



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
November 17, 2020 6:30pm

Pledge to the Flag  
Public Comment

1. Accept minutes of the October 2020 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: December 15, 2020 at 6:30 pm



## Draft Minutes of the Groversville Public Library Board of Trustees Meeting

November 17, 2020

The Groversville Public Library Board of Trustees held a meeting on October 20, 2020 at 6:30 PM via Zoom Conferencing. Present were President Charles “Ren” Reed, Library Director Valerie Acklin, Vice President Merry Dunn-Brown, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Sue Shrader, Richard Carlson, Gregory Niforos, Caren Pepper, and *The Leader-Herald* Reporter Ashley Onyon.

Mr. Reed called the meeting to order at 6:33 PM.

Mr. Reed asked if there was any public comment. Mr. Reed would like to welcome our newest member Caren Pepper. At 6:36 PM, Ms. Pepper read the oath of office for board membership of the board of trustees. Mr. Reed also read a card from Mrs. Sally Fancher expressing her gratitude and appreciation for being a part of the GPL family.

Mr. Reed asked for a motion to approve the Annual Meeting minutes. Mrs. Pesses made a motion, with a second motion made by Mr. Carlson. He asked if there was any discussion. Hearing none, the board approved the minutes with a vote of “aye.”

Mr. Reed asked for a motion to approve the September Meeting minutes. Ms. Dunn-Brown made a motion, with a second motion made by Mr. Niforos. Mrs. Reed asked if there was any discussion. Hearing none, the board approved the minutes with a vote of “aye.”

Mr. Reed asked Mr. Frank to review the Financial Report for the three-month period ending September 30, 2020. Mr. Frank informed the trustees that our income for the period was below last year by approximately \$17,900. This was due having very little in fine and lost book income this year, as we only offered limited service to the public, and last year the Friends of the Library had given us their support payment of \$10,000 which has not occurred yet this year. We have also not received the first payment of our State Aid yet this year. Mr. Frank also informed the Trustees that we would be receiving another COVID-19 payroll rebate from the Internal Revenue Service of approximately \$20,000 based on our third quarter payroll and the decline in our income for the period compared to last year. Mr. Frank also informed the trustees that our expenses for the period were up approximately \$32,800 over last year, due to having paid our building and contents insurance earlier this fiscal year and 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, Mrs. Pesses made a motion, seconded by Mr. Rohrs, to accept the Financial Report as presented. This was approved all voting “aye.”

Mr. Frank distributed the Warrants list for October 2020 numbered 2186 through 2207 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Groversville Public Library and recommended payment of same. Mrs. Pesses made a motion, seconded by Mr. 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.”

Valerie Acklin  
Library Director

2020-2021  
Board of Trustees

Merry Dunn Brown

Richard Carlson

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Mr. Reed asked for report from the Budget and Finance committee. Mr. Niforos had a preliminary budget meeting last week to get organized. They discussed fixed costs, salaries, etc. Minimum wage went up to \$13.50 and they do not know what's been scheduled for the last five years. They are trying to figure out balancing wage increases and budget. The next budget meeting will be November 10th. Although we don't know, they've got to begin planning for 2022. Mr. Reed asked for any questions or comments.

Mr. Reed delivered the Friends of the Library Report on behalf of Mrs. La Porta who was unable to attend. Articles for the Friends Newsletter are due to Jen Wojeski by November 5<sup>th</sup>. Be sure to label the subject line as "For December 2020 issue of Friends' Newsletter". The next Friends' meeting will be on Thursday, November 5<sup>th</sup> at 6 p.m. at 39 Prospect Avenue. Please contact Mrs. La Porta if you plan to attend, due to social distancing. Thank you to all who supported our recent fundraisers-Chicken BBQ and Basket Raffle. Friends who chaired BBQ are Barbara Reppenhagen and Marion Clemente. Chairperson for basket raffle is Nancy Krawczeski. The Friends would also like to thank Sally Fancher for all the wonderful years she's provided the library. They presented her with a gift during a surprise outdoor gathering at the library.

Mr. Reed asked for an update from the Foundation. There was no meeting yet; however, they are waiting on Jay Wood.

During the update from the Buildings and Grounds committee, Ms. Acklin discussed contracts regarding tree and snow removal. From that discussion, Mr. Reed asked if there was a motion to approve a contract with Jim Esper Landscaping for snow removal. Mr. Carlson made a motion, with a second motion made by Ms. Pepper. The board approved with a vote of "aye". After discussion, he made a motion to amend the contract in that GPL pays by weather occurrence with a second motion made by Ms. Pepper. The board approved with "aye".

Mr. Reed asked for an update from the Outreach Committee. Ms. Acklin made note of a thank you note from the Chamber of Commerce thanking Ms. Dunn-Brown for her efforts making the welcome to the community bags.

The Personnel Committee reported they have been meeting every two weeks. From these meetings, the topics of employee evaluations were discussed, whereas it is up to the director to conduct these evaluations. Regarding evaluations of the director, it is recommended the board conduct such reviews.

During the Policy Committee report, three policies were presented for motion to pass. The policies are as follows: Collection Development, Behavior and Environment, and Donations, Bequests, and Gifts. When asked to make a motion to approve all three policies, Ms. Dunn-Brown made a motion, with a second motion made by Mr. Rohrs. The board approved with a vote of "aye."

There was a first reading for the following policies: Social Justice, Responsibility for Library Operations Policy; Library Minimum Staff Requirement Policy; and Conflicts of Interest Policy. The board has reviewed the Conflict of Interest of policy and we have agreed to the proposed policy and it will be reviewed at each Organizational Meeting. Mr. Reed asked for a motion to approve the Conflict of Interest policy. Mrs. Pesses made a motion, with a second motion made by Mr. Niforos. The board approved with a vote of "aye".

Mr. Reed reported on behalf of the Program Committee, whereas he noted there was no report. However, Ms. Acklin reported that fall programming was still gearing up with activities such as Online Meditation, Author Fest, and Craft Kits.

There was no report from the Public Relations Committee.

Ms. Acklin delivered the Director's Report. She discussed how Book Clubs are still a primary form of event and programming although they only take place over Zoom, therefore numbers are somewhat dwindling. She also mentioned the Jolly Reader's program, which will be tabled for further discussion at another date.

In his President's Report, Mr. Reed noted that a legal notice for the board position vacancy has been posted.

Mr. Reed asked if there was any New Business. Ms. Acklin discussed the potential of rearranging certain sections of the library to promote browsing and ease of access to popular collections. This suggestion is still on the table for discussion.

At 8:57 PM, Mr. Reed asked for a motion to go into Executive Session. Mrs. Pesses made a motion, with a second motion made by Mr. Niforos. The board approved with "aye."

At 9:18, Mr. Reed asked for a motion to leave executive session. Mrs. Pesses made a motion, with a second motion made by Mrs. Shrader. The board approved with "aye."

Mr. Reed welcomed Ms. Pepper to the board again. At 9:19, Mr. Reed asked for a motion to adjourn. Mrs. Shrader made a motion, with a second motion made by Mrs. Pesses. The board approved with "aye."

Respectfully submitted,

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Christian W. Rohrs, Secretary

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

**OCTOBER 2020**

	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	\$453,695.00	\$453,695.00	\$453,695.00	\$0.00
Investment Income	2,600.00	61.71	83.38	480.45	2,516.62
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	0.00	10,000.00
Government Affiliations	7,000.00	0.00	0.00	6,243.68	7,000.00
IRS Payroll Credit Covid 19	0.00	20,449.18	20,449.18	0.00	0.00
Fines & Miscellaneous Income	9,000.00	133.00	763.50	4,223.29	8,236.50
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	10,000.00	10,000.00
<b>TOTAL RECEIPTS</b>	<u>\$492,295.00</u>	<u>\$474,338.89</u>	<u>\$474,991.06</u>	<u>\$474,642.42</u>	<u>\$37,753.12</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on October 1, 2020	\$20,262.18				
Plus: Receipts Per Report	474,338.89				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>44,103.22</u>				
Income Cash Balance on October 31, 2020	<u>450,497.85</u>				
Cobra Reserve Balance	(58.53)				
Accounts Payable as of 10/31/20	8,946.50				
Cash Received Covid 19 less Credit Due	32,910.64				
Deferred Liability - Prepaid Med. Ins.	609.30				
Prepaid Expenses as of 10/31/20	<u>(355.74)</u>				
Actual Cash Balance on October 31, 2020	<u>\$492,550.02</u>				

Prepared By,  
Michael J. Frank, Treasurer

Submitted By,  
Greg Niforos, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

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

**OCTOBER 2020**

	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	\$ 20,200.38	\$ 90,231.37	\$ 85,966.16	\$202,703.63
Salaries - Part Time Employees	81,266.00	6,782.81	26,485.79	20,085.78	54,780.21
Salaries - Custodians	30,594.00	2,549.52	10,198.08	9,776.40	20,395.92
F I C A & Medicare Tax	30,966.00	2,360.05	10,046.60	8,808.03	20,919.40
Unemployment Insurance	800.00	236.00	472.00	386.00	328.00
Disability & Family Leave Insurance	2,000.00	0.00	853.65	473.24	1,146.35
Medical Insurance & Reimbursements	47,558.00	3,893.05	17,397.56	17,695.18	30,160.44
Worker's Compensation Insurance	3,000.00	0.00	4,183.06	3,643.53	(1,183.06)
Pension Expense	35,000.00	0.00	0.00	0.00	35,000.00
Heat	4,000.00	30.24	79.28	73.56	3,920.72
Electricity	20,000.00	1,340.77	5,001.94	5,951.72	14,998.06
Telephone	6,720.00	537.56	2,145.08	2,155.41	4,574.92
Insurance	25,000.00	0.00	21,040.97	20,754.52	3,959.03
Books, Periodicals, etc.	46,500.00	1,862.06	10,937.53	17,533.00	35,562.47
Computer & Automation Services	13,200.00	1,312.24	4,195.14	4,016.31	9,004.86
Library, Office Supplies & Postage	11,500.00	898.13	1,450.60	1,597.12	10,049.40
Maintenance, Repairs & Bldg. Supplies	3,000.00	275.59	4,870.53	3,300.02	(1,870.53)
Maintenance Contracts	27,299.00	250.00	10,904.96	0.00	16,394.04
Treasurer	8,800.00	700.00	2,900.00	2,850.00	5,900.00
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	0.00	0.00	631.60	1,000.00
Events & Programming	5,000.00	200.75	913.02	1,771.68	4,086.98
Promotion Expense	4,800.00	98.00	221.00	1,236.00	4,579.00
General Expense	1,300.00	576.07	924.05	549.61	375.95
<b>TOTAL EXPENSE</b>	<b>\$711,388.00</b>	<b>\$44,103.22</b>	<b>\$225,564.71</b>	<b>\$209,254.87</b>	<b>\$485,823.29</b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**OCTOBER 2020**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	IRS REF	E F T United States Treasury (3,629.16)	\$1,182.08	FICA & Medicare Expense
			2,447.08	Payroll
6518		Gloversville Public Library	12,214.58	Payroll
6519	2186	Michael J. Frank	700.00	Treasurer
6520	2187	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6521	2188	United Health Care	17.40	Medical Insurance
6522	2189	M V P Health Care, Inc.	4,265.10	Medical Insurance
6523	2190	The Leader-Herald (155.08)	98.00	Promotion Expense
			57.08	G/E - Snow Removal Legal Notice
6524	2191	Frontier Communications	537.56	Telephone
6525	2192	National Grid (1,371.01)	1,340.77	Electric
			30.24	Heat - Natural Gas
6526	2193	Mohawk Valley Library System	1,272.24	Computer & Automation
6527	2194	Quill, LLC (73.47)	13.10	Maintenance & Repairs
			60.37	Library Supplies
6528	2195	Technical Building Services, Inc.	247.50	Maintenance & Repairs
6529	2196	Gloversville True Value Hardware	14.99	Maintenance & Repairs
6530	2197	Ingram Library Services	988.51	Books
6531	2198	Philip Beckett, CPA, P.C.	6,000.00	Accounts Payable - Prof. Fees
6532	2199	The Daily Gazette	130.00	Newspapers
6533	2200	Blackstone Publishing	304.37	A/V - DVDs
6534	2201	Johnstown Public Library	11.00	Fines, etc.
6535	2202	First Nonprofit Unemployment Program (436.00)	200.00	Cash Reserve
			236.00	Unemployment Insurance
6536	2203	Lucas Holdings, LLC	796.60	Library Supplies
6537	2204	Professional Fire Protection, Inc.	250.00	Maintenance Contracts
6538	2205	Center Point Large Print	104.18	Books
6539	2206	Arkell Museum	85.00	Events & Programming
6540	2207	Business Card (1,050.90)	40.00	Computer & Automation
			14.99	G/E - Zoom Membership
			41.16	Library Supplies
			115.75	Events & Programming
			504.00	G/E - Dues
			335.00	A/V - DVDs
6541		Gloversville Public Library	12,182.01	Payroll
		E F T NYS & Local Retirement System	400.13	Pension - Withholdings
		E F T NYS Tax Department	1,056.40	Payroll
	IRS REF	E F T United States Treasury (3,604.94)	1,177.97	FICA & Medicare Expense
			2,426.97	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	846.55	Medical Insurance
		CHECK AND EFT PAID OUTS - OCTOBER 2020	52,917.46	
		PETTY CASH PAID OUTS - OCTOBER 2020		
		None	0.00	
		<b>TOTAL OCTOBER 2020 PAID OUTS</b>	<b>\$52,917.46</b>	
		Less: Medical Insurance - Johnson	(609.30)	
		Less: Fines, etc.	(11.00)	
		Less: Accounts Payable	(6,000.00)	
		Less: Cash Reserve	(200.00)	
		Less: Disability & PFL Reimb. - Hauser	(1,384.64)	
		Less: Cobra Reimbursement - Madonna	(609.30)	
		<b>NET TO BALANCE TO EXPENSES</b>	<b>\$44,103.22</b>	

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on October 1, 2020	\$18,127.02
Plus: Receipts:	
Interest on Money Market Account	1.59
Tax Levy	50,000.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	0.00
	<hr/>
Balance on October 31, 2020	<u>\$68,128.61</u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on October 1, 2020	\$900,159.79
Plus: Receipts:	
Interest on Money Market Account	114.68
Transfer from Construction Account	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on October 31, 2020	<u>\$900,274.47</u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on October 1, 2020	\$19,499.30
Plus: Receipts:	
Interest Earned	0.33
Grant Money Received	0.00
Less: Paid Outs:	
Transfer to Building Fund	0.00
	<hr/>
Balance on October 31, 2020	<u>\$19,499.63</u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on October 1, 2020	\$308.53
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on October 31, 2020	<u>\$308.53</u>



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

**STEWART'S GRANT**

Balance as of October 1, 2020			\$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 October 31, 2020			\$560.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of October 1, 2020			\$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 October 31, 2020			\$371.62

**ADVOCACY GRANT**

Balance as of October 1, 2020			\$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 October 31, 2020			\$110.91

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of October 1, 2020			\$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 October 31, 2020			\$9,825.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of October 1, 2020			\$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 October 31, 2020			\$2,507.18

**PARK TERRACE PTA - COLORTON**

Balance as of October 1, 2020			\$559.25
Funds Received - Donation			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Colorthon Funds Left at October 31, 2020			\$559.25

**GLOVERSVILLE PUBLIC LIBRARY**  
**BANK RECONCILIATIONS**  
**October 31, 2020**

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

Balance Per Bank Statement \$ 412,549.53

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
05/19/20	6418	James Esper Landscaping	4,700.00	
10/20/20	6520	The Paul Revere Life Insurance Company	172.78	
10/20/20	6534	Johnstown Public Library	11.00	
10/20/20	6537	Professional Fire Protection, Inc.	250.00	
Total Outstanding Checks				<u>5,133.78</u>

Other Items:

None -

**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS**

\$ 407,415.75

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

Balance Per Bank Statement \$ 13,381.88

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
10/15/20	5491	Darla L. Barry	1,015.65	
10/30/20	5502	Nicole L. Hauser	1,318.93	
10/30/20	5503	Circe I. Johnson	1,030.52	
10/30/20	5504	Linda B. Conroy	1,239.36	
10/30/20	5505	Jameson M. Duross	909.91	
10/30/20	5507	Darla L. Barry	1,015.65	
10/30/20	5508	Valerie A. Acklin	2,024.55	
10/30/20	5509	George Emden IV	968.40	
10/30/20	5510	Sally L. Ostrander	629.67	
10/30/20	5511	Kathy Van Volkenburg	128.71	
10/30/20	5512	Christine T. Prokopiak	297.37	
10/30/20	5513	Kimberly A. Collar	313.57	
10/30/20	5514	Patricia A. Devereaux	536.98	
10/30/20	5515	Kelly S. Lawlor	434.97	
10/30/20	5516	Bailey J. Darling	367.58	
10/30/20	5517	Barbara J. Madonna	150.06	
Total Outstanding Checks				<u>12,381.88</u>

Other Items:

Encoding Error Ck. No. 5386 -

**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS**

\$ 1,000.00

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

Balance Per Bank Statement \$ 900,274.47

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 900,274.47

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

Balance Per Bank Statement \$ 19,499.63

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**

\$ 19,499.63

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

Balance Per Bank Statement \$ 308.53

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 308.53

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

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



Valerie Acklin  
Library Director

2020-2021  
Board of Trustees

Merry Dunn Brown

Richard Carlson

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

## Library Director's Report: October 2020 Valerie Acklin / Library Director

### Shifting

Looking towards the future and the possibility that the library may have to, once again, limit patron/employee movement within the building, we will be swapping the location of the fiction and non-fiction collections. That is, the fiction collection will move down to the main floor and the non-fiction collection will move up to the second floor. To that end, Nicole and I have begun weeding the non-fiction collection, starting with the 900s (history), to ensure that we don't waste time moving books that are no longer appropriate for the collection. We will be continuing with weeding, the remainder of which we expect to go quickly. We aren't doing a full weeding of the fiction collection, instead focusing on weeding books that are obviously damaged (such as paperbacks). Nicole and I have also made some rough measurements to ensure that everything will fit in its new home. Now, we're working on the physical shifting specifics. I've announced what we're doing to the staff and asked volunteers to work a full-time day on the Saturday before Thanksgiving to help do the shifting. Full-time employees would receive compensatory time this, part-time workers would be paid at their current rate. We have contacted MVLS, which is loaning us a handful of mobile bins, which we will use to house our quarantined books, in the book drop room. This will free up the carts currently holding those books, and we will be able to use them for shifting purposes.

### Civil Service

I have been working almost daily with Lauren Brand at Fulton County Civil Service, to cover a lot of paperwork odds and ends. There were errors on the staff RPCs that held up the certification of payroll that we sent in at the start of the fiscal year. Those have now been corrected. In addition, we've been working on the retirement of both Sally F. and Kathy, as well as the scheduling of the provisional exams for both Sonny and me. I'm also happy to report that both Darla and Bailey are now officially off probation.

### Physical Plant

I'm continuing to work on having regular maintenance scheduled, so that it becomes routine. To that end, TBS has already drained our water chiller and Evapco has been contacted to come and winterize the HVAC system. Adirondac Carpet Cleaning visited the building and supplied us with an estimate for regular cleaning moving forward. In addition, our spot carpet cleaner has arrived, so we can start tackling small, daily carpet stains on our own. As for repairs, the door operator on the parking lot door has been replaced and

now be securely locked and that the entrance is now ADA compliant. The outdoor light sensor on the side of the building has also been replaced and we're monitoring its reliability. In new building news, I've been working on purchasing HVAC replacement filters (and securing more stringent MERV-13 filters for our public areas) and hope to have TBS back onsite to install them as soon as possible.

### **Limited Computer Use Policy**

I am continuing to tweak this policy, but I am suggesting that we not consider implementing it until after the new year, as COVID-19 numbers continue to increase in the region. In addition, I still have concerns about our ability to ensure proper cleaning protocols, that still need to be resolved.

### **ASRL Annual Conference**

September 29<sup>th</sup> through October 3<sup>rd</sup>, I attended the Association of Small and Rural Libraries virtual conference. Due to the fact that they were recording sessions, I was able to view relevant talks and workshops at the library (between other tasks) and at home. It was an informative event, although some technical difficulties made the audio difficult to hear on two of the days. Still, it was helpful to hear what other libraries were doing and meet some other directors and librarians at similar institutions (including someone from Gloversville, who now works in Ohio). I'll be sharing what I learned with the staff – specifically the ALA grant info, which Nicole and I will be working on together.

- The First Year: Strategies for a Successful Directorship
- Know Your Staff: An Interactive Guide to Teambuilding
- Grant Writing 101: Practical Steps & Strategies to Help Your Library Soar
- Library Security for Rural Libraries: Staying Safe When Help Is Far
- Focus on Small/Rural: Learn How You Can Get One of 600 \$3,000 Grants from ALA
- Leadership: Small Acts, Big Results
- Using Technology to Make a Big Difference with Small & Rural Communities
- "We Need to Talk": How to Master the Art of Tough Conversations
- Marketing Your Small Library: A Little Investment Can Go a Long Way
- Social Media for Small Libraries
- Library Ethics 101: What Would You Do?
- Resources for Patrons with Disabilities



Adult Services Report: October 2020  
Nicole Hauser – Librarian

On October 6, I attended the Library Journal Virtual Summit. It was a daylong virtual event that offered many different workshops. During the keynote we were reminded that historically, when economies come out of a recession, due to either health or economic reasons, libraries see surges and I think it's important to keep that in mind for the future. Many of the workshops offered were timely and talked specifically about library services during, and after, the current pandemic. Programming at a Distance, Getting the Word Out, Libraries Role in the Community's Recovery, and How to Fact Check the Election (Without Taking Sides) were some of the workshops I attended. Since we have had to go virtual for our programming, we have been faced with new challenges to make virtual programs meaningful and engaging for our patrons. We also have to remember that virtual programs are not the same as in person programs. For example, an in person program would typically take 1-1.5 hours whereas that same virtual program will only take 45 minutes. Virtual programming also offers the potential to increase programming. Normally during the winter months many of our programs are sparsely attended because of weather conditions and the dark, offering virtual programs allow us to circumvent those specific barriers. We should also keep in mind that people will still expect virtual programs even after we begin offering in person programs again. One of the presenters shared a great quote from David Lanke: "Bad libraries build collections; good libraries build services; great libraries build communities." When we re-open we will be helping to rebuild social connections as well as a strong community. The summit was a worthwhile, and timely, event to attend.

The Adult Craft to Go for October was a Macramé Hanger. We had 26 people register and all but 2 kits were picked up. We had our first zoom meeting the week after people picked up the kits to discuss problems and share our creations. Only one person attended, but she thoroughly enjoyed the craft. November's craft will be a magnetic puzzle piece frame using puzzle pieces donated to the library last fall.

This month's weeding project was pulling worn paperbacks from the fiction shelves. We removed many worn paperbacks and the shelves look all spruced up!

The Jolly Readers book discussion of [The Girl in Green](#) by Derek Miller was facilitated by Chris Prokopiak and attended by one patron. Because of continued low attendance for the book discussions since we went virtual we are rethinking Jolly Readers and will have a new format in place beginning January 2021.

The new library cards ordered in September were received at the beginning of October. Patrons now receive a normal card and a key fob when they register for a library card instead of deciding between the two.



## **Youth Services Report: October 2020**

**Darla Barry, Library Assistant**

### **Thursday Story Time**

Week 1: Stories about Leaves (52 Facebook views)

- Craft: Leaves/Pumpkin Wreath -- making a wreath from pre-cut construction paper leaves and pumpkins.

Week 2: Stories about Fall and Bats (83 Facebook views)

- Craft: Magic Picture – using special paper that, once exposed to sunlight, leaves an image of the object that was placed upon it.

Week 3: Stories about Apples and Fall Friends (316 Facebook views) Bonus: Bellinger's Orchard was kind enough to donate 50+ apples for our Take n' Make Craft Bags

- Craft: The Worm -- precut construction paper worm, to be decorated then folded to insert a pencil to resemble a worm.

Week 4: Stories about Bats (141 Facebook views)

- Craft: Bat and Spider Mobile – bat and spider construction paper cutouts, to be decorated with pompoms, stickers, and string, to create a Halloween mobile.

Week 5: Halloween Stories (239 Facebook views)

- Craft: Design a Pumpkin: Sheets of construction paper with which children cut out shapes and create pumpkin faces.

### **Saturday Story Times**

- Fairy Tales with Sonny: Little Red Riding Hood (336 Facebook views)
- Saturday Stories with Mrs. Barry: Halloween Stories with Friends (563 Facebook views)

### **Virtual Craft Time on Thursdays**

Take n' Make Craft Bags are available each week beginning on Monday for our Virtual Craft Time on Thursday.

### **Youth Services Staff Continuing Education**

October 14<sup>th</sup>: *When "Learning" Becomes "School": Supporting Parents Educating at Home* (presented by Jack Scott, Mary Fellows, and MVLS)



## Special Projects Report: October 2020

### Barbara Madonna, Librarian I

#### 1. 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**

I have been working Lisa Hayes, the architect, and Kali Angel from Accent Furniture, our contact to the sign company, to update the paperwork Valerie and I reviewed for the interior signs. This paperwork will be the sign package sent to the sign company for production. I don't have the right software or knowledge to make updates that will go to the sign company for production so I have to rely on Lisa.

There are three different pieces of the sign package that will be sent;

- a spreadsheet listing the text of the sign, the style of the sign, the name and number of the colors of the sign and fonts, and on what surface the sign will be hung (wall or glass),
- a floor plan of each level indicating the location of each sign, and
- Finally, a drawing of each sign with dimensions (see the illustration at the bottom for an example of the Upper Level Directory).

All the Naming Opportunity signs for rooms need to be designed in association with these room signs. And then there are Naming Opportunity signs for the furnishings that need to be coordinated for a consistent look. All of the donor's names and messages need to be accurate before the signs are produced. (I expect we will have mistakes anyway. Hopefully, WE catch them before the donor does.)

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

I spoke to DOL on November 9 and the case is still pending. It will be going to a hearing, the soonest being January.

Jean Egnehofer at SHPO: We have approval from Albany to move forward with the paperwork to close out the grant even those the DOL hearing is still pending.

I continue to assemble the paperwork needed for the final submission. (Killing approximately 2 redwoods.)



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

I received the 990 and audit from Mike that I needed to wrap up our submission.

Our project is scheduled to go before the ESD grant board on Thursday November 19<sup>th</sup>. The 'team' has had a preliminary meeting about our submission and there are no red flags as far as the ESD Board's approval next week.

However, (there is always an however), the Library is not currently compliant with the amount of staffing agreed to in this grant.

When the grant was written in 2015, the Library had 6 FT and 5 PT employees. The agreement with ESD was that the Library would add 4 FTE (full time equivalent employees) by the time the final paperwork was signed and dry.

Full Time Equivalent employees are defined by ESD as follows:

*“(a) a full-time, permanent, private-sector employee on the Grantee’s payroll, who has worked at the Project Location for a minimum of thirty-five hours per week for not less than four consecutive weeks and who is entitled to receive the usual and customary fringe benefits extended by Grantee to other employees with comparable rank and duties; or*

*(b) two part-time, permanent, private-sector employees on Grantee’s payroll, who have worked at the Project Location for a combined minimum of thirty-five hours per week \* for not less than four consecutive weeks and who are entitled to receive the usual and customary fringe benefits extended by Grantee to other employees with comparable rank and duties.”*

*\*In other paperwork received in 2016, it was stated that the PT employees must work a minimum of 17.5 hours per week to get combined to equal a FTE. This limits which PT employees can be combined as there are several who average less than 17.5 hours per week (myself, Chris Prokopiak and Kim Collar).*

When I initial submitted this final paperwork in August, the Library met the obligations with 9 FT employees, 1 FTE (adding 2 PT employees together), and 8 PT (including me/Barb).

With the retirement of Sally and Kathy Van Valkenburg the roster now stands at:

8 FT and 7 PT

You can add certain PT employees together and create 9 FTE and 5 PT or 10 FTE and 3 PT. None of these are 10 FTE and 5 PT.

As I read further into the final paperwork provided by ESD I found the clause that stated that the Library would have to repay portions of the funding should the roster fall below the agreed upon total of 10 FTE and 5 PT. The paperwork also provided dates by which this level needed to be achieved, and maintained. The first being January 1, **2021**.

I spoke directly to our grant administrator at ESD because this was alarming news. Valerie has expressed concerns about the budget and I know how Civil Service works so I was concerned

that 1. there might be a decision to freeze hiring, 2. even if hiring was an option, there was no way to meet this deadline due to delays with Civil Service.

The rep told me that the employment level does not have to be met until AFTER the grant funding is distributed. With COVID delays, it is taking about 4 months after the ESD board signs off. There is a pile of paperwork (probably similar to SAM and SHPO) as well as other agency reviews and approvals (as there was with SAM). Under that timeline, the Library would not be expected to meet that employment level until January 1, **2022**.

With that updated information, I was given the go ahead to continue the paperwork needed to obtain that outstanding \$500,000.

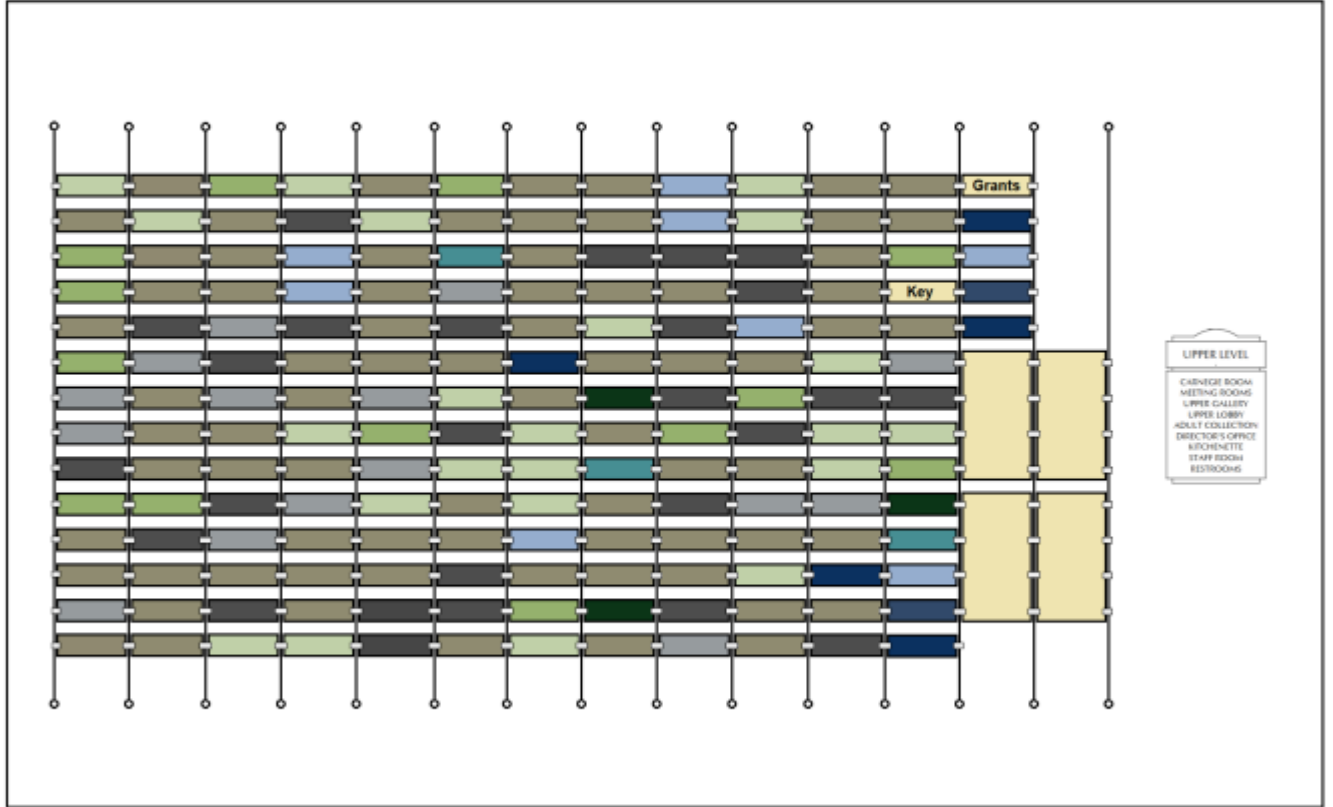
#### **D. Campaign Plaques**

I have been in contact with Steve Jones from 2//90 signs, the company on board with manufacturing the donor wall. We have a final design drawing. This includes the recognition wall donor plaques, a key, the grants, a brief explanation of the project, and some special recognitions for the Friends, Foundation, Senator Hugh T. Farley, and the state grants. See illustration below.

All the plaques will be the same size and hung in alphabetical order by donor's last name (as designated by them in cases of two last names like Trudel and Smith, but color coded to represent the 10 donor recognition levels. An 11<sup>th</sup> color (was chosen for headers (Key, Grants) and the special plaques. The plaques under Key will list the dollar amounts on the appropriate color to tell how much donors of a certain color gave. For example, the taupe plaques (first ones under Key) will say \$1,000-\$2,499.

Work on the Naming Opportunity signs is combined with the room signs listed in A. But you can see a sample design of the room signs in the illustration below where the Upper Level Director has been included to figure out spacing.

16ft



UPPER LEVEL  
CARNegie ROOM  
MEETING ROOMS  
UPPER GALLERY  
UPPER LOBBY  
ADULT COLLECTION  
DIRECTOR'S OFFICE  
KITCHENETTE  
STAFF ROOM  
RESTROOMS

10

Statistics for **October 2020**

are as follows (figures in parentheses are comparable figures for 2019)  
**Governor's Executive Order, Covid 19 phase 4 reopening guidelines: CURBSIDE pickup  
 6/22/2020 - 7/19/2020, OPENED 7/20/2020 with limited access for patrons**

	<b>2020</b>	<b>2019</b>
<b>VISITORS</b>	<b>3,996</b>	<b>(6,697)</b>
<b>CIRCULATION</b>		
Adult Circulation	1,285	(1,868)
Teen Circulation	76	(165)
Juvenile Circulation	632	(1,144)
Audiobooks	92	(224)
eAudio	164	(194)
eBooks	597	(571)
Music	12	(22)
Periodicals	48	(49)
eMagazines	20	(10)
Videos	632	(1,824)
Museum Passes	1	(3)
Subtotal	<b>3,559</b>	<b>(6,074)</b>
In-House Use		
Adult	5	(16)
Juvenile	0	(48)
Other Materials	0	(1,359)
Subtotal	<b>5</b>	<b>(1,423)</b>
<b>Total Circulation</b>	<b>3,564</b>	<b>(7,497)</b>
<b>REFERENCE QUESTIONS</b>	<b>66</b>	<b>(170)</b>
<b>MEETINGS/PROGRAMS/OUTREACH</b>		
15 Adult programs and meetings with 100 people		(79 Adult programs and meetings with 640 people)
12 Juvenile programs and meetings with 1754 people		(22 Juvenile programs and meetings with 152 people)
0 Teen programs and meetings with 0 people		(8 Teen programs and meetings with 34 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	525	(781)
Material Loaned	681	(755)
Total	<b>1206</b>	<b>(1536)</b>
<b>COMPUTER USAGE</b>	<b>295</b>	<b>(1,867)</b>
<b>HISTORICAL ROOM *</b>		
	Temporarily Closed	
Visitors	7	
Books Used	7	
Reference Questions	21	

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