



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
February 16, 2021 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the January 2021 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Foundation
6. Building and Grounds Committee
7. Outreach Committee
8. Personnel Committee
9. Policy Committee
10. Program Committee
11. Public Relations
12. Director's Report
13. President's Report
14. Old Business
15. New Business
16. Adjourn

Next Meeting: March 16, 2021 at 6:30 PM



Valerie Acklin
Library Director

2020-2021
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Draft Minutes of the Groversville Public Library Board of Trustees Meeting January 19, 2021

The Groversville Public Library Board of Trustees held a meeting on January 19, 2021. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Susan Schrader, Richard Carlson, Gregory Niforos, Caren Pepper, John Mazur, Claims Auditor John Blackmon, and *Leader-Herald* Reporter Ashley Onyon.

Mr. Reed called the meeting to order at 6:30 PM.

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

Mr. Reed asked for a motion to accept the December minutes. Mrs. Pesses made a motion, with a second motion made by Mrs. Shrader. The board approved with “aye.”

Mr. Reed asked Mr. Frank to review the Financial Report for the six-month period ending December 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, from the Payroll Tax Credit from the IRS, has basically offset the decline in Investment Income, the decline in Government Affiliation Income, the decline in Fines & Miscellaneous Income and the fact that the Friends of the Library have not yet given us their support check. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$20,000 over last year, due primarily to the new maintenance contracts this year, that we did not have for the building last year. The increase in payroll and related payroll taxes over the prior fiscal year also increased the expenses for the current year. Mr. Frank asked the Board for any questions or comments regarding the Financial Report. Hearing none, Mrs. Pesses made a motion, seconded by Ms. Dunn-Brown, to accept the Financial Report as presented. This was approved all voting “aye.”

Mr. Frank distributed the Warrants list for January 2021, numbered 2251 through 2267, which was audited by John Blackmon, our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Groversville Public Library and recommended payment of same. Ms. Pepper made a motion, seconded by Mrs. Shrader, 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. Niforos delivered the budget and finance report. He indicated there had not been a meeting; however, he asked if anyone had any questions regarding the draft budget. After a brief discussion, Mr. Reed asked for a motion to set the tax levy amount for the 2021-2022 budget at \$503,695. Mr. Niforos made a motion, with a second motion made by Mrs. Pesses. Mr. Reed asked if there was any discussion regarding this. Mrs. Pesses asked how the amount would translate to cents per thousand. Mr. Reed indicated that the cost for each property valued at \$100,000 would be \$72.75, an increase of \$7.22. This equates to a \$0.02 increase per day. The increases in the proposed budget are primarily due to an increase in staff minimum wage. When asked for no further discussion, the board approved the motion with “aye.”

Mr. Reed delivered the Friends of the Library report on behalf of Jean La Porta. The Friends were busy during the month of December. They decorated the Library for the holidays, as well as published and mailed the December issue of the newsletter. The Friends were proud to present each staff member with a \$50 Chamber Check, along with a beautiful cookie tray to share. The Friends continued their membership renewal drive, emailed officers and committee chairs information on November and December Friends' activities, and began to set up 2021 fundraisers.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had not met since their meeting in December 2020. Mr. Frank informed the Trustees that the Capital Campaign had received the final payment from the Littauer Foundation of \$125,000 and would be applying it to the term loan, reducing the principal balance to approximately \$600,000.

Mr. Reed asked Mr. Carlson for the Buildings and Grounds Committee report. Mr. Carlson indicated the committee discussed snowplowing, employee parking, parking lot tree removal, and HVAC system air filters, among other things. Adirondack Carpet Cleaning will visit Saturday, 1/16, to spot clean 2,075 square feet at a cost of \$450. Mr. Carlson also noted there had been no problems related to the leak in the Youth Services area. The committee also reviewed the current status of maintenance contracts. Mr. Mazur expressed his appreciation that items covered by the B&G Committee are delegated to each committee member.

Mrs. Dunn-Brown reported on behalf of the Outreach Committee. She discussed the importance of getting budget information out to the public and out to the Friends' newsletter.

Mrs. Shrader was asked to deliver a report on behalf of the Personnel Committee. She requested to postpone her report until the board entered Executive Session.

Mrs. Pesses delivered the Policy Committee report. She indicated there are seven policies which require review this year. She mentioned a meeting will be set up to discuss these policies; however, the priority is the policy of the Local History Room, which needs to be written. Ms. Acklin also noted that she was hoping for some boilerplate language to be used for a Pandemic Policy, however, there is not any as of yet.

Ms. Acklin and Mr. Reed reported on behalf of the Program Committee. There has not been a meeting; however, they plan to meet in February. Ms. Acklin noted the staff had been keeping programs steady, although there had been a dip in participation in December. Ms. Dunn-Brown mentioned an acquaintance of hers had lauded the library's accessibility and Ms. Shrader commended the staff and Linda Conroy for accommodating the Code Blue shelter, a program with which she has been heavily involved.

Mr. Rohrs reported on behalf of the Public Relations Committee. The committee had met to discuss dissemination of budget information and they plan to meet again. He praised Ms. Acklin's designs of a postcard and posters to be shared with the city.

In Ms. Acklin's Director's Report, she indicated the shifting between the fiction and nonfiction sections is complete. Fiction titles are now located on the Main Floor, and nonfiction is located on the Second Floor, and she is happy to report she has only gone to the wrong place twice to get books. She lauded the staff, all of whom helped with this mammoth task in one way or another. In addition, while the Library was only open for a couple of days after this occurred, patrons responded positively to the change during that time. She also discussed that a new light sensor was installed and appears to be working fine. Additionally, there was some confusion with the HVAC filters as the dimensions were slightly off; however, the correct measurements were made and the problem was fixed. Additionally, the spot cleaning with the carpets was completed and everything looks great.

In his President's Report, Mr. Reed thanked the Friends of the Library for their work in 2020. They conduct huge fundraising events each year, and he was grateful for everything done, considering the circumstances of 2020.

Mr. Reed asked if there was any New Business, to which it was reported there was none.

At 7:55 PM, Mr. Reed asked for a motion to enter Executive Session. Mrs. Pesses made a motion, with a second motion made by Mr. Niforos.

At 8: 29 PM, Mr. Reed asked for a motion to leave Executive Session. Ms. Pepper made a motion, with a second motion made by Mrs. Pesses. Upon leaving Executive Session, Mr. Reed asked for the following motions to be passed:

Motion to move Sonny Duross from probationary status Library Assistant to permanent.

Mrs. Pesses made a motion, with a second motion made by Mr. Rohrs. The board approved with "aye."

Motion to move Valerie Acklin from probationary to permanent Library Director 1. Mr.

Rohrs made a motion, with a second motion made by Mrs. Shrader. The board approved with "aye."

Motion to convert previously created part time Library Clerk position to part time Maintenance Worker with a minimum of 17.5 hours per week. Mr. Niforos made a motion, with a second motion made by Mrs. Pesses. The board approved with "aye."

At 8:33 PM, Mr. Reed asked for a motion to adjourn. Mrs. Pesses made a motion, with a second motion made by Mr. Mazur. The board approved with "aye."

Respectfully Submitted,

Christian W. Rohrs

GLOVERSVILLE PUBLIC LIBRARY

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

JANUARY 2021

	Budget July 1, 2020 to June 30, 2021	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$453,695.00	\$0.00	\$453,695.00	\$453,695.00	\$0.00
Investment Income	2,600.00	27.10	172.17	1,120.01	2,427.83
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	0.00	3,958.24	19,807.98	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	222.81	1,266.30	6,769.50	7,733.70
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>\$249.91</u>	<u>\$479,540.89</u>	<u>\$494,148.49</u>	<u>\$33,203.29</u>
	Income Cash Reconcilement				
Income Cash Balance on January 1, 2021	\$324,656.68				
Plus: Receipts Per Report	249.91				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>45,314.92</u>				
Income Cash Balance on January 31, 2021	<u>279,591.67</u>				
Cobra Reserve Balance	(1,072.43)				
Accounts Payable as of 01/31/21	0.00				
Cash Received Covid 19 less Credit Due	46,125.72				
Deferred Liability - Prepaid Med. Ins.	0.00				
Prepaid Expenses as of 01/31/21	<u>(5,903.56)</u>				
Actual Cash Balance on January 31, 2021	<u>\$318,741.40</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 January 1, 2021	\$343,188.12
Plus: Receipts:	
Interest on Money Market Account	26.68
Transfer from Checking Account	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	50,000.00
Balance on January 31, 2021	<u>\$293,214.80</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on January 1, 2021	\$900,500.16
Plus: Receipts:	
Interest on Money Market Account	114.72
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	0.00
Balance on January 31, 2021	<u>\$900,614.88</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on January 1, 2021	\$1,990.28
Plus: Receipts:	
Interest Earned	0.08
Grant Money Received	0.00
Less: Paid Outs:	
None	0.00
Balance on January 31, 2021	<u>\$1,990.36</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on January 1, 2021	\$330.59
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
Balance on January 31, 2021	<u>\$330.59</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JANUARY 2021

	Budget July 1, 2020 to June 30, 2021	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$292,935.00	\$ 21,700.40	\$ 153,140.24	\$ 148,589.88	\$139,794.76
Salaries - Part Time Employees	81,266.00	6,196.89	46,658.56	37,060.74	34,607.44
Salaries - Custodians	30,594.00	2,549.52	17,846.64	17,108.70	12,747.36
F I C A & Medicare Tax	30,966.00	2,315.21	17,138.29	15,418.67	13,827.71
Unemployment Insurance	800.00	0.00	472.00	386.00	328.00
Disability & Family Leave Insurance	2,000.00	1,331.33	2,184.98	1,326.89	(184.98)
Medical Insurance & Reimbursements	47,558.00	3,852.02	28,468.46	26,214.40	19,089.54
Worker's Compensation Insurance	3,000.00	0.00	4,246.76	3,643.53	(1,246.76)
Pension Expense	35,000.00	0.00	30,597.50	25,655.00	4,402.50
Heat	4,000.00	402.61	813.88	983.53	3,186.12
Electricity	20,000.00	1,888.81	9,394.40	10,451.81	10,605.60
Telephone	6,720.00	531.38	3,749.84	3,753.83	2,970.16
Insurance	25,000.00	0.00	21,949.46	21,663.01	3,050.54
Books, Periodicals, etc.	46,500.00	1,814.89	18,274.12	30,205.84	28,225.88
Computer & Automation Services	13,200.00	1,206.24	7,305.86	6,895.88	5,894.14
Library, Office Supplies & Postage	11,500.00	366.70	3,756.98	2,682.90	7,743.02
Maintenance, Repairs & Bldg. Supplies	3,000.00	0.00	10,652.04	6,321.64	(7,652.04)
Maintenance Contracts	27,299.00	0.00	14,955.59	3,925.71	12,343.41
Treasurer	8,800.00	700.00	5,100.00	5,000.00	3,700.00
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	0.00	39.10	784.86	960.90
Events & Programming	5,000.00	25.93	1,081.60	1,997.25	3,918.40
Promotion Expense	4,800.00	418.00	1,372.00	3,233.50	3,428.00
General Expense	1,300.00	14.99	1,709.92	764.41	(409.92)
TOTAL EXPENSE	\$711,388.00	\$45,314.92	\$401,020.72	\$374,067.98	\$310,367.28

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JANUARY 2021

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	DM	E F T United States Treasury (3,542.00)	\$1,151.50	FICA & Medicare Expense
			2,390.50	Payroll
6590		Gloversville Public Library	11,885.79	Payroll
6591	2253	Michael J. Frank	700.00	Treasurer
6592	2254	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6593	2255	United Health Care	17.40	Medical Insurance
6594	2256	M V P Health Care, Inc.	4,265.10	Medical Insurance
6595	2257	The Leader-Herald	64.00	Promotion Expense
6596	2258	Frontier Communications	531.38	Telephone
6597	2259	National Grid (2,291.42)	1,888.81	Electric
			402.61	Heat - Natural Gas
6598	2260	Baker & Taylor Books	216.00	Books
6599	2261	Arch Insurance Group	115.38	Full Time Salaries
6600	2262	Blackstone Publishing	392.12	A/V - DVDs
6601	2263	Business Card (2,914.82)	20.00	Computer & Automation
			14.99	G/E - Zoom Membership
			25.93	Events & Programming
			191.24	A/V - DVDs
			1,331.33	Dis & PFL Insurance
			1,331.33	Prepaid Expense
6602	2264	Book Page	354.00	Promotion Expense
6603	2265	Ingram Library Services	1,015.53	Books
6604	2266	Mohawk Valley Library System	1,186.24	Computer & Automation
6605	2267	Brodart Co.	366.70	Library Supplies
6606		Gloversville Public Library	11,999.14	Payroll
DM		E F T NYS & Local Retirement System	398.91	Pension - Withholdings
DM		E F T NYS Tax Department	1,043.20	Payroll
DM		E F T United States Treasury (3,587.42)	1,163.71	FICA & Medicare Expense
			2,423.71	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	196.22	Medical Insurance
		CHECK AND EFT PAID OUTS - JANUARY 2021	<u>47,255.55</u>	
		PETTY CASH PAID OUTS - JANUARY 2021		
		None	<u>0.00</u>	
		TOTAL JANUARY 2021 PAID OUTS	<u>\$47,255.55</u>	
		Less: Prepaid Expense	(1,331.33)	
		Less: Cobra Reimbursement - Madonna	<u>(609.30)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$45,314.92</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of January 1, 2021			\$560.47
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses		0.00	0.00
Balance of Grant Money Left at January 31, 2021			\$560.47

W G Y CHRISTMAS WISH GRANT

Balance as of January 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	0.00
Balance of Grant Money Left at January 31, 2021			\$371.62

ADVOCACY GRANT

Balance as of January 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	0.00
Balance of Grant Money Left at January 31, 2021			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of January 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	0.00
Balance of Appropriation Funds Left at January 31, 2021			\$9,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of January 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	0.00
Balance of Restoration Funds Left at January 31, 2021			\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of January 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	0.00
Balance of Colorton Funds Left at January 31, 2021			\$559.25

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
January 31, 2021

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

Balance Per Bank Statement					\$ 10,010.68
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
12/15/20	6579	Schoharie Crossing State Historical Site		20.00	
01/19/21	6592	The Paul Revere Life Insurance Company		172.78	
01/19/21	6593	United Health Care		17.40	
01/19/21	6599	Arch Insurance Group		115.38	
01/19/21	6604	Mohawk Valley Library System		1,186.24	
		Total Outstanding Checks			<u>1,511.80</u>
Other Items:		None			<u>-</u>
BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS					<u><u>\$ 8,498.88</u></u>

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

Balance Per Bank Statement					\$ 11,152.84
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
01/29/21	6061	Nicole L. Hauser		1,318.93	
01/29/21	6063	Linda B. Conroy		1,239.36	
01/29/21	6064	Jameson M. Duross		909.91	
01/29/21	6066	Darla L. Barry		1,015.65	
01/29/21	6067	Valerie A. Acklin		2,024.55	
01/29/21	6068	George Emden IV		968.40	
01/29/21	6069	Sally L. Ostrander		615.23	
01/29/21	6070	Christine T. Prokopiak		297.37	
01/29/21	6071	Kimberly A. Collar		313.57	
01/29/21	6072	Patricia A. Devereaux		552.73	
01/29/21	6073	Kelly S. Lawlor		434.97	
01/29/21	6074	Bailey J. Darling		410.23	
01/29/21	6075	Barbara J. Madonna		51.94	
		Total Outstanding Checks			<u>10,152.84</u>
Other Items:		None			<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 1,000.00</u></u>

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

Balance Per Bank Statement					\$ 293,214.80
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					<u><u>\$ 293,214.80</u></u>

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

Balance Per Bank Statement \$ 900,614.88

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
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		None	-
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Total Outstanding Checks			<u>-</u>
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BALANCE IN LEDGER AND QUICKBOOKS

\$ 900,614.88

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 1,990.36

Outstanding Checks:

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

None			<u>-</u>
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BALANCE IN LEDGER AND QUICKBOOKS

\$ 1,990.36

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

Balance Per Bank Statement \$ 330.59

Outstanding Checks:

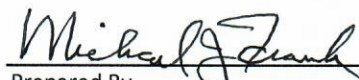
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
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		None	-
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Total Outstanding Checks			<u>-</u>
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BALANCE IN LEDGER AND QUICKBOOKS

\$ 330.59



Prepared By,
Michael J. Frank, Treasurer



Reviewed and Approved By,
Greg Niforos
Vice President of Finance



Director's Report: January 2021

Valerie Acklin
Library Director

PR

The staff has already begun discussing how we can help get the word out about all we have been doing during in the past year – things that may not be visible to the community due to the pandemic. We're hoping to get people talking about actual actions that the library has undertaken, specifically new services we have/will be rolling out. We want Groversville residents to be looking ahead and seeing that the Library can evolve with the times and be a valuable asset, even when everything changes, as it did in 2020. To that end, we're working on talking points to bring up, should the opportunity arise, with curbside patrons or for those who call on the phone. In addition, those who feel comfortable doing so, are hoping to bring these casual conversations outside of work (while chatting on the phone, in line at the bank, etc.) when the Library comes up in casual conversation. We feel it is this kind of word-of-mouth communication, from folks "on the ground" that often holds the most weight (as opposed to reading about the Library in the paper or from a statement by the Board).

Of course, we need more than word of mouth. So, I'm working with Derby to have the PR postcards discussed last month, printed. It's my hope that every car that pulls up for curbside will be handed a card, along with their books/craft kits/etc. I am also hoping to place postcards (and the larger posters) in the local businesses downtown that supported our Story Time Stroll this summer. I'll be meeting with Darla and Sonny to coordinate that. Patricia has suggested that we might post flyers at places people congregate: laundromat, bus depot, diners, etc., and she's working on getting me list of suggested locales. Kim has suggested we also utilize our sandwich board sign, as well as the glass display sign by the rear entrance. All great ideas that we will explore. It really is a team effort!

Simultaneously, we are working with *The Leader-Herald* to help with the promotion. We have taken out an ad in the 2021 *Portraits* supplement (that will focus on and look similar to the postcards), which should be published this winter. As part of the *Portraits* ad agreement, we will also receive another ad in the daily paper, as well as an editorial story covering our new initiatives – the date for both to be our choice.

New Services!

Nicole and I have been busy planning cost-effective ways to expand what we do and how we do it – these are the projects that we're hoping to draw attention to with the PR campaign. Here's what is in the pipeline:

Library of Things: We hope to begin lending out household items soon, in addition to books/media. Details about the mechanics and policies surrounding this program are currently being worked on. Currently under consideration for circulation:

- Chromebook Laptop
- Roku Streaming Stick
- Mobile WiFi Hotspot
- Electric Change Sorter
- Laser Level/Stud Finder
- Car Battery Jumpstarter/Tire Air Compressor
- 6-Foot Folding Table
- Pop-Up Outdoor Canopy
- Cricut Crafting Machine (w/ Selected Attachments)
- NYS Empire Pass (although, technically, this will be part of the Museum Passes)

All of the funds for this project was originally earmarked for the purchase of our daily newspapers, which we haven't been getting since the Library is closed since March for reading/browsing of newspapers. Once established, there will be maintenance costs, as well as planned purchase of one or two new items each year, but we are hoping to cover future costs by grants or possibly by an Adopt-A-Thing fundraising campaign through the Friends. We want to see how the actual logistics of lending Things go before we make too many future plans.

Lucky Day Collection: This will be a small collection of books (and eventually other media) comprised of new bestselling titles (both fiction and non-fiction) -- books that have a gazillion holds on them, either because they are written by best-selling authors (Patterson, Steel, etc.) or are high-demand books (*Where the Crawdads Sing*, *Girl on the Train*, etc.). These books will not be holdable in Polaris (so they will not be sent through the System). Literally, you walk into the Library and if you find a super-popular book on the shelf, it's your lucky day. Of course, until people can actually walk into the building, staff will be the ones walking to the shelves when requests for a book come in. At other libraries, I've witnessed folks find an elusive popular book and they react like they've won the lottery. And, more importantly, they tend to tell all their friends about it, generating community good will towards the Library.

Faxing: Yup, we're charging full steam into the 1980s and offering faxing-sending services! Over the past few months, we've received a handful of calls asking if people can use our fax machine. Clearly there is a need for public faxing, but not an overwhelming demand, which is a space we can step into. We have crafted a policy that will allow people to have staff send faxes from the machine in in the Main Floor office for a very reasonable price. We will not be receiving faxes for others, nor will the public be allowed to access the fax machine directly. We will be including this as part of our curbside services, and we're looking forward to seeing how it goes.

Microfilm Machine: Selected staff will be receiving training on our new microfilm machine. Once that's done, we will begin making it available to the public. I can't imagine getting any calls for its use until after the building is re-opened to the public. But should someone desperately need something that's in our microfilm collection, the staff that's been trained might be able to handle such requests. I will be putting Shari in charge of coordinating and keeping track of all of the microfilm requests, as she has expressed great interest in being involved with the Local History Room, as it opens.

Free Little Library Cart: Thanks to the brilliance of Kelly, we now have a take-a-free-book-for-keepsies cart outside the rear entrance. Right now it is only available during our business hours, but looking to find ways to secure it from weather and vandalism, so folks can access materials even afterhours and on weekends (while we're still on the "summer" schedule). I have already seen numerous folks perusing it over the past week or so, which is an excellent sign that it's a service we should continue providing after we are back open. In fact, when life gets back to "normal," I'd like to expand upon this idea and create Little Free Libraries at a couple of other locations in town. Baily, Kelly, and Sonny have all expressed interest in working with me to choose locations and get the public involved in the creation of LFLs. Stay tuned!

Code Blue Shelter

The Code Blue homeless shelter has opened up down the street from us. We are currently nailing down a date with its organizers to (virtually) discuss how we can best provide services to this under-represented population of Gloversville citizens. I hope to schedule some staff training about how we can effectively and respectfully provide customer service, in the hopes of proactively providing the best possible service for when we're open again (either towards the end of this winter or in preparation for next winter). I am also hoping to develop an emergency kit of essential items that any homeless visitor may ask for, that would be funded by a small ALA grant. I envision it having some of the following items:

- Hats
- Gloves
- Scarves
- Socks
- Toothbrush/Toothpaste
- Razer/Shaving Cream
- Soap
- Comb/Brush
- Menstrual Products
- Incontinence Products
- Diapers
- Hand Sanitizer
- Face Mask

These items would be available, discretely, for free and restocked as necessary. And, of course, we can alter the items as necessary, after input from shelter coordinators.

Library Card Accounts

It was brought to my attention that there has been some confusion among staff as to who gets what kind of library card and at what age they get it. To help clear this up, Sonny, Nicole, and I are working to bring our *Borrowing*, *Computer Use*, and *Acceptable Behavior* policies in alignment, so that everyone has clear guidelines when dealing with new patrons. I realize that these policies aren't up for review as part of our established cycle, but it is a necessary to ensure that we are providing equitable service and all relaying the correct information to patrons. I will bring any suggestions for changes to the policy committee, as we work on this.

Annual Report Time

The link for filling out the NYS Annual Report has gone live. Linda and Sally will be working on the bulk of it, and they will be reaching out to staff for any additional information necessary to complete it. There is, as always, a trustee section – which, for the first time, includes questions about trustee education – that I will be asking the Board about in the coming weeks.

Advocacy Day

Just a reminder that this year's Library Advocacy Day is set for February 26th. But, because this year it will be a virtual event – and because it's tough to schedule meetings with legislators on any one particular day – Wade at MVLS is hoping to spread out our local advocacy efforts over a few days. This should make it easier and more enjoyable to connect with folks in both the Senate and the Assembly. Since the need for funding this year is so much more urgent, it is hoped that trustees, library staff, and citizens will have their voices to those of librarians. I am going to try and make time available during the day for any staff members who wish to take part, and if any of you would like information how you can join in (or know of voting members of the public who would like to stand up for our Library), let me know.



Adult Services Report: January 2021
Nicole Hauser
Librarian/Head of Adult Services

January was busy.

We kicked off the month by swapping the Fiction, Large Type, and Western collections and the Non-Fiction, Reference, and Biography collections between floors. No small feat. Staff and volunteers moved some 13,000+ books in 2 days over about 10 hours. The elevator was a welcome friend as many staff remember the last time we moved thousands of books between floors without it. Considering the size of the task, everything went fairly smoothly. In the weeks after the move staff continued to work, shifting the Fiction, Large Type, Biography, and Non-Fiction collections to fill their new homes and reading the shelves to make sure everything was kept in order during the move.

On the same day we swapped the collections, all of the public computers were updated and the new microfilm machine was setup. Staff training for the microfilm machine will be in early February.

On January 6th we went back to curbside pickup only in response to the rising number of COVID-19 cases locally. We are staying at curbside pickup only until further notice. On the one day we were open after moving the collections, before going back to curbside pickup only, we had positive feedback from patrons regarding the new locations of the collections.

The Adult Craft to Go for February will be a Button Owl Magnet utilizing supplies we already had on hand.

This month I began working on several different projects to provide more services to patrons, especially during this time, including:

- Magazines: Offering more for circulation, including Adirondack Explorer, because patrons are not able to sit and read in the building like before.
- Faxing service: Developing a procedure for staff so we can offer outgoing faxing services to patrons. Hopefully this service will roll out in early February.
- Library of Things: Creating the policy and associated waiver.
- Lucky Day Collection: Working with Valerie and Sharon O'Brien to create a Lucky Day collection of high demand titles. This collection will include extra copies of items that are in high demand which cannot be placed on hold, thus giving patrons the feeling of having a "Lucky Day" when they see it available on the shelf!

GLOVERSVILLE



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

The stories along with the Take N' Make Craft Bags were focused on using your imagination. Please see attached list of books read and crafts to make. After a slight lull with our Take N' Make Craft Bags, we are now depleting our weekly stock of 50 bags without a problem.

With guidance from Nicole Hauser, we have submitted another book order to Ingram. I have had conversations with Lisa Sueger from Kids Reference, Gary Farruggia from Penworthy and Roxanne Irvine from LookOut Books. In the past, we have placed orders with Kids Reference and will be doing so again in March.

MVLS continues to share with us, some of the requested preview books from the totes supplied periodically. Including those and our order, we have added approximately 60 new books to our collection for the month of January.

Please see the following chart for a rundown of our Youth Services' Story Times for December 2020.

Story Time Thursday

Date: 1/7/2021
Craft: Imagination Dots Sticker Card
Title: The Dot
Author: Peter H. Reynolds
Illustrator: Peter H. Reynolds
Publisher: Candlewick Press

Title: Harold and the Purple Crayon
Author: Crockett Johnson
Illustrator: Crockett Johnson
Publisher: Harper Collins Publishers

Title: How to Be
Author: Lisa Brown
Illustrator: Lisa Brown
Publisher: Harper Collins Publishers

Date: 1/14/2021
Craft: Twine Construction Paper and Embelishments
Title: The Squiggle
Author: Carole Lexa Schaefer
Illustrator: Pierr Morgan
Publisher: Crown Publishers, Inc., New York

Title: Frosted Glass
Author: Denys Cazett
Illustrator: Denys Cazett
Publisher: Bradbury Press New York

Date: 1/21/2021
Craft: Puzzles
Title: There's a Superhero in Your Book
Author: Tom Fletcher
Illustrator: Gred Abbott
Publisher: Random House*New York

Title: That's How It Is When We Draw
Author: Ruth Lercher Bornstein
Illustrator: Ruth Lercher Bornstein
Publisher: Clarion Books*New York

Date: 1/28/2021 (Sonny)
Craft: Kaleidoscope (TP Roll)
Title: Ten Grouchy Groundhogs
Author: Kathryn Heling & Deborah Hembrook
Illustrator: Jay Johnson
Publisher: Scholastic, Inc.

Title: Gretchen Groundhog, It's Your Day!
Author: Abby Levine
Illustrator: Nancy Cote
Publisher: Albert Whitman & Company

Title: Go to Sleep, Little Groundhog
Author: Patricia Jensen
Illustrator: Catherine Nouvelle
Publisher: Reader's Digest Kids

Story Time Saturday Read by Sonny D .

Date: 1/23/2021
Craft: N/A
Title: Edward Gets a Pet
Author: Michaela Morgan
Illustrator: Sue Porter
Publisher: E.P. Dutton

Title: Jennifer's Room
Author: Peter Utton
Illustrator: Peter Utton
Publisher: Orchard Books

Title: Just Dessert
Author: Polly Powell
Illustrator: Polly Powell
Publisher: Harcourt Brace

Title: Stanley's Stick
Author: John Hegley
Illustrator: Neil Layton
Publisher: Hodder Children's



Special Projects Report: January 2021

Barbara Madonna
Librarian for Special Projects

1. Wrap up 3 outstanding grants from the building renovation.

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

Proofs from 2//90 signs were reviewed and send back for additional revisions.

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

Submission paperwork is nearly complete. Talked to representative at DOL regarding payment withholding order. Anticipating release paperwork by the end of the week. A copy of the cancelled check needs to be submitted to SHPO with the final paperwork (all of the cancelled checks to Bunkoff will be submitted).

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

ESD staff are currently drafting the Execute Grant Disbursement Agreement. There are two approvals and a signature needed before the Library receives the official copy. I should be getting a draft for our review in two-three weeks.

Once ESD provides two signed final copies GDAs to the Library the Library signs both and returns one to ESD with the following:

- A check for any applicable commitment fee (noted in the Incentive Proposal as \$5,000) and Public Hearing expenses, as applicable (The Library already paid the application fee of \$250 in 2015, in case someone, like Mike, remembers that.) (The two options for payment are sending the check to the ESD lockbox in New York City or sending the funds via wire transfer. If writing a check, the Library should make the check out to NYS Urban Development Corp. Additional instructions will accompany the GDA).
- An Opinion of Counsel (a boilerplate will be provided to us for review by Kathryn McCary)
- Wire transfer information
- W-9
- Parent Guarantee (as applicable) [I don't know what this is yet].

Submitting the signed GDA does not automatically prompt disbursement of funds. There is a stack of documents proving that the Library completed the project according to the agreement outlined in the Incentive Proposal (contract, signed in 2015).

2. Campaign Plaques

Proofs were received and returned to 2//90 for edits during January.

Statistics for **January 2021**

are as follows (figures in parentheses are comparable figures for 2020)

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, 1/6/21 returned to Curbside pickup only.

	<u>2021</u>	<u>2020</u>
VISITORS	4379	(5,635)
CIRCULATION		
Adult Circulation	761	(1,822)
Teen Circulation	73	(157)
Juvenile Circulation	354	(1,238)
Audiobooks	79	(186)
eAudio	214	(167)
eBooks	710	(586)
Music	12	(24)
Periodicals	24	(55)
eMagazines	2	(30)
Videos	349	(1,588)
Museum Passes	0	(2)
Subtotal	2578	(5,855)
In-House Use		
Adult	3	(10)
Juvenile	0	(46)
Other Materials	0	(1,310)
Subtotal	3	(1,366)
Total Circulation	2581	(7,221)
REFERENCE QUESTIONS	36	(236)
MEETINGS/PROGRAMS/OUTREACH		
15 Adult programs and meetings with 94 people		(52 Adult programs and meetings with 324 people)
9 Juvenile programs and meetings with 846 people		(18 Juvenile programs and meetings with 307 people)
0 Teen programs and meetings with 0 people		(6 Teen programs and meetings with 17 people)
INTERLIBRARY LOAN		
Material Borrowed	514	(960)
Material Loaned	650	(760)
Total	1164	(1,720)
COMPUTER USAGE	227	(1,790)
HISTORICAL ROOM *	Temporarily Closed	
Visitors		
Books Used		
Reference Questions		

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