



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
May 18, 2021 6:30pm

Pledge to the Flag  
Public Comment

1. Accept minutes of the April 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:
    - Donor Recognition
    - Patron Borrowing
    - Conflicts of Interest (review only)
  - Second reading:
    - Computer and Internet Policy
    - Meeting Room Policy
    - Tutoring Policy
10. Program Committee
11. Public Relations
12. Director's Report
13. President's Report
14. Old Business Insurance
  - Insurance Update
15. New Business
  - Bathroom Signs
16. Adjourn

Next Meeting: June 15, 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 April 20th, 2021

The Groversville Public Library Board of Trustees held a meeting on April 20th, 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 6:36 PM. When asked for any public comment, there was none.

Mr. Reed asked for a motion to approve the March minutes. Mrs. Pesses made a motion, with a second motion made by Mr. Mazur. Mr. Reed asked for any discussion. Hearing none, the board approved with “aye.”

Mr. Reed asked Mr. Frank to review the Financial Report for the nine-month period ending March 31st, 2021. Mr. Frank informed the Trustees that our income for the period was down approximately \$8,000 from the same period of the preceding year due to not having received any Bullet Aid from the State and having approximately \$7,000 less in Fine and Miscellaneous Income in the current year. The receipt of \$20,449 this year from the Payroll Tax Credit from the IRS has basically offset the decline in Government Affiliation income and the Fine and Miscellaneous income.

Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$47,200 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, Mr. Niforos made a motion, seconded by Mrs. Shrader, to accept the Financial Report as presented. This was approved all voting “aye.”

The 2021-2022 Groversville Public Library budget was presented to the public for discussion by Mr. Niforos. He directed those interested to the Library’s website for further information.

Mr. Frank distributed the Warrants list for April 2021, numbered 2316 through 2355, 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 Ms. Pepper, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting “aye.”

Mr. Reed asked Mr. Frank to report on behalf of the Foundation. Mr. Frank informed the Trustees that the Foundation Board had not met yet this year, but that he was planning a Finance Committee meeting in May and a full Board meeting in June.

Mr. Reed delivered a report of the Friends of the Library, submitted by Mrs. Jean La Porta. Mrs. La Porta reported that the Smith’s Pie fundraiser was a great success. The number of pie orders was 250, which is their best effort to date. The April issue of the Friends’ newsletter should be out this month, and information for the 2021 Friends’ Scholarship will be provided to the high school guidance office this month. Mrs. La Porta also noted the Spaghetti Dinner fundraiser at the Italian Bistro is scheduled for May 19th. Please contact Kathy Konakov or

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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

Patty Franco for tickets (\$8.00 each). Also, information for the 2021 Basket Raffle will be available soon. Previous donors will be contacted to see if they wish to donate again; however, more information on how to become a new basket donor can be obtained by contacting Nancy Krawczeski or Mrs. La Porta. The next Friends meeting will be May 5th, 2021. The board thanks Mrs. La Porta and the Friends for everything they've done for the library.

Mr. Carlson delivered a report on behalf of the Buildings and Grounds Committee. Topics discussed included the leaks in the Mechanical Room and Youth Services, repair to the rear entry door handle, installation of rear and front patron counters, parking lot tree removal and fence repair, all of which can be found in the March 2021 Board Packet. However, Mr. Carlson reported, that while books no longer need to be quarantined, staff will continue to sanitize surfaces. Mr. Carlson is also working with the Friends for a grounds clean-up plan.

Mrs. Pesses reported on behalf of the Policy Committee. There was a first reading of the following policies: Computer and Internet, Meeting Room, and Tutoring. Mrs. Pesses also indicated that a second reading of the Homebound Services, Local History Room, and Pandemic policies had been conducted. Mr. Reed requested a motion that the aforementioned policies be accepted. Ms. Dunn-Brown made a motion, seconded by Mr. Carlson. The board approved with "aye."

Ms. Dunn-Brown delivered a report for the Outreach Committee. She acknowledged a potential for events in the late summer/early fall, particularly with the Adirondack Wine & Food Festival. Mr. Niforos suggested participation with Food Truck Friday on April 30th.

Mrs. Shrader reported on behalf of the Personnel Committee. Per the committee, copies of the Director Evaluation will be delivered via email on April 29th. These must be printed and sent back to Mr. Niforos by May 15th.

When asked to discuss the Director's Report, Ms. Acklin mentioned grants that she and librarian Barb Madonna reviewed regarding provisional positions and/or provisional positions.

In the President's Report, Mr. Reed reported that he did not have a specific report.

When asked if there was any New Business, Ms. Acklin wanted to inform the public of the end of MVLS quarantine of materials starting May 1st. The blanket rescission of fines will continue, despite the end of quarantine. Mr. Reed noted that "fine free" refers to "late fees" (e.g. replacement of materials instead of charging tardiness).

Mr. Frank informed the Trustees that with the decline in our income during the First Quarter of 2021 the Library was eligible for additional payroll tax credits from the Federal Government. Each quarter of 2021 will be calculated separately instead of on an accumulated basis as it was in 2020. Each employee, on a quarterly basis, will qualify for up to \$10,000 of wages and medical insurance as a base and 70% of that amount will be eligible for a payroll tax credit or it can also be refunded. Mr. Frank informed the Trustees that our credit for the First Quarter of 2021 is \$66,021.40. This will be used to pay our payroll taxes until it is used up. If we qualify again for the Second Quarter of 2021 we will ask for a refund.

At 8:23, 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

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Christian W. Rohrs

**GLOVERSVILLE PUBLIC LIBRARY**

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

**APRIL 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	14.66	267.09	2,125.77	2,332.91
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	2,499.51	6,897.55	21,207.98	102.45
IRS Payroll Credit Covid 19	0.00	66,021.40	86,470.58	0.00	0.00
Fines & Miscellaneous Income	9,000.00	311.04	1,949.87	8,585.21	7,050.13
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
<b>TOTAL RECEIPTS</b>	<u>\$492,295.00</u>	<u>\$68,846.61</u>	<u>\$559,280.09</u>	<u>\$498,369.96</u>	<u>\$19,485.49</u>
	Income Cash Reconcilement				
Income Cash Balance on April 1, 2021	<u>\$180,672.19</u>				
Plus: Receipts Per Report	68,846.61				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>54,014.89</u>				
Income Cash Balance on April 30, 2021	<u>195,503.91</u>				
Cobra Reserve Balance	(589.94)				
Accounts Payable as of 04/30/21	0.00				
Cash Received Covid 19 less Credit Due	(12,598.48)				
Deferred Liability - Prepaid Med. Ins.	609.30				
Prepaid Expenses as of 04/30/21	<u>(11,534.41)</u>				
Actual Cash Balance on April 30, 2021	<u>\$171,390.38</u>				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Greg Niforos, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on April 1, 2021	\$201,255.18
Plus: Receipts:	
Interest on Money Market Account	14.21
Transfer from Checking Account	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	50,000.00
Balance on April 30, 2021	<u>\$151,269.39</u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on April 1, 2021	\$880,829.64
Plus: Receipts:	
Interest on Money Market Account	108.59
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to Construction Account	0.00
Balance on April 30, 2021	<u>\$880,938.23</u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on April 1, 2021	\$1,793.49
Plus: Receipts:	
Interest Earned	0.03
Transfer from Building Fund MM Account	0.00
Less: Paid Outs:	
None	0.00
Balance on April 30, 2021	<u>\$1,793.52</u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on April 1, 2021	\$360.94
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
Balance on April 30, 2021	<u>\$360.94</u>

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**APRIL 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	\$ 217,895.30	\$ 197,920.26	\$75,039.70
Salaries - Part Time Employees	81,266.00	7,012.70	70,451.25	57,805.58	10,814.75
Salaries - Custodians	30,594.00	2,549.52	25,495.20	24,441.00	5,098.80
F I C A & Medicare Tax	30,966.00	2,377.60	24,481.96	21,360.57	6,484.04
Unemployment Insurance	800.00	254.75	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	3,142.60	36,597.25	34,560.93	10,960.75
Worker's Compensation Insurance	3,000.00	0.00	3,289.61	3,643.53	(289.61)
Pension Expense	35,000.00	0.00	30,597.50	25,655.00	4,402.50
Heat	4,000.00	410.61	2,251.15	2,201.93	1,748.85
Electricity	20,000.00	1,801.66	15,748.90	14,996.76	4,251.10
Telephone	6,720.00	579.38	5,485.62	5,361.55	1,234.38
Insurance	25,000.00	0.00	21,949.46	21,663.01	3,050.54
Books, Periodicals, etc.	46,500.00	3,536.66	26,035.39	37,188.45	20,464.61
Computer & Automation Services	13,200.00	1,226.50	10,757.56	9,861.24	2,442.44
Library, Office Supplies & Postage	11,500.00	708.27	6,759.31	5,647.49	4,740.69
Maintenance, Repairs & Bldg. Supplies	3,000.00	1,478.31	13,107.22	7,210.57	(10,107.22)
Maintenance Contracts	27,299.00	5,546.15	31,245.49	13,928.11	(3,946.49)
Treasurer	8,800.00	700.00	7,300.00	7,150.00	1,500.00
Professional Fees	8,000.00	200.00	312.50	0.00	7,687.50
Election Expense	1,150.00	0.00	0.00	0.00	1,150.00
Professional Meetings & Travel	1,000.00	0.00	349.10	820.51	650.90
Events & Programming	5,000.00	648.83	2,370.16	2,829.85	2,629.84
Promotion Expense	4,800.00	205.54	2,256.54	4,914.75	2,543.46
General Expense	1,300.00	50.79	6,944.73	985.49	(5,644.73)
<b>TOTAL EXPENSE</b>	<b>\$711,388.00</b>	<b>\$54,014.89</b>	<b>\$564,847.68</b>	<b>\$502,331.47</b>	<b>\$146,540.32</b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**APRIL 2021**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	DM	E F T United States Treasury (3,657.20)	\$1,193.10	FICA & Medicare Expense
			2,464.10	Payroll
6659		Gloversville Public Library	12,335.07	Payroll
6660	2316	Michael J. Frank	700.00	Treasurer
6661	2317	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6662	2318	United Health Care	17.40	Medical Insurance
6663	2319	M V P Health Care, Inc.	4,265.10	Medical Insurance
6664	2320	The Leader-Herald	88.00	Promotion Expense
6665	2321	Frontier Communications	579.38	Telephone
6666	2322	National Grid (2,212.27)	1,801.66	Electric
			410.61	Heat - Natural Gas
6667	2323	Unique Management Services, Inc.	35.80	G/E - Collection Expense
6668	2324	Ingram Library Services	2,488.48	Books
6669	2325	Blackstone Publishing	100.82	A/V - DVDs
6670	2326	Kathryn McCary	75.00	Professional Fees
6671	2327	Technical Building Services, Inc. (6,277.00)	1,046.15	Maintenance Contracts
			5,230.85	Prepaid Expense
6672	2328	In Stream dba Biel's (600.00)	200.00	Maintenance Contracts
			400.00	Prepaid Expense
6673	2329	Center Point Large Print	76.91	Books
6674	2340	Discount School Supply	99.06	Events & Programming
6675	2341	Gloversville True Value Hardware	5.31	Maintenance & Repairs
6676	2342	Mohawk Valley Library System	1,077.60	Computer & Automation
6677	2343	Palmateer Trucking & Container Service	228.00	Maintenance & Repairs
6678	2344	Traf-Sys, Inc.	1,120.00	Building Supplies
6679	2345	Collaborative Summer Library Program (338.36)	151.84	Promotion Expense
			186.52	Events & Programming
6680	2346	Quill LLC	60.18	Library Supplies
6681	2347	Commercial Door Specialties, Inc.	125.00	Maintenance & Repairs
6682	2348	Raquette Lake Library	28.95	Fines, etc.
6683	2349	James Esper Landscaping	3,950.00	Maintenance Contracts
6684	2350	Naif's	319.00	Newspapers
6685	2351	Business Card (1,641.07)	14.99	G/E - Zoom Membership
			363.25	Events & Programming
			148.90	Computer & Automation
			562.48	Library Supplies
			551.45	A/V - DVDs
6686	2352	Kathryn McCary	125.00	Professional Fees
6687	2353	First Nonprofit Unemployment Program (454.75)	200.00	Cash Reserve
			254.75	Unemployment Insurance
6688	2354	Professional Fire Protection, Inc.	350.00	Maintenance Contracts
6689	2355	Mohawk Valley Library System (316.81)	85.61	Library Supplies
			231.20	Promotion Expense
6690		Gloversville Public Library	12,231.17	Payroll
DM		E F T NYS & Local Retirement System	407.62	Pension - Withholdings
DM		E F T NYS Tax Department	1,063.60	Payroll
DM		E F T United States Treasury (3,640.00)	1,184.50	FICA & Medicare Expense
			2,455.50	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	96.10	Medical Insurance
		CHECK AND EFT PAID OUTS - APRIL 2021	<u>61,358.79</u>	
		PETTY CASH PAID OUTS - APRIL 2021		
		None	<u>0.00</u>	
		<b>TOTAL APRIL 2021 PAID OUTS</b>	<u><b>\$61,358.79</b></u>	
		Less: Medical Ins Reimb - Johnson	(609.30)	
		Less: Cash Reserve	(200.00)	
		Less: Fines, etc.	(28.95)	
		Less: Prepaid Expense	(5,630.85)	
		Less: Refund Promotion Expense	(265.50)	
		Less: Cobra Reimbursement - Madonna	<u>(609.30)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$54,014.89</b></u>	

**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**STEWART'S GRANT**

Balance as of April 1, 2021			\$560.47
Grant Money Received			600.00
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 April 30, 2021			\$1,160.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of April 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 April 30, 2021			\$371.62

**ADVOCACY GRANT**

Balance as of April 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 April 30, 2021			\$110.91

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of April 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 April 30, 2021			\$9,825.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of April 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 April 30, 2021			\$2,507.18

**PARK TERRACE PTA - COLORTON**

Balance as of April 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 April 30, 2021			\$559.25



**GLOVERSVILLE PUBLIC LIBRARY**  
**BANK RECONCILIATIONS**  
**April 30, 2021**

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

Balance Per Bank Statement \$ 60,767.68

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
02/16/21	6628	James Esper Landscaping	2,900.00
03/16/21	6648	James Esper Landscaping	4,050.00
04/20/21	6661	The Paul Revere Life Insurance Company	172.78
04/20/21	6662	United Health Care	17.40
04/20/21	6673	Center Point Large Print	76.91
04/20/21	6675	Gloversville True value hardware	5.31
04/20/21	6677	Palmateer Trucking & Container Service	228.00
04/20/21	6679	Collaborative Summer Library Program	338.36
04/20/21	6682	Raquette Lake Library	28.95
04/20/21	6683	James Esper Landscaping	3,950.00
04/20/21	6687	First Nonprofit Unemployment Program	454.75
04/20/21	6688	Professional Fire Protection, Inc.	350.00
04/30/21	DM	NYS Income Tax	1,063.60
04/30/21	DM	NYS & Local Employees' Retirement System	407.62
Total Outstanding Checks			14,179.06

Other Items:  
 Bank Error Returned check (42,690.11)

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS** \$ 3,898.51

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

Balance Per Bank Statement \$ 50.00

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

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS** \$ 50.00

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

Balance Per Bank Statement \$ 12,400.52

Outstanding Checks:			
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
04/15/21	6141	Darla L. Barry	1,015.65
04/30/21	6151	Nicole L. Hauser	1,318.93
04/30/21	6153	Linda B. Conroy	1,239.36
04/30/21	6154	Jameson M. Duross	909.91
04/30/21	6156	Darla L. Barry	1,015.65
04/30/21	6157	Valerie A. Acklin	2,024.55
04/30/21	6158	George Emden IV	968.40
04/30/21	6159	Sally L. Ostrander	615.23
04/30/21	6160	Christine T. Prokopiak	297.37
04/30/21	6161	Kimberly A. Collar	366.77
04/30/21	6162	Patricia A. Devereaux	610.35
04/30/21	6163	Kelly S. Lawlor	434.97
04/30/21	6164	Bailey J. Darling	410.23
04/30/21	6165	Barbara J. Madonna	173.15
Total Outstanding Checks			11,400.52

Other Items:  
 None -

**BALANCE IN LEDGER AND QUICKBOOKS** \$ 1,000.00

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

Balance Per Bank Statement \$ 151,269.39

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 151,269.39

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

Balance Per Bank Statement \$ 880,938.23

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 880,938.23

**NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715**

Balance Per Bank Statement \$ 1,793.52

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**

\$ 1,793.52

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

Balance Per Bank Statement \$ 360.94

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 360.94

\_\_\_\_\_  
Prepared By,  
Michael J. Frank, Treasurer

\_\_\_\_\_  
Reviewed and Approved By,  
Greg Niforos  
Vice President of Finance



**Director's Report: April 2021**  
**Valerie Acklin**  
**Library Director**

**LIBRARY VOTE**

While the votes have been in for a while, I want to formally state the results. The tax levy proposition passed with 128 “yes votes and “35” no votes. The breakdown for the Trustee elections is as follows: 5-Year Terms: Merry Dunn Brown and John Mazur; 4-Year Terms: Greg Niforos and Caren Pepper; 1-Year Term: Richard Carlson. Congrats all around! I’d also like to acknowledge the tremendous help of Barb Madonna, as I tried navigate my first vote. In addition, our poll-workers, Ron and Linda Ellis, worked an incredibly long day and were wonderful in making sure all the voting followed procedure.

**SIGN & BUILDING ISSUES**

The biggest change since last month, as you will read in Barb’s Special Projects Report, is that the building signs were installed over a 4.5 day period at the end of the month. Both the naming opportunity/directional signs, as well as the donor wall signs look fabulous. There were, of course, a few small issues — both misspellings and damage. Most of these should be addressed by the manufacturer. Unfortunately, about a week after the directional signs were installed, I became aware of a new NYS law that renders are new restroom signs non-compliant. When I made the decision to switch our restrooms to gender neutral, there were no state mandates, so the signs that Barb & I choose seemed sufficient. Starting in March of 2021, though, the state requires not only that single stall public bathrooms be gender neutral (yay for us being ahead of that state!), but that the signage clearly indicate so. That’s where the problem lies.

Our new signage indicates that the bathrooms are unisex (adhering to the outmoded gender binary), and they needs to indicate that the spaces are gender neutral (to be inclusive for those who are non-binary and to non-gendered). One way to comply with the law would be to remove the male/female pictogram (keeping the wheelchair pictogram) and just adding the words “Gender Neutral” in their place. But that will not be inclusive of non-English speakers, so a pictogram is preferred. The new law states that if we are to use a pictogram, it must clearly indicate gender neutrality To that end, I am recommending that we replace the male/female symbols with the most widely accepted symbol for “gender neutral” at the current time (see photo below). Will it scream “gender neutral” for everyone? Well, no. But that’s only because it is only now becoming widely used. I believe that over time it will be more obvious, as the symbol becomes more widely known. But, just to ensure compliancy, we should also add the words “Gender Neutral,” spelled out in English, under the pictograms. In addition, on the Braille portion of the signs we will need to add the words “Gender Neutral” in front of “Restroom,” for the visually impaired. Please see the attached documentation for an example of what the new restroom signs will look like, as well as the quote.

In other building news, our fire extinguishers were inspected by Hydro-Test, and PASCO performed there annual maintenance on HVAC monitoring software. They found an issue communicating with one of our Lower Level heat pumps, and suggested TBS take a look at it. TBS also needed to be called for our boilers, which keep tripping and going offline, regardless of how many times we reset them. TBS came to look at the above issues, as well as fill the water chiller. At that time it was discovered falling ice from the roof has damaged the chiller. TBS will attempt to fix what they can, since replacing the chemical intake unit (which suffered the most damage) is prohibitively expensive (see attached quote). We will also have to find a way mitigate the damage from falling ice moving forward. Finally, Jim Esper is halfway through removing the parking lot tree stump, and the door counters have arrived and will be installed at soon.

## **GESD LITERACY INITIATIVE**

I met with Helen Stuetzel, the literacy consultant from the Gloversville Enlarged School District, to discuss the district's upcoming Talking is Teaching campaign. GESD is looking to work with community partners to help cultivate learners who can achieve higher goals. The initiative will be far-reaching and include pediatricians, local businesses, and others. They would like to team up with the Library to establish Little Free Libraries (take-a-book/leave-a-book kiosks) at schools to provide free access to books. I stated that GESD students already have free access to books at the Library, but, of course, we would be delighted to work with them to provide additional opportunities. In addition to providing them with some children's books for the school sites, we discussed the possibility of establishing a Library-sponsored FLF either on the Library property or elsewhere in the community (or both). Since the Library staff was already contemplating the construction of a FLF, as an extension of post-pandemic curbside service, this should be a productive partnership. We agreed to meet again, as the district's plans evolve.

## **SUMMER PROGRAMMING UPDATE**

All of our summer programming is solidified, and I'm happy to report that registration has begun for numerous programs. In addition, thanks to the hard work of Chris Prokepiak, who gathered information from Darla, Nicole, and myself, and filled out all the paperwork — we have been granted a \$600 mini-grant from MVLS to help cover our summer programming costs. With that money, we've been able to purchase a mobile PA system and collapsible wagon for outdoor story times, interlocking mats that kids can sit on outside for our community garden program, and we will now be able to offer our outdoor exercise classes for free (without the grant, we would have had to impose a small per class charge to cover the cost of the instructor). Such good news! We can't wait for the warm weather to get here!

# 2/90 Custom

# Sign Type RR-1, RR-2

### Specifications:

**Sign Size:** 12-1/2x6  
**Mount Option:** A-Adhesive  
**Sq. or Radius Corners:** Custom  
**Sign Color:** See Below

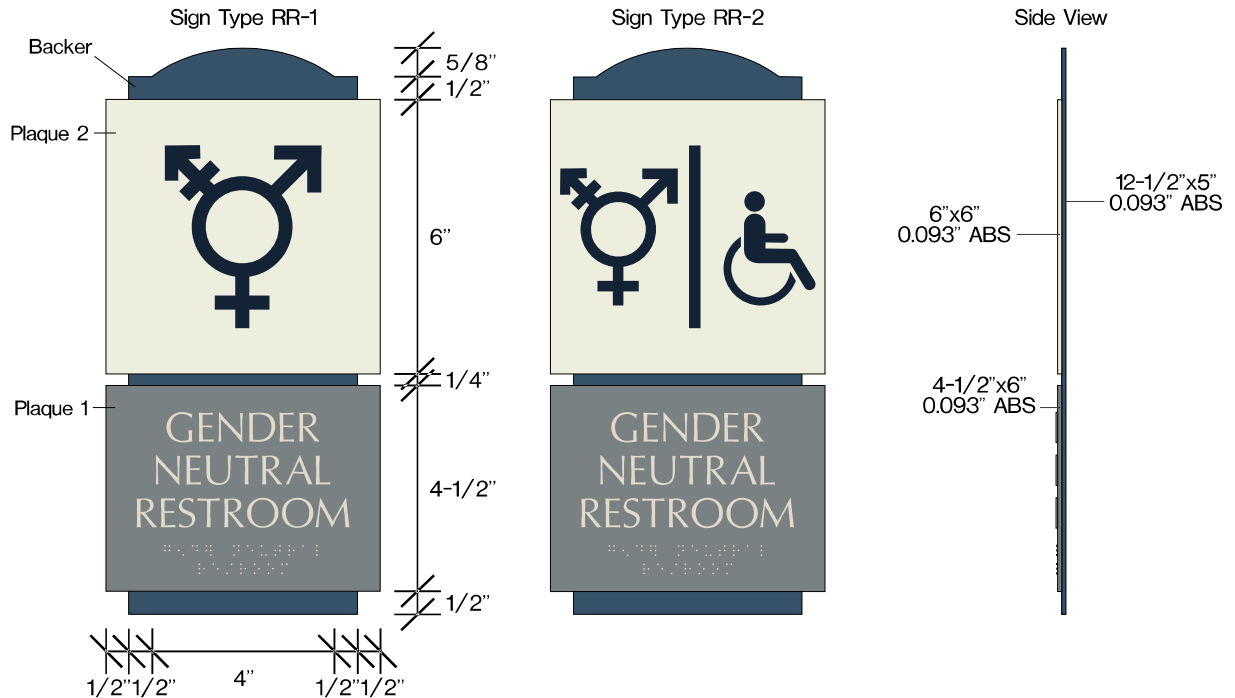
**Copy Option:** Direct Print  
 Tactile/Braille  
**Copy Style:** Symbol, OPC Optima Regular  
**Copy Size:** 4, 5/8  
**Copy Color:** See Below  
**Copy Position:** Center

**Project:** Gloversville Library  
**Cust. Name:** Accent Furniture  
**Date:** 01/18/21  
**Revision Date:** 05/14/21  
**Approved by:** \_\_\_\_\_

Name \_\_\_\_\_  
 Date \_\_\_\_\_

**ADA/ANSI Standards for signage disclaimer\*:**
 ADA/ANSI Applies
  Doesn't Apply
  Compliant
  Non-Compliant

### Illustration:



#### Main + Upper Floor Colors:

- Backer: 701 Dark Neutral
- Plaque 1: 711 Ash
- Plaque 1 Copy: 732 Oyster
- Plaque 2: 714 Antique White
- Plaque 2 Copy: 785 Duranodic

#### Lower Floor Colors:

- Backer: 763 Steel Blue
- Plaque 1: 801 Storm
- Plaque 1 Copy: 732 Oyster
- Plaque 2: 714 Antique White
- Plaque 2 Copy: 758 Navy Blue

### Notes:

See It/symbols/Gloversville Gender Neutral.plt for symbol artwork.

\*Guideline per 2/90's interpretation of ADA/ANSI A117.1-200.3. Due to the ADA/ANSI's wide interpretation and other factors that may exist, 2/90 cannot affirm compliance in all situations and is hereby removed from responsibility regarding these issues.

### Order:

Complete this order form and Fax to 2/90 at: 616.656.4300  
**Indicate quantity in boxes below.**  
 Print desired copy above or attach copy schedule.  
 Designate Mount Option if ordering a full sign.

Name:  
 Phone:  
 Fax:  
 Date:

Full Sign	
Qty.	Mount Option:



Grand Rapids, MI 49512  
 800-777-4310 www.290signs.com

Account Manager: Kali Angel Church  
 P: 518-482-4000  
 F:  
 E: Kalia@accentny.com  
 A: 3 Interstate Ave



accentny.com

Client: Gloversville Public Library  
 Contact: Barbara Madonna  
 Address: 58 East Fulton Street  
 Gloversville NY 12078

## 2021.05.17 290 Signage

Line #	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell
<b>Option One</b>						
1	5			RR-2 Main and Upper Level	\$ 123.54	\$617.70
2	1			RR-2 Lower Level	\$ 123.54	\$123.54
3	1			RR-1 Lower Level	\$ 123.54	\$123.54
4	1			2/90 SIGNS FREIGHT	\$ 33.42	\$33.42
5	1			2/90 SIGNS INSTALLATION	\$ 425.00	\$425.00
Sub Total						\$1,323.20

## Option Two Add

6	1			ADDITIONAL 2/90 SIGNS INSTALLATION	\$ 2,680.00	\$2,680.00
If Install is Seperate Trip						
Sub Total						\$2,680.00
Project Sub Total						\$4,003.20
Project Total:						<b>\$4,003.20</b>

Thank you for doing business with Accent.  
It has been a pleasure helping you with your furniture needs.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and send to Accent to process the order.  
This indicates that you have accepted the quotation and terms.

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**TERMS:**

- 1. 50% Deposit is required for order placement.**
- 2. There is a 3% processing fee for all credit card transactions.**
- 3. The above quotation does not include any applicable sales tax.**
- 4. Balance due upon receipt of invoice.**
- 5. If applicable, 10% of order up to \$5,000 (whichever is less) may be withheld for punchlist items.**
- 6. The above quotation is valid for 30 days. Prices are subject to change without notice.**
- 7. All furniture is made to order, Returns are not permitted.**
- 8. Once your order is placed with the manufacturer and put into the production schedule, we cannot accept any changes or cancellations to your order.**
- 9. Ship direct orders: The responsibility of the freight company ends at the back of the truck.**

# M.I.S. OF AMERICA, INC.

4391 WALDEN AVENUE  
LANCASTER NY 14086

# QUOTATION

DATE	QUOTATION #
5/13/2021	21-14265

**We are a Service Connected  
Veteran Owned Business**

NAME / ADDRESS
Gloversville Library 58 E. Fulton St. Gloversville, NY 12866 (518) 725-2819 Attn: Valerie Acklin

Ship To
TBD Valerie Acklin Library Director (518) 725-2819 vacklin@mvls.info

TERMS	REP	FOB	PROJECT
Net 30 days	MSE	PPA	Evapco Parts

ITEM	DESCRIPTION	QTY	COST	TOTAL
	After reviewing the damage caused by the ice this winter and after consulting wth the local Evapco Supplier, we are pleased to recommend the following replacement parts			
Misc sales	Factory Mounted Feeder portion of the Smart Shield, # FMF6-4	1	11,050.00	11,050.00
Misc sales	Evapco Bio Feeder (lid by itself is not available)	1	2,240.00	2,240.00
	Price does not include shipping or installation.			
	Fulton County Sales Tax		8.00%	1,063.20

**Prices are in effect for 30 days. SHIPPING NOT INCLUDED IN EQUIPMENT PRICING.**

**TOTAL** \$14,353.20

Phone #	716-681-3758
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**Adult Services Report: April 2021**  
**Nicole Hauser**  
**Librarian/Head of Adult Services**

In April I began the process of dissolving our Baker & Taylor lease collection. Part of the process included creating a list of our lease items in Polaris based off of the list provided by Baker & Taylor. This involved a staff member manually adding over 900 titles to the list by hand. This was a monumental task that was well worth it. Once we had a list of the books in Polaris, we were able to run reports that included circulation. This made it possible to make many decisions, about which books to keep and which to send back, before taking any books off of the shelves. This project will be completed in May.

The Adult Craft-to-Go for May will be a duo of sun catchers made with mason jar rings. Summer Reading planning has been finalized and now we are just working out all of the details.

After figuring out the final details, and multiple rounds of staff training, our new Library of Things collection became available for circulation on 4/19. The WiFi Hotspot was the first item to be checked out!

A promotional graphic for the Library of Things collection. It features a yellow background with a black silhouette of a pop-up canopy at the top. The text "Library of Things" is written in a large, black, serif font. Below it, "Borrow the unexpected" is written in a large, white, sans-serif font. Underneath that, "A collection of items from playful to practical." is written in a smaller, white, sans-serif font. The loan terms "7 day loan | 1 per patron | Holdable" are written in a large, black, sans-serif font. Below the loan terms, a list of items "Chromebook | Folding Table | Pop Up Canopy | Roku Streaming Stick+ | WiFi Hotspot | And more!" is written in a smaller, black, sans-serif font. At the bottom left is the Gloversville Public Library logo, and at the bottom center is the text "Explore today!" in a black, sans-serif font.

**Library of Things**

**Borrow the unexpected**

A collection of items from playful to practical.

**7 day loan | 1 per patron | Holdable**

Chromebook | Folding Table | Pop Up Canopy | Roku Streaming Stick+ | WiFi Hotspot | And more!

**Explore today!**

GLOVERSVILLE



PUBLIC  
LIBRARY

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

The stories for this month were about Easter, caterpillars, butterflies, pets, Earth Day, plants, seeds and gardens.

There were multiple books orders submitted to Ingram and Penworthy. I met with Jim Hopper from Gumdrop books, an order is in progress to his company.

Upon our reopening on April 4th, Sonny Duross and I walked through Groversville again, visiting various establishments, introducing ourselves and asking if we could leave the postcards noting what GPL has to offer our community. We were reminding those that we visited, there was an upcoming vote on May 4th, 2021.

Our Summer Reading Program – Story Time secured Mr. Gary VanSlyke, Mr. Matt (Turtle Dance Music), and Scotty Nut Nut to be part of our Summer Program line-up. Mr. Matt has offered to provide us with four virtual shows for the very low price of \$50 for each presentation!

The Community Garden has had wonderful support from the community. We are pretty secure in all our needs being met to have a “Fill a Bucket with Soil and Plant Day” on Saturday, May 22nd beginning at 9:00am until 1:00pm. This has been posted online and on our calendar.

## Special Projects Report: April 2021 Barbara Madonna Librarian/Special Projects

Wrap up grants from the building renovation.

Of the 3 outstanding grants:

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

The room signs were installed at the end of April. Valerie and I thought we were in the clear, but two weeks after the installation she learned that unisex restrooms need to have gender neutral signs. We are working with the architect and sign company for guidance on the wording and pictograms to replace the 7 restroom signs. I am also working to wrap up this grant now that I can take pictures of the room signs hanging up. The restroom sign issue will not impact the grant paperwork.



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

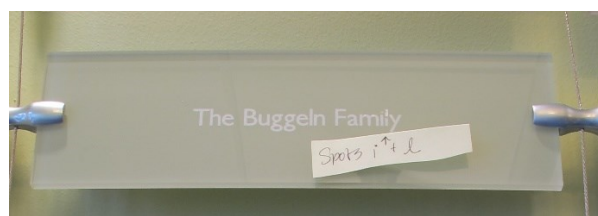
I have reached out to my contact a SHPO several times, but do not have an update regarding her review of the grant paperwork that was mailed in.

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

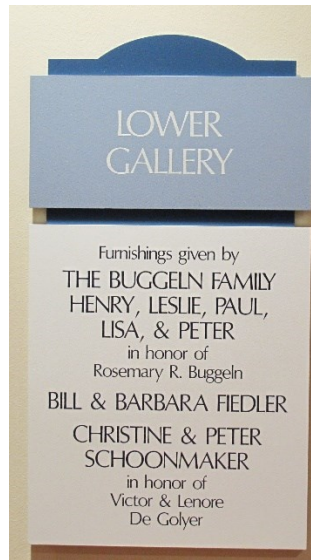
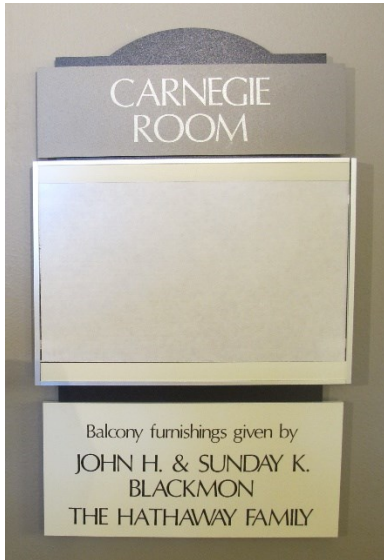
The Grant Disbursement Agreement has been executed. I have provided ESD with the updated umbrella policy coverage. I am also working to collect all of the invoices we need to submit to prove we expensed \$8.6 million. This list is NOT the same as what we provided to SHPO. For SHPO we needed to prove \$1 million, which was the total of the grant from SHPO. For ESD we need to prove expenditures for the entire project within the dates of the grant award, December 2015-December 2022.

## Campaign Plaques

The Naming Opportunity and Recognition Wall plaques were installed at the end of April, at the same time as the room signs. There were a few Naming Opportunities with typos that need to be replaced. Four of the five sign were hung and will have to be swapped. I caught the fifth before it went up. None of the Recognition Wall signs had typos, but there was a production flaw on 16 of them which has created voids in some of the lettering. These will be replaced. The message from the Accent currently states the company will be covering the cost of production and installation of the Naming Opportunity and Recognition Wall signs that need to be replaced. The company and I are swapping proofs by email to take care of these items. This does NOT include the issue with the restroom signs mentioned above. I assume that the Library will have to cover the cost of those signs because it was not the fault of the vendor (nor the Library, but...) Sooo, not quite done with this project.



*Recognition wall signs*



*Naming Opportunity signs with Room Signs*

Statistics for **April 2021** (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>
<b>VISITORS</b>	<b>4,462</b>	<b>(87)</b>

**CIRCULATION**

Adult Circulation	1,309	(34)
Teen Circulation	83	0
Juvenile Circulation	585	(20)
Audiobooks	103	(5)
eAudio	235	(144)
eBooks	663	(745)
Music	2	0
Periodicals	75	(5)
eMagazines	47	(31)
Videos	595	(12)
Museum Passes	0	0
Subtotal	<b>3,697</b>	<b>(996)</b>
In-House Use		
Adult	1	0
Juvenile	0	0
Other Materials	990	0
Subtotal	991	0
<b>Total Circulation</b>	<b>4,688</b>	<b>(996)</b>

<b>REFERENCE QUESTIONS</b>	<b>49</b>	<b>0</b>
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**MEETINGS/PROGRAMS/OUTREACH**

28 Adult programs and meetings with 210 people	(15 Adult programs and meetings with 84 people)
11 Juvenile programs and meetings with 827 people	(13 Juvenile programs and meetings with 1249 people)
0 Teen programs and meetings with 0 people	(0 Teen programs and meetings with 0 people )

**INTERLIBRARY LOAN**

Material Borrowed	492	0
Material Loaned	637	0
Total	<b>1,129</b>	<b>0</b>

<b>COMPUTER USAGE</b>	<b>383</b>	<b>(247)</b>
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**HISTORICAL ROOM \***

Temporarily Closed

2 Visitors

4 Books Used

6 Reference Questions

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