



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
June 15, 2021 6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the May 2021 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Foundation
6. Building and Grounds Committee
7. Outreach Committee
8. Personnel Committee
9. Policy Committee
First reading:
 - Employee Protection/Whistleblower PolicySecond reading:
 - Conflicts of Interest Policy
 - Donor Recognition Policy
 - Behavior and Environment Policy
 - Patron Borrowing Policy
10. Program Committee
11. Public Relations
12. Director's Report
13. President's Report
14. Old Business
 - Fine Free Update
 - LFL Update
15. New Business
 - Helath Insurance
 - Holidays
 - 68 E. Fulton St.
 - Executive Session
16. Adjourn

Next Meeting: July 20, 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 May 18th, 2021

The Groversville Public Library Board of Trustees held a meeting on May 18th, 2021. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Sue Shrader, Richard Carlson, Gregory Niforos, Caren Pepper, and John Mazur. Mr. Reed called the meeting to order at 6:31 PM. When asked for any public comment, Mr. Reed welcomed *Leader Herald* reporter Jennifer Farnsworth.

Valerie Acklin
Library Director

Mr. Reed asked for a motion to approve the April minutes. Mrs. Pesses made a motion, with a second motion made by Ms. Pepper. Mr. Niforos requested an amended motion that the minutes included the following information: “The 2021-2022 budget was publicly presented via the Groversville Public Library’s website.”

2020-2021
Board of Trustees

Mr. Reed asked Mr. Frank to review the Financial Report for the ten-month period ending April 30, 2021. Mr. Frank informed the Trustees that our income for the period was up approximately \$60,900 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 our expenses for the period were up approximately \$62,500 over last year, due primarily to the new Maintenance Contracts this year that we did not have for the building last year. The increase in payroll and related payroll taxes over the prior fiscal year also increased the expenses for the current year. Mr. Frank also informed the Trustees that included in Miscellaneous Expense 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 Mr. Mazur, to accept the Financial Report as presented. This was approved all voting “aye.”

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Mr. Frank distributed the Warrants list for May 2021, numbered 2356 through 2382, which was audited by John Blackmon, our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Groversville Public Library and recommended payment of same. Ms. Pepper made a motion, seconded by Mr. Niforos, 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, but that he was trying to get in touch with Jeramiah Wood to schedule a Finance Committee meeting and a full Board meeting in June.

Mr. Reed delivered a report of the Friends of the Library, submitted by Mrs. Jean La Porta. The Friends have selected a 202 winner for their annual \$500 scholarship. The winner's name will be announced at the GHS Awards Night in June. The annual spaghetti fundraiser is tomorrow, Wednesday, May 19th at Plaza Italian Bistro. Don't forget to pick up your dinner at the drive through. If you need more tickets, please contact Kathy Konakov or Patty Franco. Nancy Krawczeski will be providing information about the Friends' Basket Raffle during June. Previous donors will be contacted. New donors are welcome too. Be sure to notify Nancy or Jean if you wish to be a new donor this year. The next Friends meeting will be August 5th at 6 PM and they will be taking part in the library's summer program on August 12th. She also congratulates new and returning trustees and thanks them for all they do for the library.

Mr. Carlson delivered a report on behalf of the Buildings and Grounds Committee. Topics discussed included HVAC chiller winter damage and chiller problems. There is work under way, with TBS putting together a temporary “band aid” fix. Mr. Carlson also reported upon the boiler problems and how they are going offline. Jim Esper also contacted the committee, aware of the need for tree removal and will schedule a time to complete the job. Also, his company will work on the slope landscaping once the parking lot tree removal and fence repair is complete. There haven’t been any new leaks in the Children’s Room or Mechanical Room so the architect’s investigation is on hold for now.

Mrs. Pesses reported on behalf of the Policy Committee. She asked for a motion to accept the following policies: Computer and Internet, Meeting Room, and Tutoring. Mr. Reed asked for any discussion. Hearing none, Mr. Mazur made a motion, with a second motion made by Mrs. Shrader. The board approved with “aye.”

Mrs. Pesses also discussed the first reading of Donor Recognition policy and Patron Borrowing policy, the latter of which, Ms. Acklin made it clear, will make the GPL is fine free for the majority of materials. The Conflicts of Interest policy underwent a first reading, as well, and will be in effect July 1, 2021. Mr. Reed asked for a motion to accept it as written. Ms. Pepper made a motion, with a second motion made by Ms. Dunn-Brown. The board approved with “aye.”

Ms. Dunn-Brown delivered a report for the Outreach Committee. She is hoping volunteers will be present at the Southern ADK Wine and Food Festival. Mr. Niforos suggested the Outreach committee set up a table at Food Truck Friday.

Mrs. Shrader reported on behalf of the Personnel Committee, whereas she noted there will be a committee meeting on May 26th at 11 AM.

Ms. Acklin reported on behalf of the Program Committee and she announced the GPL received a mini grant of \$600 from MVLS for programming. With this money, they have purchased a wagon for materials for programs, a portable PA system to use in the park this summer, and other program-related items. Program registration is up and she would like to thank Mrs. Pesses and Ms. Dunn-Brown for their help distributing information about the Library’s offerings.

When asked if there was anything to report on behalf of the Public Relations committee, Mr. Rohrs noted that there was not much to discuss other than thanking Ms. Acklin, the staff, the Friends, and the Trustees for making the library such a positive presence in the community. When asked to discuss the Director’s Report, Ms. Acklin announced the results of the budget and trustee vote. The vote on the proposed budget received 128 votes of yes and 35 votes of no. The following trustees were approved to the board:

- Gregory Niforos
- Caren Pepper
- John Mazur
- Merry Dunn-Brown
- Richard Carlson

Three write-in votes were Robin Wentworth, Frank Lauria, and David Heacock. The board of trustees respectfully acknowledges any and all write-in votes and anticipates working with the write-in candidates in some capacity in the future.

Mr. Reed asked for a motion to accept the results. Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown. The board approved with a vote of “aye.”

In the President's Report, Mr. Reed congratulated all returning trustees and congratulated Ms. Acklin on her "first rodeo" with the budget.

Mr. Reed asked if there was any new business. Ms. Pepper inquired if masks were required while being in the library. Ms. Acklin responded that it is recommended that people are still masked while inside.

At 8:26, Mr. Reed asked for a motion to adjourn. Mrs. Pesses made a motion, with a second motion made by Mr. Mazur. The board approved with "aye."

Respectfully submitted

Christian W. Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

MAY 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	5.99	273.08	2,145.92	2,326.92
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	600.00	7,497.55	21,207.98	(497.55)
IRS Payroll Credit Covid 19	0.00	0.00	86,470.58	0.00	(86,470.58)
Fines & Miscellaneous Income	9,000.00	763.85	2,713.72	8,606.69	6,286.28
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$492,295.00</u>	<u>\$1,369.84</u>	<u>\$560,649.93</u>	<u>\$498,411.59</u>	<u>(\$68,354.93)</u>
	Income Cash Reconcilement				
Income Cash Balance on May 1, 2021	<u>\$195,503.91</u>				
Plus: Receipts Per Report	1,369.84				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>49,416.74</u>				
Income Cash Balance on May 31, 2021	<u>147,457.01</u>				
Cobra Reserve Balance	0.00				
Accounts Payable as of 05/31/21	0.00				
Cash Received Covid 19 less Credit Due	(5,184.42)				
Deferred Liability - Prepaid Med. Ins.	0.00				
Prepaid Expenses as of 05/31/21	<u>(11,764.41)</u>				
Actual Cash Balance on May 31, 2021	<u>\$130,508.18</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 May 1, 2021	\$151,269.39
Plus: Receipts:	
Interest on Money Market Account	5.13
Transfer from Checking Account	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	50,000.00
Balance on May 31, 2021	<u>\$101,274.52</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on May 1, 2021	\$880,938.23
Plus: Receipts:	
Interest on Money Market Account	78.99
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to Construction Account	17,000.00
Balance on May 31, 2021	<u>\$864,017.22</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on May 1, 2021	\$1,793.52
Plus: Receipts:	
Interest Earned	0.09
Transfer from Building Fund MM Account	17,000.00
Less: Paid Outs:	
ACCENT - Signs	17,709.68
Balance on May 31, 2021	<u>\$1,083.93</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on May 1, 2021	\$360.94
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	36.85
Less: Paid Outs:	
None	0.00
Balance on May 31, 2021	<u>\$397.79</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

MAY 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	\$ 239,480.32	\$ 214,624.30	\$53,454.68
Salaries - Part Time Employees	81,266.00	7,475.56	77,926.81	65,186.86	3,339.19
Salaries - Custodians	30,594.00	2,549.52	28,044.72	26,885.10	2,549.28
F I C A & Medicare Tax	30,966.00	2,413.03	26,894.99	23,376.85	4,071.01
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	4,484.59	41,081.84	36,930.47	6,476.16
Worker's Compensation Insurance	3,000.00	0.00	3,289.61	2,633.67	(289.61)
Pension Expense	35,000.00	0.00	30,597.50	25,655.00	4,402.50
Heat	4,000.00	160.78	2,411.93	2,405.04	1,588.07
Electricity	20,000.00	1,420.70	17,169.60	16,027.95	2,830.40
Telephone	6,720.00	581.30	6,066.92	5,878.31	653.08
Insurance	25,000.00	0.00	21,949.46	21,663.01	3,050.54
Books, Periodicals, etc.	46,500.00	3,754.44	29,789.83	38,349.13	16,710.17
Computer & Automation Services	13,200.00	1,140.59	11,898.15	10,813.48	1,301.85
Library, Office Supplies & Postage	11,500.00	869.96	7,629.27	5,807.86	3,870.73
Maintenance, Repairs & Bldg. Supplies	3,000.00	1,228.75	14,335.97	7,960.35	(11,335.97)
Maintenance Contracts	27,299.00	0.00	31,245.49	20,353.11	(3,946.49)
Treasurer	8,800.00	750.00	8,050.00	7,850.00	750.00
Professional Fees	8,000.00	0.00	312.50	0.00	7,687.50
Election Expense	1,150.00	634.44	634.44	303.42	515.56
Professional Meetings & Travel	1,000.00	0.00	349.10	820.51	650.90
Events & Programming	5,000.00	282.07	2,652.23	2,857.45	2,347.77
Promotion Expense	4,800.00	25.00	2,281.54	5,114.75	2,518.46
General Expense	1,300.00	60.99	7,005.72	1,046.48	(5,705.72)
TOTAL EXPENSE	\$711,388.00	\$49,416.74	\$614,264.42	\$544,727.99	\$97,123.58

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

MAY 2021

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	DM	E F T United States Treasury (3,755.84)	\$1,223.92	FICA & Medicare Expense
			2,531.92	Payroll
6701		Gloversville Public Library	12,657.91	Payroll
6702	2356	Michael J. Frank	750.00	Treasurer
6703	2357	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6704	2358	United Health Care	17.40	Medical Insurance
6705	2359	M V P Health Care, Inc.	4,265.10	Medical Insurance
6706	2360	The Leader-Herald (93.60)	25.00	Promotion Expense
			68.60	Election Expense
6707	2361	Frontier Communications	581.30	Telephone
6708	2362	National Grid (1,581.48)	1,420.70	Electric
			160.78	Heat - Natural Gas
6709	2363	Discount School Supply	143.72	Events & Programming
6710	2364	Ingram Library Services	2,389.64	Books
6711	2365	Naif's	478.00	Newspapers
6712	2366	Center Point Large Print	79.01	Books
6713	2367	Mohawk Valley Library System	1,077.60	Computer & Automation
6714	2368	Gloversville True Value Hardware	6.99	Maintenance & Repairs
6715	2369	Technical Building Services, Inc.	1,019.94	Maintenance & Repairs
6716	2370	The Daily Gazette	182.00	Newspapers
6717	2371	Blackstone Publishing	267.57	A/V - DVDs
6718	2372	Derby Office Equipment, Inc.	85.01	Library Supplies
6719	2373	Board of Water Commissioners	117.82	Maintenance & Repairs
6720	2374	Linda Ellis	145.00	Election Expense
6721	2375	Ronald Ellis	145.00	Election Expense
6722	2376	Quill LLC (595.79)	509.95	Library Supplies
			85.84	Election Expense
6723	2377	Business Card (849.55)	14.99	G/E - Zoom Membership
			138.35	Events & Programming
			62.99	Computer & Automation
			275.00	Postage
			358.22	A/V - DVDs
6724	2378	Fulton Montgomery Regional Chamber of Commerce (276.00)	46.00	G/E - Dues
			230.00	Prepaid Expense
6725	2379	Void	0.00	
6726	2380	Round Lake Library	49.00	Fines, etc.
6727	2381	Hydro-Test Sales & Service	84.00	Maintenance & Repairs
6728	2382	Ronald Ellis	95.00	Election Expense
6729	2383	Linda Ellis	95.00	Election Expense
6730		Gloversville Public Library	12,272.98	Payroll
6731		James Esper Landscaping - Replacement Check	0.00	
DM		E F T NYS & Local Retirement System	406.50	Pension - Withholdings
DM		E F T NYS Tax Department	1,081.50	Payroll
DM		E F T United States Treasury (3,658.22)	1,189.11	FICA & Medicare Expense
			2,469.11	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	<u>828.79</u>	Medical Insurance
		CHECK AND EFT PAID OUTS - MAY 2021	50,305.04	
		PETTY CASH PAID OUTS - MAY 2021		
		None	<u>0.00</u>	
		TOTAL MAY 2021 PAID OUTS	<u><u>\$50,305.04</u></u>	
		Less: Medical Ins Reimb - Johnson	(609.30)	
		Less: Fines, etc.	(49.00)	
		Less: Prepaid Expense	<u>(230.00)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$49,416.74</u></u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of May 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 May 31, 2021			\$1,160.47

W G Y CHRISTMAS WISH GRANT

Balance as of May 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 May 31, 2021			\$371.62

ADVOCACY GRANT

Balance as of May 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 May 31, 2021			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of May 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 May 31, 2021			\$9,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of May 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 May 31, 2021			\$2,507.18

PARK TERRACE PTA - COLORTON

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

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
May 31, 2021

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

Balance Per Bank Statement				\$	14,414.00
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
12/15/20	6579	Schoharie Crossing State Historical Site		20.00	
01/19/21	6599	Arch Insurance Group		115.38	
04/20/21	6677	Palmateer Trucking & Container Service		228.00	
04/20/21	6682	Raquette Lake Library		28.95	
		Total Outstanding Checks			<u>392.33</u>

Other Items: None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 14,021.67 ****

***This remaining Balance was transferred into the new account below on June 2, 2021

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

Balance Per Bank Statement				\$	10,500.85
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
05/18/21	6703	The Paul Revere Life Insurance Company		172.78	
05/18/21	6704	United Healthcare		17.40	
05/18/21	6718	Derby Office Equipment, Inc.		85.01	
05/18/21	6726	Round Lake Library		49.00	
05/18/21	6727	Hydro-Test Sales & Service		84.00	
05/27/21	6728	Ronald Ellis		95.00	
05/27/21	6729	Linda Ellis		95.00	
05/31/21	6731	James Esper Landscaping		10,900.00	
		Total Outstanding Checks			<u>11,498.19</u>

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ (997.34)

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

Balance Per Bank Statement				\$	12,457.20
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
05/28/21	6181	Nicole L. Hauser		1,318.93	
05/28/21	6182	Circe I. Johnson		1,030.52	
05/28/21	6183	Linda B. Conroy		1,239.36	
05/28/21	6184	Jameson M. Duross		909.91	
05/28/21	6186	Darla L. Barry		1,015.65	
05/28/21	6187	Valerie A. Acklin		2,024.55	
05/28/21	6188	George Emden IV		968.40	
05/28/21	6189	Sally L. Ostrander		627.42	
05/28/21	6190	Christine T. Prokopiak		297.37	
05/28/21	6191	Kimberly A. Collar		366.77	
05/28/21	6192	Patricia A. Devereaux		621.50	
05/28/21	6193	Kelly S. Lawlor		497.00	
05/28/21	6194	Bailey J. Darling		418.61	
05/28/21	6195	Barbara J. Madonna		121.21	
		Total Outstanding Checks			<u>11,457.20</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 \$ 101,274.52

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 101,274.52

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

Balance Per Bank Statement \$ 864,017.22

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 864,017.22

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 1,083.93

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

\$ 1,083.93

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

Balance Per Bank Statement \$ 397.79

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 397.79

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance



Director's Report: May 2021

Valerie Acklin Library Director

Fine Free

Nicole and I met with Sharon O'Brien from MVLS, to discuss the administrative end of going fine free. This was extremely informative and allayed our fears that the process would be both time-consuming and complicated. Instead, she assured us that it would be a relative quick and easy switch. Our main concern was that we want to continue fines for three of our collections, comprised of big ticket items: museum passes, the Library of Things, and kits. Happily, we will be able to make the vast majority of items fine free, while keeping the fines for those specific collections. In addition, we were able to adjust the loan limits and rules for the various collections, as well as change adjust both the wording and the timing of overdue notices, to reflect our updated patron borrowing policy.

Following that meeting, Sharon sent us a current list of patrons with outstanding fines, and staff have begun sorting through it, to identify patrons with Gloversville fines from transactions in the last year (other than for the collections above, that will still be accruing fines). We are in the process of proactively waiving those fines, in preparation for officially going fine free on the morning of June 16th. Since conditions for full staff meeting still aren't ideal, I sent a group email spelling out our new policy and the new procedures for frontline staff, and Nicole has been checking in with clerks individually to make sure everyone is comfortable with the changes. We've both been fielding questions, and will continue to do so. Once the new policy begins, it will take approximately a month to completely roll out, because of the timing of overdue notices, but we are excited to spread the word and let everyone know that fines are a thing of the past.

Covid Restrictions

While the vaccination rate in Fulton County isn't as robust as I'd like, the Library is moving forward with rolling out our re-opening, in conjunction with the Governor's shift in mandates. That said, we are still continuing our mask policy, as that allows us to maintain access for all in the safest way possible, without having to infringe upon patron privacy by asking folks their vaccination status. There have been a handful of grumbles, but for the most part our patrons have been understanding and compliant. We have also installed the new patron counters at both the front and rear entrances, and combined with our mask policy, this has meant we were able to re-open the front doors and we no longer have to staff the back doors (which will allow staff to return to their pre-pandemic shifts schedules).

We have also replaced all the seating throughout the building, and have opened up the library for extended visits. Patrons are now welcome to sit at tables and upholstered chairs/benches at their leisure. Meeting Room attendance is still reservable, with seating capacity limits still in place. In addition, all computers are now available for use without restriction, for adults, teens, and children.

Looking forward, I continue to monitor positivity rates, vaccination numbers, and state policy announcements, and will lift our mask policy as soon as I think it is safe to do so – keeping in mind that so many of our patrons are in the most vulnerable populations. I do expect to ease meeting room restrictions and open the building to indoor programming after Labor Day, so Nicole, Darla, Chris, and I are already planning our programming schedule accordingly.

Building Update

I'm currently working through the details of our new water treatment contract with MIS America. Once that process is complete, we'll send the paperwork off to the State. I've also reached out, again, for our carpet cleaning and hope to hammer out that new contract as we embark on the new fiscal year.

I'm delighted to report that recent heavy rainfall has not impacted the mechanical room, but that does mean that the source of the leaking is still a mystery. One possibility is that ice build-up on the roof in a factor, so when the seasons change, we will have to be vigilant in checking on the status of the room. We will also need to purchase and assemble covering for the chiller before the cold weather sets in. I'm hoping between Dick, George, and I we can come up with a solution that's sturdy, yet temporary, solution at a reasonable price point.

The only other current issue is our gate entrance from the rear parking lot, which is currently broken. The gate post plate had detached from the gate. Of course, we want to fix it as soon as possible, but the building is still secure, as the door leading into Nicole and Linda's office, remains locked with key fob access. That said, I'm working with George on solution for the gate that will be long-term, without marring the fence itself. I'm hoping that we'll have it fixed within the next week or so.

Looking Forward

I'm very optimistic about our summer programming and outreach initiatives. Our fitness classes kicked off with more registrants than ever before, and we are set for story time for children, as well as craft time for adults. In addition, after a long lull, our online programs are seeing a small surge in attendance, which supports our plan to make virtual offerings a permanent part of our programming. As I mentioned earlier, we should be open fully by the fall, and are in the process of planning for a return to in-house events, while maintaining virtual and off-site options.

The GESD has informed me that our Little Free Library has arrived and the city's Department of Public Works should be in touch shortly to schedule installation. We're hoping to place it on the northeast corner of the property (opposite the Fire Dept. call box), as that will provide visibility from the street, as well as easy access from the parking lot.

Barb is still hard at work on our ESD grant application. There's no big news to report at the moment, but she's hopeful that she'll be able to start wrapping things up in the coming weeks and provide more news soon.

I have been drawing a preliminary list of plans and projects for the next fiscal year and beyond. It is in its most rudimentary stages, but it does give an idea of my thinking and what I've identified as priorities. I'm attaching it for informational purposes and would welcome any feedback.

2021-2022 (& Beyond) GPL Goals & Dreams

Collection

Local History Room: Weed the collection, catalog uncataloged items, prepare space for use. Continue efforts to obtain local history DVD collection. *[December 2021]*

Library of Things: Evaluate current collection, update as necessary. Continue collection development at 5 item/year pace. Create an Adopt-A-Thing program for ongoing costs. *[June 2022]*

Essentials Collection: In preparation for winter establish collection of basic toiletries (soap, socks, feminine hygiene products, toothbrush/paste, etc.), available, privately, to patrons. Reach out to local drug stores/box stores for donations of refills. Research grant funding opportunities/donations. *[November 2021]*

Memory Lane Collection: Establish collection of books designed to assist and entertain those with memory/cognitive impairments, as well as resources for caregivers and families. Research grant funding opportunities/donations. *[June 2022]*

Seed Library: As part of Gloversville Grows initiative, establish a Seed Library to promote healthy, local food choices. Patrons would “check out” seeds at beginning of growing season, and then be asked to return a handful of seeds to the collection from their harvest, after the growing season. Establish partnerships with Cornell Extension, local farmers, FFA/4-H, as well as businesses (Dollar General, Tractor Supply, etc.). *[February 2022]*

Picture Perfect Collection: Research the possibility of loaning framed art prints of famous works and those of local artists, covering a variety of styles and subjects. Include art/artist information. Establish partnerships and research grant opportunities. *[Fall/Winter 2022]*

Programming

Local History Happenings: Once space is operating, hold info sessions for those interested in learning what the space has to offer. Continue offering regular, local history/genealogy programming and social media posts. *[February 2022]*

Things Petting Zoo Series: Give community an opportunity to learn about what we offer in the LOT, as well as give them instruction and hands-on practice. *[June 2022]*

Memory Care Connections: Research viability of establishing social group for seniors (in conjunction with hospital/Office of the Aging/Senior Center), as well as information/support programs for caregivers. *[Fall/Winter 2021-2022]*

Book Clubs: Continue online genre book club, establish cookbook club, as part of Gloversville Grows initiative). Partner with local restaurants for possible off-site hosting locations. *[January 2022]*

Puzzle Table: Dedicate a Reading Room table to a jigsaw puzzle that can be worked on by patrons. *[September 2021]*

Which Was Better Media Throwdown Series: Two-part YA program comparing books and their film versions. Comprised of a screening and a separate book/movie discussion. Possibly online. *[February 2022]*

Outreach

Shredding Events: Establish mobile shredding visits 2x per year. Explore possible sponsorships opportunities [April 2022]

Fulton County Correctional Facility: Continue regular donations for their onsite library and work to establish resource packets for those released. Research possibility of holding remote book club or other programming for those still incarcerated. [February 2022]

Diversity Displays: Each month, in each room housing collections (Fic/Non-Fic/Media/YS/J), incorporate titles highlighting minority/marginalized/challenged populations (ethnicities/nationalities, sub-sections of society, health or other challenges) into our displays (either stand-alone or part of another display). Good way to monitor the diversity of our collections and keep them updated). [September 2021]

Dial-A-Story: Research feasibility of establishing story times by phone (both for children and adults). Way to reach those who might not otherwise have the ability to come to the library or access technology. [June 2022]

GESD: Establish Little Free Library. Arrange meeting with all GESD principals & school media specialists, along with Darla, to discuss future collaborations. Reach out to art/shop/writing clubs to discuss opportunities to work together. [December 2021]

Defibrillator: Research grants that will allow us to install a defibrillator onsite, as well as provide training and maintenance. See if local fraternal/community organizations might be interested in sponsorship. Talk to Department of Public Health. Find local physician to act as oversight. [Spring 2023]

Free Fresh Food Fridge: As part of Gloversville Grows initiative, research costs and viability of establishing a fresh produce pantry at the library. Establish partnerships with Department of Public Health, Latham Food Pantry, local farmers/supermarkets/Co-op, gardening clubs, FFA/4-H for donations of ongoing supplies. Research possible state funding opportunities. [Fall 2023]

Charlie Cart Mobile Kitchen: Research mobile kitchen that we could use as part of the Gloversville Grows initiative and other food-oriented programs, both onsite and in the community. Research grant/donation opportunities. [Spring/Fall 2024]

Staff

Picnic Table/Adirondack Chairs: For lower gated area, outside Youth Services. Staff would enjoy the ability to get some fresh air and enjoy the sunshine during the nice weather. Explore possible donations with the Friends and/or other community organizations. [September 2021]

Scheduling Software: Work with Linda to establish this ASAP. Leaning towards When2Work, will need to budget for subscription. [December 2021]

Direct Deposit: Number one request from staff. Will help with scheduling on pay days, when staff wants to leave building to go to the bank. Work with Mike to establish. [June 2022]

Staff Development: Offer each staff member the opportunity for two staff development classes/webinars each year. Will need to explore local/free options, as well as a system for keeping track of who will be attending what. [September 2021]

CPR/NARCAN/Defibrillator Training: Offer staff the opportunity to receive CPR/NARCAN/defibrillator training. Research organizations that will come onsite and provide classes for free. [Spring/Summer 2023]



Adult Services Report: May 2021

Nicole Hauser

Librarian/Head of Adult Services

The dissolution of our Baker & Taylor lease collection was completed in May. Here is a breakdown of the final buyback:

Total Lease Collection:	1030
# Returned:	361
# Lost:	24
# Purchased:	210
# Kept free for every 5 returned:	72
# Kept free from unused quota:	363
Total reduction:	1030

Dissolving this collection will free up multiple staff members time, make sure the entire collection is being considered for withdrawal on the same terms and outright save money when adding titles to our collection.

The Adult Craft to Go for June will be a decorative fairy door and we will be meeting, in person(!), at Rail Trail Park in addition to providing kits to go for those who request them.

The items in our Library of Things collection continued to circulate. All of the electronic items in the collection have now been checked out at least once. As the weather gets nicer, we anticipate that the folding table and canopy will start going out as well.

During May we weeded the adult DVD collection. I considered titles that had not circulated for 2 or more years.

The Fulton County Correctional Facility reached out to us looking for a donation of materials for their library. I spoke with Sgt. Wood from the Correctional Facility and found out that they had recently disposed of most of the materials there due to poor condition. I put together a donation of 9 boxes of books (mostly adult fiction) and 2 boxes of DVD's (which we had just removed from our collection). We are planning on continuing to donate materials to the Correctional Facility on a regular basis going forward.

In conjunction, and on a tag-team basis, with Valerie, I met with workers from TBS and MIS America/EVAPCO several times about repairs, and general maintenance, to the chiller and HVAC system. After several trips by both companies, the system is ready for the cooling season, fully functional and we have a plan (or time to come up with a plan) for protecting the chiller from falling snow/ice next winter.

GLOVERSVILLE



PUBLIC
LIBRARY

Youth Services Report: May 2021

Darla Barry

Library Assistant/Head of Youth Services

The virtual stories for this month were about kites, ducks, pinwheels/windmills, and Memorial Day. We did coordinating Take n' Make Craft Bags of kites, ducks, pinwheels and star suncatchers.

There were three books orders submitted to Ingram and one to Sebco. These will be the last book orders for our fiscal year.

May 22nd was the "Fill and Bucket and Plant a Plant" for the community garden. While we didn't have any takers from the community (we're hoping once it's built and growing, it will generate interest), George Emden constructed two wooden frames to hold two rows of four buckets each. We may, at a later date, stain them. Sally Ostrander offered the use of her time and vehicle to pick up the compost/topsoil mixture and deliver it from Puthaven Farms. Once we realized we wouldn't have enough soil, she actually went back and picked up a second load. Linda Conroy also showed up and offered her time as well. I was very happy and impressed with their kindness and support. My daughter, Stacey and grandson, Keegan were also volunteers in this endeavor. We planted tomatoes, red, green and yellow peppers, cucumbers, yellow squash, zucchini squash, two kinds of kale, sugar peas, bush beans, onions, basil, a tomatillo, celeriac, and strawberries. We will be finishing up with a couple different kinds of lettuce.

On May 24th, Sonny Duross and I walked to the Rail Trail to check the surroundings for our upcoming story times to be held in the pavilion. It looks to be a very nice place to have the children enjoy their Thursday mornings.

Statistics for **May 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

	<u>2021</u>	<u>2020</u>
VISITORS	4,489	(168)
CIRCULATION		
Adult Circulation	1215	(17)
Teen Circulation	68	0
Juvenile Circulation	358	(19)
Audiobooks	85	0
eAudio	203	(139)
eBooks	610	(774)
Music	4	0
Periodicals	41	(6)
eMagazines	77	(37)
Videos	561	(7)
Museum Passes	1	0
Library of Things	3	0
Subtotal	<u>3226</u>	<u>(999)</u>
In-House Use		
Adult	1	0
Juvenile	0	0
Other Materials	905	0
Subtotal	<u>906</u>	<u>0</u>
Total Circulation	4132	(999)
REFERENCE QUESTIONS	20	0
MEETINGS/PROGRAMS/OUTREACH		
27 Adult programs and meetings with 127 people		(3 Adult programs and meetings with 29 people)
10 Juvenile programs and meetings with 543 people		(13 Juv. programs and meetings with 1425 people)
0 Teen programs and meetings with 0 people		(0 Teen programs and meetings with 0 people)
INTERLIBRARY LOAN		
Material Borrowed	392	0
Material Loaned	569	0
Total	<u>961</u>	<u>0</u>
COMPUTER USAGE	442	(227)

HISTORICAL ROOM * Temporarily Closed

Visitors

Books Used

Reference Questions

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

GPL 2020-2021 Holidays

<u>Holiday</u>	<u>Day of the Week</u>	<u>Month</u>	<u>Date</u>	<u>Note</u>
Independence Day	Sunday	July	4	Floating
Labor Day	Monday	September	6	Closed
Rosh Hashanah [Day 1]	Tuesday	September	7	Floating
Rosh Hashanah [Day 2]	Wednesday	September	8	Floating
Yom Kippur	Thursday	September	16	Floating
Indigenous People's Day	Monday	October	11	Closed
Diwali	Thursday	November	4	Floating
Veteran's Day	Thursday	November	11	Closed
Thanksgiving Eve	Wednesday	November	24	1:00 PM
Thanksgiving	Thursday	November	25	Closed
Christmas Eve	Friday	December	24	1:00 PM
Christmas	Saturday	December	25	Closed
New Year's Eve	Friday	December	31	1:00 PM
New Year's Day	Saturday	January	1	Closed
MLK Jr. Day	Monday	January	17	Closed
Presidents' Day	Monday	February	21	Closed
Good Friday	Friday	April	15	Floating
Passover	Friday	April	15	Floating
Eid-al-Fitr	Monday	May	2	Floating
Vesak	Friday	May	6	Floating
Juneteenth	Sunday	June	19	Floating

Section 1: Customer Service

1	Facilitates reference, reader/ services, and library use instruction.
2	Administers online information and database services, including social media and website.
3	Identifies patrons' needs and plans, develops, implements programs and collection development accordingly.
4	Attends and evaluates programs.
5	Delegates the authority for planning, developing, implementing, and evaluating children's programs.
6	Evaluates, updates, and preserves the collection.
7	Delegates the authority for materials selection and management of the children's collection.

Section 2: Community Relations

1	Solicits patron and community responses, suggestions, and participation regarding library services.
2	Promotes and publicizes the library and new services to large segments of the population.
3	Works with elected officials, school officials and civic organizations to develop programs and services.
4	Actively participates in county, system, and state-wide professional associations, conferences and workshops.
5	The library is responsive to changes in the community.
6	A proper and realistic balance is maintained between promotion of services and budget constraints.
7	Circulation trends and in-house use are analyzed for collection development purposes.
8	Information about new services that are effectively communicated to the public.
9	Director is visible and active in the community and available for engagements.

Annual Evaluation for: Valerie Acklin
 Date of Evaluation: 5/1/2021

Score	Rating	Director Rating
6.86	Meets	Needs Improvement
6.44	Meets	Exceeds
6.89	Meets	Exceeds
6.57	Meets	N/A
6.67	Meets	Meets
6.89	Meets	Meets
6.89	Meets	Exceeds

Section Score 6.7 Meets

Score	Rating	Director Rating
5.71	Meets	Needs Improvement
7.56	Exceeds	Exceeds
6.67	Meets	N/A
6.50	Meets	Exceeds
7.33	Exceeds	Exceeds
6.67	Meets	Meets
6.89	Meets	Exceeds
7.33	Exceeds	Exceeds
6.00	Meets	N/A

Section Score 6.8 Meets

Section 3: Organizational Growth

1. Ensures the ongoing responsible operation of the library.
2. Assists the Board in developing a long-range operating and financial plan with input from Board, staff and community.
3. With the Board, formulates a plan to develop library services to meet present and future community needs.
4. Creatively and initiative are demonstrated in creating new services and programs.
5. Maintains, reviews and develops library's policies.
6. Staff are aware of the library's long-range plan, policies, and activities.
7. Develops and reviews annual goals and measurable objectives for library service.
8. Selection and weeding policies have been established and implemented to enable the library to react systematically to changes in the budget.
9. Participates and holds office in professional organizations as appropriate.
10. Actively supports and promotes the maintenance of a Friends group. Defines its role to the board.
11. Provides information to the board on the implementation and revision of short and long term planning.
12. Maintains knowledge of current state-of-the-art service delivery, technical processes, library automation and library management.

Score	Rating	Director Rating
6.89	Meets	Exceeds
6.57	Meets	Meets
6.89	Meets	Meets
7.78	Exceeds	Meets
7.14	Exceeds	Exceeds
6.86	Meets	Meets
6.57	Meets	Meets
6.44	Meets	Meets
6.50	Meets	Exceeds
6.89	Meets	Needs Improvement
6.89	Meets	Meets

Section Score

6.8

Meets

Section 4: Staff Relations/ Development

1. Supervises staff, including hiring, training, evaluating and disciplining in accordance with library policies.
2. Delegates authority and responsibility appropriately.
3. Oversees effective work assignments of staff and schedule including maintaining employee records on including vacation and sick time.
4. Prepares and updates staff job descriptions.
5. Regular performance evaluations are held and documented.
6. Makes preliminary recommendations to the Board for staff salary schedules and associated benefits and administers recommendations.
7. For staff development and education, encourages staff to maintain an awareness of technological advances in the profession and creates opportunities for staff to improve library services.
8. Library climate attracts, keeps, and motivates a diverse staff in line with Equal Opportunity Employment and Affirmative Action guidelines.
9. Positive management/staff relations are maintained.
10. Innovations are implemented only after they fit the needs of the institution and are proven to be cost effective.
11. Potential managers are identified, encouraged to develop and assisted in their pursuit of career goals.
12. Director justifies the need for staff development funds, actively campaigns for such funds, and accounts for and encourages the use of such funds.

Score	Rating	Director Rating
6.89	Meets	Meets
7.25	Exceeds	Exceeds
6.00	Meets	Needs Improvement
6.44	Meets	Exceeds
6.60	Meets	Meets
6.50	Meets	Meets
6.67	Meets	Exceeds
6.00	Meets	N/A
6.44	Meets	Exceeds
6.75	Meets	Meets
7.60	Exceeds	Exceeds
6.67	Meets	Meets

Section Score

6.6

Meets

Section 5: Financial Management, Legal Compliance, & Fundraising

- 1 Oversees preparation of a comprehensive preliminary annual budget for submission to the Finance Committee.
- 2 Assists the Board in developing a long-range budget plan.
- 3 Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding, etc.).
- 4 Builds positive relationships with government, foundation and other funding sources.
- 5 Presents and defends budget requests before the Library Board.
- 6 Administers budget to balance expenditures and revenues.
- 7 Pursues and applies for grant money, gifts, and other sources of funding and disburses them accordingly.
- 8 Necessary work is completed in a timely manner to present to the Board.

Score	Rating	Director Rating
6.22	Meets	Needs Improvement
5.71	Meets	Needs Improvement
6.22	Meets	Meets
6.00	Meets	Needs Improvement
6.89	Meets	Meets
6.75	Meets	Meets
6.00	Meets	Needs Improvement
6.89	Meets	Meets

Section Score

6.4

Meets

Section 6: Board of Trustee Relationship

- 1 Makes fair and equitable policy recommendations that are necessary and appropriate to the efficient operation of the library.
- 2 Administers all policies with Board approval.
- 3 Attends scheduled Board of Trustees meetings and provides operators and financial reports.
- 4 Makes recommendations and suggestions on operators to the Board and its subcommittees.
- 5 Assists in development of a three year plan of service and oversees its implementation and the regular evaluation of the plan of service.
- 6 Follows up promptly on Board requests and implements Board decisions on a timely basis.
- 7 Works effectively with the Board and fully and enthusiastically supports board decisions.
- 8 Director is objective in making the necessary decisions.
- 9 Director is consistent in making the necessary decisions that affect the staff and/or public.
- 10 Director sets an example for the staff through professional conduct, high principles, and a business-like approach.
- 11 Trustees are informed of new developments and important news reported in library correspondence and literature to provide them with the necessary background to make informed policy decisions.

Score	Rating	Director Rating
6.89	Meets	Exceeds
6.89	Meets	Exceeds
7.11	Exceeds	Exceeds
7.33	Exceeds	Exceeds
6.00	Meets	Meets
7.56	Exceeds	Exceeds
7.56	Exceeds	Exceeds
6.89	Meets	Exceeds
7.00	Exceeds	Exceeds
7.75	Exceeds	Meets
7.75	Exceeds	Exceeds

Section Score

7.2

Exceeds

Section 7: Facilities Management

1. Reviews, evaluates, and maintains public safety, facilities and equipment.
2. Recommends long-range facilities improvements.
3. Building and grounds are kept up and needed repairs and maintenance are done on a timely basis and within the budgetary constraints.
4. Oversee third party maintenance contracts.
5. Ensure compliance with Local, State and Federal laws and regulations regarding the facility.

Score	Rating	Director Rating
6.89	Meets	Meets
6.57	Meets	Meets
7.11	Exceeds	Meets
7.00	Exceeds	Meets
6.50	Meets	Meets

Section Score Meets

Summary

Section 1: Customer Service	6.75 Meets
Section 2: Community Relations	6.82 Meets
Section 3: Organizational Growth	6.84 Meets
Section 4: Staff Relations/ Development	6.57 Meets
Section 5: Financial Management, Legal Compliance, & Fundraising	6.38 Meets
Section 6: Board of Trustees Relationship	7.17 Exceeds
Section 7: Facilities Management	6.83 Meets
Overall	6.78 Meets