



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
January 19, 2021 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the December 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: February 16, 2021 at 6:30 PM



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting December 15, 2020

The Gloversville Public Library Board of Trustees held a meeting on December 15, 2020. Present were President Charles “Ren” Reed, Vice-President Merry Dunn-Brown, Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Caren Pepper, Susan Shrader, Richard Carlson, Gregory Niforos, and John Mazur.

Mr. Reed called the meeting to order at 6:40 PM.

Mr. Reed asked if there was any public comment. There was none. At 6:41, Mr. John Mazur took the oath of office as Library Board Trustee. Mr. Reed asked for a motion to approve the November meeting minutes. Ms. Dunn-Brown made a motion, with a second motion made by Mr. Niforos. Mr. Reed asked if there was any discussion. Hearing none, the board approved with “Aye.”

Mr. Reed asked Mr. Frank to review the Financial Report for the five-month period ending November 30, 2020. Mr. Frank informed the Trustees that our income for the period was virtually unchanged from the prior year. Mr. Frank informed the Trustees that we had received part of our State Aid in November totaling \$3,958.24. 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 & miscellaneous income, and the fact that the Friends of the Library have not given us their support check yet. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$24,400 over last year, due primarily to the new maintenance contracts 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, Mrs. Pesses made a motion, seconded by Mr. Carlson, to accept the Financial Report as presented. This was approved all voting “Aye.”

Mr. Frank distributed the Warrants list for December 2020, numbered 2231 through 2250, 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. Mrs. Pesses made a motion, seconded by Ms. Pepper, 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 Committee report. The committee has been working on a draft of the budget proposal for 2020-2021. The full-time salary budget line is down slightly and \$29,000 has been added to the part-time line, which should qualify the GPL for the grant funding. Also, there have been increases to the medical expenses. Under the Books item line, there is a decrease of \$3500.00, but the library has experienced an increase in inter-library loans, so there will be no decrease in services.

Mr. Reed delivered the Friends of the Library report on behalf of Jean La Porta. The Friends conducted two fundraisers this fall: a chicken BBQ which raised \$1200.00 and a basket raffle which raised \$1700.00. The membership report for November includes \$2000.00 and the drive is still going on. For the holidays, the Friends provided all library staff with \$50 Chamber of Commerce Checks. On November 30, several of the Friends spent the morning decorating the Library for Christmas and Hanukkah. Merry Dunn-Brown ordered items from

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 Shrader

Peck's for outside, which included greens for the urns and a beautiful wreath to hang over the front entrance. Patty Franco, Ginni Mazur, Nancy Krawczeski, Dick Stack, and Mrs. La Porta were on the decorating committee. Patty Franco did a beautiful job with the Hanukkah decorations.

Since 2013, the Friends of the Library and Mrs. La Porta have been able to donate \$10,000.00 annually towards the library's operating budget and are happy to do so this year. The Friends of the Library would also like to take the opportunity to thank each and every trustee for the time and dedication they have provided during this very difficult year. With that, they would like to extend a very special thank you to Director Valerie Acklin for supporting the Friends' scheduling needs and requests. Mrs. La Porta also would like to remind everyone to renew their Friends' membership for 2020 if they have not done so yet, and the December 2020 issue of the Friends' Newsletter is at the printers and should be mailed by the end of the month.

Mr. Reed asked Mr. Carlson for a report from the Buildings and Grounds Committee. Mr. Carlson indicated that there were no pressing issues, other than the loss of the parking lot from the old county probation building.

Mrs. Dunn-Brown reported that the Outreach Committee had not met in quite some time.

Mrs. Shrader and Mr. Niforos reported on behalf of the Personnel Committee. The Director's Evaluation was updated and added is a scale on which a director should be evaluated.

Mrs. Pesses delivered the Policy Committee report. There had not been a meeting; however, Ms. Acklin noted they were working on a Pandemic Policy and, with that, MVLS is working on boilerplate language they would require everyone to use regarding such policies.

Mr. Reed asked for an update from the Program Committee. Ms. Acklin reported that there had been a dip in participation to which she ascribes "Zoom fatigue." However, the GPL is pleased to see some participation in programs and they plan to reach out to more in the future.

Mr. Rohrs reported on behalf of the Public Relations Committee. There had not been a meeting; however, the next meeting is scheduled for December 17 and would like members of the Outreach Committee to attend.

Ms. Acklin delivered the Director's Report. It has been a busy month and the shelving rearrangements have not yet taken place. She requested that library close Monday, January 4, in order to conduct the moving of shelves and books. Ms. Pepper made a motion to close, followed with a second motion made by Mrs. Pesses. The board approved the closure with a vote of "Aye." Ms. Acklin also reported that her and Sonny Duross's civil service status had changed from provisional to permanent titles.

Ms. Acklin requested a motion for Mr. Frank to issue a check to cover 50% of the cost for the signage for the Recognition Wall and room names. Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown. The board approved with a vote of "Aye."

In his President's Report, Mr. Reed reported it has been a very quiet month and wishes everyone a safe and happy holiday season.

Mr. Reed asked if there was any new business, to which it was reported there was none.

At 8:15 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 8:29 PM, Mrs. Pesses made a motion to leave executive session, with a second motion made by Mr. Carlson.

Upon leaving executive session, the following motion(s) were resolved:

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 made by Mrs. Pesses. The board approved with a vote of "Aye".

At 8:30 PM, Mr. Reed asked for a motion to adjourn. Mrs. Pesses made a motion, with a second motion made by Mr. Niforos.

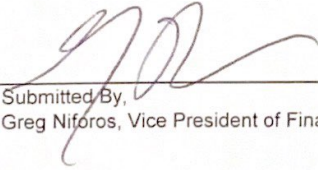
Respectfully submitted,

Christian W. Rohrs

GLOVERSVILLE PUBLIC LIBRARY
MONTH AND YEAR-TO-DATE INCOME REPORT AND CASH RECONCILIATION
DECEMBER 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	30.70	145.07	947.36	2,454.93
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	6,807.98	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	178.94	1,043.49	5,862.95	7,956.51
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>\$209.64</u>	<u>\$479,290.98</u>	<u>\$480,069.29</u>	<u>\$33,453.20</u>
	Income Cash Reconcilement				
Income Cash Balance on December 1, 2020	<u>\$374,578.57</u>				
Plus: Receipts Per Report	209.64				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>50,131.53</u>				
Income Cash Balance on December 31, 2020	<u>324,656.68</u>				
Cobra Reserve Balance	263.13				
Accounts Payable as of 12/31/20	0.00				
Cash Received Covid 19 less Credit Due	46,125.72				
Deferred Liability - Prepaid Med. Ins.	0.00				
Prepaid Expenses as of 12/31/20	<u>(4,572.23)</u>				
Actual Cash Balance on December 31, 2020	<u>\$366,473.30</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 December 1, 2020	\$368,157.95
Plus: Receipts:	
Interest on Money Market Account	30.17
Transfer from Checking Account	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	<u>25,000.00</u>
Balance on December 31, 2020	<u>\$343,188.12</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on December 1, 2020	\$900,385.46
Plus: Receipts:	
Interest on Money Market Account	114.70
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on December 31, 2020	<u>\$900,500.16</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on December 1, 2020	\$19,499.95
Plus: Receipts:	
Interest Earned	0.33
Grant Money Received	0.00
Less: Paid Outs:	
ACCENT - Signs & Memorial Plaques	<u>17,510.00</u>
Balance on December 31, 2020	<u>\$1,990.28</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on December 1, 2020	\$330.57
Plus: Receipts:	
Interest Earned	0.02
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on December 31, 2020	<u>\$330.59</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

DECEMBER 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	\$ 21,585.02	\$ 131,439.84	\$ 131,639.12	\$161,495.16
Salaries - Part Time Employees	81,266.00	7,384.36	40,461.67	31,810.87	40,804.33
Salaries - Custodians	30,594.00	2,549.52	15,297.12	14,664.60	15,296.88
F I C A & Medicare Tax	30,966.00	2,431.10	14,823.08	13,546.59	16,142.92
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	4,024.93	24,616.44	24,962.21	22,941.56
Worker's Compensation Insurance	3,000.00	63.70	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	250.80	411.27	431.88	3,588.73
Electricity	20,000.00	1,370.97	7,505.59	8,563.36	12,494.41
Telephone	6,720.00	532.68	3,218.46	3,224.80	3,501.54
Insurance	25,000.00	908.49	21,949.46	21,663.01	3,050.54
Books, Periodicals, etc.	46,500.00	3,452.26	16,459.23	26,898.92	30,040.77
Computer & Automation Services	13,200.00	952.24	6,099.62	5,943.64	7,100.38
Library, Office Supplies & Postage	11,500.00	1,913.00	3,390.28	2,285.23	8,109.72
Maintenance, Repairs & Bldg. Supplies	3,000.00	997.37	10,652.04	5,889.64	(7,652.04)
Maintenance Contracts	27,299.00	0.00	14,955.59	3,925.71	12,343.41
Treasurer	8,800.00	750.00	4,400.00	4,300.00	4,400.00
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	701.78	960.90
Events & Programming	5,000.00	142.65	1,055.67	1,972.25	3,944.33
Promotion Expense	4,800.00	709.00	954.00	2,373.00	3,846.00
General Expense	1,300.00	113.44	1,694.93	701.76	(394.93)
TOTAL EXPENSE	\$711,388.00	\$50,131.53	\$355,705.80	\$335,656.14	\$355,682.20

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

DECEMBER 2020

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	IRS REF	E F T United States Treasury (3,886.18)	\$1,265.59	FICA & Medicare Expense
6568		Gloversville Public Library	2,620.59	Payroll
6569	2231	Michael J. Frank	13,069.07	Payroll
6570	2232	The Paul Revere Life Insurance Company	750.00	Treasurer
6571	2233	United Health Care	172.78	Medical Insurance
6572	2234	M V P Health Care, Inc.	17.40	Medical Insurance
6573	2235	The Leader-Herald	4,265.10	Medical Insurance
6574	2236	Frontier Communications	59.00	Promotion Expense
6575	2237	National Grid (1,621.77)	532.68	Telephone
			1,370.97	Electric
			250.80	Heat - Natural Gas
6576	2238	Mohawk Valley Library System (5,231.82)	932.24	Computer & Automation
			2,149.79	E Books
			2,149.79	Prepaid Expense
6577	2239	Fleury Risk management, LLC	63.70	Insurance - Workers' Comp.
6578	2240	Philadelphia Insurance Companies (1,658.00)	908.49	Insurance - D & O Insurance
			749.51	Prepaid Expense
6579	2241	Schoharie Crossing State Historical Site	20.00	Events & Programming
6580	2242	Plymouth Rocket	650.00	Promotion Expense
6581	2243	Unique Management Services, Inc.	98.45	G/E - Collection Expense
6582	2244	Business Card (1,890.69)	20.00	Computer & Automation
			14.99	G/E - Zoom Membership
			965.82	Maintenance & Repairs
			65.99	Library Supplies
			242.36	A/V - DVDs
			120.87	Events & Programming
			460.66	Office Expense
6583	2245	Quill, LLC (1,337.87)	1,306.32	Library Supplies
			31.55	Maintenance & Repairs
6584	2246	Center Point Large Print	105.58	Books
6585	2247	Ingram Library Services	702.79	Books
6586	2248	Mohawk Valley Library System	200.00	A/V - DVDs
6587	2249	Quill, LLC (81.81)	80.03	Library Supplies
			1.78	Events & Programming
6588	2250	Center Point Large Print	51.74	Books
6589		Gloversville Public Library	11,766.92	Payroll
DM		E F T NYS & Local Retirement System	411.47	Pension - Withholdings
DM		E F T NYS Tax Department	1,086.20	Payroll
DM		E F T United States Treasury (1,413.84)	1,413.84	Payroll
	IRS REF	E F T United States Treasury (2,126.14)	1,165.51	FICA & Medicare Expense
			960.63	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	369.13	Medical Insurance
		CHECK AND EFT PAID OUTS - DECEMBER 2020	<u>53,640.13</u>	
		PETTY CASH PAID OUTS - DECEMBER 2020		
		None	<u>0.00</u>	
		TOTAL DECEMBER 2020 PAID OUTS	<u>\$53,640.13</u>	
		Less: Prepaid Expense	(2,899.30)	
		Less: Cobra Reimbursement - Madonna	<u>(609.30)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$50,131.53</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of December 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 December 31, 2020			\$560.47

W G Y CHRISTMAS WISH GRANT

Balance as of December 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 December 31, 2020			\$371.62

ADVOCACY GRANT

Balance as of December 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 December 31, 2020			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of December 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 December 31, 2020			\$9,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of December 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 December 31, 2020			\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of December 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 Colorthon Funds Left at December 31, 2020			\$559.25

**GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
December 31, 2020**

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

Balance Per Bank Statement \$ 12,943.53

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
12/15/20	6570	The Paul Revere Life Insurance Company	172.78	
12/15/20	6576	Mohawk Valley Library System	5,231.82	
12/15/20	6579	Schoharie Crossing State Historical Site	20.00	
12/15/20	6580	Plymouth Rocket	650.00	
12/15/20	6586	Mohawk Valley Library System	200.00	
12/31/20	DM	NYS & Local Employees' Retirement System	411.47	
		Total Outstanding Checks		<u>6,686.07</u>

Other Items:

None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS

\$ 6,257.46

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

Balance Per Bank Statement \$ 10,457.01

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
12/15/20	6021	Darla L. Barry	1,015.65	
12/31/20	6031	Nicole L. Hauser	1,318.93	
12/31/20	6033	Linda B. Conroy	1,239.36	
12/31/20	6034	Jameson M. Duross	909.91	
12/31/20	6036	Darla L. Barry	1,015.65	
12/31/20	6037	Valerie A. Acklin	2,024.55	
12/31/20	6039	Sally L. Ostrander	498.93	
12/31/20	6040	Christine T. Prokopiak	297.37	
12/31/20	6041	Kimberly A. Collar	329.96	
12/31/20	6043	Kelly S. Lawlor	356.62	
12/31/20	6044	Bailey J. Darling	311.56	
12/31/20	6045	Barbara J. Madonna	138.52	
		Total Outstanding Checks		<u>9,457.01</u>

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 1,000.00

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

Balance Per Bank Statement \$ 343,188.12

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

\$ 343,188.12

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

Balance Per Bank Statement \$ 900,500.16

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS \$ 900,500.16

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 19,500.28

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
12/16/20	1186	ACCENT	8,753.00
12/16/20	1187	ACCENT	8,757.00
Total Outstanding Checks			17,510.00

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS \$ 1,990.28

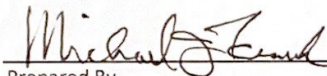
NBT BANK - AMAZON SMILE SAVINGS ACCOUNT - Acct. No. 8003654274

Balance Per Bank Statement \$ 330.59

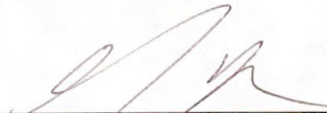
Outstanding Checks:

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

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 December 2020 Valerie Acklin/Library Director

Shifting

Our scheduled shifting project had to be put on hold when, the day before, we tested the mechanics of reconfiguring the shelving in both rooms. IT turned out that many of the screws used to hold the stabilizing middle shelves in place were stripped during installation. When we tried to remove them, it was feared that we would either damage the units or be unable to reinstall the stabilizing shelves (which would result in us not being able to replace the books once they were removed). We decided that our only option was to postpone the project until we could get the proper tools to remove the stripped screws, along with additional screws to replace damaged ones. We rescheduled for Monday, January 4th, the day after the New Year's Day weekend, as that was thought to be less disruptive for patrons. George, Nicole, and I will be responsible for making sure we have the supplies necessary to complete the task at that time.

Physical Plant

Our new light sensor was installed on the Fremont Ave. side of the building and seems to be working appropriately. In addition, TBS replaced our HVAC filters, swapping out regular filters for higher grade MERV-13 filters in public access and staff work areas. This should help us lower the risk for aerosol spread of COVID-19 and other bacteria/viruses. During this process, it was discovered that some of the original filter measurements were recorded in error, meaning that we will have to amend our orders in the future to ensure we have the right filters on hand. I will be reaching out to the companies supplying our filters to do so. I also met with Liam from Adirondac Carpet Cleaning to secure an estimate for both immediate spot cleaning, as well as regular maintenance of our carpeted areas. Liam was thorough and professional, and he will work with us to find the most cost-effective schedule for proper upkeep of the carpeting. Finally, I spoke with Jim Esper about the parking lot bumpers, and we agreed that since he had such issues removing them without incurring damage, we would leave them where they are and simply place orange cones next to them to indicate where the snowplow needs to stop. Happily, those cones were placed just days before our first substantial snowstorm of the year! We also established where staff should park in the auxiliary lot to allow snow storage, should it be necessary for staff not to park onsite moving forward (now that the old probation building lot is not accessible).

ALA Grant Update

Nicole and I were hoping to apply for an ALA Libraries Transform grant, but work schedule challenges, coupled with the holiday closure, have made it impossible for us to move forward by the grant's end-of-month deadline. But all is not in vain, as we are actively looking into another ALA grant for programming, as well as possible grants from the Association of Small and Rural Libraries. I'm also hoping for the two of us to take part in a grantwriting webinar in the New Year, so we can tackle these applications effectively and efficiently.

Civil Service

I am currently in communication with Fulton County Personnel Department to ensure that we are ready to hit the ground running when it is time for us to hire the two part-time employees necessary for our ESD grant compliance. As discussed last month, we will definitely look for one maintenance employee – under the title “Custodial Worker” or “Cleaner” – to assist George. For the other position, I'm hoping to add someone who can assist with our website and social media, among other duties. Whether that will simply be a Library Clerk or a Program Coordinator (both titles have vacancies on our current Civil Service roster), I'm not yet sure, but should have it worked out in January. Then, as soon as the current appointments are wrapped up, we should be able to move forward, with as much speed as possible, with these positions.



Gloversville Public Library

December 2020

Nicole Hauser – Librarian/Head of Adult Services

This month I focused on training Darla and supporting Linda. Linda has taken on many new responsibilities this year, taking over for our retired account clerk and taking on several clerical tasks. She has done so competently and without complaint. Linda has been extremely steadfast and reliable and I think it should be noted that she is doing a commendable job. This month Darla & I focused on ordering through Ingram and using their services for a better workflow. We also touched briefly on the JA reports server and other services the library offers that Darla was not yet aware of. Darla has done a fantastic job stepping into the role of Youth Services Coordinator.

This month we also had a couple of separate individuals let us know that they appreciate the work we are doing providing the crafts and library services: *"...I'd also like to commend you for offering these wonderful crafts, and for the ways you and the library offer a breath of fresh air in these horrific times."* Hats off to all of the staff for doing a wonderful job, especially during these difficult times.

This month we also made the decision to interfile all of the adult holiday books with the regular collection. The titles still have holiday stickers on their spines to make them easy to identify, but will no longer be shelved in a separate location.

The Adult Craft to Go for December was a set of gift tags. It went over very well and the craft for January will be a colorful wrapped loop keychain.

The Jolly Readers book discussion group has been modified until we can meet in person again because of very low zoom meeting attendance. Feel free to join us, the details are below!

How it works:

- We have chosen a different topic for each month.
- Read 1 book each month in the chosen topic, one we've suggested or one you discover yourself. Then, answer the given question about the book you've read.
- Submit the title, author, and answer of the books you've read monthly, but no later than 4pm on March 31, 2021, to be entered up to 3 times in a drawing to win a \$15 Chamber Check. Submissions can be made by emailing Nicole Hauser at nhauser@mvl.info or by dropping off the submissions, with contact info, to the front desk of the Library.

January

Read a book by Richard Russo.

Suggested titles: Fiction: Bridge of Sighs, Mohawk, & Straight Man. Non-Fiction: Elsewhere & The Destiny Thief.

Question: If you could ask the author anything, what would it be?

February

Read an historical fiction novel by an author of color.

Suggested titles: Fiction: The Moor's Account by Laila Lalami, Shanghai Girls by Lisa See, Tar Baby by Toni Morrison, An Extraordinary Union by Alyssa Cole.

Question: What did you find interesting about the time period the novel was set in?

March

Read a book about climate change.

Suggested titles: Fiction: The End of the Ocean by Maja Lunde. Non-Fiction: The Future We Choose by Christiana Figueres, The Uninhabitable Earth by David Wallace-Wells, Our Only Home by Dalai Lama XIV.

Question: What is one thing you learned about climate change?

Happy Reading!

GLOVERSVILLE



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Youth Services Report: December 2020

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

Youth Services ended the year on a quiet note. Our story time segments were well attended, considering all the business of the season. On Saturday, December 12, "conductor" Sonny Duross presented the annual "Polar Express" holiday story time. We gave out "Polar Express" goodie bags, along with our weekly grab and go craft/activity bags. One of Santa's elves read to the children at story time on December 17, and Mrs. Claus read to children on December 24 (after she sent the elves to bed and Santa on his way).

Nicole has been reintroducing me to the process of ordering books from the vendor, Ingram. We submitted an order on December 18 for our teen collection, and on December 29 we ordered board books and a few additional titles for the juvenile collection. She has also explained how other services are utilized through Polaris.

MVLS continues to be gracious by sending the book requests from the preview totes.



Special Projects Report: December 2020

Barbara Madonna / Librarian for Special Projects

1. Wrap up grants from the building renovation.

Of the 3 outstanding grants:

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

Checks and signed estimate for the room signs were sent to the vendor. Awaiting proofs from 2//90 signs.

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

I continue to assemble the paperwork needed for the final submission. I received the required reports from Bunkoff General Contractors.

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

To my knowledge, there were no issues with the public hearing.

Next, the Public Authorities Control Board will review the project. Perhaps this month.

Then, we move to the Execute Grant Disbursement Agreement. ESD will provide two signed, final 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.)

§ An Opinion of Counsel (I need to research this a bit)

§ 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).

B. Campaign Plaques

Checks and signed estimate for the room signs were sent to the vendor. Proofs were received today and returned to 2//90 for edits.

Statistics for **January 2021** are as follows (figures in parentheses are comparable figures for 2020)

	2021	2020
VISITORS		(5,635)
CIRCULATION		
Adult Circulation		(1,822)
Teen Circulation		(157)
Juvenile Circulation		(1,238)
Audiobooks		(186)
eAudio		(167)
eBooks		(586)
Music		(24)
Periodicals		(55)
eMagazines		(30)
Videos		(1,588)
Museum Passes		(2)
Subtotal		(5,855)
In-House Use		
Adult		(10)
Juvenile		(46)
Other Materials		(1,310)
Subtotal		(1,366)
Total Circulation		(7,221)

REFERENCE QUESTIONS **(236)**

MEETINGS/PROGRAMS/OUTREACH

Adult programs and meetings with people (52 Adult programs and meetings with 324 people)
 Juvenile programs and meetings with people (18 Juvenile programs and meetings with 307 people)
 Teen programs and meetings with people (6 Teen programs and meetings with 17 people)

INTERLIBRARY LOAN

Material Borrowed	(960)
Material Loaned	(760)
Total	(1,720)

COMPUTER USAGE **(1,790)**

HISTORICAL ROOM * Temporarily Closed

Visitors

Books Used

Reference Questions

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