



Gloversville Public Library
Minutes of the Meeting of the Board of Trustees
January 18, 2022
6:00 PM

Pledge of Allegiance
Public Comment

1. Accept the Minutes of the December 2021 Meeting
2. Treasurer's Report
3. Warrant List
4. Budget and Finance Report
5. Friends' Report
6. Foundation Report
7. Buildings and Grounds Committee Report
8. Local History Room Committee Report
9. Outreach Committee Report
10. Personnel Committee Report
11. Policy Committee Report
12. Program Committee Report
13. Public Relations Committee Report
14. Director's Report
15. President's Report
16. Old Business
17. New Business
 - Lawyer
 - Code Blue Shelter
18. Adjourn

Next Meeting: February 15, 2022 at 6:00 PM



Gloversville Public Library
Minutes of the Meeting of the Board of Trustees
December 21, 2021
6:00 PM

The Gloversville Public Library Board of Trustees held their regular Board meeting December 21, 2021. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Vice President of Finance Gregory Niforos, Christine Pesses, Sue Shrader, Richard Carlson, Caren Pepper, John Mazur, Library Director Valerie Acklin, and Treasurer Michael Frank. Mr. Reed agreed to serve as secretary pro tempore.

Mr. Reed called the meeting to order at 6:00 PM and all present recited the Pledge of Allegiance.

Mr. Reed asked if there was any public comment and asked that individual comments be limited to 5 minutes. Mrs. Pam Sproule shared her disappointment about the Library program Jolly Readers being put on hiatus until further notice. She said that any Library that did not have a book club was failing in its duty. Ms. Acklin informed the Board that Jolly Readers is a “read and discuss an individual book by all attendees” style of book club was being replaced with a “read and review a book by each individual attendee” style of book club. A discussion ensued about the type of books the Library had chosen in the past and that if more “popular” books had been chosen, then the number of attendees at Jolly Readers might have been higher. Mr. Reed thanked Mrs. Sproule for her comments and indicated that Jolly Readers would be discussed at the Board’s next Program Committee meeting.

Mr. Reed asked if there was any discussion regarding the November minutes. Hearing none, Mr. Mazur made a motion to approve the minutes which was seconded by Mr. Niforos. The Board unanimously approved the minutes with a vote of “aye.”

Mr. Reed asked Mr. Frank to review the Financial Report for the five-month period ending November 30, 2021. Mr. Frank informed the Trustees that our income for the period was up by approximately \$109,800 as compared to the same period of the preceding year, primarily due to the increase in the tax levy and also the increase in the IRS Payroll Credit due to Covid 19. Mr. Frank also informed the Trustees that the Friends of the Library gave us their pledged amount of \$10,000 for this year’s budget in November. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$13,500 over last year due primarily to the increase in our Building, Contents and Liability Insurance premium, an increase in our maintenance contract expense, and also an increase in our electricity expense. Mr. Frank also noted that our pension expense was higher than last year by approximately \$5,700. The increase in our maintenance contracts was due to adding two new service contracts Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Pepper made a motion to approve the Treasurer’s report which was seconded by Mrs. Pesses. The Board unanimously approved the Treasurer’s report with a vote of “aye.”

Mr. Niforos delivered a report on behalf of the Budget and Finance Committee. The Budget and Finance Committee met in December to begin building the 2022-2023 budget. Mr. Niforos informed the Board that, at present, the expenses for 2022-2023 budget will outpace the income by approximately \$100,000. Much of the shortfall is due to increased wages, increased cost for internet, increased cost for electricity, and increased cost for building contracts. Mr. Niforos also informed the Board that the current NBT Building Fund money market will soon be redesignated as the NBT Capital Expenditure Fund money market.

Mr. Frank distributed the Warrants list for December 2021, numbered 2518 through 2538, which was audited by John Blackmon, our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mr. Niforos made a motion to approve the Warrants list which was seconded by Mrs. Shrader and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. The Board unanimously approved the Warrants list with a vote of “aye.”

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

- Holiday decorations at the Library have a new look this year. After many years of "making do" with decorations that had outlasted their usefulness, the Friends purchased some much-needed replacement decorations, and the Library looks great. Check out the Library Facebook page to see some of them.

- On behalf of the Friends, I want to wish each of you a happy holiday season and hope you enjoy family time safely.

- The next Friends' meeting will be on January 6, 2022, at 5:00 PM in the Friends' Meeting Room at the Library.

Mr. Frank informed the Trustees that the Foundation Board had met on December 9, 2021, at 3:00 PM. Mr. Frank informed the Board that the Foundation Board had approved \$100,000 in their Budget for 2022 as support for the Library, assuming payoff of the balance of the term loan. Mr. Frank also informed the Trustees that Craig Clark, former President of the Library Board, had agreed to join the Foundation Board.

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

- The large meeting room has AC up and running again but it needs a part for a permanent fix.

- Mr. Carlson will work with George to design a protective shroud for the chiller unit.

- The exit driveway landscaping plan will be done by Jim Esper this spring based on the proposed sketch to be handed out at this meeting.

- Fire alarm system inspection was completed, and a fire alarm system service contract has been obtained.

- The new business in the old Probation Building will soon be active and signage will need to be posted in our employee parking lot to indicate that this lot is Library parking only.

Mrs. Pesses gave the following report on behalf of the Local History Room Committee.

- She indicated that yearbooks have been organized and that Dr. Richard DeMallie, principal of GHS, came and picked up the boxes of extra yearbooks that are not needed and brought them to the High School Librarian. She was given a list of the yearbooks the Library is missing and will look to see if she has any of those. One extra yearbook, if available, will be put in storage, in case the primary copy is lost or damaged. There are four bankers' boxes of extras.

- A review of the books on the shelves on the "big wall" was begun by the committee in the effort to remove books that are either in terrible condition or that are not pertinent to the LHR mission. The Librarians will make the final decision.

- We have a promise from Tom Ruller, a former Gloversville resident and NYS Historian, to come to GPL to do a program for us as part of a "grand re-opening" of the Local History Room, in late March or Early April. Hopefully, Covid won't get in the way.

- We keep moving forward and our goal is to have the room "public ready" by the end of March, for a big "re-opening" program.

Ms. Dunn-Brown reported, on behalf of the Outreach Committee, that Patty Franco distributed 60 calendars to downtown businesses.

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

Mrs. Pesses reported that the Policy Committee did not meet during the past month. Ms. Acklin indicated that she and Mr. Frank reviewed the Audit Policy, the Claims Auditor Policy, and the Investment Policy and that no changes were required at this time.

Ms. Pepper reported that the Program Committee did not meet during the past month.

Mr. Mazur reported that the Public Relations Committee did meet during the past month. He did say that he had contacted the radio station WENT. There are three ways to appear on WENT radio. One way is on Talk of the Town which airs live on Saturday mornings from 9:00-10:00 AM. You can have one or two members on the program with the radio host discussing a topic, and listeners can call in questions and comments. The second way is to do a taped interview at the station which is then edited by the station to a several-minute recorded message. It airs one day only, after the noon news and either after the 5:00 or 6:00 news. There's a third way, and that's a paid advertisement.

In her Director's Report, Ms. Acklin informed the Board that the Library will be debuting five brand new collections and one relatively new collection will be doubling in size:

· Educational Toys Collection: Toys have been purchased, thanks to a generous donation from the Friends of the Library, and are currently being inventoried, so that we can keep track of parts and pieces. We have removed the doors on the Early Literacy Center cabinets and are in the process of labeling the shelves, so that the toys can be put away in an orderly fashion. Since this collection will not circulate, we will be able to put the toys out as soon as we're done prepping them, which should be shortly after the new year.

· Puzzle Collection: Our in-house puzzle collection, consisting of 12 donated adult puzzles, is ready for action. In fact, one puzzle is already out in the Reading Room and people have been putting pieces together. We purchased a new puzzle mat, so that should we need to move the puzzle, we do not have to destroy it. We have created a spreadsheet identifying all the puzzles, the number of pieces for each, as well as the date it was last put together, to help keep track. We are still deciding where the puzzles not currently under construction will be housed.

· Tabletop Game Collection: This circulating collection will consist of both donated games and new games. The games that have been donated have been completely inventoried and we have purchased heavy duty plastic zipper bags for them to be housed in. This will make circulation easier, as many of the original cardboard boxes are in bad condition. We have come up with a list of new games to purchase that will supplement what has been donated and we hope to order those by the end of December. Nicole is still working with Sharon at MVLS to figure out the most accurate way to catalog these non-traditional library items. Once records for them are created in Polaris, they will need to be processed before being made available to the public.

· Essentials Collection: We recently acquired a suitable container to house the collection and it now ready for use. Included are lip balm, soap, wipes, diapers, hand lotion, combs, emery boards, deodorant, feminine hygiene products, and much more – all available for individuals to take and use (and then keep). Staff training will begin in January, so that we know how to assist anyone who requests the collection and how to restock items.

· Memory Lane Collection: After consulting with the Alzheimer's Association and other dementia service professionals, we have constructed an initial list of books to purchase. Since these are specialized titles, they are pricey, and we will have to build this collection slowly. But the first order should arrive mid-January, with the hopes of getting them on our shelves and ready for check-out by mid-February.

· Library of Things: We have ordered many new items for our Library of Things, doubling the size of the collection. Additions include a telescope, a metal detector, a wall stud finder/laser level, a portable PA system (which we use in the summers for outdoor story times, but will be available to the public for the remainder of the year), a car jump starter/air compressor, a laser distance measurer, and birdwatching kit with binoculars and guidebooks for both adults and kids. We're halfway through processing the items and hope to have them on the shelves by early January.

In his President's Report, Mr. Reed, on behalf of the Board, expressed his condolences to Mr. Frank on the passing of his beloved daughter, Kristin.

No old business was discussed.

Under new business, Mr. Reed requested a motion to enter Executive Session at 7:42 PM. Mr. Niforos made a motion, seconded by Mrs. Pesses. The Board unanimously approved with a vote of "aye."

At 8:05 PM, Mr. Reed requested a motion to exit Executive Session. Mrs. Pesses made a motion, seconded by Ms. Brown. The Board unanimously approved with a vote of "aye."

The Board directed Ms. Acklin to have the staff distribute a facemask to any member of the public who asks for one.

Mrs. Shrader made a motion to increase Ms. Acklin's salary by \$1,500 beginning January 1, 2022, and Mr. Niforos seconded the motion. The Board unanimously approved with a vote of "aye."

At 8:07 PM, Mr. Reed requested a motion to adjourn. Mr. Mazur made a motion, seconded by Mrs. Shrader. The Board unanimously approved with a vote of "aye."

Respectfully submitted,

Charles Reed, secretary pro tempore

GLOVERSVILLE PUBLIC LIBRARY

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

DECEMBER 2021

	<u>Budget July 1, 2021 to June 30, 2022</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$503,695.00	\$0.00	\$503,695.00	\$453,695.00	\$0.00
Investment Income	2,000.00	35.98	236.79	145.07	1,763.21
Gloversville Library Foundation Inc. - Int. & Div.	0.00	0.00	0.00	0.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	1,925.00	0.00	8,075.00
Government Affiliations	7,000.00	0.00	5,697.30	3,958.24	1,302.70
IRS Payroll Credit Covid 19	0.00	0.00	65,829.46	20,449.18	(65,829.46)
Fines & Miscellaneous Income	2,500.00	279.15	1,790.85	1,043.49	709.15
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$535,195.00</u>	<u>\$315.13</u>	<u>\$589,174.40</u>	<u>\$479,290.98</u>	<u>(\$53,979.40)</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on December 1, 2021	\$601,168.07				
Plus: Receipts Per Report	315.13				
Less: Furniture Purchased	0.00				
Less: Land Purchased	0.00				
Less: Expenses Per Report	<u>(52,060.63)</u>				
Income Cash Balance on December 31, 2021	<u>549,422.57</u>				
Accounts Payable as of 12/31/21	0.00				
Cash Received Covid 19 less Credit Due	(25,604.85)				
Deferred Liability - Prepaid Med. Ins.	10.86				
Prepaid Expenses as of 12/31/21	<u>(4,691.02)</u>				
Actual Cash Balance on December 31, 2021	<u><u>\$519,137.56</u></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, 2021	\$506,066.26
Plus: Receipts:	
Interest on Money Market Account	35.36
Tax Levy Received	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	50,000.00
	<hr/>
Balance on December 31, 2021	<u>\$456,101.62</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on December 1, 2021	\$764,402.00
Plus: Receipts:	
Interest on Money Market Account	64.92
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	0.00
	<hr/>
Balance on December 31, 2021	<u>\$764,466.92</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on December 1, 2021	\$1,085.52
Plus: Receipts:	
Interest Earned	0.02
Balance of SHPO Grant Received	0.00
Less: Paid Outs:	
Transfer to Building Fund MM Account	0.00
	<hr/>
Balance on December 31, 2021	<u>\$1,085.54</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on December 1, 2021	\$463.27
Plus: Receipts:	
Interest Earned	0.02
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on December 31, 2021	<u>\$463.29</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

DECEMBER 2021

	Budget July 1, 2021 to June 30, 2022	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$269,028.00	\$ 20,666.36	\$ 128,619.06	\$ 131,439.84	\$140,408.94
Salaries - Part Time Employees	110,419.00	7,584.50	44,522.40	40,461.67	65,896.60
Salaries - Custodians	31,504.00	2,451.40	15,230.28	15,297.12	16,273.72
F I C A & Medicare Tax	31,438.00	2,343.85	14,379.98	14,823.08	17,058.02
Unemployment Insurance	800.00	0.00	509.50	472.00	290.50
Disability & Family Leave Insurance	2,000.00	0.00	1,331.33	853.65	668.67
Medical Insurance & Reimbursements	53,000.00	3,914.90	24,541.80	24,616.44	28,458.20
Worker's Compensation Insurance	3,000.00	0.00	3,906.09	4,246.76	(906.09)
Pension Expense	45,151.00	0.00	36,247.25	30,597.50	8,903.75
Heat	3,500.00	535.28	701.50	411.27	2,798.50
Electricity	20,000.00	2,037.98	12,417.15	7,505.59	7,582.85
Telephone	6,720.00	569.52	3,451.17	3,218.46	3,268.83
Insurance	25,000.00	896.44	24,713.29	21,949.46	286.71
Books, Periodicals, etc.	43,000.00	7,190.05	19,613.11	16,459.23	23,386.89
Computer & Automation Services	13,200.00	1,127.60	7,775.50	6,099.62	5,424.50
Library, Office Supplies & Postage	11,500.00	1,123.39	4,141.77	3,390.28	7,358.23
Maintenance, Repairs & Bldg. Supplies	10,000.00	311.00	3,084.01	10,652.04	6,915.99
Maintenance Contracts	28,000.00	0.00	17,881.32	14,955.59	10,118.68
Treasurer	8,800.00	750.00	4,400.00	4,400.00	4,400.00
Professional Fees	7,000.00	0.00	0.00	112.50	7,000.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	1,000.00	0.00	1,046.07	39.10	(46.07)
Events & Programming	5,000.00	518.37	1,949.43	1,055.67	3,050.57
Promotion Expense	4,800.00	25.00	329.02	954.00	4,470.98
General Expense	2,000.00	14.99	318.25	1,694.93	1,681.75
TOTAL EXPENSE	<u>\$736,860.00</u>	<u>\$52,060.63</u>	<u>\$371,109.28</u>	<u>\$355,705.80</u>	<u>\$365,750.72</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

DECEMBER 2021

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	DM	E F T United States Treasury (3,583.96)	\$1,154.98	FICA & Medicare Expense
			2,428.98	Payroll
6879		Gloversville Public Library	11,872.53	Payroll
6880		Gloversville Public Library	12,210.23	Payroll
6881	2518	Michael J. Frank	750.00	Treasurer
6882	2519	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6883	2520	United Health Care	23.20	Medical Insurance
6884	2521	C D P H P	3,644.95	Medical Insurance
6885	2522	Frontier Communications	569.52	Telephone
6886	2523	National Grid (2,573.26)	535.28	Natural Gas
			2,037.98	Electricity
6887	2524	Ingram Library Services	1,354.15	Books
6888	2525	Daily Gazette Co., Inc.	25.00	Promotion Expense
6889	2526	Linda Bumpus	75.00	Events & Programming
6890	2527	Mohawk Valley Library System (6,259.74)	1,077.60	Computer & Automation
			2,591.07	E Books
			2,591.07	Prepaid Expense
6891	2528	Quill, LLC	934.52	Library Supplies
6892	2529	Derby Office Equipment, Inc.	40.69	Library Supplies
6893	2530	Ebsco Subscription Services	992.99	Serials - Magazines
6894	2531	Business Card (2,473.38)	50.00	Computer & Automation
			14.99	G/E - Zoom
			443.37	Events & Programming
			148.18	Library Supplies
			202.23	A/V - DVDs
			1,614.61	Books
		Warrants 2532-2534 Void	-	
6895	2535	Naif's	399.00	Newspapers
6896	2536	Philadelphia Insurance Companies (1,636.00)	896.44	Insurance - D & O Policy
			739.56	Prepaid Expense
6897	2537	Blackstone Publishing	36.00	A/V - DVDs
6898	2538	Technical Building Services, Inc.	311.00	Maintenance & Repairs
DM		E F T NYS & Local Retirement System	423.48	Pension - Withholdings
DM		E F T NYS Tax Department	1,069.50	Payroll
DM		E F T United States Treasury (3,690.43)	1,188.87	FICA & Medicare Expense
			2,501.56	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	269.95	Medical Insurance
		CHECK AND EFT PAID OUTS - DECEMBER 2021	55,391.26	
		PETTY CASH PAID OUTS - DECEMBER 2021		
		None	0.00	
		TOTAL DECEMBER 2021 PAID OUTS	<u>\$55,391.26</u>	
		Less: Prepaid Expense	(3,330.63)	
		Less: Johnson Medical Ins. Reimb.	0.00	
		NET TO BALANCE TO EXPENSES	<u>\$52,060.63</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of December 1, 2021			\$1,160.47
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at December 31, 2021			\$1,160.47

W G Y CHRISTMAS WISH GRANT

Balance as of December 1, 2021			\$621.62
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at December 31, 2021			\$621.62

ADVOCACY GRANT

Balance as of December 1, 2021			\$110.91
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at December 31, 2021			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of December 1, 2021			\$3,825.00
Appropriation Provided For In 2021-2022 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, 2021			\$3,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of December 1, 2021			\$2,807.18
Funds Received			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Restoration Funds Left at December 31, 2021			\$2,807.18

PARK TERRACE PTA - COLORTON

Balance as of December 1, 2021			\$404.39
Funds Received - Donation			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Colorthon Funds Left at December 31, 2021			\$404.39

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

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

Balance Per Bank Statement \$ 39,350.48

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
12/31/21	DM	NYS & Local Employees' Retirement System	\$ 423.48	
12/21/21	6884	C D P H P	3,644.95	
12/21/21	6891	Quill, LLC	\$ 934.52	
12/21/21	6892	Derby Office Equipment, Inc.	\$ 40.69	
12/21/21	6896	Philadelphia Insurance Companies	\$ 1,636.00	
12/21/21	6897	Blackstone Publishing	36.00	
		Total Outstanding Checks		<u>6,715.64</u>

Other Items:

None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS

\$ 32,634.84

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

Balance Per Bank Statement \$ 15,001.50

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 15,001.50

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

Balance Per Bank Statement \$ 456,101.62

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

\$ 456,101.62

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

Balance Per Bank Statement \$ 764,466.92

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 764,466.92

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 1,085.54

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 1,085.54

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

Balance Per Bank Statement \$ 463.29

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 463.29

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance



Gloversville Public Library
Director's Report
Valerie Acklin / Library Director
December 2021

2021 Wrap-Up

This month involved a lot of end-of-year housekeeping. I wrote letters to the staff informing them of their raises, effective January 1, 2022, that will go out with the first paychecks of the new year. I worked with MVLS on clarifying cur rotating collection and Overdrive stats, in preparation for the NYS Annual Report, which will go live around February 2022. And Nicole and I reviewed our circulation statistics, so that we can make informed acquisition and collection development decisions as we look towards the future. I also reviewed all our service contracts and have pro-actively reached out to those coming due during the remainder of the current fiscal year, to begin negotiations, so that we're not blindsided when we're in the throes of the budget season.

Covid Catches Up With Us

It was only a matter of time. When one of our own tested positive, it was necessary to close the building for a day while we reached out to those who had been in close contact over an extended period of time, and reconfigured our scheduling so that we could ensure adequate staffing while those impacted were in isolation/quarantine. Using current CDC guidelines and common sense, we were able to make sure staff had precautions in place while still serving the public. I am incredibly proud of how everyone responded and delighted that within a week we were back to a full roster.

New Collections & Services

Updates on where we stand with our rollouts:

- Educational Toys Collections: We have established a cleaning schedule for the toys and have begun labeling the shelves in the Early Literacy Center, so that patrons can put them away in an organized manner. I'm working with the Friends on a date for use to schedule a photo op for them to present us with the donation check that covered the toy purchase, which we hope to submit to the Leader-Herald.
- Puzzle Collection: January's puzzle has been placed out in the Reading Room and is ready to be assembled. We're still working on finding an area for puzzle storage.
- Table Top Game Collection: We are still working with Sharon on the cataloging, but have made some progress. We have purchased the materials necessary to house the games and have decided that the empty original cardboard boxes will be used for display on the shelves.
- Essentials Kit: The Essentials Kit is complete and available for patrons. We are currently placing signage, discretely, in targeted areas of the building. Staff have received training on how to "lend" the kit to those who ask for it, as well as how to restock it upon its return.

- Core Library Card (formerly Barrier-Free Card): We have built the loan rules for Core Library accounts in Polaris and we are ready to issue cards to patrons in need of them. Staff have been trained as how to open Core accounts, as well as the rules for such accounts.
- Memory Land Collection: The first materials for the Memory Lane collection have begun to arrive! A quick cost-benefit analysis revealed that there would a considerable saving if had Ingram process the items, even though we will have to manual tweak both the physical items and the item records before getting the books on the shelves. We are currently in the process of doing that tweaking. When that process is completed, the books will be shelved in the northeast corner of the Non-Fiction Room.
- Library of Things: We are in the final stages of processing and hope to have the new items ready for checkout at the beginning of February, if not sooner. In addition, we have requested a replacement hotspot from MVLS, as our original one was lost by a patron (with whom we have worked out a payment plan to cover its cost).

Programming

Chris, Darla, Nicole, and I are still hammering out details for spring/summer. Our new Book Tasting readers' advisory program, though, is ready to go and will meet for the first time on February 7. Chris, Nicole, and I met with Robert Tomlinson, owner of the recently-opened North Star Café on Main Street, to discuss future collaborations – at the Library, at the café, and throughout Gloversville. It was a productive first step and resulted in a plethora of ideas for us to consider. The sense of excitement regarding the reimagining of Gloversville and our partnership possibilities was palpable and we are all eager to move ahead. We have plans to meet again in early February to discuss next steps.

Staffing

We were all sad to say goodbye to Kelly, upon here retirement on December 31. Happily, she has already visited a number of times since then, both to pick-up books and drop-off cookies for the staff. Linda made the transition from full-time to part-time at the end of the year as well. I am currently working with Civil Service pto process the paperwork for both those changes. Looking forward, we need to make numerous additional changes to hours and schedules in the first few months of the new year. It has been challenging to find pathways that are both fiscally responsible, address grant compliancy, as well as ensure adequate covering for Library operations. I have been working closely with Civil Service on this pressing issue and look forward to sharing information and exploring possibilities with the Board.



Gloversville Public Library
Adult Services Report
Nicole Hauser / Head of Adult Services & Collection Development
December 2021

With the end of the year coming up, it was time to do a little bit of weeding. We weeded the adult fiction collection, removing over 200 books with low circulation and/or in poor condition. Many of the books we removed were donated to the Fulton County Correctional Facility.

We also ordered new graphic novels for the adult/teen collection for the first time since it moved upstairs!

December was spent planning programming and services, ordering items to establish new collections or supplement newer collections established in the last year, and processing the items received. Many projects are very close to being finished and I anticipate many will be available to our patrons in January.

- Much of my time this month was spent processing new items for the Library of Things collection. We are adding 7 new items and are waiting for the last of the records to be created in Polaris so we can finish processing them and get them on the shelves! Once these items are circulating, I will begin processing the many board and card games that were donated to the library for circulation.
- Items to establish the Memory Lane Collection have been ordered.
- A large number of board books were ordered to supplement our current collection in the new Early Learning Center. Most of these books are already on the shelves!
- Toys were also ordered for the Early Learning Center and have since been inventoried. We have decided on a cleaning procedure/schedule and are working on getting them on the shelves.
- The new Barrier Free card has had all of the kinks worked out and is ready to go once we feel staff are comfortable offering the service.
- The Essentials Kit is ready for patron use once we create signs and make sure staff are comfortable offering the service.
- We've begun inventorying the 100's of seed packets, generously donated by Darla Barry, to establish our seed library, with an anticipated roll out this spring.

In February, we will begin offering a new program called Book Tastings. Instead of everyone reading the same book and having a deep discussion about it, each Tasting will be based on a theme. We will booktalk 6-8 titles on the theme and participants are welcome to share their favorite related titles, as well. Keep your eyes on the calendar!

Programs in December:

- Jolly Readers discussed [A Christmas Memory](#) by Truman Capote with an attendance of 5 people at the annual Tea Party. Most people expressed their disappointment that we were ending the program, but most of them also understood the reasoning behind the decision.
- Joy of Coloring saw an attendance of 4 people.
- Adult Crafting had a total of 29 participants registered with 25 participating: 5 at the 1:30 class, 9 at the 5:30 class, and 11 picked up as kits. January's craft will be paper embroidery cards and as of 12/31, 29 participants are registered. (FYI: Registration is limited to 30 participants, with 5 spots on a waitlist)
- For the Love of Reading's topic was to read a one-sitting book. I received 4 submissions.

Valerie, George and I went through PASCO training on the HVAC system again. Since then, we increased the temperature by 1 degree in many areas where staff have been cold as well as adjusted the schedule to better fit our updated hours of operation.

All of this in addition to the normal selecting and ordering of materials for all of the adult collections!

Thanks for sticking with me and let's end with the top 10 books of the year compiled from 15 Best of 2021 lists including: NYPL, NYT, Bookpage, NPR, Time, Bookbrowse, and more.

- 1) Cloud Cuckoo Land by Anthony Doerr (fiction)
- 2) Empire of Pain by Patrick Keefe (nonfiction)
- 3) Klara and the Sun by Kazuo Ishiguro (fiction)
- 4) The Lincoln Highway by Amor Towles (fiction)
- 5) Bewilderment by Richard Powers (fiction)
- 6) The Love Songs of W.E.B. Du Bois by Honoree Jeffers (fiction)
- 7) All That She Carried by Tiya Miles (nonfiction)
- 8) Crossroads by Jonathan Franzen (fiction)
- 9) One Last Stop by Casey McQuiston (fiction)
- 10) Crying in H Mart by Michelle Zauner (nonfiction)

Out of the top 20 we were only missing 4 and they are already on their way to us. Come check out our Best of 2021 display!



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

Story Time for the month of December covered, Hanukkah, snow, snowmen, Christmas and Kwanzaa. The children who attended our program created foam stockings, snowflakes, waterless snow globes and crystal ornaments. Two sets of age-appropriate activity sheet and crafts were made available throughout the month. Our activity sheets included introducing Kwanzaa to our young people along with a Christmas count down calendar. Unfortunately for our last Story Time of 2021, had zero attendees.

Tuesday evening attendance for our STEM projects has been steady. We have some new faces and missing some that have been regular participants. We missed our last week with Kinetic Sticks because of the water main break that caused us to close for the day. The following Tuesday building with Keva Planks was introduced and continued for the next week. Magnetiles were requested for the last week of December, due to a shipping delay through MVLS we needed to pull stock from our activity room cabinets. The three boys in attendance were able to enjoy our own Keva Planks, Q-BA Maze and gears; they were able to make a choice and had fun! Shelby Parker the Pre-K advocate and school counselor from Broadalbin-Perth called to inquire about bringing four classes to be introduced to our Library. I offered a tour, story time and craft, she will present this to the teachers and get back with me to make final arrangements. I also received a call from Rainbow Playschool, they to want to visit on January 19 to include a tour, story time and craft; their theme for that week would be Mother Goose.

Sonny again enjoyed presenting the story *The Polar Express* along with other seasonal selections

Three book orders were submitted to Ingram for the month of December for a total of approximately 104 new additions to our collections. We also received 15 new titles from the MVLS tote offerings.

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

	2021	2020
VISITORS	4,803	(3454)
CIRCULATION		
Adult Circulation	1,324	(1233)
Teen Circulation	48	(96)
Juvenile Circulation	789	(623)
Audiobooks	68	(98)
eAudio	161	(178)
eBooks	554	(640)
Music	9	(30)
Periodicals	58	(40)
eMagazines	95	(12)
Videos	774	(745)
Museum Passes	0	0
Library of Things	2	0
Subtotal	3,882	(3695)
In-House Use		
Adult	1	(1)
Juvenile	0	0
Other Materials	722	0
Subtotal	723	(1)
Total Circulation	4,605	(3696)

REFERENCE QUESTIONS **41** **(33)**

MEETINGS/PROGRAMS/OUTREACH

28	Adult programs and meetings with 221 people	(15	Adult programs and meetings with 113 people
8	Juvenile programs and meetings with 62 people	(13	Juvenile programs and meetings with 719 people)
0	Teen programs and meetings with 0 people	(0	Teen programs and meetings with 0 people)
132	One-on-one programs and meetings with 132 people	(In previous years one-on-one programs were	included in adult, juvenile and teen program counts)

INTERLIBRARY LOAN

Material Borrowed	498	(583)
Material Loaned	543	(594)
Total	1,041	(1177)

COMPUTER USAGE **706** **(242)**

HISTORICAL ROOM *

Temporarily Closed

Visitors	0	0
Books Used	0	0
Reference Questions	0	0

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