



Gloversville Public Library
Meeting of the Board of Trustees
November 16, 2021
6:00 PM

Pledge of Allegiance
Public Comment

1. Accept the Minutes of the October 2021 meeting
2. Treasurer's Report
3. Budget and Finance Report
 - Warrant List
4. Friends' Report
5. Foundation Report
6. Buildings and Grounds Committee Report
7. Local History Room Committee Report
8. Outreach Committee Report
9. Personnel Committee Report
10. Policy Committee Report
 - Patron Borrowing Policy (Second Reading)
 - Conflict of Interest Certification
11. Program Committee Report
12. Public Relations Committee Reports
13. Director's Report
14. President's Report
15. Old Business
16. New Business
17. Adjourn

Next Meeting: December 21, 2021 @ 6:00 PM



Gloversville Public Library
Minutes of the Meeting of the Board of Trustees
October 19, 2021
6:30 PM

The Gloversville Public Library Board of Trustees held its regular meeting on October 19, 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 Shrader, Richard Carlson, Greg Niforos, Caren Pepper, and Claims Auditor John Blackmon.

Mr. Reed called the meeting to order at 6:32 PM.

When asked if there was any public comment, there was none.

Mr. Reed asked for a motion to approve the Annual Meeting Minutes. Mr. Niforos made a motion, seconded by Mrs. Pesses. The board approved with “aye.” Mr. Reed asked for a motion to approve the September Meeting Minutes. Mrs. Pesses made a motion, seconded by Ms. Dunn-Brown. The board approved with “aye.”

Mr. Reed asked Mr. Frank to review the Financial Report for the three-month period ending September 30, 2021. Mr. Frank informed the Trustees that our income for the period was up by approximately \$7,300 as compared to the same period of the preceding year, primarily due to having received our local library state aid earlier this year and the receipt of approximately \$1,900 from the Foundation in pass-through donations. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$5,300 over last year, due primarily to the increase in our building, contents and liability insurance premium and an increase in our maintenance contract expenses. The increase in the insurance expense was due to the increase in our liability premium. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Pesses made a motion, seconded by Mr. Mazur, to accept the Financial Report as presented. This was approved all voting “aye.”

After the Budget and Finance report, Mr. Reed requested the following motions:

- Motion to approve the filing of NYS AUD report. Mr. Carlson made a motion, seconded by Mrs. Shrader.
- Motion to approve the filing of 990 Non-Profit tax return. Mr. Rohrs made a motion, seconded by Mr. Niforos.

Both motions were approved with a unanimous vote of “aye” from the Board.

Mr. Frank distributed the Warrants list for October 2021, numbered 2481 through 2497, 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. Mr. Rohrs made a motion, seconded by Mrs. Shrader, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting “aye.”

The rising cost of e-resources provided via MVLS was also discussed after this report.

Mr. Reed delivered the Friends of the Library report on behalf of Mrs. La Porta. The following items were discussed:

- The Basket raffle will take place on Friday, October 22 at 2 PM. There is still time to turn in tickets before the drawing. The children's book raffle drawing will take place at 3 PM. the same day.
- Those wishing to submit articles for the December issue of the Friends' newsletter should have submitted their articles to Jennifer Wojeski by last Friday, Oct. 15.
- The next Friends meeting is scheduled for Thursday, November 4 at 6 PM, in the Large Meeting Room.
- The Friends are looking for a new editor for the newsletter and are hoping to get a volunteer starting with the April 2022 issue.
- Friends Week activities are underway this week, with staff and trustee gifts. Thank you to Ginni Mazur and Barbara Reppenhagen for organizing gifts and treats for staff and gifts for trustees.
- Thank you to all who participated in the Basket Raffle, either by donating a basket or by purchasing a ticket for the raffle.

Mr. Frank informed the Trustees that the Foundation Board had not yet met this year. Mr. Frank informed the Board that he would be trying to set up a Finance Committee meeting in November, with the Annual Meeting to be planned for early December for the full Board.

Mr. Carlson delivered his report for the Building and Grounds Committee. Among the topics discussed were the small atrium leak, HVAC chiller winter damage and other HVAC issues, next-year plans for the mini community garden, the exit driveway slope landscaping, and building leaks in the Mechanical and Children's Rooms. Mr. Carlson also reported upon Friends' cleanup efforts and maintenance contracts.

In her Local History Room Committee report, Mrs. Pesses discussed the overhaul of "old stuff" and how much work has been done since the last meeting. Ms. Acklin also noted that staff member Shari has been serving as a liaison for all Local History Room inquiries.

In her Outreach Committee report, Ms. Dunn-Brown mentioned the committee is still looking for outreach opportunities and any suggestions would be welcomed.

In her Personnel Committee report, Mrs. Shrader provided a staffing update with further details to come at the November Board meeting.

Reporting on behalf of the Policy Committee, Mrs. Pesses discussed the first reading of the Patron Borrowing Policy. Two other policies received attention: the Finance: Payment Authorization Policy and the Finance: Budget Development and Expenditure Policy.

Ms. Acklin and Mr. Reed noted that the Program Committee did not meet.

In his Public Relations report, Mr. Mazur noted that the committee had not met.

In her Director's Report, Ms. Acklin noted that, with Nicole, she has been working on a Seed Library, an MVLS grant to focus on a "Memory Lane" collection targeted toward those suffering from memory loss, a board game collection, and an educational toy collection for the new Early Literacy Center.

In his President's Report, Mr. Reed announced the current Plan of Service is coming to an end. He has been working with Eric Trahan and Wade Abbott from MVLS to start discussions on developing the next Plan of Service. Also, Mr. Reed and Ms. Acklin discussed that GPL Board Members must now attend two hours of continuing education each year, as per new state law.

When asked if there was any old business, there was none.

When asked if there was any New Business, three things were discussed:

- D&O Insurance
- General Liability Insurance
- The shift of monthly Board meetings from 6:30 PM to 6:00 PM, from November through April of each fiscal year

At 8:15 PM, Mr. Reed asked for a motion to adjourn. Mrs. Shrader made a motion, seconded by Mrs. Pesses.

Respectfully Submitted,

Christian W. Rohrs

GLOVERSVILLE PUBLIC LIBRARY

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

OCTOBER 2021

	<u>Budget July 1, 2021 to June 30, 2022</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$503,695.00	\$503,695.00	\$503,695.00	\$453,695.00	\$0.00
Investment Income	2,000.00	147.14	154.77	83.38	1,845.23
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	1,925.00	0.00	8,075.00
Government Affiliations	7,000.00	750.00	5,697.30	0.00	1,302.70
IRS Payroll Credit Covid 19	0.00	65,829.46	65,829.46	20,449.18	(65,829.46)
Fines & Miscellaneous Income	2,500.00	214.50	1,308.26	763.50	1,191.74
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL RECEIPTS	<u>\$535,195.00</u>	<u>\$570,636.10</u>	<u>\$578,609.79</u>	<u>\$474,991.06</u>	<u>(\$43,414.79)</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on October 1, 2021	<u>\$152,524.82</u>				
Plus: Receipts Per Report	570,636.10				
Plus: Transfer from Building Fund	0.00				
Less: Furniture Purchased	0.00				
Less: Land Purchased	0.00				
Less: Expenses Per Report	<u>(45,587.97)</u>				
Income Cash Balance on October 31, 2021	<u>677,572.95</u>				
Accounts Payable as of 10/31/21	17,287.75				
Cash Received Covid 19 less Credit Due	(25,604.85)				
Deferred Liability - Prepaid Med. Ins.	618.35				
Prepaid Expenses as of 10/31/21	<u>0.00</u>				
Actual Cash Balance on October 31, 2021	<u><u>\$669,874.20</u></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 October 1, 2021	\$52,283.66
Plus: Receipts:	
Interest on Money Market Account	42.86
Tax Levy Received	503,695.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	0.00
Balance on October 31, 2021	<u>\$556,021.52</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on October 1, 2021	\$664,285.22
Plus: Receipts:	
Interest on Money Market Account	56.42
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	0.00
Balance on October 31, 2021	<u>\$664,341.64</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on October 1, 2021	\$1,084.01
Plus: Receipts:	
Interest Earned	1.00
Balance of SHPO Grant Received	100,000.00
Less: Paid Outs:	
None	0.00
Balance on October 31, 2021	<u>\$101,085.01</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on October 1, 2021	\$430.83
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
Balance on October 31, 2021	<u>\$430.83</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

OCTOBER 2021

	Budget July 1, 2021 to June 30, 2022	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$269,028.00	\$ 20,666.36	\$ 87,286.34	\$ 90,231.37	\$181,741.66
Salaries - Part Time Employees	110,419.00	7,703.40	29,279.40	26,485.79	81,139.60
Salaries - Custodians	31,504.00	2,451.40	10,327.48	10,198.08	21,176.52
F I C A & Medicare Tax	31,438.00	2,352.62	9,686.92	10,046.60	21,751.08
Unemployment Insurance	800.00	254.75	509.50	472.00	290.50
Disability & Family Leave Insurance	2,000.00	0.00	1,331.33	853.65	668.67
Medical Insurance & Reimbursements	53,000.00	3,245.82	17,363.69	17,397.56	35,636.31
Worker's Compensation Insurance	3,000.00	0.00	3,906.09	4,183.06	(906.09)
Pension Expense	45,151.00	0.00	0.00	0.00	45,151.00
Heat	3,500.00	24.52	73.56	79.28	3,426.44
Electricity	20,000.00	2,497.95	8,380.52	5,001.94	11,619.48
Telephone	6,720.00	580.17	2,320.33	2,145.08	4,399.67
Insurance	25,000.00	0.00	23,816.85	21,040.97	1,183.15
Books, Periodicals, etc.	43,000.00	2,027.28	9,571.25	10,937.53	33,428.75
Computer & Automation Services	13,200.00	1,451.35	5,520.30	4,195.14	7,679.70
Library, Office Supplies & Postage	11,500.00	123.18	1,620.31	1,450.60	9,879.69
Maintenance, Repairs & Bldg. Supplies	10,000.00	549.26	2,383.08	4,870.53	7,616.92
Maintenance Contracts	28,000.00	0.00	13,701.79	10,904.96	14,298.21
Treasurer	8,800.00	700.00	2,900.00	2,900.00	5,900.00
Professional Fees	7,000.00	0.00	0.00	112.50	7,000.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	1,000.00	691.00	748.07	0.00	251.93
Events & Programming	5,000.00	203.92	1,179.71	913.02	3,820.29
Promotion Expense	4,800.00	50.00	199.50	221.00	4,600.50
General Expense	2,000.00	14.99	288.27	924.05	1,711.73
TOTAL EXPENSE	<u>\$736,860.00</u>	<u>\$45,587.97</u>	<u>\$232,394.29</u>	<u>\$225,564.71</u>	<u>\$504,465.71</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

OCTOBER 2021

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	DM	E F T United States Treasury (3,687.04)	\$1,187.02	FICA & Medicare Expense
			2,500.02	Payroll
6838		Gloversville Public Library	12,192.21	Payroll
6839	2481	Michael J. Frank	700.00	Treasurer
6840	2482	Nicole Hauser	132.44	Petty Cash
6841	2483	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6842	2484	United Health Care	23.20	Medical Insurance
6843	2485	C D P H P	3,644.95	Medical Insurance
6844	2486	Frontier Communications	580.17	Telephone
6845	2487	National Grid (2,522.47)	24.52	Natural Gas
			2,497.95	Electricity
6846	2488	Naif's	300.00	Newspapers
6847	2489	Business Card (1,261.75)	50.00	Computer & Automation
			14.99	G/E - Zoom
			84.28	Events & Programming
			691.00	Professional Meetings & Travel
			357.18	A/V - DVDs
			64.30	Library Supplies
6848	2490	Ingram Library Services	1,370.10	Books
6849	2491	Professional Fire Protection, Inc.	278.00	Maintenance & Repairs
6850	2492	Daily Gazette Co., Inc.	50.00	Promotion Expense
6851	2493	Palmateer Trucking & Container Service	232.00	Maintenance & Repairs
6852	2494	Derby Office Equipment, Inc.	46.08	Library Supplies
6853	2495	First Nonprofit Unemployment Program (454.75)	254.75	Unemployment Insurance
			200.00	Cash Reserve
6854	2496	Gloversville True Value Hardware	39.26	Maintenance & Repairs
6855	2497	Mohawk Valley Library System	1,401.35	Computer & Automation
6856		Gloversville Public Library	11,978.43	Payroll
DM		E F T NYS & Local Retirement System	426.92	Pension - Withholdings
DM		E F T NYS Tax Department	1,075.00	Payroll
DM		E F T United States Treasury (3,618.20)	1,165.60	FICA & Medicare Expense
			2,452.60	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	<u>208.36</u>	Medical Insurance
		CHECK AND EFT PAID OUTS - OCTOBER 2021	<u>46,395.46</u>	
		PETTY CASH PAID OUTS - OCTOBER 2021		
		Events & Programming	90.12	
		Postage	2.80	
		Events & Programming (Colorthon)	29.52	
		Library Supplies	<u>10.00</u>	
		TOTAL OCTOBER 2021 PAID OUTS	<u>\$46,527.90</u>	
		Less: Petty Cash Check	(\$132.44)	
		Less: Cash Reserve	(200.00)	
		Less: Johnson Medical Ins. Reimb.	<u>(607.49)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$45,587.97</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of October 1, 2021			\$1,160.47
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at October 31, 2021			\$1,160.47

W G Y CHRISTMAS WISH GRANT

Balance as of October 1, 2021			\$371.62
Grant Money Received			250.00
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, 2021			\$621.62

ADVOCACY GRANT

Balance as of October 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 October 31, 2021			\$110.91

APPROPRIATION FOR FUTURE AUDIT

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

RESTORATION FUNDS RECONCILEMENT

Balance as of October 1, 2021			\$2,807.18
Funds Received			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, 2021			\$2,807.18

PARK TERRACE PTA - COLORTON

Balance as of October 1, 2021			\$433.91
Funds Received - Donation			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
Petty Cash	None	Events & Prog.	29.52
Total Expenses			29.52
Balance of Colorthon Funds Left at October 31, 2021			\$404.39

**GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
October 31, 2021**

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

Balance Per Bank Statement \$ 99,039.82

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
05/31/21	6731	James Esper Landscaping	\$ 10,900.00	
10/19/21	6843	C D P H P	3,644.95	
10/19/21	6849	Professional Fire Protection, Inc.	278.00	
10/19/21	6851	Palmateer Trucking & Container Service	232.00	
10/19/21	6852	Derby Office Equipment, Inc.	46.08	
10/19/21	6853	First Nonprofit Unemployment Program	454.75	
		Total Outstanding Checks	<u>15,555.78</u>	<u>15,555.78</u>

Other Items:

None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS

\$ 83,484.04

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

Balance Per Bank Statement \$ 15,456.80

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
10/29/21	6299	Kimberly A. Collar	455.30	
		Total Outstanding Checks	<u>455.30</u>	<u>455.30</u>

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 15,001.50

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

Balance Per Bank Statement \$ 556,021.52

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 556,021.52

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

Balance Per Bank Statement \$ 664,341.64

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 664,341.64

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

Balance Per Bank Statement \$ 664,341.64

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 664,341.64

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 101,085.01

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

\$ 101,085.01

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

Balance Per Bank Statement \$ 430.83

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 430.83

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance

GLOVERSVILLE



PUBLIC
LIBRARY

Gloversville Public Library
Director's Report
October 2021
Valerie Acklin/Library Director

October was a relatively quiet month, as the staff took a proverbial deep breath after the literal heavy lifting of shifting the youth, teen, large type, and audiobook collections. Now that everything is in its new home, we've been finetuning these collections, designing and adding signage, re-cataloging items, adding appropriate spine labels, and acquiring appropriate wall décor for the Youth Services area (including the Early Literacy Center). The response from the public has been gratifying. Visitors downstairs have gushed over the new Early Literacy Center space, and are eagerly looking forward to the educational toys that will be housed there. In addition, it has been noted that the new layout of the main Children's space is easier to navigate and more pleasing to the eye. Upstairs, the shift of the large type collection from the Fiction Room to across from the Information Desk has been much appreciated by those who need those materials. The relocation of the Library of Things from beneath the windows in the A/V area to an end cap across from the Information Desk has also been beneficial, as we have noticed a significant uptick in circulation.

We are also continuing our curation of brand new collections:

- The Library was delighted to hear from the Friends of the Library that they will be donating \$500 towards the establishment of the non-circulating Early Literacy Center education toy collection. We look forward to scheduling a PR opportunity, so that we can document the donation and publicize it in the paper. In addition. With that knowledge, we have gone ahead and purchased items for the collection, which we will rotate over time. Next steps are to establish the rotating calendar, ready shelving in the Early Literacy Center, and develop a regular cleaning protocol for items.
- The board games that were donated have been inventoried and Sharon at MVLS has helped us establish a cataloging framework for the items. Next steps will be hammering out loan rules, adding individual items to Polaris, and finding appropriate housing that will allow for secure circulation of the many parts included with each game.
- Since receiving a \$500 Dream & Do grant from MVLS, we have selected initial items for the Memory Land collection, which will focus on materials for those living with memory loss and their caregivers. We hope to purchase the items sometime next month and work with MVLS to establish a special collection in Polaris.
- New projects for our Gloversville Grows initiative have also moved forward. With the donation of card catalogs for housing of our new Seed Library, Nicole and I will soon be working on the logistics of seed distribution. We hope to have this up and running by March/April. Valerie has submitted a Penguin Random House (PRH) grant application for funding of commercial display refrigerator, to house produce grown in both our Community Garden as well as the gardens of those "borrowing" seeds from the Seed Library.
- Also through the PRH grant, Valerie has requested funding for our new Essentials Collection of personal hygiene products, which will be available discreetly at the Information Desk starting in November.

GLOVERSVILLE



PUBLIC
LIBRARY

Groversville Public Library

Adult Services Report

October 2021

Nicole Hauser/Head of Adult Services & Collection Development

October was used as a month to catch our breath and regain our footing after a busy summer and all of the changes we made to our physical space in September. (A note, after moving the Library of Things display to an end cap directly behind the Main Information Desk, we've noticed an uptick in circulation!)

Work on finalizing the details of the Barrier Free Card continues and we are anticipating rolling it out to the public in early 2022. More signs have been added to our various collections to aid patrons in discovery and is an ongoing project. A donation of board games was given to the Library and we will be adding most of them as a new collection. This month was spent going through the games that were donated to assess their condition and suitability. The NYLA Virtual Conference was at the end of the month and I attended 4 live virtual sessions. The presenters were interesting as usual, but much of what was presented comes with the challenge of adapting it to our community, our Library, and our staff. During November I will continue viewing virtual sessions that are available to watch on my own schedule and hope to learn more about Library of Things collections, programming, management and more.

I've been working closely with both Lex and Bailey on specific projects and new responsibilities. A goal of mine for the year has been to figure out a system that works for me so I can be better organized with program planning and promotion.

This month I was able to spend time working on this system to help keep me on track with the various deadlines each month for the 4 programs I currently run. The system is not perfect yet, but it gets closer with each iteration and this one feels almost right. Programs for October: · Jolly Readers discussed Marie Benedict's *The Only Woman in the Room* with an attendance of 3 people. · Joy of Coloring saw an attendance of 2 people. · Adult Crafting had a total of 31 participants registered with 28 actually participating: 9 at the 1:30 class, 9 at the 5:30 class and 10 picked up as kits. November's craft is washcloth animals and as of 11/3, registration is closed with 33 participants registered. (FYI: We limit total registrations to 30 participants with 5 spots on a waitlist) · For the Love of Reading: I received 2 submissions.



Gloversville Public Library
Youth Services Report
October 2021
Darla Barry/Head of Youth Services

October was an extremely quiet month that seemed to go by very quickly!

Our weekday Story Time, by the end of the month, was being attended regularly by a handful of families. We have had a total of four children enjoying stories, most weeks, with a new participant joining us on our last meeting of the month. I was saddened by no one attending the Saturday Story Time, but was told by parents not to worry, as the local kids' soccer league would soon be over and we should start seeing an improvement in attendance. I am definitely looking forward to having a nice group to listen to stories.

This past month, our readings were farm-related (apples, animals, and pumpkins) and Halloween! We made two crafts from pom-poms. The first was a peachy pom-pom pig and the second was a black spider in a web; both came out quite cute! The activity sheets created were based on Halloween and gave children the opportunity to practice their fine motor scissor skills cutting, as well as crossword puzzles, coloring sheets, word searches, mazes and dot to dot pictures. There are two sets of sheets offered, one for younger children and one for those a little bit older.

During the month, there were a few webinars that Sonny, Lex, and myself participated in. Unfortunately, I missed the first one offered on weeding, but it was attended by Sonny and Lex. I will be able to participate in the second part, airing in November. Sonny and I also viewed the Performers & Programs event offered by NYLA. This was an informational meeting to how they screen their presenters and then put them on a master list for libraries, along with a short explanation of their program and including any other information pertinent to their presentation. The NYLA Virtual Conference was held on Thursday, October 28 and Friday, October 29. Sonny, Lex, Nicole, Valerie, and I attended various webinars.

Our gardening came to an end for the year. George emptied the buckets, stored them away, took care of the wooden structure that housed them and added the soil from them to the top of the dirt already there next to the fence, to be tilled in next Spring.

I met with a salesman from Gumdrop Books, answered a phone call from Smart Apple Media, and spoke to Lisa from Kids Reference. I conveyed to the first two companies that for now, we will not be submitting an order and thanked them for their time. After visiting with Nicole, we decided it's best to deal with Ingram Publishing. When the books arrive to the Library from Ingram, they are already labeled and in the system; this makes our end of the processing easier and more cost efficient, considering the time and effort spent to process purchases from other smaller companies.

There has been so much support and positive remarks from our patrons when visiting the Early Literacy Center. This is a very nice addition to our Children's area.

	2021	2020
VISITORS	6,790	(3996)
CIRCULATION		
Adult Circulation	1,394	(1285)
Teen Circulation	81	(76)
Juvenile Circulation	522	(632)
Audiobooks	128	(92)
eAudio	176	(164)
eBooks	577	(597)
Music	15	(12)
Periodicals	64	(48)
eMagazines	129	(20)
Videos	682	(632)
Museum Passes	1	(1)
Library of Things	2	0
Subtotal	3,771	(3559)
In-House Use		
Adult	4	(5)
Juvenile	15	0
Other Materials	766	0
Subtotal	785	(5)
Total Circulation	4,556	(3564)

REFERENCE QUESTIONS 42 (66)

MEETINGS/PROGRAMS/OUTREACH

Adult programs and meetings with people	(15 Adult programs and meetings with 100 people
Juvenile programs and meetings with people	(12 Juvenile programs and meetings with 1,754 people)
Teen programs and meetings with people	(0 Teen programs and meetings with 0 people)
One-on-one programs and meetings with people	(In previous years one-on-one programs were included in adult, juvenile and teen program counts)

INTERLIBRARY LOAN

Material Borrowed	457	(525)
Material Loaned	582	(681)
Total	1,039	(1206)

COMPUTER USAGE 724 (295)

HISTORICAL ROOM *

Temporarily Closed

Visitors	1	(7)
Books Used	1	(7)
Reference Questions	4	(21)

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