



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

Pledge to the Flag
Public Comment

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

Next Meeting: April 20, 2021 at 6:30 PM



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting February 16, 2021

The Gloversville Public Library Board of Trustees held a meeting on February 16, 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, Susan Schrader, Richard Carlson, Gregory Niforos, Caren Pepper, John Mazur, and *The Leader-Herald* reporter Ashley Onyon.

Mr. Reed called the meeting to order at 6:30 PM. When asked for any public comment, there was none.

Mr. Reed asked for a motion to approve the January minutes. Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown. Mr. Reed asked for any discussion. Hearing none, the board approved the January minutes with "aye."

Mr. Reed asked Mr. Frank to review the Financial Report for the seven-month period ending January 31, 2021. Mr. Frank informed the Trustees that our income for the period was down approximately \$14,600 from the same period of the preceding year, due to not having received the funds from the Friends yet this year and not having any donations from the Foundation yet this year. Mr. Frank informed the Trustees that only a small amount of donations had been received by the Foundation to be passed on to the Library and that he would be doing it before June 30, 2021. The receipt of \$20,449 this year from the Payroll Tax Credit from the IRS has basically offset the decline in government affiliation income. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$27,000 over last year, due primarily to the new maintenance contracts this year that we did not have for the building last year. The increase in payroll and related payroll taxes over the prior fiscal year also increased the expenses for the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Carlson made a motion, seconded by Ms. Pepper, to accept the Financial Report as presented. This was approved, all voting "aye."

Mr. Frank distributed the Warrants List for February 2021, numbered 2268 through 2294, which was audited by John Blackmon, our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mrs. Schrader 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. Reed asked Mr. Frank to report on behalf of the Foundation. Mr. Frank reported there had not been a meeting.

Mr. Reed delivered a report from the Friends of the Library, submitted by Mrs. Jean La Porta. The March 4th meeting is still on, and the Smith's Pie Sale is still on. Orders must be turned in by March 25th. Pie pick up will be April 12th, in the library parking lot from 11:30 AM until 1 PM. Articles for the March Friends' Newsletter must be emailed to Jen Wojeski by March 15th. It is requested that any submissions include the subject line "For Friends April 2021 Newsletter". As always, the membership drive is ongoing and if anyone had not had a chance to renew their membership, they may do so at their convenience.

Valerie Acklin
Library Director

2020-2021
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Mr. Carlson delivered a report on behalf of the Buildings and Grounds Committee. Mr. Carlson reported that they had their monthly meeting, and there had been discussion regarding the Friends of the Library and plans for spring maintenance and beautification. Ms. Dunn-Brown indicated that nine people had volunteered so far. Mrs. Shrader also noted that materials such as grass seed, mulch, etc. would be needed.

Mrs. Pesses reported on behalf of the Policy Committee. Despite some rescheduling, the Policy Committee was due to meet on February 23rd to review several policies.

Ms. Dunn-Brown delivered a report for the Outreach Committee. Mr. Rohrs acknowledged the combined work of both Outreach and Public Relations Committees and suggested a combined report be submitted to the minutes. Ms. Dunn-Brown noted that there had been discussion regarding the budget vote. Both committee chairs acknowledged the positivity and proactivity with which the Library has approached community business during COVID-19 closure mandates.

Mrs. Shrader reported on behalf of the Personnel Committee. She noted that there had not been a meeting; however, the committee needs to meet to update the employee handbook.

When asked to discuss the Program Committee, Ms. Acklin noted that the Library's efforts in reaching the community have remained steady, although participation remains inconsistent. As it stands, programs are tentatively planned for the summer months including, but not limited to, a story walk and use of city grounds such as the gazebo.

In her Director's Report, Ms. Acklin was pleased to announce she removed Mr. Sonny Duross from his probationary status with Civil Service.

Similarly, in his President's Report, Mr. Reed was pleased to announce that he had removed Ms. Acklin from her probationary status with Civil Service. The board congratulates both Mr. Duross and Ms. Acklin.

When asked if there was any Old Business, Mrs. Pesses inquired about Ms. Barbara Madonna's work in the months of January and February. Ms. Acklin summarized Ms. Madonna's reports for those months. Ms. Acklin also noted that the room signs and room naming plaques were on order, as well as the plaques for the Wall of Honor. Ms. Acklin also informed the Board that the Civil Service office was fully back to work and she was anticipating a start on the paperwork for a part-time maintenance worker and a part-time program coordinator.

When asked if there was any new business, Ms. Acklin acknowledged that Board election packets for anyone interested in running for the Board are available at the Library, and that appropriately-signed petitions are due April 2nd. Similarly, Ms. Acklin reported she is looking for poll workers. Mrs. Shrader thanked the library staff for helping with the new Code Blue Shelter on East Fulton Street. Ms. Dunn-Brown thanked the library staff for "thinking outside the box" in the way they reimagined programming during the past year.

Ms. Acklin shared two letters—one of concern, and one of praise—with the Board. It is noted that public feedback regarding the Library is both necessary and appreciated.

At 7:49, Mr. Reed asked for a motion to adjourn. Mr. Mazur made a motion, with a second motion made by Mrs. Pesses. The board unanimously approved the motion with a vote of "aye".

Respectfully submitted,

Christian W. Rohrs

GLOVERSVILLE PUBLIC LIBRARY

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

FEBRUARY 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	21.53	193.70	1,263.78	2,406.30
Gloversville Library Foundation Inc. - Int. & Div.	0.00	0.00	0.00	0.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	0.00	2,756.00	10,000.00
Government Affiliations	7,000.00	0.00	3,958.24	19,807.98	3,041.76
IRS Payroll Credit Covid 19	0.00	0.00	20,449.18	0.00	0.00
Fines & Miscellaneous Income	9,000.00	78.34	1,344.64	8,177.00	7,655.36
Friends of the Gloversville Public Library, Inc.	10,000.00	10,000.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$492,295.00</u>	<u>\$10,099.87</u>	<u>\$489,640.76</u>	<u>\$495,699.76</u>	<u>\$23,103.42</u>
	Income Cash Reconcilement				
Income Cash Balance on February 1, 2021	<u>\$279,591.67</u>				
Plus: Receipts Per Report	10,099.87				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>51,379.46</u>				
Income Cash Balance on February 28, 2021	<u>238,312.08</u>				
Cobra Reserve Balance	(911.60)				
Accounts Payable as of 02/28/21	0.00				
Cash Received Covid 19 less Credit Due	46,125.72				
Deferred Liability - Prepaid Med. Ins.	1,827.90				
Prepaid Expenses as of 02/28/21	<u>(5,903.56)</u>				
Actual Cash Balance on February 28, 2021	<u>\$279,450.54</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 February 1, 2021	\$293,214.80
Plus: Receipts:	
Interest on Money Market Account	21.25
Transfer from Checking Account	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	35,000.00
Balance on February 28, 2021	<u>\$258,236.05</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on February 1, 2021	\$900,614.88
Plus: Receipts:	
Interest on Money Market Account	102.56
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to Construction Account	20,000.00
Balance on February 28, 2021	<u>\$880,717.44</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on February 1, 2021	\$1,990.36
Plus: Receipts:	
Interest Earned	0.10
Transfer from Building Fund MM Account	20,000.00
Less: Paid Outs:	
Bunkoff General Contractors, Inc. - Final payment	20,197.00
Balance on February 28, 2021	<u>\$1,793.46</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on February 1, 2021	\$330.59
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	30.33
Less: Paid Outs:	
None	0.00
Balance on February 28, 2021	<u>\$360.92</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

FEBRUARY 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	\$ 174,725.26	\$ 164,512.18	\$118,209.74
Salaries - Part Time Employees	81,266.00	7,065.83	53,724.39	42,905.52	27,541.61
Salaries - Custodians	30,594.00	2,549.52	20,396.16	19,552.80	10,197.84
F I C A & Medicare Tax	30,966.00	2,381.67	19,519.96	17,317.42	11,446.04
Unemployment Insurance	800.00	254.75	726.75	622.00	73.25
Disability & Family Leave Insurance	2,000.00	0.00	2,184.98	1,326.89	(184.98)
Medical Insurance & Reimbursements	47,558.00	1,879.88	30,348.34	29,204.76	17,209.66
Worker's Compensation Insurance	3,000.00	0.00	4,246.76	3,643.53	(1,246.76)
Pension Expense	35,000.00	0.00	30,597.50	25,655.00	4,402.50
Heat	4,000.00	482.30	1,296.18	1,429.18	2,703.82
Electricity	20,000.00	1,851.77	11,246.17	12,196.91	8,753.83
Telephone	6,720.00	559.32	4,309.16	4,295.31	2,410.84
Insurance	25,000.00	0.00	21,949.46	21,663.01	3,050.54
Books, Periodicals, etc.	46,500.00	2,529.11	20,803.23	32,377.26	25,696.77
Computer & Automation Services	13,200.00	1,097.60	8,403.46	7,848.12	4,796.54
Library, Office Supplies & Postage	11,500.00	486.33	4,243.31	3,407.23	7,256.69
Maintenance, Repairs & Bldg. Supplies	3,000.00	692.06	11,344.10	6,689.13	(8,344.10)
Maintenance Contracts	27,299.00	6,693.75	21,649.34	10,781.96	5,649.66
Treasurer	8,800.00	750.00	5,850.00	5,700.00	2,950.00
Professional Fees	8,000.00	0.00	112.50	0.00	7,887.50
Election Expense	1,150.00	0.00	0.00	0.00	1,150.00
Professional Meetings & Travel	1,000.00	298.00	337.10	820.51	662.90
Events & Programming	5,000.00	50.96	1,132.56	1,997.25	3,867.44
Promotion Expense	4,800.00	85.00	1,457.00	3,572.50	3,343.00
General Expense	1,300.00	86.59	1,796.51	916.80	(496.51)
TOTAL EXPENSE	\$711,388.00	\$51,379.46	\$452,400.18	\$418,435.27	\$258,987.82

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

FEBRUARY 2021

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	DM	E F T United States Treasury (3,640.82)	\$1,186.41	FICA & Medicare Expense
			2,454.41	Payroll
6607		Gloversville Public Library	12,259.81	Payroll
6608	2268	Michael J. Frank	750.00	Treasurer
6609	2269	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6610	2270	United Health Care	17.40	Medical Insurance
6611	2271	M V P Health Care, Inc.	4,265.10	Medical Insurance
6612	2272	The Leader-Herald	85.00	Promotion Expense
6613	2273	Frontier Communications	559.32	Telephone
6614	2274	National Grid (2,334.07)	1,851.77	Electric
			482.30	Heat - Natural Gas
6615	2275	New York Library Association	298.00	Professional Meetings & Travel
6616	2276	Unique Management Services, Inc.	71.60	G/E - Collection Expense
6617	2277	Ingram Library Services	1,801.60	Books
6618	2278	Adirondac Carpet Cleaning	450.00	Maintenance & Repairs
6619	2279	Blackstone Publishing	399.36	A/V - DVDs
6620	2280	Demco	48.07	Library Supplies
6621	2281	Gloversville True Value Hardware	6.68	Maintenance & Repairs
6622	2282	First Nonprofit Unemployment Program (454.75)	254.75	Unemployment Insurance
			200.00	Cash Reserve
6623	2283	Quill LLC (173.94)	5.51	Events & Programming
			168.43	Library Supplies
6624	2284	Crandall Public Library	7.99	Fines, etc.
6625	2285	Schoharie Free Library	5.99	Fines, etc.
6626	2286	Evapco, Inc.	1,416.25	Maintenance Contracts
6627	2287	PASCO	2,377.50	Maintenance Contracts
6628	2288	James Esper Landscaping	2,900.00	Maintenance Contracts
6629	2289	Mohawk Valley Library System	1,077.60	Computer & Automation
6630	2290	Business Card (369.13)	20.00	Computer & Automation
			28.89	Maintenance & Repairs
			14.99	G/E - Zoom Membership
			305.25	A/V - DVDs
6631	2291	Commissioner of Finance	200.00	Maintenance & Repairs
6632	2292	Derby Office Equipment, Inc.	197.00	Library Supplies
6633	2293	Center Point Large Print	22.90	Books
6634		Void		
6635		Gloversville Public Library	12,361.29	Payroll
DM		E F T NYS & Local Retirement System	404.62	Pension - Withholdings
DM		E F T NYS Tax Department	1,060.80	Payroll
DM		E F T United States Treasury (3,664.52)	1,195.26	FICA & Medicare Expense
			2,469.26	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	51.98	Medical Insurance
		CHECK AND EFT PAID OUTS - FEBRUARY 2021	<u>53,905.87</u>	
		PETTY CASH PAID OUTS - FEBRUARY 2021		
		Events & Programming	45.45	
		Library Supplies	71.23	
		Maintenance & Repairs	6.49	
		Postage	1.60	
			<u>164.77</u>	
		TOTAL FEBRUARY 2021 PAID OUTS	<u>\$54,030.64</u>	
		Less: Cash Reserve	(200.00)	
		Less: Fines, etc.	(13.98)	
		Less: Medical Ins Reimb - Johnson	(1,827.90)	
		Less: Cobra Reimbursement - Madonna	(609.30)	
			<u>(2,650.18)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$51,379.46</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of February 1, 2021			\$560.47
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at February 28, 2021			\$560.47

W G Y CHRISTMAS WISH GRANT

Balance as of February 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 February 28, 2021			\$371.62

ADVOCACY GRANT

Balance as of February 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 February 28, 2021			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of February 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 February 28, 2021			\$9,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of February 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 February 28, 2021			\$2,507.18

PARK TERRACE PTA - COLORTON

Balance as of February 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 February 28, 2021			\$559.25

GLOVERSVILLE PUBLIC LIBRARY
 BANK RECONCILIATIONS
 February 28, 2021

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

Balance Per Bank Statement				\$	13,599.01
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	6593	United Health Care	17.40		
01/19/21	6599	Arch Insurance Group	115.38		
02/16/21	6608	Michael J. Frank	750.00		
02/16/21	6609	The Paul Revere Life Insurance Company	172.78		
02/16/21	6610	United Health Care	17.40		
02/16/21	6611	MVP Health Care, Inc.	4,265.10		
02/16/21	6622	First Nonprofit Unemployment Program	454.75		
02/16/21	6624	Crandall Public Library	7.99		
02/16/21	6628	James Esper Landscaping	2,900.00		
02/16/21	6632	Derby Office Equipment, Inc.	197.00		
		Total Outstanding Checks			<u>8,917.80</u>

Other Items: None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 4,681.21

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

Balance Per Bank Statement				\$	11,514.99
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>		
02/26/21	6091	Nicole L. Hauser	1,318.93		
02/26/21	6093	Linda B. Conroy	1,239.36		
02/26/21	6094	Jameson M. Duross	909.91		
02/26/21	6096	Daria L. Barry	1,015.65		
02/26/21	6097	Valerie A. Acklin	2,024.55		
02/26/21	6098	George Emden IV	968.40		
02/26/21	6099	Sally L. Ostrander	615.23		
02/26/21	6100	Christine T. Prokopiak	297.37		
02/26/21	6101	Kimberly A. Collar	313.57		
02/26/21	6102	Patricia A. Devereaux	552.73		
02/26/21	6103	Kelly S. Lawlor	434.97		
02/26/21	6104	Bailey J. Darling	410.23		
02/26/21	6105	Barbara J. Madonna	414.09		
		Total Outstanding Checks			<u>10,514.99</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				\$	258,236.05
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 \$ 258,236.05

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

Balance Per Bank Statement				\$	880,717.44
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 \$ 880,717.44

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement				\$	1,793.46
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 \$ 1,793.46

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

Balance Per Bank Statement				\$	360.92
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 \$ 360.92

Prepared By,
 Michael J. Frank, Treasurer

Reviewed and Approved By,
 Greg Niforos
 Vice President of Finance



Director's Report: February 2021 Valerie Acklin/Library Director

ADVOCACY DAY

Gloversville was in the (virtual) house for Library Advocacy Day 2021, which took place on February 26th! Well, actually, we were in the virtual Senate and Assembly, but the point is that we were out in force. MVLS scheduled Zoom meetings with both Assemblyman Smullen and the policy aide for Senator Tedisco, and of all the institutions represented at both meetings, our library had the most participants. Yay us! At each of the meetings I was joined by Chris Pesses, Caren Pepper, and Bailey Darling – which allowed our library to share experiences from a number of different perspectives. I truly believe that we were instrumental in driving home the point that, in this time of uncertainty, libraries have reinvented what we do and how we do it (with the proverbial sand shifting beneath our feet, no less). And that state funding is vital to our ability to continue evolving. Of special note was Bailey's recounting of her work to provide homeschooling families in Gloversville with resources that would have been otherwise been unavailable during the pandemic, had it not been for the Library. She spoke at length and from the heart about what it's like to work directly, as a first point of contact, with our patrons: No easy feat for a seasoned Advocacy Day attendee like myself, forget about from a young person new less than 2 years into their very first job, and without the experience of speaking publicly to those in position of power. We are lucky to have such a caring, involved individual as part of our Library family. Many thanks to her, Caren, and Chris for being such amazing advocates!

CIVIL SERVICE UPDATE

Kari and I are still working on getting the ball rolling so that we can fill the two part-time positions necessary to be compliant with the ESD grant. After conferring, we are going to move ahead with the plans to create a new maintenance worker position and re-open our vacant program coordinator position (which has not been filled since the departure of Bonnie Howard). She is sending me the paperwork to review and amend the duties of both positions, so that we can make any necessary changes based on what the Library's current needs. Once we submit that, the Personnel Department will review what we need and (hopefully) confirm that the titles we are requesting can be filled and exams can be administered. Of course, as with all things Civil Service, this is a marathon not a sprint, but I'm happy that at least we're inching forward.

NEW SERVICES/SOCIAL MEDIA UPDATE

Nicole has been working hard to get our Lucky Day Collection up and running by May 17th, which is when it kicks off (as a tie-in to St. Patrick's Day). The display where the collection will live has been created on one of the endcaps in the Fiction collection, where it will be easily accessible and directly opposite our other new (but not Lucky Day) books.

Getting our Library of Things up and running is a bit more complicated of a task. I'm happy to report that we have received the first items for the collection: a Google Chromebook, a Skyroam Solis mobile wifi hotspot, a Roku streaming stick, a pop-up outdoor canopy, a portable 6-foot folding table, and a NYS Empire Pass. We both met with Sharon from MVLS and we are creating the item records in Polaris. We've also purchased tote bags to hold the smaller items that have lots of cords/chargers/parts, and will be putting them together in the coming weeks. We hope to have these first items ready for circulation in early April.

Our outgoing faxing service has been launched! We've already had a few requests for fax transactions and all has gone smoothly. So far, so good!

All of these services are being promoted on both Facebook and our brand new Instagram account. Sonny and I are revamping our social media content and coming up with regularly scheduled posts, as well as connecting with other libraries and community partners on both platforms. If you follow us on either, you'll notice that we've stepped up our presence, and we will continue to build our brand on both so that we can utilize them more creatively as marketing and promotional tools.

SUMMER PROGRAMMING

Everyone at the Library is looking forward having folks return to the building when it is safe, but we know that, realistically, we probably won't be able to host any kind of programming until the fall. With that in mind, we are planning our summer activities to be outdoor, interactive events that will happen throughout town.

I recently met with Nicole, Linda, Chris, Darla, and Sonny to start mapping out what we want to do and where we want to do it. We all thought it of utmost importance to get out into the community and show that the Library is more than what's within our four walls. Here's what we have so far, but we are still in the early stages so information might change:

Kids/Families:

Outdoor (w/ Virtual Components):

- *Gazebo StoryCraft Time:* Darla and Sonny will hold their summer story and craft series at Rail Station Park, highlighting books related to this year's NYS Summer Reading Program theme: Tails and Tales. An accompanying craft will follow the stories. Each week the story time portion of the event will be recorded and posted to social media, and any extra craft kits will be available for pick-up at the Library. The last week, as an end-of-summer celebration, we are hoping to establish "Friends' Day," and ask the Friends to read to the children, followed by their annual ice cream social.
- *Summer StoryWalk:* Expanding the idea of Story Time Stroll started last year, we'll be teaming up with our local business partners to share a SRP-themed books each week with area families. The chosen books will be deconstructed and then reconstructed as posters, to be displayed in the windows of downtown stores. Families will be able to begin their StoryWalk by picking up a "passport" at the Library and then following the story by visiting the neighborhood shops. Each poster will have a simple question that children can answer on their passports. They will then return their passport to Library each week, for a chance to win a (yet to be determined) prize. Since this ongoing event will be asynchronous, the passports will allow us to track participation.
- *Gloversville Grows Library Garden:* We are off and running with the planning for our garden, along the chain link fence of the parking lot. Darla has already contacted a number of local businesses (Haven Farms, Kingsboro Lumber, Lowes, Runnings, etc.) and we have secured just about all of the materials we need to create the space, including the plants (including, but not limited to: tomatoes, lettuce, strawberries, kale, and beans). Once the supplies are on site, George will be leading the construction of the raised planter stands. I've seen the plans and they look amazing!
- *Bark for Books:* Our Tales and Tails summer will wrap up with a program that will allow emerging readers the chance to read to a trained service dog. To do this we will be teaming up with a regional R.E.A.D. (Reading Education Assistance Dogs) program. The goal of the program is to help improve kids' reading and communication skills by sharing their favorite book with a trained therapy dog. Since this is not a group event -- children would sign-up for a specific 15-minute time slot to read one-on-one with the dog (with no other children around) -- it's possible that we may be able to hold it in the Library, but, of course, we are planning an alternate outdoor venue, as well, in case it becomes necessary to rethink the venue.

Teens/Adults:

Outdoor:

- *Qigong 101*: It's been a year of sitting on our couches waiting for the world to reopen and the weather to warm up. So, it's the perfect time for Qigong! Chris will be leading a series of beginner's classes (ages 13+/registration required) that will cover the basics of this form of yoga, that focuses on energy work, breathing, and sequenced body movements. The 8-week series of socially-distant and masked classes will be held at one of the local parks (yet to be determined). We hope it will be a great way to get Gloversville out and about again.
- *Get Moving Gloversville*: For those looking for a more traditional low-impact exercise option, we'll be having a local fitness instructor lead an 8-week series of easy aerobic exercises at a nearby park. It will also be for ages 13+, with registration required.
- *Gazebo Crafts*: Once a month on Thursdays (June/July/August), we are hoping to hold a socially-distant, masks-required adult crafting event in the Trail Station Park gazebo. We're thinking each session would run for about 90 minutes. Supplies such as glue and scissors would need to be shared, so we are looking into options for providing nitrile gloves or wipes, so attendees can wipe tools/materials down.
- *Teen/Adult Coloring*: This would also be at Trail Station Park, and would be similar to the craft program, except the focus would be on a variety of adult coloring materials. Again, supplies such as colored pencils, will need to be shared.
- *Adirondack Mountain Club Program*: This will be an interactive hiking-themed program, to be held (most likely) at the Gazebo. Still nailing down the specifics, so stay tuned for more.
- *Tales and Tails Photo Scavenger Hunt*: This is actually a summer-long, all ages, family-friendly, asynchronous event that will have folks searching Gloversville for SRP-related stuff (ex: a dog being walked, a maple leaf, a trail sign, an animal that lives in the water, etc.) Using specific hashtags, they will then post their photos to our Instagram account to be entered to win a yet-to-be-decided prize.

Virtual:

- *On the AT with Laurie Freeman*: As implied, this Zoom lecture will have Laurie recounting her tales from thru-hiking the Adirondack Trail.
- *Jolly Readers*: Our new asynchronous version of Jolly Readers will continue with new themes each month. Readers will participate by submitting a Google Form.
- *Online Wellness Series*: Chris will continue her monthly Zoom workshops that focus on wellness, personal growth, and spiritual renewal.



Adult Service Report: February 2021
Nicole Hauser
Librarian/Head of Adult Services

Our new outgoing faxing service became available to the public on the 10th.

I have been working on putting together our Lucky Day Collection of high demand titles. This month the first books for the collection were ordered, technical details were worked out and the sign was created. The collection will be available to patrons beginning March 17th.

We scheduled staff training for the new microfilm machine twice in February, and had to reschedule both times. Training is now the first week of March. The third time's the charm!

During the beginning of February, to celebrate Valentine's Day, we offered patrons a blind date with a book. The way this worked was staff selected books, then placed them in paper bags (decorated with hearts) with a short blurb about the book on the outside. Patrons could choose their blind date based on the blurb on the outside of the bag. We promoted this with bookmarks placed in items checked out to patrons and by featuring the books with "dating profiles" on Facebook. About half of the titles were checked out.

The Adult Craft to Go for March will be decorative mini-birdhouses made out of corks and natural materials.

The system wide summer reading workshop was in February and Chris, Valerie and I met to begin planning our summer reading program. We are trying to think outside the box a bit because we assume we will still not have any inside, in-person programming during the summer. A couple of the programs we are hoping to offer are adult crafting and exercise classes at the Railside Park.

Since changing formats at the beginning of the year, Jolly Reader participation has increased from 1 person per month to 3 people. Patrons still have time to report their progress for the first batch of topics until the end of March. Here are the details again and the next batch of topics:

How it works:

- We have chosen a different topic for each month.
- Read 1 book each month in the chosen topic, one we've suggested or one you discover yourself. Then, answer the given question about the book you've read.
- Submit the title, author, and answer of the books you've read monthly, but no later than 4pm on June 30, 2021, to be entered up to 3 times in a drawing to win a \$15 Chamber Check. Submissions can be made by emailing Nicole Hauser at nhauser@mvl.info or by dropping off the submissions, with contact info, to the front desk of the Library.

April

Read a collection of poetry published since 2015.

Suggested titles: *Non-fiction:* Dearly: New Poems by Margaret Atwood, Wade in the Water: Poems by Tracy Smith, Devotions: The Selected Poems of Mary Oliver by Mary Oliver, An American Sunrise: Poems by Joy Harjo

Question: How did this collection of poetry make you feel?

May

Read a book based on the letter V.

Suggested titles: *Fiction:* V2: A Novel of WWII by Robert Harris, The Valley of Amazement by Amy Tan, The Vanishing Half by Brit Bennett. Any title that begins with V. Any author whose first or last name begins with V.

Question: If you could give this book a new title, what would it be? Why?

June

Read the book of a movie you loved.

Suggested titles: *Fiction:* The Goldfinch by Donna Tartt, Gone with the Wind by Margaret Mitchell, The Princess Bride by William Goldman. *Non-fiction:* 12 Years a Slave by Solomon Northup

Question: Did you enjoy the book as much as the movie? Why or why not?



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

The stories for February were centered on The Groundhog, friends, love and Valentine's Day. Please see attached list of books read and crafts to make. We are still offering 50 Take n' Make Craft Bags each week pairing with stories read.

With guidance from Nicole Hauser, we have submitted a couple more book orders to Ingram. I have had conversations with Lisa Sueger from Kids Reference and Gary Farruggia from Penworthy. I will be placing an order with Kids Reference by the end of March. MVLS continues to share with us, some of the requested preview books from the totes supplied periodically. Including those and our order, we have added approximately 35 new books to our collection for the month of February.

Valerie has conversed with Sonny and I over our plans for the Summer Reading Program at this moment it is a work in progress along with the Community Garden. More information will follow in next month's report.

Story Time Thursday

Date: 2/4/2021
Craft: Groundhog on popsicle stick w/Sun and Cloud
Title: Best Friends Forever
Author: Owen Hart
Illustrator: Judi Abbot
Publisher: Tiger Tales

Title: Wake-Up Kisses
Author: Pamela Duncan Edwards
Illustrator: Henry Cole
Publisher: Harper Collins

Title: The Most Precious Thing
Author: Gill Lewis
Illustrator: Louise Ho
Publisher: Good Books

Date: 2/11/2021
Craft: Puppy Dog Valentine
Title: Roses are Pink, Your Feet Really Stink
Author: Diane de Groat
Illustrator: Diane de Groat
Publisher: Morrow Junior Books

Title: The Valentine Bears
Author: Eve Bunting
Illustrator: Jan Brett
Publisher: Clarion Books

Title: Secret Valentine
Author: Catherine Stock
Illustrator: Catherine Stock
Publisher: Bradbury Press*New York

Date: 2/18/2021
Craft: Hanging Rainbow Hearts
Title: I Love You, Little Monkey
Author: Alan Durant
Illustrator: Katharine McEwen
Publisher: Scholastic, Inc.

Title: Me With You
Author: Kristy Dempsey
Illustrator: Christopher Denise
Publisher: Scholastic, Inc.

Title: One For The Books (Disney Frozen II)
Author: John Edwards
Illustrator: Disney Storybook Art Team
Publisher: Disney Press

Date: 2/25/2021
Craft: In Like a Lion/Out Like a Lamb
Title: Snowy Bear
Author: Tony Mitton
Illustrator: Alison Brown
Publisher: Bloomsbury

Story Time Saturday

Date: 2/27/2021
Craft: N/A
Title: In Like a Lion Out Like a Lamb
Author: Marion Dane Bauer
Illustrator: Emily Arnold McCully
Publisher: Holiday House

Title: Come Next Season
Author: Kim Norman
Illustrator: Daniel Miyares
Publisher: Farrar Straus Giroux

Title: Miss Rumphius
Author: Barbara Cooney
Illustrator: Barbara Cooney
Publisher: The Viking Press

Title: Dormouse Dreams
Author: Karma Wilson
Illustrator: Renata Liwska
Publisher: Disney Hyperion

Title: How Do You Go to Sleep?
Author: Kate McMullan
Illustrator: Sydney Hanson
Publisher: Alfred A. Knopf New York

Special Projects Report: February 2021 Barbara Madonna/Librarian for Special Projects

Wrap up of grants from the building renovation.

Of the 3 outstanding grants:

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

All proofs from 2//90 signs were reviewed and send back for ordering. Once these room signs are installed, we can take pictures and submit the final report to DLD. I do not have a timeline for production and installation.

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



Most of the paperwork is for SHPO. Some is for the Library's files. Some is for the ESD grant. Thank you for the use of the large meeting room. It was a game changer.

After receiving a copy of Bunkoff's final check and some outstanding work from the architects, I was able to assemble the second reimbursement request paperwork for SHPO and mail it out on 3/11/2021.

I don't have a timeline for their review. The first payment didn't take too long, but even though that reimbursement was 9x the size of this one, the amount of paperwork was significantly less, and the state wasn't working through pandemic conditions in 2018.

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

ESD has sent me the Execute Grant Disbursement Agreement. I am reading through it again, afraid I'm missing something important. (The state agencies do not use the same forms or require the same stuff so switching gears is a little stressful.)

I am also working through the list of submissions that need to accompany the Agreement. This list is NOT the same as what they will need to process the actual reimbursement request.

Statistics for **February 2021**

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

Governor's Executive Order, Covid 19 phase 4 reopening guidelines: CURBSIDE pickup only from 6/22/2020 - 7/19/2020, OPENED 7/20/2020 with limited access for patrons, 1/6/21 returned to Curbside pickup only

	2021	2020
VISITORS	4,515	(5,571)

CIRCULATION

Adult Circulation	742	(1,674)
Teen Circulation	69	(102)
Juvenile Circulation	422	(1,461)
Audiobooks	44	(186)
eAudio	153	(194)
eBooks	677	(589)
Music	3	(19)
Periodicals	17	(54)
eMagazines	80	(29)
Videos	353	(1,436)
Museum Passes	0	(2)
Subtotal	2,560	(5,746)
In-House Use		
Adult	0	(11)
Juvenile	0	(29)
Other Materials	0	(1,191)
Subtotal	0	(1,231)
Total Circulation	2560	(6,977)

REFERENCE QUESTIONS	55	(153)
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MEETINGS/PROGRAMS/OUTREACH

14 Adult programs and meetings with 86 people	41 Adult programs and meetings with 235 people
9 Juvenile programs and meetings with 591 people	18 Juvenile programs and meetings with 273 people
0 Teen programs and meetings with 0 people	7 Teen programs and meetings with 56 people

INTERLIBRARY LOAN

Material Borrowed	641	(828)
Material Loaned	760	(654)
Total	1,401	(1,482)

COMPUTER USAGE	206	(1,598)
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HISTORICAL ROOM * Temporarily Closed

Visitors
Books Used
Reference Questions

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