

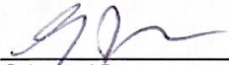
GLOVERSVILLE PUBLIC LIBRARY

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

NOVEMBER 2021

	Budget July 1, 2021 to June 30, 2022	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	\$503,695.00	\$0.00	\$503,695.00	\$453,695.00	\$0.00
Investment Income	2,000.00	46.04	200.81	114.37	1,799.19
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	1,925.00	0.00	8,075.00
Government Affiliations	7,000.00	0.00	5,697.30	3,958.24	1,302.70
IRS Payroll Credit Covid 19	0.00	0.00	65,829.46	20,449.18	(65,829.46)
Fines & Miscellaneous Income	2,500.00	203.44	1,511.70	864.55	988.30
Friends of the Gloversville Public Library, Inc.	10,000.00	10,000.00	10,000.00	0.00	0.00
<b>TOTAL RECEIPTS</b>	<u>\$535,195.00</u>	<u>\$10,249.48</u>	<u>\$588,859.27</u>	<u>\$479,081.34</u>	<u>(\$53,664.27)</u>
	Income Cash Reconcilement				
Income Cash Balance on November 1, 2021	\$677,572.95				
Plus: Receipts Per Report	10,249.48				
Less: Furniture Purchased	0.00				
Less: Land Purchased	0.00				
Less: Expenses Per Report	<u>(86,654.36)</u>				
Income Cash Balance on November 30, 2021	<u>601,168.07</u>				
Accounts Payable as of 11/30/21	0.00				
Cash Received Covid 19 less Credit Due	(25,604.85)				
Deferred Liability - Prepaid Med. Ins.	10.86				
Prepaid Expenses as of 11/30/21	<u>(1,360.39)</u>				
Actual Cash Balance on October 31, 2021	<u>\$574,213.69</u>				

Prepared By,  
Michael J. Frank, Treasurer

  
Submitted By,  
Greg Niforos, Vice President of Finance



**GLOVERSVILLE PUBLIC LIBRARY**  
**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on November 1, 2021	\$556,021.52
Plus: Receipts:	
Interest on Money Market Account	44.74
Tax Levy Received	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	50,000.00
Balance on November 30, 2021	<u>\$506,066.26</u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on November 1, 2021	\$664,341.64
Plus: Receipts:	
Interest on Money Market Account	60.36
Transfer from Construction Account	100,000.00
Less: Paid Outs:	
Transfer to General Fund MM Account	0.00
Balance on November 30, 2021	<u>\$764,402.00</u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on November 1, 2021	\$101,085.01
Plus: Receipts:	
Interest Earned	0.51
Balance of SHPO Grant Received	0.00
Less: Paid Outs:	
Transfer to Building Fund MM Account	100,000.00
Balance on November 30, 2021	<u>\$1,085.52</u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on November 1, 2021	\$430.83
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	32.44
Less: Paid Outs:	
None	0.00
Balance on November 30, 2021	<u>\$463.27</u>



GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

NOVEMBER 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	\$ 20,666.36	\$ 107,952.70	\$ 109,854.82	\$161,075.30
Salaries - Part Time Employees	110,419.00	7,658.50	36,937.90	33,077.31	73,481.10
Salaries - Custodians	31,504.00	2,451.40	12,778.88	12,747.60	18,725.12
F I C A & Medicare Tax	31,438.00	2,349.21	12,036.13	12,391.98	19,401.87
Unemployment Insurance	800.00	0.00	509.50	472.00	290.50
Disability & Family Leave Insurance	2,000.00	0.00	1,331.33	853.65	668.67
Medical Insurance & Reimbursements	53,000.00	3,263.21	20,626.90	20,591.51	32,373.10
Worker's Compensation Insurance	3,000.00	0.00	3,906.09	4,183.06	(906.09)
Pension Expense	45,151.00	36,247.25	36,247.25	30,597.50	8,903.75
Heat	3,500.00	92.66	166.22	160.47	3,333.78
Electricity	20,000.00	1,998.65	10,379.17	6,134.62	9,620.83
Telephone	6,720.00	561.32	2,881.65	2,685.78	3,838.35
Insurance	25,000.00	0.00	23,816.85	21,040.97	1,183.15
Books, Periodicals, etc.	43,000.00	2,851.81	12,423.06	13,006.97	30,576.94
Computer & Automation Services	13,200.00	1,127.60	6,647.90	5,147.38	6,552.10
Library, Office Supplies & Postage	11,500.00	1,398.07	3,018.38	1,477.28	8,481.62
Maintenance, Repairs & Bldg. Supplies	10,000.00	389.93	2,773.01	9,654.67	7,226.99
Maintenance Contracts	28,000.00	4,179.53	17,881.32	14,955.59	10,118.68
Treasurer	8,800.00	750.00	3,650.00	3,650.00	5,150.00
Professional Fees	7,000.00	0.00	0.00	112.50	7,000.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	1,000.00	298.00	1,046.07	39.10	(46.07)
Events & Programming	5,000.00	251.35	1,431.06	913.02	3,568.94
Promotion Expense	4,800.00	104.52	304.02	245.00	4,495.98
General Expense	2,000.00	14.99	303.26	1,581.49	1,696.74
<b>TOTAL EXPENSE</b>	<b>\$736,860.00</b>	<b>\$86,654.36</b>	<b>\$319,048.65</b>	<b>\$305,574.27</b>	<b>\$417,811.35</b>



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

**NOVEMBER 2021**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	DM	E F T United States Treasury (3,688.30)	\$1,187.65	FICA & Medicare Expense
			2,500.65	Payroll
6857		Gloversville Public Library	12,199.44	Payroll
6858	2498	NYS & Local Employees' Retirement System (47,535.55)	11,287.75	Accts Pay. - Pension Exp.
			36,247.25	Pension Expense
6859	2499	Philip Beckett, CPA, P.C.	6,000.00	Accts Pay. - Professional Fees
6860	2500	Michael J. Frank	750.00	Treasurer
6861	2501	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6862	2502	United Health Care	23.20	Medical Insurance
6863	2503	C D P H P	3,644.95	Medical Insurance
6864	2504	Frontier Communications	561.32	Telephone
6865	2505	National Grid (2,091.31)	92.66	Natural Gas
			1,998.65	Electricity
6866	2506	Board of Water Commissioners	389.93	Maintenance & Repairs
6867	2507	Ingram Library Services	2,037.54	Books
6868	2508	Quill, LLC	1,303.60	Library Supplies
6869	2509	Blackstone Publishing	134.92	AV - DVDs
6870	2510	Evapco, Inc.	1,458.74	Maintenance Contracts
6871	2511	Naifs	323.00	Newspapers
6872	2512	T K Elevator Corporation (4,081.18)	2,720.79	Maintenance Contracts
			1,300.39	Prepaid Expense
6873	2513	Gloversville True Value Hardware	31.47	Library Supplies
6874	2514	Daily Gazette Co., Inc.	104.52	Promotion Expense
6875	2515	Mohawk Valley Library System (1,140.60)	1,077.60	Computer & Automation
			63.00	Library Supplies
6876	2516	The Arkell Museum	85.00	Events & Programming
6877	2517	Business Card (885.69)	50.00	Computer & Automation
			14.99	G/E - Zoom
			166.35	Events & Programming
			298.00	Professional Meetings & Travel
			200.56	AV - DVDs
			155.79	Books
6878		Gloversville Public Library	11,940.68	Payroll
DM		E F T NYS & Local Retirement System	426.55	Pension - Withholdings
DM		E F T NYS Tax Department	1,073.40	Payroll
DM		E F T United States Treasury (3,601.12)	1,161.56	FICA & Medicare Expense
			2,439.56	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	225.75	Medical Insurance
		<b>CHECK AND EFT PAID OUTS - NOVEMBER 2021</b>	<u>105,849.99</u>	
		<b>PETTY CASH PAID OUTS - NOVEMBER 2021</b>		
		None	<u>0.00</u>	
		<b>TOTAL NOVEMBER 2021 PAID OUTS</b>	<u>\$105,849.99</u>	
		Less: Prepaid Expense	(1,300.39)	
		Less: Accounts Payable	(17,287.75)	
		Less: Johnson Medical Ins. Reimb.	<u>(607.49)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u>\$86,654.36</u>	



GLOVERSVILLE PUBLIC LIBRARY  
GRANTS AND OTHER ITEMS IN PROCESS

**STEWART'S GRANT**

Balance as of November 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		<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at November 30, 2021			<u>\$1,160.47</u>

**W G Y CHRISTMAS WISH GRANT**

Balance as of November 1, 2021			\$621.62
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses		<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at November 30, 2021			<u>\$621.62</u>

**ADVOCACY GRANT**

Balance as of November 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		<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at November 30, 2021			<u>\$110.91</u>

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of November 1, 2021			\$9,825.00
Appropriation Provided For In 2021-2022 Budget			0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
Philip Beckett, CPA P.C.	6859	Annual Audit	6,000.00
Total Expenses		<u>6,000.00</u>	<u>6,000.00</u>
Balance of Appropriation Funds Left at November 30, 2021			<u>\$3,825.00</u>

**RESTORATION FUNDS RECONCILEMENT**

Balance as of November 1, 2021			\$2,807.18
Funds Received			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses		<u>0.00</u>	<u>0.00</u>
Balance of Restoration Funds Left at November 30, 2021			<u>\$2,807.18</u>

**PARK TERRACE PTA - COLORTON**

Balance as of November 1, 2021			\$404.39
Funds Received - Donation			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses		<u>0.00</u>	<u>0.00</u>
Balance of Colorthon Funds Left at November 30, 2021			<u>\$404.39</u>

GLOVERSVILLE PUBLIC LIBRARY  
 BANK RECONCILIATIONS  
 November 30, 2021

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

Balance Per Bank Statement \$ 42,718.10

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
11/16/21	6862	United Health Care	\$ 23.20	
11/16/21	6863	C D P H P	3,644.95	
11/16/21	6868	Quill, LLC	1,303.60	
Total Outstanding Checks				<u>4,971.75</u>

Other Items:

None -

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

\$ 37,746.35

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

Balance Per Bank Statement \$ 15,402.99

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
11/26/21	6313	Kelly S. Lawlor	401.49	
Total Outstanding Checks				<u>401.49</u>

Other Items:

None -

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 15,001.50

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

Balance Per Bank Statement \$ 506,066.26

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 506,066.26

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

Balance Per Bank Statement \$ 764,402.00

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 764,402.00



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

Balance Per Bank Statement \$ 1,085.52

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**

\$ 1,085.52

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

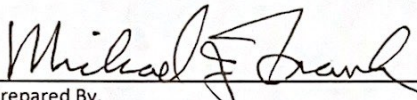
Balance Per Bank Statement \$ 463.27

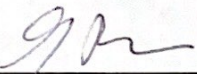
Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 463.27

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

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



**GLOVERSVILLE PUBLIC LIBRARY  
WARRANTS FOR DECEMBER 2021 BOARD OF TRUSTEES MEETING**

<u>Warrant No.</u>	<u>Vendor</u>	<u>Amount</u>	<u>Fund</u>
<u>Prior to Board Meeting Due to Due Dates (Approved at December Meeting)</u>			
	None	-	
<u>Paid After Board Meeting With Board Approval</u>			
2518	Michael J. Frank	750.00	Accounting Fee - December 2021
2519	The Paul Revere Life Insurance Company	172.78	Accident, Disability & Cancer Ins. - December 2021
2520	United Healthcare	23.20	Medical Ins - Eye - December 2021
2521	C D P H P	3,644.95	Medical Ins - January 2022
2522	Frontier Communications	569.52	Telephone
2523	National Grid (2,573.26)	2,037.98	Electric
		535.28	Heat
2524	Ingram Library Services, Inc.	1,354.15	Books
2525	Daily Gazette Co., Inc.	25.00	Promotion Expense
2526	Linda Bumpus	75.00	Events & Programming
2527	Mohawk Valley Library System (6,259.74)	1,077.60	Computer & Automation
		2,591.07	E Books
		2,591.07	Prepaid Expense
2528	Quill LLC	934.52	Library Supplies
2529	Derby Office Equipment, Inc.	40.69	Library Supplies
2530	Ebsco Information Services	992.99	Serials - Magazine Subscriptions
2531	Business Card (2,473.38)	14.99	G/E - Zoom Use
		50.00	Computer & Automation
		202.23	AV - DVDs
		443.37	Events & Programming
		1,614.61	Books
		148.18	Library Supplies
<u>2532 to 2534 Stamper Jammed</u>			
2535	Naif's	399.00	Newspapers
2536	Philadelphia Insurance Companies (1,636.00)	896.44	Insurance - D & O Insurance
		739.56	Prepaid Expense
2537	Blackstone Publishing	36.00	AV - DVDs
2538	Technical Building Services, Inc.	311.00	Maintenance & Repairs
	<b>TOTAL WARRANTS</b>	<b>22,271.18</b>	

I have reviewed the above claims submitted by various claimants for monies due to them from the Gloversville Public Library and found them to be legitimate and eligible for payment.

John H. Blackmon  
CLAIMS AUDITED BY: JOHN H. BLACKMON, CLAIMS AUDITOR

December 21, 2021  
DATE

Absent  
Christian Rohrs

Charles W. Reed  
Charles Reed

Greg Niforos  
Greg Niforos

Christine Pesses  
Christine Pesses

Susan Shrader  
Susan Shrader

Richard W. Carlson  
Richard Carlson

Merry Dunn Brown  
Merry Dunn Brown

Caren L. Pepper  
Caren L. Pepper

John J. Mazur  
John Mazur



## GPL BUILDING AND GRUNDS COMMITTEE

### DECEMBER 8, 2021 MEETING DISCUSSION ITEMS

Atrium Leak - Update on the current situation and potential remedies. *OK for now, will continue to monitor. Long term fix most likely to require a capital improvement project in the future.*

HVAC Chiller Winter Damage and Other HVAC Issues –Update on where HVAC issues currently stand (heat pump issue), and plans for protection to prevent further ice damage.

*Heat pump issue- Heat pump located downstairs under the stairwell shuts down, is a recurring problem. Appears to be caused by its location in a tight, inaccessible space which makes it very difficult to service. Will need to be relocated to correct problem, but for now we will keep pump off line.*

*Chiller protection- Contacted a local handyman (Mark Carey) to devise a cover to protect chiller from ice falling off roof. Current plan (as of 12/18) is to fabricate and install plywood cover on Mon. 12/27, barring any complications. Estimated cost (materials and labor) \$600-700.*

Snowplowing Contract–Approved contract was sent to Jim Esper. Employee lot was not plowed the first storm, so will contact Esper to make sure it gets plowed in the next storm. *Esper will plow employee parking and sand/salt to prevent icing.*

Exit Driveway Slope Landscaping –Will contact Jim Esper to inform him of Board's decision to postpone Phase I work until early next spring. Need to identify plant donations for Phase II work to be done after Phase I is completed. *Contacted Esper and will do work early next spring.*

Door Counter Update-How are they working out? *Counter unit relocated and is now working.*

Front Door Issue-What's the problem? *Occasional attempts by some to enter through closed front entrance. Looking for a more permanent solution than current bike lock; replace locking system? For now looking at measures to better let folks know that entrance is not to be used.*

Building Leaks in the Mechanical Room and Children's Room – Update on where things currently stand. *OK for now, no new evidence of leaks.*

Maintenance Contracts – Review Current Status of Scheduled Visits and Actions

- HVAC Software *Will contact PASCO for software update and staff training*
- HVAC Maintenance
- HVAC Cooling Tower Maintenance *Will arrange for cooling water testing*
- Sprinkler System – Status of inspection
- Fire Extinguishers



- Elevator *Elevator malfunctioned again; another service call, what's the underlying problem?*
- Fire Inspection

New Library Parcel on East Fulton Street –We now own the parcel; status of any needed follow-ups (insurance, etc.).

*No progress yet on combining property parcels; also question about where our property line is near former Probation Building. Will call Ferguson & Foss re: survey. Will also call NBT about insurance policy.*

Any Other "New Business" *None*





**Gloversville Public Library**  
**Director's Report**  
**Valerie Acklin / Library Director**  
**November 2021**

This past month has been one of looking forward. We are continuing to fine-tune our collection development efforts, as well as expand our programming options, as we look towards the new year. In addition to meeting with department heads, I've also been meeting with staff in each department to discuss ideas and suggestions for improving services and bringing folks back into the Library, and ensure that the staff, themselves, are equipped with the knowledge and skills to move forward as we expand our offerings.

### **Collections**

With five brand new collections on the horizon and one new-ish collection doubling in size, we have been busy!

- **Educational Toys Collection:** We have purchased all of the toys, thanks to a generous donation from the Friends of the Library, and are currently inventorying everything, so that we can keep track of parts and pieces. We have removed the doors on the Early Literacy Center cabinets and are in the process of labeling them, so that those that are removed can be put away in an orderly fashion. Since this collection will not circulate, we will be able to put the toys out as soon as we're done prepping them, which should be shortly after the new year.
- **Puzzle Collection:** Our in-house puzzle collection, consisting of 12 donated adult puzzles, is ready for action. In fact, one puzzle is already out in the Reading Room and people have been putting pieces together. We purchased a new puzzle mat, so that should we need to move the puzzle, we do not have to destroy it. We have created a spreadsheet identifying all the puzzles, the number of pieces for each, as well as the date it was last put together, to help keep track. We are still deciding where the puzzles not currently under construction will be housed.
- **Table Top Game Collection:** This circulating collection will consist of both donated games and new games. The games that have been donated have been completely inventoried and we have purchased heavy duty plastic zipper bags for them to be housed in. This will make circulation easier, as many of the original cardboard boxes were in bad condition. We have come up with a list of new games to purchase that will supplement what has been donated and we hope to order those by the end of December. Nicole is still working with Sharon at MVLS to figure out the most accurate way to catalog these non-traditional library items. Once records for them are created in Polaris, they will need to be processed before being made available to the public.
- **Essentials Collection:** We recently acquired a suitable container to house the collection and it is now ready for use. Included are lip balm, soap, wipes, diapers, hand lotion, combs, emery boards, deodorant, feminine hygiene products, and much more – all available for



individuals to take and use (and then keep). Staff training will begin in January, so that we know how to assist anyone who requests the collection and how to restock items.

- **Memory Land Collection:** After consulting with the Alzheimer's Association and other dementia service professionals, we have constructed an initial list of books to purchase. Since these are specialized titles, they are pricey and we will have to build this collection slowly. But the first order should arrive mid-January, with the hopes of getting them on our shelves and ready for check-out by mid-February.
- **Library of Things:** We have ordered many new items for our Library of Things, doubling the size of the collection. Additions include a telescope, a metal detector, a wall stud finder/laser level, a portable PA system (which we use in the summers for outdoor story times, but will be available to the public for the remainder of the year), a car jump starter/air compressor, a laser distance measurer, and birdwatching kit with binoculars and guide books for both adults and kids. We're halfway through processing the items and hope to have them on the shelves by early January.

### **Programming**

Chris, Darla, Nicole, and I have been meeting regularly, as we try and figure out programs that will 1) bring folks into the building and 2) can be moved to virtual platforms should the need arise. The Nicole and Linda are continuing their enormously popular onsite crafting classes and take-home craft kits. In addition, she and I are developing a new readers' advisory program to take the place of our Jolly Readers book discussion, which has been put on hiatus do to chronically low attendance. Chris will be continuing her exercise classes on Zoom, until the spring when they can go back to being held outdoors. In addition, she is planning to expand our exercise options to include chair-based classes for those who are mobility impaired. She is also planning to bring back the local author festival for mid- to late-April. Darla is still researching programming possibilities, but would like to have a magician, as well as continue her STEM kit programs. Programming designed for the ELC is also still being developed.

### **Staff Continuing Ed**

Sonny, Darla, Lex, Nicole, and I all attended NYLA's virtual annual conference at the end of October and continuing through all of November (the webinars were pre-recorded and asynchronous, so we could watch them throughout the month at our convenience). In addition, the Youth Services staff attended a programming workshop, and I participated in a seed library development workshop (as that's our next big project). In attention, Bailey and Sally attended a customer service talk. The entire staff will be undergoing training on our new meeting room reservation platform (everyone was unhappy with the hold one), and once we are all confident of our skills, we will roll that out and make it available on our website for the public to use.





## Gloversville Public Library

### Adult Services Report

Nicole Hauser / Head of Adult Services and Collection Development

November 2021

During November I viewed several on-demand webinars available from the annual NYLA conference. The topics included Gaming in libraries, Library of Things 101, Swapping Stories: A New Approach to Oral History Collection, Beginner's Guide to Being a Woman in Charge, and Small Libraries Big Programs. I learned a few good tips to consider as we expand our Library of Things collection, and add other new collections to our holdings.

We are in the process of adding several new items to the Library of Things collection:

- The Chromebook has been circulating very well and recently needed to have its charger replaced due to wear.
- The WiFi Hotspot has not been returned. After finally reaching the patron, we learned that it really is lost and they will be paying its replacement cost.
- The Roku was out of commission for a short time while we figured out some technical difficulties. Now it's up and running and is as good as new!

We had a program meeting at the very end of the month. To help us plan further out, I created a spreadsheet for all involved in programming planning to use, and that we all have access too. The beginning of the month was spent trying to find an acceptable short story to discuss at the Jolly Readers Annual Tea Party in December. I finally settled on A Christmas Memory by Truman Capote.



#### Programs for November:

- Jolly Readers discussed Educated by Tara Westover with an attendance of 3 people.
- Joy of Coloring saw an attendance of 4 people.
- Adult Crafting had a total of 32 participants registered with 30 participating: 11 at the 1:30 class, 9 at the 5:30 class and 10 picked up as kits. December's craft will be pillar candle holders and as of 12/2, 27 participants are registered. (FYI: We limit total registrations to 30 participants with 5 spots on a waitlist)
- For the Love of Reading's topic was to read an uplifting book. I received 3 submissions.







**Gloversville Public Library**  
**Youth Services Report**  
**Darla Barry / Head of Youth Services**  
**November 2021**

On Tuesday evenings, beginning November 2, we began offering a STEM workshop, using activity kits borrowed from MVLS. Each kit is signed out for two weeks. We used the "make do" kit for our first project, but we had no attendees. The second week, we had three children join us. With the "make do" kit, we used recycled products (mainly cardboard, egg crates, paper tubes), the tools that come with the kit, and our imaginations to make our creations. The children had a wonderful time assembling their creations. The following two weeks we used the "gear kit" to assemble a carousel, Ferris wheel, roller coaster, and bumper cars that we put in motion using a battery-operated motor. Finally, we have started using the "kinetic energy kit". We are using large popsicle sticks to make a cobra weave and other configurations. Once a stick is moved away from the main assembly, the others "spring" from the group (goggles were supplied and worn during this activity, to avoid injury). We will be enjoying another chance to make a larger kinetic energy creation the first week of December.

Our stories for the month consisted of tales about fall/autumn, scarecrows, Thanksgiving, gingerbread people, and snow. Crafts were of a scarecrow and gingerbread person, along with activity sheets of puzzles, mazes, coloring, cutting, tracing, word searches (about fall, Thanksgiving, Hanukkah, and Christmas).

Through MVLS, on November 15 and 19, there were two webinars with Heather Dickerson:

- Heather Talks: Couple of things to share about Talking is Teaching, and a winter craft.
- Open Discussion: Bring an idea you've been tossing around, something you want to ask your colleagues, etc. It's your time to visit with your peers around the system.

Nicole VanHusen DeJong stopped by the Library in mid-October and asked if I could read the story Leaf Man by Lois Ehlert to the McNab Head Start program on a soon-to-be determined date. I agreed and was then contacted by Nicole Salvatore. Sonny and I created 70 informational bags (a calendar, the new brochure, stickers, GPL bracelets, and other related items), they were picked up and handed out to parents prior to the activity. The story was viewed via Zoom by multiple families in the afternoon on Friday, November 19 at 3:30pm.

For the Saturday Story Times, both Sonny and I had children present (the first time for my Saturday). Sonny read Native American myths and I read about the gingerbread people and snow.



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

	2021	2020
<b>VISITORS</b>	<b>5,846</b>	<b>(4348)</b>
<b>CIRCULATION</b>		
Adult Circulation	1,370	(1172)
Teen Circulation	105	(99)
Juvenile Circulation	913	(556)
Audiobooks	57	(106)
eAudio	179	(151)
eBooks	580	(614)
Music	25	(13)
Periodicals	49	(47)
eMagazines	117	(17)
Videos	785	(653)
Museum Passes	1	0
Library of Things	4	0
Subtotal	<b>4,185</b>	<b>(3428)</b>
In-House Use		
Adult	5	(9)
Juvenile	1	0
Other Materials	767	0
Subtotal	<b>773</b>	<b>(9)</b>
<b>Total Circulation</b>	<b>4,958</b>	<b>(3437)</b>

**REFERENCE QUESTIONS** 37 (29)

**MEETINGS/PROGRAMS/OUTREACH**

35	Adult programs and meetings with 251 people	( 16	Adult programs and meetings with 169 people
9	Juvenile programs and meetings with 46 people	(9	Juvenile programs and meetings with 554 people)
0	Teen programs and meetings with 0 people	( 0	Teen programs and meetings with 0 people )
178	One-on-one programs and meetings with 178 people	( In	previous years one-on-one programs were included in adult, juvenile and teen program counts)

**INTERLIBRARY LOAN**

Material Borrowed	566	(581)
Material Loaned	538	(571)
Total	<b>1,104</b>	<b>(1152)</b>

**COMPUTER USAGE** 816 (306)

**HISTORICAL ROOM \***

	Temporarily Closed	
Visitors	2	0
Books Used	5	0
Reference Questions	5	0

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