

Librarian/Head of Adult Services

Summer reading began on July 1<sup>st</sup> and as of August 3<sup>rd</sup> we have 16 signed up for adult summer reading.

The Adult Craft class met a snag when we showed up at Trail Station Park and were told by city staff that we couldn't use the pavilion we had reserved for that afternoon. We quickly adjusted and ended up holding the class in the Carnegie Room with 3 patrons (out of 5) who were supposed to meet us in person. The Adult Craft for August will be decorative kites and the plan for the moment is still to meet at the park. Linda and I also did a lot of planning for the craft class this month and now have ideas set through December, most of which translate well into kits, just in case.

This month I weeded the audiobooks of items that have not circulated in 3 or more years. I also ran a report to find items that have never circulated in ALL of the libraries collections. I then removed items from that list with a creation date of 2020 or 2021 to give them more of an opportunity. There were approximately 200 items listed in the adult collections which we took care of this month. The items in the Children's and Teen collections will be tackled in the upcoming months. Working with this report helps us in more than one way. Not only do we weed items that have never circulated, we also find items that were processed incorrectly or discover that items aren't on our shelves because they went missing before they even had the chance to circulate.



In an effort to make it easier to find items in the library, I began adding signs to the shelves using binders. This is a very flexible system that Valerie stumbled upon and which seems to be the solution to our signage needs. We are very excited about this! Eventually you will find these binder signs in all of the print collections throughout the building. We also moved the Library of Things collection from the Fiction room to the low shelving under the windows in the media area, putting it in a main traffic area and making it much more visible. Since then, circulation seems to have improved, though it's still a little early to have any hard evidence.

We also changed all of the Christmas stickers on the spines of items in the adult collections to Holiday stickers.

I had the privilege to go with Sonny to the GESD Middle School and had a blast working with 27 kids (6<sup>th</sup> & 8<sup>th</sup> graders) to tie dye t-shirts using sharpies and alcohol!



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

We have been on-location (weather permitting) at the Rail Trail Park at the Pavilion instead of the Gazebo do to the construction being done in preparation for Rail Fest 2021. Thunderstorms had been predicted on July 8, we were unable to have our Story Time at the park, instead, this was done virtually so those that are faithful viewers could still enjoy the stories. Attendance has been steady and a few have returned on a regular basis. We visited the Fulton County Museum on July 22 for a remote Story Time; Samantha Hall-Saladino was very accommodating. After Story Time and craft, she opened the museum a little earlier than normally scheduled for those that were interested in a tour; this was a wonderful experience. Unfortunately, we have been unable to use the Pavilion, as scheduled, because of the updating of the facility. We arrived on Thursday, July 29 to hold Story Time to find the crew working on the structure. We didn't have prior notice from the city and relocated to the very sunny parking lot next to the Gloversville Police Station. We were very careful to not set up by the broken glass scattered around the area and provided the children and adults the softer foam squares to use to sit upon for listening and craft time.

Our stories for the month were about music, bugs, the seashore, writing your own story and bubbles. The crafts created were a tambourine, maracas, kazoo and castanets for the first week. The second week craft was a clothespin dragonfly from pompoms, the next week was a beach scene using foam stickers, crayons, a die cut pail and shovel and a baggie of sand. For the fourth week it was make your own book using construction paper for the covers, lined and blank paper for the content, twine was supplied to bind all together and a variety die cut images were supplied for the cover of their choice. The last week of July was celebrated with bubbles; straws and white paper was included. The children used a precut straw to dip in colored bubble solutions then blow the bubbles to create a beautiful design on their paper. They were able to take home a small bottle of bubbles, more straws to use and a recipe for homemade bubbles to enjoy. For a list of books read and crafts, please see attached sheet.

The Story Walk has been well received and participating vendors look forward to Sonny stopping by to change from the past to the future story posters.

At this time, we have 85 children signed up for Summer Reading.

Our Summer Programming, being virtual, unfortunately has a very low count on viewing. We offered Mr. Gary Van Slyke (Facebook-116) and Mr. Matt-Turtle Dance Music (Zoom-3).

Sonny and Nicole visited Gloversville Middle School on Tuesday, July 27 and presented an opportunity for 14 sixth graders to create a tie-dyed tee shirt using sharpie markers and 91% alcohol.

We are now experiencing the use of the "Teen Room". Unfortunately, even though they may be old enough to enter, not all are mature enough to handle themselves appropriately, this is a work in progress.

Statistics / Monthly Report **July 2021**

are as follows (Figures in parentheses are comparable figures for 2020. Figures for 2020 are low due to Covid-19.)

	<b>2021</b>	<b>2020</b>
<b>VISITORS</b>	<b>5,404</b>	<b>(3,993)</b>
<b>CIRCULATION</b>		
Adult Circulation	1,611	(800)
Teen Circulation	142	(44)
Juvenile Circulation	1,008	(391)
Audiobooks	111	(81)
eAudio	219	(155)
eBooks	550	(753)
Music	10	0
Periodicals	50	(68)
eMagazines	46	(43)
Videos	622	(417)
Museum Passes	3	0
Library of Things	4	0
Subtotal	<b>4,376</b>	<b>(2,752)</b>
In-House Use		
Adult	5	(15)
Juvenile	4	0
Other Materials	709	0
Subtotal	<b>718</b>	<b>(15)</b>
<b>Total Circulation</b>	<b>5,094</b>	<b>(2,767)</b>

**REFERENCE QUESTIONS** **64** **(46)**

**MEETINGS/PROGRAMS/OUTREACH**

32	Adult programs and meetings with 155 people	(10 Adult programs and meetings with 84 people)
6	Juvenile programs and meetings with 700 people	(13 Juvenile programs and meetings with 2008 people)
0	Teen programs and meetings with 0 people	(0 Teen programs and meetings with 0 people )
311	One-on-one programs and meetings with 311 people	( In previous years one-on-one programs were included in adult, juvenile and teen program counts)

**INTERLIBRARY LOAN**

Material Borrowed	440	(465)
Material Loaned	666	(744)
Total	<b>1,106</b>	<b>(1,209)</b>

**COMPUTER USAGE** **1,011** **(286)**

<b>HISTORICAL ROOM *</b>	Temporarily Closed	
Visitors	5	(0)
Books Used	11	(0)
Reference Questions	11	(0)

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