



Gloversville Public Library
Organizational Meeting of the Board of Trustees
58 East Fulton Street
July 20, 2021 – 6:30pm

Meeting presided by: Treasurer Michael Frank
Pledge of Allegiance

1. Oath of Office to New Trustees

- Greg Niforos – 5 years
- Merry Dunn Brown – 4 years
- Caren Pepper – 4 year
- Richard Carlson – 1 year
- Mike Frank – Treasurer
- Valerie Acklin – Library Director
- Valerie Acklin – Library Election Clerk
- Nicole Hauser – Deputy Election Clerk

2. Election of Officers

- President (takes over presiding at the meeting)
- Vice President
- VP of Finance
- Secretary

Motion to move items 3-10 as set in the agenda

3. Contract with Library Director

- Motion to renew the contract with Valerie Acklin as Library Director for the 2021-2022 fiscal year.
- Motion to set compensation for Valerie Acklin at \$67,000 for the 2021-2022 fiscal year.

4. Contract with Treasurer

- Motion to renew the contract with Michael Frank as Treasurer.
- Motion to set compensation for Michael Frank as Treasurer at \$8800 for the 2021-2022 fiscal year.

5. Set Meeting Date and Time

- Motion to set the 3rd Tuesday of the month at 6:30 pm as the regular meeting time and date.

6. Set Bank of Record

- Motion to declare NBT as the Gloversville Public Library's bank of record.
- Motion to authorize the President, Vice President, Vice President of Finance, Secretary and Treasurer to be signatories on the bank accounts at NBT for the Gloversville Public Library.
- Motion to allow business with other commercial banking institutions with board approval.

7. Set Newspaper of Record

- Motion to declare the Leader-Herald as the newspaper of record for the Gloversville Public Library.
- All legal notices and notices of meetings will be in the Leader-Herald.

8. Set Insurance Agencies

- Motion to declare NBT Insurance Agency to be the agent for the Gloversville Public Library for the following types of coverage:
 - Director and Officers Insurance policy,
 - Business & Personal Property, General Liability, and Umbrella policies, and Fine Arts Floater.
 - Disability insurance policy
 - Motion to declare New York State Public Entities Public Safety Group 497 the insurance carrier for the Library Workman's Compensation policy.
 - Motion to declare the First Non-profit Companies the administrator for the Library's

unemployment insurance.

- Motion to declare Jaeger and Flynn Associates, Inc. the administrator for the Library's health insurance.

9. Indemnification of Library Trustees

- Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.

10. Set Date of Gloversville Public Library Vote

- Motion to declare the 1st Tuesday in May, 2022 as the date for the Gloversville Public Library Vote.

11. Elect 2 Representatives to the Gloversville Library Foundation Board.

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-

12. Establish Standing Committees

- Executive Committee

President:

Vice-President:

Vice-President of Finance:

Secretary:

- Budget and Finance

Chair:

- Buildings and Grounds

Chair:

- Outreach

Chair:

- Personnel

Chair:

- Policy

Chair:

- Program

Chair:

- Public Relations

Chair:

13. Miscellaneous

- Calendar: Holiday Observances (Federal and Religious, as stated in the Employee Handbook, plus 1 pm closing for Thanksgiving Eve, Christmas Eve and New Year's Eve)
- Motion to designate the Library Director to be the appointing authority for Civil Service employment actions
- Conflict of Interest signing

14. Motion to appoint claims auditor: John Blackmon

Adjourn



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
July 20, 2021 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the June 2021 meeting
2. Treasurer's Report
3. Budget and Finance
 - Warrant List
4. Friends
5. Foundation
6. Building and Grounds Committee
 - Fire Alarm
 - Parking Lot Lines
 - Elevator
7. Outreach Committee
8. Personnel Committee
9. Policy Committee
 - Second reading:
 - Employee Protection/Whistleblower Policy
10. Program Committee
 - Fall Planning Update
11. Public Relations
12. Director's Report
 - Fire Alarm
 - Staff Development
 - Staff Evaluations
13. President's Report
14. Old Business
 - Holidays
 - 68 E. Fulton St.
15. New Business
 - MVLS/Schoharie
 - Executive Session (Personnel)
16. Adjourn

Next Meeting: August 17, 2021 at 6:30 PM

Your Library: a gathering place to learn, grow and enjoy.



Minutes of the Groversville Public Library Board of Trustees Meeting June 15, 2021

The Groversville Public Library Board of Trustees held a meeting on June 15, 2021. Present were President Charles "Ren" Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Christine Pesses, Sue Shrader, Richard Carlson, Gregory Niforos, Caren Pepper, and John Mazur.

Mr. Reed called the meeting to order at 6:32 PM. When asked for any public comment. There was none.

Mr. Reed asked for a motion to approve the May minutes. Mr. Mazur made a motion, with a second motion made by Mr. Carlson. When asked for any discussion, Ms. Pepper inquired about the motion made in the second paragraph. Mr. Reed had made the motion, seconded by Mr. Niforos. Also, there was a correction to the value of the Internal Revenue Service Payroll Credit.

Mr. Reed asked Mr. Frank to review the Financial Report for the 11-month period ending May 31, 2021. Mr. Frank informed the Trustees that our income for the period was up approximately \$62,200 from the same period of the preceding, year due to the Internal Revenue Service Payroll Credit related to COVID-19 of \$86,471, which is being used to pay current payroll taxes each month in the current year. Mr. Frank also informed the Trustees that the Library had received a mini-grant from MVLS in May 2021 of \$600. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$69,500 over last year due primarily to the new maintenance contracts and other maintenance issues with the renovated building 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 also informed the Trustees that included in miscellaneous expenses this year is a \$5,000 fee paid for a grant application. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Shrader, to accept the Financial Report as presented. This was approved all voting "aye."

Mr. Frank distributed the Warrants List for June 2021, numbered 2383 through 2410, 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. Mrs. Pesses made a motion, seconded by Mr. Carlson, 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. Frank informed the Trustees that the Foundation Board had not met yet this year. Mr. Frank also informed the Trustees that the Foundation paid down an additional principal payment on their term loan of \$300,000 bringing the balance down to \$209,341. If we continue to pay the same monthly payment the loan should be paid off in approximately 30 months.

Mr. Reed delivered a report of the Friends of the Library, submitted by Mrs. Jean La Porta. The Friends have selected a 2021 winner of their annual \$500 scholarship. The winner's name will be announced at the Groversville High School Awards Night in June. Mrs. La Porta would also like to thank the Friends for helping Ms. Dunn-Brown with watering and tending to the plants around the library grounds. Additionally, Mrs. La Porta reported 163

Valerie Acklin
Library Director

2021-2022
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Meals were sold during the April Spaghetti Dinner fundraiser. In addition, Nancy Krawczeski will provide basket raffle donors with details prior to the raffle, and if the Trustees would like to include anything in the Friends newsletter, submissions are due by July 21 to Jennifer Wojeski. Subject line must be "For Friends' August 2021 Newsletter". Mrs. LaPorta is also excited to report that the Friends have been invited to participate in the Youth Services Story and Craft Time at the Gazebo, on August 12. They will organize stories and crafts for the children and each child will be given a coupon for a free ice cream cone at Stewart's. Also, the Friends are approving a donation to be made to the summer program, and a basket of children's books will be donated to be raffled at the end of August.

Mr. Carlson delivered a report on behalf of the Buildings and Grounds committee. The HVAC is cooling again and water testing with the state is done. The chiller is registered with NY DOH and the fence will be repaired soon.

Ms. Dunn-Brown reported on behalf of the Outreach Committee, which is hoping to have adequate staffing to allow for participation in upcoming city recreational events.

Mrs. Pesses reported on behalf of the Policy Committee. She discussed the first reading of the Employee Protection/Whistleblower Policy. Also, she requested a motion to pass the following policies, after their second reading:

- Donor Recognition
- Behavior and Environment (with corrections)
- Conflict of Interest

Ms. Pepper made a motion to accept the aforementioned policies, and Mrs. Shrader made a second motion. The board approved with "aye." However, there was some discussion regarding the Patron Borrowing Policy as the library is going "fine free" on June 16, 2021. Mrs. Shrader made a motion to pass the policy with changes made, with a second motion made by Mr. Carlson. The board approved with "aye."

Ms. Acklin delivered the Program Committee report, in which she discussed the summer program start and an uptick in virtual and on-site patronage.

There was no report for Public Relations, as Mr. Rohrs was absent.

Ms. Acklin delivered her Director's Report. She discussed NYS and CDC's move to lifting mask requirements. Staff are no longer required to wear a mask, regardless of vaccination status. The meeting rooms can be used; however, the Carnegie Room will not be available to the public until September.

In his President's Report, Mr. Reed wanted to congratulate Ms. Acklin for almost one full year of service. He thanked her and the staff for wonderful efforts to keep the library a vibrant part of the community.

Under Old Business, Ms. Acklin provided an update to going "fine free". So far, 700 fines had been waived from the past two years. In addition, all the Little Free Libraries ordered through the school district have arrived and DPW will install GPL's box in July. This will be located in the northeast corner of the library property.

Under New Business, GPL will be moving health insurance coverage to CDPHP. This will be discussed further in August. Also, for the upcoming fiscal year, staff will be able to choose additional time off from 10 floating religious holidays. This terminology will be changed to "Discretionary Observance."

Finally, the property at 68 E. Fulton St. was bought by the city from the county, and is now up for bid. The Library will pursue a bid for the property, which will be used for additional parking and outdoor programming. Lastly, Ms. Acklin's director evaluation was unanimously passed by the board.

At 8:30 PM, Mr. Reed asked if there was a motion to go into Executive Session. Mrs. Pesses made a motion, seconded by Ms. Pepper.

At 8:42 PM, Mrs. Pesses made a motion to leave Executive Session, with a second motion made by Mr. Mazur, at which point, Mrs. Shrader made a motion to extend Ms. Acklin's contract as written for another year and set her salary per the most recent budget. Mrs. Pesses made a second motion, and the board approved with "aye."

At 8:44PM, Mr. Reed asked if there was a motion to adjourn. Mr. Mazur made a motion, with a second motion made by Mrs. Shrader. The board approved with "aye."

Respectfully submitted,

Merry Dunn-Brown

GLOVERSVILLE PUBLIC LIBRARY

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

JUNE 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	3.77	276.85	2,161.84	2,323.15
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	555.00	555.00	5,066.00	9,445.00
Government Affiliations	7,000.00	551.05	8,048.60	22,152.93	(1,048.60)
IRS Payroll Credit Covid 19	0.00	66,263.97	152,734.55	0.00	(152,734.55)
Fines & Miscellaneous Income	9,000.00	477.50	3,191.22	8,606.69	5,808.78
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	\$492,295.00	\$67,851.29	\$628,501.22	\$501,682.46	(\$136,206.22)
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on June 1, 2021	\$147,457.01				
Plus: Receipts Per Report	67,851.29				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>76,868.84</u>				
Income Cash Balance on June 30, 2021	<u>138,439.46</u>				
Cobra Reserve Balance	0.00				
Accounts Payable as of 06/30/21	20,739.23				
Cash Received Covid 19 less Credit Due	(63,695.21)				
Deferred Liability - Prepaid Med. Ins.	0.00				
Accounts Receivable - MVP Healthcare	(1,218.60)				
Prepaid Expenses as of 06/30/21	<u>(15,300.40)</u>				
Actual Cash Balance on June 30, 2021	<u>\$78,964.48</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 June 1, 2021	\$101,274.52
Plus: Receipts:	
Interest on Money Market Account	3.23
Transfer from Checking Account	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	40,000.00
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Balance on June 30, 2021	\$61,277.75

BUILDING FUND MONEY MARKET ACCOUNT

Balance on June 1, 2021	\$864,017.22
Plus: Receipts:	
Interest on Money Market Account	71.01
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to Construction Account	0.00
	<hr/>
Balance on June 30, 2021	\$864,088.23

CONSTRUCTION CHECKING ACCOUNT

Balance on June 1, 2021	\$1,083.93
Plus: Receipts:	
Interest Earned	0.02
Transfer from Building Fund MM Account	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on June 30, 2021	\$1,083.95

AMAZON SMILE SAVINGS ACCOUNT

Balance on June 1, 2021	\$397.79
Plus: Receipts:	
Interest Earned	0.02
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on June 30, 2021	\$397.81

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JUNE 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	\$ 21,585.02	\$ 261,065.34	\$ 231,328.34	\$31,869.66
Salaries - Part Time Employees	81,266.00	8,835.16	86,761.97	71,628.19	(5,495.97)
Salaries - Custodians	30,594.00	2,549.52	30,594.24	29,329.20	(0.24)
F I C A & Medicare Tax	30,966.00	2,517.15	29,412.14	25,321.13	1,553.86
Unemployment Insurance	800.00	0.00	981.50	858.00	(181.50)
Disability & Family Leave Insurance	2,000.00	0.00	2,184.98	1,326.89	(184.98)
Medical Insurance & Reimbursements	47,558.00	(1,159.61)	39,922.23	35,817.20	7,635.77
Worker's Compensation Insurance	3,000.00	0.00	3,289.61	2,633.67	(289.61)
Pension Expense	35,000.00	11,287.75	41,885.25	34,601.50	(6,885.25)
Heat	4,000.00	94.90	2,506.83	2,513.30	1,493.17
Electricity	20,000.00	4,050.63	21,220.23	18,683.21	(1,220.23)
Telephone	6,720.00	582.78	6,649.70	6,392.23	70.30
Insurance	25,000.00	0.00	21,949.46	21,663.01	3,050.54
Books, Periodicals, etc.	46,500.00	8,939.57	38,729.40	40,133.07	7,770.60
Computer & Automation Services	13,200.00	1,276.60	13,174.75	11,885.60	25.25
Library, Office Supplies & Postage	11,500.00	1,741.12	9,370.39	6,561.33	2,129.61
Maintenance, Repairs & Bldg. Supplies	3,000.00	4,428.43	18,764.40	9,293.20	(15,764.40)
Maintenance Contracts	27,299.00	1,416.25	32,661.74	20,353.11	(5,362.74)
Treasurer	8,800.00	750.00	8,800.00	8,600.00	0.00
Professional Fees	8,000.00	6,000.00	6,312.50	6,300.00	1,687.50
Election Expense	1,150.00	433.40	1,067.84	303.42	82.16
Professional Meetings & Travel	1,000.00	0.00	349.10	820.51	650.90
Events & Programming	5,000.00	1,193.19	3,845.42	2,937.45	1,154.58
Promotion Expense	4,800.00	217.00	2,498.54	5,362.75	2,301.46
General Expense	1,300.00	129.98	7,135.70	1,124.12	(5,835.70)
TOTAL EXPENSE	\$711,388.00	\$76,868.84	\$691,133.26	\$595,770.43	\$20,254.74

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JUNE 2021

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	DM	E F T United States Treasury (3,967.08)	\$1,287.54	FICA & Medicare Expense
			2,679.54	Payroll
6732		Arch Insurance Group	-	Replace Ck #6599
6733		Gloversville Public Library	13,272.88	Payroll
6734	2385	Michael J. Frank	750.00	Treasurer
6735	2386	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6736	2387	United Health Care	17.40	Medical Insurance
6737	2388	The Leader-Herald (464.82)	132.00	Promotion Expense
			332.82	Election Expense
6738	2389	Frontier Communications	582.78	Telephone
6739	2390	National Grid (1,701.39)	1,641.55	Electric
			59.84	Heat - Natural Gas
6740	2391	Mohawk Valley Library System	1,077.60	Computer & Automation
6741	2392	Kids Reference Company, Inc.	864.85	Books
6742	2393	Gloversville True Value Hardware	54.44	Maintenance & Repairs
6743	2394	Technical Building Services, Inc.	4,076.10	Maintenance & Repairs
6744	2395	The Penworthy Company LLC	572.90	Books
6745	2396	Blackstone Publishing	201.65	A/V - DVDs
6746	2397	Central Programs, Inc. - Gumdrop Books	2,211.02	Books
6747	2398	Quill LLC (873.72)	740.89	Library Supplies
			85.84	Election Expense
			46.99	Maintenance & Repairs
6748	2399	Center Point Large Print	51.04	Books
6749	2400	Ingram Library Services	2,326.64	Books
6750	2401	Naif's	472.00	Newspapers
6751	2402	Darla L. Barry	231.25	Events & Programming
6752	2403	Baker & Taylor Books	630.00	Books
6753	2404	Evapco, Inc.	1,416.25	Maintenance Contracts
6754	2405	Go For It Fitness & Personal Training Studio	35.00	Events & Programming
6755	2406	Gloversville Enlarged School District	403.00	Library Supplies
6756	2407	Business Card (1,894.40)	14.99	G/E - Zoom Membership
			749.34	Events & Programming
			169.00	Computer & Automation
			518.52	Office Expense
			442.55	A/V - DVDs
6757	2408	NYSIF Workers' Compensation	3,171.19	Prepaid Expense
6758	2409	Fleury Risk Management, LLC	364.80	Prepaid Expense
6759	2410	Sebco Books	705.73	Books
6760	2411	Commissioner of Finance	100.00	G/E-Property Bid
6761		Raquette Lake Library - Replace Ck # 6682	-	
6762		Gloversville Public Library	12,680.98	Payroll
DM		E F T NYS & Local Retirement System	431.43	Pension - Withholdings
DM		E F T NYS Tax Department	1,158.20	Payroll
DM		E F T United States Treasury (3,786.10)	1,229.61	FICA & Medicare Expense
			2,556.49	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	<u>58.99</u>	Medical Insurance
		CHECK AND EFT PAID OUTS - JUNE 2021	60,778.41	
		PETTY CASH PAID OUTS - JUNE 2021		
		Library Supplies	12.33	
		Events & Programming	47.60	
		Postage	30.38	
		Books	10.00	
		Election Expense	14.74	
		Maintenance & Repairs	<u>10.74</u>	
		TOTAL JUNE 2021 PAID OUTS	<u>\$60,904.20</u>	
		Plus: Accounts Payable	20,739.23	
		Less: Accounts Receivable - MVP healthcare, Inc.	(1,218.60)	
		Less: Check #6579 voided and not replaced	(20.00)	
		Less: Prepaid Expense	<u>(3,535.99)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$76,868.84</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of June 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 June 30, 2021		\$1,160.47

W G Y CHRISTMAS WISH GRANT

Balance as of June 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
Balance of Grant Money Left at June 30, 2021		\$371.62

ADVOCACY GRANT

Balance as of June 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 June 30, 2021		\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of June 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
Balance of Appropriation Funds Left at June 30, 2021		\$9,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of June 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
Balance of Restoration Funds Left at June 30, 2021		\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of June 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
Balance of Colorthon Funds Left at June 30, 2021		\$559.25

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
 June 30, 2021

NBT BANK - GENERAL FUND CHECKING - Acct. No. 0151115619
 Balance Per Bank Statement \$ -
 THIS ACCOUNT WAS CLOSED ON 6/29/21

NBT BANK - GENERAL FUND CHECKING - Acct. No. 7100665187
 Balance Per Bank Statement \$ 14,173.84
 Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
05/31/21	6731	James Esper Landscaping	\$ 10,900.00
06/10/21	6732	Arch Insurance Group	115.38
06/15/21	6735	The Paul Revere Life Insurance Company	172.78
06/15/21	6751	Darla L. Barry	231.25
06/15/21	6759	Sebca Books	705.73
06/26/21	6761	Raquette Lake Library	28.95
06/30/21	DM	NYS Employees' & Local Retirement System	431.43
Total Outstanding Checks			<u>12,585.52</u>

Other Items:
 Bank Service Charge (Reversed on 7/8/21) 14.85

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 1,603.17

NBT BANK - PAYROLL FUND CHECKING - Acct. No. 0151115606
 Balance Per Bank Statement \$ 13,665.89
 Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
06/30/21	6211	Nicole L. Hauser	1,318.93
06/30/21	6212	Circe I. Johnson	1,030.52
06/30/21	6213	Linda B. Conroy	1,239.36
06/30/21	6214	Jameson M. Duross	909.91
06/30/21	6215	Shari L. Peto	815.78
06/30/21	6216	Darla L. Barry	1,015.65
06/30/21	6217	Valerie A. Acklin	2,024.55
06/30/21	6218	George Emden IV	968.40
06/30/21	6219	Sally L. Ostrander	784.19
06/30/21	6220	Christine T. Prokopiak	375.18
06/30/21	6221	Kimberly A. Collar	377.40
06/30/21	6222	Patricia A. Devereaux	750.87
06/30/21	6223	Kelly S. Lawlor	519.18
06/30/21	6224	Bailey J. Darling	481.80
06/30/21	6225	Barbara J. Madonna	69.26
Total Outstanding Checks			<u>12,680.98</u>

Other Items:
 Bank Service Charge (Reversed on 7/8/21) 15.09

BALANCE IN LEDGER AND QUICKBOOKS \$ 1,000.00

NBT BANK - GENERAL FUND MONEY MARKET - Acct. No. 0181003996
 Balance Per Bank Statement \$ 61,277.75
 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 \$ 61,277.75

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

Balance Per Bank Statement

\$ 864,088.23

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

\$ 864,088.23

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement

\$ 1,083.95

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

\$ 1,083.95

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

Balance Per Bank Statement


\$ 397.81

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

\$ 397.81


Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance



Director's Report: June 2021 **Valerie Acklin/Library Director**

GRANT UPDATE

The final pieces necessary for the ESD grant were compiled and the completed paperwork and documentation was submitted by Barb Madonna. Now we wait to hear back and see if there is any additional information needed or adjustments that need to be made. While we are unsure when, exactly, we will receive a reply, it is hoped that is before the end of the summer.

BUILDING UPDATE

The interior signage that was damaged or incorrect was replaced on July 1. This includes the plaques on the donor recognition wall, as well as the room/furniture donation plaques. In addition, gender the bathroom signage was replaced to reflect gender neutral status, making us compliant with new New York State law. The Gloversville Fire Department visited the Library to conduct our fire inspection. I accompanied for members of the Department throughout the building, answering questions and providing any necessary information. The results of the inspection will be released once we provide the Department with proof of our fire alarm inspection and elevator inspection. In collecting those inspection documents for the Department, I discovered that we have not had a fire alarm inspection since the initial inspection after the renovation. Nor do we have a service contract for annual fire alarm service and inspection. To rectify the situation, I contacted Johnson Controls and established service for the fiscal year. As soon as that paperwork is processed, we should be able to set up a fire alarm inspection. Once that is completed, the appropriate paperwork will be submitted to the Gloversville Fire Department. In other news, our Little Free Library (part of the Talking is Teaching initiative that we have partnered with GESD to promote) should be installed by the end of July.

SUMMER PROGRAMMING

Our offsite summer programming kicked off with Story and Craft Time at the Gazebo in Trail Station Park. While there where some hiccups (the construction work at the gazebo had not been completed as promised, in addition there was noisy landscaping slated for the same time), Darla and Sonny were pleased with the results and are looking forward to continued success. They are also setting up the Tails and Tales Story Walk through Downtown, as well as virtual concerts for kids. Our Intro to Fitness class also got underway at Littauer Field. Despite questionable weather, there was a good turnout that we hope will continue through the summer.

COMMUNITY GARDEN/GLOVERSVILLE GROWS

With repairs to the fence finalized, the garden is thriving and we are starting to see the fruits of our labor. Darla and I are starting to think of the next steps to our Gloversville Grows initiative, to promote local foods and healthy eating habits. We are outlining plans to establish a seed library for the next growing season, using seed donations that she has received. I recently attended WebJunction's Seed Libraries in Rural Public Libraries webinar, in the hopes of gaining insight into how to build a seed library efficiently and effectively. We're excited to undertake this venture!



Adult Services Report: June 2021 Nicole Hauser/Head of Adult Services

In June we met at Trail Station Park for our first in-person crafting class since February 2020! Patrons had the option to pick up a craft kit to go if they preferred. We had 33 people register for the craft. Four people met us at the park and (most of) the rest picked up their kits to go. It was wonderful to work with people again and we hope more will join us in person next month, when we will be making a pair of birds out of yarn.

This month I weeded the 700's, a section that includes topics such as the arts, architecture, hobbies, sports, etc. The large type and western collections were weeded as well.

The Fulton County Correctional Facility picked up our first and second donations for their library this month. The first donation included 9 boxes of mostly fiction books, DVD's, and a few magazines. The second donation consisted of 10 boxes of mostly nonfiction and large type books, and magazines.

We officially became fine free on June 16! We proactively waived overdue fees from over 400 patrons account, totaling approximately \$1000 for an average of about \$2.50 per person. This list only accounted for patrons who held GPL overdue fees AND had used their library card since January 2020. Moving forward, anyone who has GPL overdue fees on their accounts will have those fees waived on an individual basis as they show up at the Library.

The end of June brought the end of our fiscal year. I spent time preparing and training Valerie, Darla, Sally, and Linda on various aspects of our end of fiscal year procedures. It also seemed like a good time to take a look at some circulation reports to see how things went this year.

Below you will find a breakdown of our physical item circulation and collections for the fiscal year, by collection. Adult videos circulated the most, accounting for 19.5% of circulation with Adult Fiction coming in at 16.43%. All adult collections combined accounted for the majority of our physical item circulation, coming in at about 69% for the past year. Children's collections accounted for about 25% and teen collections for about 3%. The totals do not equal 100% because of circulation from miscellaneous collections from other libraries not included in this report. This report also does not include a couple of collections such as Local History and Reference, which impact collection size but do not count towards circulation. Does not include e-materials.

Below, you will also find a list of our top 50 most circulated items for the fiscal year. This report does not include magazine circulation as the sheer number of issues for each skews the results. This report also does not include e-materials.

Adult Video	Zumba® 101 : can't dance? : basic steps + an easy-to-follow Zumba class.	20
Adult Video	The alienist [DVD].	19
Children's Video	Avatar, the last airbender [DVD] : the complete series	19
New and Popular Fiction	The law of innocence	19
New and Popular Fiction	The Sentinel	19
New and Popular Fiction	Walk the wire	19
Adult Video	Little women [DVD]	18
Adult Video	Outlander. Season 3 [DVD].	18
Adult Video	Capone [DVD]	17
Adult Video	Night gallery [DVD] : the complete series	17
Adult Fiction	Where the crawdads sing	17
Adult Video	A beautiful day in the neighborhood [DVD]	16
Adult Video	Charlie's Angels [DVD]	16
Adult Video	The crown. The complete first season [DVD]	16
New and Popular Fiction	The four winds	16
Adult Video	Mission: impossible [DVD] : 5 movie collection.	16
Adult Video	Yellowstone. Season one [DVD].	16
Adult Video	1917 [DVD]	15
Adult Video	Doctor Sleep [DVD]	15
Adult Video	Dr. Quinn, medicine woman. The complete season four [DVD].	15
Adult Video	Dr. Quinn, medicine woman. The complete season two [DVD]	15
Adult Video	Outlander. Season 4 [DVD].	15
Adult Fiction	This tender land : a novel	15
New and Popular Fiction	A time for mercy	15
New and Popular Fiction	Win	15
New and Popular Fiction	Dark sky : a Joe Pickett novel	14
Adult Video	The ghost whisperer. The complete first season [DVD]	14
Adult Nonfiction	The guns at last light : the war in Western Europe, 1944-1945	14
Adult Video	House, M. D. Season 8 [DVD].	14
Adult Video	Joker [DVD]	14
Adult Video	The king of Staten Island [DVD]	14
New and Popular Fiction	The return	14
Adult Video	Absolute power [DVD]	13
New and Popular Fiction	Camino winds	13
Adult Video	The current war [DVD]	13
Adult Video	Emma [DVD]	13
Adult Video	Fringe. The complete first season [DVD].	13
Adult Video	Harnessing nature [DVD] : building the Great Sacandaga	13
Adult Video	Harriet [DVD]	13
Adult Video	The Irishman [DVD]	13
Adult Video	It. Chapter two [DVD]	13

Collection	Circ Count	Percentage of Circulation	Item Count	Percentage of Collection
Adult Audiobooks	1063	3.26%	1246	3.72%
Adult Fiction	5350	16.43%	5376	16.06%
Adult Music	119	0.37%	301	0.90%
Adult Nonfiction	3317	10.18%	5398	16.13%
Adult Video	6351	19.50%	2729	8.15%
Large Type	792	2.43%	731	2.18%
(Live 4/19/21) Library of Things	7	0.02%	5	0.01%
(Live 3/17/21) Lucky Day	138	0.42%	27	0.08%
Magazines	628	1.93%	230	0.69%
Museum Passes	5	0.02%	6	0.02%
New and Popular Fiction	3427	10.52%	326	0.97%
New and Popular Nonfiction	1352	4.15%	181	0.54%
Paperbacks	67	0.21%	98	0.29%
Adult Collections Totals:	22616	69.44%	16654	49.76%

Teen	900	2.76%	1590	4.75%
Teen Graphic Novels	156	0.48%	147	0.44%
Teen Collections Totals:	1056	3.24%	1737	5.19%

Braille	4	0.01%	91	0.27%
Children's Audiobooks	22	0.07%	45	0.13%
Children's Board Books	185	0.57%	171	0.51%
Children's Easy Readers	1102	3.38%	1120	3.35%
Children's Fiction	1940	5.96%	2882	8.61%
Children's Graphic Novels	510	1.57%	350	1.05%
Children's Holiday	234	0.72%	502	1.50%
Children's Nonfiction	1422	4.37%	3677	10.99%
Children's Picture Books	2424	7.44%	2842	8.49%
Children's Video	504	1.55%	428	1.28%
Children's Collections Totals:	8347	25.63%	12108	36.18%

**Top 50 Titles 2020-21
All Collections (excluding magazines)**

Collection	Title	Check outs
Adult Video	Dexter. The fifth season [DVD]	30
New and Popular Fiction	Daylight : [an Atlee Pine thriller]	29
Adult Video	A discovery of witches. Series 1 [DVD]	21
New and Popular Fiction	Deadly cross	20
Adult Video	Star Trek: Discovery. Season 2 [DVD].	20

Adult Video	Jumanji. The next level [DVD]	13
Adult Video	The librarian : [DVD] quest for the spear	13
New and Popular Fiction	Masked prey	13
Adult Video	Scary Stories to Tell in the Dark [DVD]	13



Youth Services Report: June 2021 Darla Barry/Head of Youth Services

The stories for this month were about turtles, Flag Day, Summer, and Fireflies. Take n' Make crats were to create a turtle, an American flag magnet, flower with pot, and a flickering firefly.

There were multiple books orders received for the end of our fiscal year along with the donations from MVLS for processing.

Since our (re)opening, we have had a steady stream of patrons visiting. The numbers of visitors are growing, with a variety of ages utilizing our space. All have had a wonderful positive attitude and have expressed their happiness to be able to join us once again.

We are excited for our Story Time/Story Walk that began on June 28th. Our Summer Story Walk swag bags were available to those that stopped by to kick off our summer program. The actual remote reading events began on July 1.

I was contacted by Beth Schloicka, a social worker from the Gloversville Enlarged School District to increase our community/school relationship. She was emailed the information for our summer reading programs and will pass this on to the students in grades PreK through First.

The Friends of the Library have been in contact with me concerning an opportunity to participate in the summer reading program. Jean LaPorta, Nancy Krawczeski and Patty Franco met with me on June 10th and decided to read various stories by Eric Carle. They are also donating a beautiful basket based on the theme *Tails and Tales* for the end of Summer Reading raffle.

The Community Garden has been growing (including the weeds)! We have added leaf lettuce and romaine lettuce in buckets to our garden of items. Our summer squash plants are not flowing out from their base but are loaded with fruit producing blossoms! The kale is ready to harvest, a few of our tomato plants have tiny tomatoes, and the peppers are supporting a very small variety at this time. George took the time and re-secured the black fabric to the fence for the backstop to support our squash and sugar snap peas (I have seen only one pod, but am still holding hope there will be more) that have been secured with twine. Sadly, at this time, the egg plants don't hold promise to produce, as they are not flourishing. Our strawberries have delivered a few very tasty treats. Hopefully, next year, we can increase the number of plants to enjoy more than a "taste" from the garden!

We received a generous variety of vegetable and flower seeds to share with patrons. We will hold on to some packages for the upcoming 2022 planting season and begin our plants as seedlings.

Statistics for

June 2021

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

Governor's Executive Order, Covid 19 Phase 4 guidelines:
3/17/2020 Library closed,
6/22/2020-7/19/2020 Reopened for CURBSIDE pickup only,
7/20/2020 Reopened with limited access for patrons,
1/6/21 Returned to Curbside pickup only,
4/1/2021 Reopened with limited access for patrons

	2021	2020
VISITORS	4,734	(890)

CIRCULATION

Adult Circulation	1,378	(277)
Teen Circulation	122	(14)
Juvenile Circulation	583	(72)
Audiobooks	70	(20)
eAudio	183	(143)
eBooks	589	(681)
Music	1	(4)
Periodicals	67	(4)
eMagazines	33	(35)
Videos	608	(119)
Museum Passes	2	0
Library of Things	3	0
Subtotal	3,639	(1,369)
In-House Use		
Adult	1	0
Juvenile	5	0
Other Materials	996	0
Subtotal	1002	0
Total Circulation	4,641	(1,369)

REFERENCE QUESTIONS	41	0
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MEETINGS/PROGRAMS/OUTREACH

28 Adult programs and meetings with 149 people	(5 Adult programs and meetings with 42 people)
4 Juvenile programs and meetings with 248 people	(10 Juvenile programs and meetings with 1335 people)
0 Teen programs and meetings with 0 people	(0 Teen programs and meetings with 0 people)
227 One-on-one programs and meetings with 227 people	(In previous years one-on-one programs were included in adult, juvenile and teen program counts)

INTERLIBRARY LOAN

Material Borrowed	473	(120)
Material Loaned	587	(179)
Total	1,060	(299)

COMPUTER USAGE	730	(244)
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HISTORICAL ROOM *

Temporarily Closed

Visitors	5
Books Used	5
Reference Questions	5

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