



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
December 15, 2020 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the November 2020 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
10. Program Committee
11. Public Relations
12. Director's Report
13. President's Report
14. Old Business
15. New Business
16. Adjourn

Next Meeting: January 19, 2021 at 6:30 PM



Minutes of the Gloversville Public Library Board of Trustees Monthly Meeting

November 17, 2020

The Gloversville Public Library Board of Trustees held a meeting on November 17, 2020 at 6:30 PM via Zoom Conferencing. Present were President Charles “Ren” Reed, Director Valerie Acklin, Vice President Merry Dunn-Brown, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Sue Shrader, Gregory Niforos, Richard Carlson, Caren Pepper, John Mazur, and *The Leader-Herald* Reporter Ashley Onyon.

Valerie Acklin
Library Director

Mr. Reed called the meeting to order at 6:34 PM.

Mr. Reed asked if there was any public comment. Hearing none, Mr. Reed asked for a motion to approve the October meeting minutes. Mrs. Pesses made a motion, with a second motion made by Ms. Pepper. Mr. Reed asked if there was any discussion. Hearing none, the board approved with “aye.”

2020-2021
Board of Trustees

Mr. Reed asked Mr. Frank to review the Financial Report for the four-month period ending October 31, 2020. Mr. Frank informed the Trustees that our income for the period was virtually unchanged from the prior year. The receipt of \$20,449 this year has basically offset the decline in investment income, the decline in government affiliation income, the decline in fines and miscellaneous income, as well as the fact that the Friends of the Library have not given us their support check yet. Mr. Frank also informed the Trustees that we received our tax levy check from the Gloversville Enlarged School District in October. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$16,300 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. Rohrs made a motion, seconded by Mrs. Shrader, to accept the Financial Report as presented. This was approved all voting “aye.”

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Mr. Frank distributed the Warrants list for November 2020 numbered 2208 through 2230, 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, seconded by Mrs. Pesses, 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 for an update from the Budget and Finance Committee. Mr. Niforos reported that the committee met on November 10th in the Carnegie Room for preliminary 2021-2022 budget planning. The committee discussed staffing and wage increases. They also discussed the feasibility of adding one full-time employee (or part-time equivalent) to be in compliance for a \$500,000 ESD grant. It was determined economically prudent to add \$30,000 to the budget for such a position.

Mr. Reed requested the following resolution be passed by the board regarding the tax levy: RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Gloversville Public Library overrides, for the 2021-2022 fiscal year, the tax levy limit imposed by Municipal Law § 3-c(3). Mr. Niforos made a motion, with a second motion made by Mrs. Pesses. The board voted all in favor with “aye.”

Mr. Reed delivered the Friends of the Library Report on behalf of Mrs. La Porta, who was unable to attend. Mrs. La Porta indicated that Friends' Week (October 18-24) was a very eventful week. The gift basket raffle was conducted outside the library on October 23, with the help of library staff members Valerie Acklin and Sonny Dross. Not only were the Friends able to enjoy a beautiful fall afternoon outside, but Sonny volunteered to join in as emcee, making the event very enjoyable. He also made a video of the drawing and it is available on the Library's Facebook page. Turnout for ticket sales was excellent and the Friends were very happy with the results. Thank you also to Nancy Krawczeski, who chaired this event, and to Richard Stack and Barbara Reppenhagen, for participating in the event.

In addition, staff recognition is one of the Friends' favorite activities during the week. Each staff member receives a gift from the Friends and patrons are encouraged to leave one small gift for staff to enjoy, to be left at the front. In addition, the first baby born at NLH during Friends' Week also received a basket of baby items donated by many of the Friends. Items included several books, baby clothes, and toys. Because of Covid-19 the hospital staff actually delivered the basket, as visitors are still restricted. Plans are being made for decorating the library for the holiday season and decorating will be done on November 30th. Friends of the Library membership renewal is still ongoing and Friends are encouraged to renew their membership at this time. Lastly, articles for the December issue of the newsletter have been submitted to Editor Jennifer Wojeski and the Friends should anticipate a copy in the coming weeks. Mr. Reed offered thanks for the great work the Friends do, not only for the Library, but the community.

Mr. Reed asked for an update from the Foundation. There was no meeting yet; however, they are waiting on Jay Wood.

Mr. Reed asked for an update from the Buildings and Grounds Committee. Mr. Carlson indicated they had met last Wednesday and did not discuss any major issues. The library is set with snow plowing.

Mr. Reed asked for an update from the Outreach Committee. Ms. Dunn-Brown indicated there is no report and they have been unable to meet due to the present health crisis.

Mr. Reed asked for a report from the Personnel Committee. The employee evaluation form was discussed. Employment requirements were also discussed regarding preexisting grant requirements; however, the Civil Service process and subsequent obstacles were mentioned. Therefore, to maintain grant status recognition, Mr. Reed asked for a motion to create two part-time library clerk positions, with the minimum work expectancy of 17.5 hours per week. Mr. Rohrs made a motion, with a second motion made by Mrs. Shrader. The board approved with "aye."

Mrs. Pesses delivered the Policy Committee report. A second reading of the Social Justice Policy, Responsibility for Library Operations Policy, and Library Minimum Staff Requirement Policy was conducted. Mr. Reed asked for a motion to accept the aforementioned policies. Ms. Pepper made a motion, with a second motion made by Mr. Carlson. The board approved with a vote of "aye."

Mr. Reed asked for an update from the Program Committee. Ms. Acklin reported that virtual programming is going well. Sonny and Darla have often been garnering hundreds of views on Facebook for the Story Time program.

Ms. Acklin delivered the Director's Report. It was mentioned that she and Nicole Hauser have been sorting the nonfiction section and discarding outdated titles. Physical aspects of the building are going well and the elevator has been inspected. Also, due to COVID-19, MERV 13 filters have been purchased for HVAC units.

In his President's Report, Mr. Reed requested that, for the sake of the staff's health and safety, committee meetings be held virtually, as well as board meetings.

Mr. Reed asked if there was any new business. A motion was made to appoint Mr. John Mazur to the Board of Trustees to fill the vacant seat until the end of June. Mrs. Pesses made a motion, with a second motion made by Ms. Pepper. With great enthusiasm, the board approved with "aye."

At 8:09 PM, Mr. Reed asked for a motion to enter Executive Session. Mrs. Pesses made a motion, with a second motion made by Ms. Pepper.

At 8:17 PM, Mr. Reed asked for a motion to leave Executive Session. Mrs. Pesses made a motion, with a second motion made by Mrs. Shrader.

At 8:18 PM, Mr. Reed asked for a motion to adjourn. Mr. Carlson made a motion, with a second motion made by Mr. Rohrs.

Respectfully submitted,

Christian W. Rohrs

GLOVERSVILLE PUBLIC LIBRARY

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

NOVEMBER 2020

	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	30.99	114.37	763.56	2,485.63
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	3,958.24	3,958.24	6,243.68	3,041.76
IRS Payroll Credit Covid 19	0.00	0.00	20,449.18	0.00	0.00
Fines & Miscellaneous Income	9,000.00	101.05	864.55	5,305.82	8,135.45
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	10,000.00	10,000.00
TOTAL RECEIPTS	<u>\$492,295.00</u>	<u>\$4,090.28</u>	<u>\$479,081.34</u>	<u>\$478,764.06</u>	<u>\$33,662.84</u>
	Income Cash Reconcilement				
Income Cash Balance on November 1, 2020	\$450,497.85				
Plus: Receipts Per Report	4,090.28				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>80,009.56</u>				
Income Cash Balance on November 30, 2020	<u>374,578.57</u>				
Cobra Reserve Balance	102.30				
Accounts Payable as of 11/30/20	0.00				
Cash Received Covid 19 less Credit Due	40,113.40				
Deferred Liability - Prepaid Med. Ins.	0.00				
Prepaid Expenses as of 11/30/20	<u>(1,672.93)</u>				
Actual Cash Balance on November 30, 2020	<u>\$413,121.34</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, 2020	\$68,128.61
Plus: Receipts:	
Interest on Money Market Account	29.34
Transfer from Checking Account	300,000.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	0.00
	<hr/>
Balance on November 30, 2020	<u>\$368,157.95</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on November 1, 2020	\$900,274.47
Plus: Receipts:	
Interest on Money Market Account	110.99
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on November 30, 2020	<u>\$900,385.46</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on November 1, 2020	\$19,499.63
Plus: Receipts:	
Interest Earned	0.32
Grant Money Received	0.00
Less: Paid Outs:	
Transfer to Building Fund	0.00
	<hr/>
Balance on November 30, 2020	<u>\$19,499.95</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on November 1, 2020	\$308.53
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	22.04
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on November 30, 2020	<u>\$330.57</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

NOVEMBER 2020

	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	\$ 19,623.45	\$ 109,854.82	\$ 107,457.70	\$183,080.18
Salaries - Part Time Employees	81,266.00	6,591.52	33,077.31	25,408.24	48,188.69
Salaries - Custodians	30,594.00	2,549.52	12,747.60	12,220.50	17,846.40
F I C A & Medicare Tax	30,966.00	2,345.38	12,391.98	11,033.02	18,574.02
Unemployment Insurance	800.00	0.00	472.00	386.00	328.00
Disability & Family Leave Insurance	2,000.00	0.00	853.65	473.24	1,146.35
Medical Insurance & Reimbursements	47,558.00	3,193.95	20,591.51	21,423.01	26,966.49
Worker's Compensation Insurance	3,000.00	0.00	4,183.06	3,643.53	(1,183.06)
Pension Expense	35,000.00	30,597.50	30,597.50	25,655.00	4,402.50
Heat	4,000.00	81.19	160.47	133.51	3,839.53
Electricity	20,000.00	1,132.68	6,134.62	7,136.45	13,865.38
Telephone	6,720.00	540.70	2,685.78	2,688.58	4,034.22
Insurance	25,000.00	0.00	21,040.97	20,754.52	3,959.03
Books, Periodicals, etc.	46,500.00	2,069.44	13,006.97	21,369.82	33,493.03
Computer & Automation Services	13,200.00	952.24	5,147.38	5,029.95	8,052.62
Library, Office Supplies & Postage	11,500.00	26.68	1,477.28	1,663.12	10,022.72
Maintenance, Repairs & Bldg. Supplies	3,000.00	4,784.14	9,654.67	3,844.69	(6,654.67)
Maintenance Contracts	27,299.00	4,050.63	14,955.59	2,550.71	12,343.41
Treasurer	8,800.00	750.00	3,650.00	3,550.00	5,150.00
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	39.10	39.10	701.78	960.90
Events & Programming	5,000.00	0.00	913.02	1,966.76	4,086.98
Promotion Expense	4,800.00	24.00	245.00	1,429.00	4,555.00
General Expense	1,300.00	657.44	1,581.49	639.11	(281.49)
TOTAL EXPENSE	<u>\$711,388.00</u>	<u>\$80,009.56</u>	<u>\$305,574.27</u>	<u>\$281,158.24</u>	<u>\$405,813.73</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

NOVEMBER 2020

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	IRS REF	E F T United States Treasury (3,657.92)	\$1,193.46	FICA & Medicare Expense
			2,464.46	Payroll
6542		Gloversville Public Library	300,000.00	Transfer to MM Account
6543		Gloversville Public Library	12,338.61	Payroll
6544	2208	Michael J. Frank	750.00	Treasurer
6545	2209	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6546	2210	United Health Care	17.40	Medical Insurance
6547	2211	M V P Health Care, Inc.	4,265.10	Medical Insurance
6548	2212	The Leader-Herald (97.40)	24.00	Promotion Expense
			73.40	G/E - Trustee Legal Notice
6549	2213	Frontier Communications	540.70	Telephone
6550	2214	National Grid (1,213.87)	1,132.68	Electric
			81.19	Heat - Natural Gas
6551	2215	NYS & Local Employees' Retirement System	8,946.50	Accounts Payable - Pension
			30,597.50	Pension Expense
6552	2217	Business Card (1,047.43)	20.00	Computer & Automation
			14.99	G/E - Zoom Membership
			321.12	Maintenance & Repairs
			399.00	G/E - SAM Registration
			292.32	AV - DVDs
6553	2216	Mohawk Valley Library System	932.24	Computer & Automation
6554	2218	Commercial Door Specialties, Inc.	2,075.00	Maintenance & Repairs
6555	2219	Barbara J. Madonna	39.10	Travel & Professional Meetings
6556	2220	Technical Building Services, Inc.	1,806.04	Maintenance & Repairs
6557	2221	Clifton Park-Halfmoon Library	34.00	Fines, etc.
6558	2222	Mohawk Valley Library System	11.99	Fines, etc.
6559	2223	Board of Water Commissioners	323.54	Maintenance & Repairs
6560	2224	Palmateer Trucking & Container Service	173.00	Maintenance & Repairs
6561	2225	Evapco, Inc.	1,416.25	Maintenance Contracts
6562	2226	Ingram Library Services	901.32	Books
6563	2227	Ebsco Information Services	875.80	Serials
6564	2228	Quill, LLC (112.12)	26.68	Library Supplies
			85.44	Maintenance & Repairs
6565	2229	Unique Management Services, Inc.	170.05	G/E - Collection Expense
6566	2230	Thyssenkrupp Elevator Corporation	2,634.38	Maintenance Contracts
			1,317.19	Prepaid Expense
6567		Gloversville Public Library	11,886.22	Payroll
		E F T NYS & Local Retirement System	403.87	Pension - Withholdings
		E F T NYS Tax Department	1,049.80	Payroll
	IRS REF	E F T United States Treasury (3,544.84)	1,151.92	FICA & Medicare Expense
			2,392.92	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	147.45	Medical Insurance
		CHECK AND EFT PAID OUTS - NOVEMBER 2020	<u>393,499.41</u>	
		PETTY CASH PAID OUTS - NOVEMBER 2020		
		None	<u>0.00</u>	
		TOTAL NOVEMBER 2020 PAID OUTS	<u>\$393,499.41</u>	
		Less: Medical Insurance - Johnson	(609.30)	
		Less: Transfer to MM Account	(300,000.00)	
		Less: Fines, etc.	(45.99)	
		Less: Accounts Payable	(8,946.50)	
		Less: Prepaid Expense	(1,317.19)	
		Less: Disability & PFL Reimb. - Hauser	(1,961.57)	
		Less: Cobra Reimbursement - Madonna	<u>(609.30)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$80,009.56</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of November 1, 2020		\$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 November 30, 2020		\$560.47

W G Y CHRISTMAS WISH GRANT

Balance as of November 1, 2020		\$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 November 30, 2020		\$371.62

ADVOCACY GRANT

Balance as of November 1, 2020		\$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 November 30, 2020		\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of November 1, 2020		\$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 November 30, 2020		\$9,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of November 1, 2020		\$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 November 30, 2020		\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of November 1, 2020		\$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 November 30, 2020		\$559.25

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
November 30, 2020

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

Balance Per Bank Statement \$ 29,160.99

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
11/16/20	6544	Michael J. Frank	750.00
11/16/20	6545	The Paul Revere Life Insurance Company	172.78
11/16/20	6546	United Health care	17.40
11/16/20	6560	Palmateer Trucking & Container Service	173.00
11/16/20	6564	Quill, LLC	112.12
Total Outstanding Checks			<u>1,225.30</u>

Other Items:

None

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS

\$ 27,935.69

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

Balance Per Bank Statement \$ 13,281.58

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
11/13/20	5523	Darla L. Barry	1,015.65
11/13/20	5531	Bailey J. Darling	410.23
11/30/20	6001	Nicole L. Hauser	1,318.93
11/30/20	6003	Circe I. Johnson	1,239.36
11/30/20	6004	Linda B. Conroy	909.91
11/30/20	6005	Jameson M. Duross	815.78
11/30/20	6006	Darla L. Barry	1,015.65
11/30/20	6007	Valerie A. Acklin	2,024.55
11/30/20	6008	George Emden IV	968.40
11/30/20	6009	Sally L. Ostrander	548.34
11/30/20	6010	Christine T. Prokopiak	297.37
11/30/20	6011	Kimberly A. Collar	274.17
11/30/20	602	Patricia A. Devereaux	561.12
11/30/20	6013	Kelly S. Lawlor	364.48
11/30/20	6014	Bailey J. Darling	367.58
11/30/20	6015	Barbara J. Madonna	150.06
Total Outstanding Checks			<u>12,281.58</u>

Other Items:

Encoding Error Ck. No. 5386

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS

\$ 1,000.00

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

Balance Per Bank Statement \$ 368,157.95

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

\$ 368,157.95

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

Balance Per Bank Statement \$ 900,385.46

Outstanding Checks:

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

\$ 900,385.46

BALANCE IN LEDGER AND QUICKBOOKS

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 19,499.95

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

\$ 19,499.95

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

Balance Per Bank Statement \$ 330.57

Outstanding Checks:

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

-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 330.57

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance



Library Director's Report: November 2020

Valerie Acklin / Library Director

Shifting

Weeding of the Non-Fiction collection was completed, but our shifting project hit an unforeseen snag when, the day prior during an evaluation of the bookcases in question, it was discovered that, upon their assembly, the screws holding the fixed middle shelves had been stripped. We do not currently own any replacement screws for these units, so had we continued as planned, we would have removed all the books from both the main floor and second floor rooms, and then not have been able to disassemble or reassemble the shelves. So, we postponed the project. All employees who were scheduled to assist were alerted in time. We are now in the process of locating and purchasing replacement screws. The actual shifting has now been rescheduled for Monday, January 4. The Library, with Board approval, will close that day, and staff members will work to complete the project before opening on Tuesday, January 5.

Civil Service

The open competitive exam for Director 1 and the promotional exam for Library Assistant were both made available this month. Sonny and I filled out our applications and submitted any additional required paperwork before the December 3 deadline. We should receive our rankings next months, and after filling out an additional questionnaire that goes live in January 2021, the Library should receive certified lists for both positions. It's still going to be a slow process, but I'm encouraged by the progress.

COVID-19 Update

As numbers of cases in Fulton County continue to rise, I am monitoring the situation daily and checking with the GESD and the Health Department regularly. Nicole and I are working on a closing checklist, so that, in the future, should the Library need to quickly close its doors for any reason, there will be a series of procedures to ensure that staff can work remotely and any business that is capable of continuing can do so. Plans for opening up the computers for limited use and restarting our in house programming have been put on hold until April 2021 at the earliest. The continued crafting of our state-mandated Pandemic Policy has also been put on hold, as MVLS has stated that they hope to have a template, covering all the requirements, available to member libraries in the near future (and before the spring submission deadline).

NYLA Annual Conference

November 4-5 I attended the New York Library Association annual conference, held virtually this year. The format included some live sessions and some pre-recorded on-demand programming, making it far easier to attend relevant presentations. Some of the sessions I attended were “Grassroots Community Organizing for Socio-Economic Development,” “Social Media for Small Libraries,” and a program specifically for first time Directors. I have already begun sharing what I learned with the staff — specifically regarding social media (we hope to establish an Instagram account soon) — and I look forward to continuing to do so, as time allows.



Gloversville Public Library

November 2020

Nicole Hauser – Librarian

The Adult Craft to Go for November was a magnetic puzzle piece frame. 29 people registered for the craft and only 1 kit wasn't picked up. Our zoom meeting the following week to discuss problems and share our creations was, once again, only attended by one patron. December's craft will be gift tags of which the material and time to create the mini-kits were donated by community members Linda Callahan and Barb Tucci. Thanks to their generosity our patrons will be able to make 7 beautiful homemade gift tags with 5 different designs!

The Jolly Readers book discussion of Virgil Wander by Leif Enger was canceled due to unforeseen circumstances. Book discussion attendance has been low since going virtual, oftentimes with only 1 patron attending. Because of this we are rethinking Jolly Readers and will have a new format in place beginning January 2021 until we are able to resume meeting in person.

This month we weeded the 900's, a large section of our non-fiction collection. We pulled more than 500 books for consideration based on a last circulation date of 2 or more years ago.

The relocation of the Fiction and Non-Fiction rooms, which was supposed to happen in November, has been postponed. During our preparation for swapping the two collections we discovered that many of the screws in the fixed shelves had stripped heads. In order to move those shelves, we will need the proper equipment and replacement screws, which we did not have at the time we originally planned to move the collections.

It's hard to believe, but we've been ordering books from Ingram for almost a full year now. It took several months to get setup with them, but it was well worth the wait. The ordering process is simple and smooth, and ordering from Ingram definitely saves us time. The books come with barcodes and spine labels attached, as well as a mylar cover on the dust jackets, in addition to full bibliographic records in Polaris. We've already sent them another range of 1,000 barcodes and I look forward to continue working with them.



Gloversville Public Library

Youth Services Report: November 2020

Darla Barry – Library Assistant, Head of Children's Services

Youth Services was busy as the staff prepared in continuing education opportunities, geared up for the holidays, and continued to provide children and families both educational and recreational programming opportunities through virtual formats.

The month kicked off the New York Library Association's 2020 Annual Conference, which was held virtually November 5-6. This is the first time I have attended the event and found it immensely informative. In addition to the keynote address and the Youth Services Section State Award (with author Rita Williams-Garcia), I attended the Teen Mental Health Collaboration workshop, and the "Lemonade of Crisis Response" program. I look forward to sharing what I've learned with Sonny and the clerks in Youth Services.

Throughout the month, I received numerous "preview totes" from MVLS, with new juvenile books to evaluate. Once they are viewed, I attach a note showing interest in selected titles, and then, after all system libraries have a chance to view the tote, MVLS forwards our selections to us to add to our collection permanently.

As for programming, Thursday and Saturday story times are continuing as planned, and both Sonny and I are enjoying bringing them to children viewing from home on Facebook. Views had dipped during the third week, but that was determined to be largely due to the Thanksgiving recess and other family plans that conflicted with kids' viewing habits. We expect to see a return to the numbers from previous months when children return to school.

The Thursday story time theme for November was Kindness and Manners, to coincide with the general seasonal theme of giving thanks. Children enjoyed books such as "Time to Say 'Please!'," "Mind Your Manners," and "Bear Says Thanks." In addition, distributed kits included a random acts of kindness activity sheet and a "thankful acorn" craft.

Saturday Story Time with Sonny continues to grow in popularity. This month focused on retellings of the Cinderella fairytale, including alternate versions from around the world.

Statistics for **November 2020**

are as follows (figures in parentheses are comparable figures for 2019)

Governor's Executive Order, Covid 19 phase 4 reopening guidelines: CURBSIDE pickup only from 6/22/2020 - 7/19/2020, OPENED 7/20/2020 with limited access for patrons

	2020	2019
VISITORS	4,348	(5,994)
CIRCULATION		
Adult Circulation	1,172	(1,622)
Teen Circulation	99	(135)
Juvenile Circulation	556	(1,177)
Audiobooks	106	(171)
eAudio	151	(176)
eBooks	614	(590)
Music	13	(33)
Periodicals	47	(58)
eMagazines	17	(42)
Videos	653	(1,640)
Museum Passes	0	(2)
Subtotal	<u>3,428</u>	<u>(5,646)</u>
In-House Use		
Adult	9	(17)
Juvenile	0	(49)
Other Materials	0	(1,251)
Subtotal	<u>9</u>	<u>(1,317)</u>
Total Circulation	3,437	(6,963)
REFERENCE QUESTIONS	29	(163)
MEETINGS/PROGRAMS/OUTREACH		
16 Adult programs and meetings with 169 people		(51 Adult programs and meetings with 345 people)
9 Juvenile programs and meetings with 554 people		(16 Juvenile programs and meetings with 212 people)
0 Teen programs and meetings with 0 people		(13 Teen programs and meetings with 37 people)
INTERLIBRARY LOAN		
Material Borrowed	581	(705)
Material Loaned	571	(620)
Total	<u>1,152</u>	<u>(1,325)</u>
COMPUTER USAGE	306	(1,761)
HISTORICAL ROOM *		
	Temporarily Closed	
Visitors	0	(1)
Books Used	0	(4)
Reference Questions	0	(1)

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