



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
October 20, 2020 6:30 p.m.

Pledge to the Flag
Public Comment

1. Accept minutes of the Gloversville Public Library Annual Meeting
Accept minutes of the September 2020 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Foundation
6. Building and Grounds
7. Outreach Committee
8. Personnel Committee
9. Policy Committee
10. Program Committee
11. Public Relations Committee
12. Director's Report
13. President's Report
14. Old Business
15. New Business
16. Adjourn

Next Meeting: November 17, 2020 at 6:30 p.m.



Draft Minutes of the Gloversville Public Library Annual Meeting

September 10, 2020

The Gloversville Public Library Board of Trustees held its Annual Meeting on September 15, 2020 at 6:30 PM via Zoom Conferencing. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Richard Carlson, Gregory Niforos, Sue Shrader, Karen Pepper, and *Leader-Herald* reporter Ashley Onyon.

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

When asked for public comment, there was none. Mr. Reed asked for a motion to begin the annual meeting. Mrs. Pesses made a motion, seconded by Mr. Carlson. All voted with “aye.”

Mr. Reed asked Mr. Frank to review the Annual Financial Report with the Trustees. Mr. Frank informed the Trustees that the Library had received our GASB 68 information from the NYS Pension System and that we had to book an additional Deferred Liability of approximately \$165,000. This does not affect our current cash position. Mr. Frank also informed the Trustees that we would be receiving a cash refund from the Internal Revenue Service of approximately \$46,000 on our second quarter payroll report since we continued to pay our employee’s wages and medical insurance during our closing and limited service due to the COVID-19 pandemic. Mr. Frank asked the Trustees if anyone had any questions about the Annual Financial Report. Hearing none, Mr. Carlson made a motion, seconded by Mrs. Pesses, to accept the Annual Financial Report as presented. This was approved all voting “aye.”

Ms. Acklin delivered the Community Report for the annual meeting. She acknowledged the hectic nature of the present crisis; however, the numbers presented in the Community Report indicate the community has utilized the library regularly during the closure. Such participation includes (but is not limited to) virtual programming and virtual children’s programs. Ms. Acklin discussed the vigorous work of the staff toward services and collections, meanwhile acknowledging the efforts of the staff toward welcoming the community back into the library.

At 6:55, Mr. Reed asked for discussion or questions regarding the annual meeting. Hearing none, Ms. Dunn-Brown made a motion to adjourn, with a second motion made by Mr. Rohrs. The board approved with a vote of “aye.”

Respectfully submitted,

Christian W. Rohrs

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



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

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Valerie Acklin
Library Director

Upon leaving the Annual Meeting, Mr. Reed called the meeting to order at 6:55 PM. When asked for public comment, there was none.

Mr. Reed asked for any discussion or questions regarding the August meeting minutes. Hearing none, Mrs. Pesses made a motion to accept the August meeting minutes, seconded by Mrs. Shrader. The board approved with a vote of "aye."

Mr. Reed asked Mr. Frank to review the Financial Report for the two-month period ending August 31, 2020. Mr. Frank informed the Trustees that our income for the period was below last year by approximately \$17,100 due to having very little in fines and lost books income this year due to our 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 our expenses for the period were up approximately \$30,500 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. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Carlson made a motion, seconded by Mr. Niforos, to accept the Financial Report as presented. This was approved all voting "aye."

Mr. Frank distributed the Warrants list for September 2020 numbered 2170 through 2185 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mrs. Shrader made a motion, seconded by Mr. Niforos, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting "aye."

Mr. Reed delivered a report on the Friends of the Library on behalf of Mrs. Jean La Porta. The chicken barbecue tickets for September 18th have been mailed out to Friends. Tickets are available by contacting Barbara Reppenhagen and Marion Clemente and tickets are \$12.00. The raffle basket theme this year is titled "What a Year". So far, eighteen baskets have been submitted and raffle tickets are \$1 or 6 for \$5. The basket drawing will be Saturday, October 24th at 2 PM.

Mr. Reed asked for an update from the GPL Foundation. Mr. Frank informed the Trustees that the Foundation had not met; however, there will be a meeting in September.

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 an update from the Building and Grounds Committee. Mr. Carlson indicated an issue with the entry door on the parking lot side door as there are problems with the operating unit. Mrs. Pesses inquired if the handicap access option is the cause of malfunction, to which Ms. Acklin indicated the operator function is the cause of the problem. Mr. Carlson also indicated a leak of hydraulic oil from the motor has only exacerbated the issue, and this requires purchasing a new operator for the door at the cost of approximately \$2,000. Mr. Reed asked if there were any further discussion on this. Ms. Dunn-Brown inquired whether the repair would make the door ADA compliant and would there be a proper locking unit. MR. Reed indicated the lack of compliancy is due to that door, and a repair is necessary. Mr. Reed asked if there were any further questions or discussion. Hearing none, Mrs. Pesses made a motion to order a new operator, seconded by Mrs. Shrader. The board approved with a vote of "aye." Mr. Carlson also mentioned the tree at the rear of the parking lot. He suggested it would be best to have it taken down, for which neighboring business Walrath and Stewart Funeral Home have generously offered to pay.

Mr. Reed asked for a report from the Policy Committee. Mrs. Pesses noted that board members must sign the Conflict of Interest Policy. The following policies were read as a first reading: Collections, Behavior, and Donations. The following new policies require a first reading: Pandemic (new), Minimum Staff Requirement, Responsibility, and Social Justice Policy.

Mr. Reed asked for an update from the Outreach Committee. There has not been a meeting.

Mr. Reed asked for an update from the Personnel Committee. It was reported that the Personnel Committee would like to have a meeting to discuss plan of service.

Mr. Reed requested a report from the Program Committee. Ms. Acklin noted the staff have developed a virtual programming for adults with the following schedule:

- Monday: Game Night
- Tuesday: Meditation
- Wednesday: TBA
- Thursday: Nutrition

Ms. Dunn-Brown asked if there would be any programming during any lockdown due to the COVID-19 pandemic. Ms. Acklin assured her that virtual programming is a balanced, forward-thinking approach to reaching all patrons regardless of the circumstances.

Mr. Reed asked for a report from the Public Relations Committee. Mr. Rohrs inquired if Ms. Acklin is allowed to purchase advertisements via the local newspaper. Mrs. Pesses replied with an inquiry as to whether such purchases are included with the Outreach Committee. It was decided that the board would acknowledge publication deadlines for local advertisements and such deadlines would be respected. Additionally, Ms. Dunn-Brown mentioned a need to compile items and materials for new patrons of the library.

Ms. Acklin delivered her Director's Report. She noted a growth in patronage. She also discussed staff interaction with patrons regarding the required face mask and social distancing rules. With that, Ms. Acklin discussed a required seven-day quarantine for returned books. She also inquired a project management software such as Trello, etc. Mr. Reed inquired about the Director's checklist as he noted there wasn't any mention of the election. Ms. Acklin acknowledged his inquiry and will include that in the checklist. With that, Mrs. Pesses noted the importance of including an election timeline with specificity. Mr. Carlson also recommended specificity with dates for the Buildings and Grounds Committee.

Mr. Reed delivered the President's Report. He emailed the plan of service for all committees and he requested any and all committee-level discussion on the plan of service be shared by December, January, and February. This will be in a revision process over the next several months. Mrs. Pesses asked if the plan of service had been sent to everyone, and Mr. Reed indicated he would send another copy. Mr. Reed asked if there was any old business to discuss. There was none.

Mr. Reed asked if there was any new business to discuss. Ms. Acklin asked if the board would pay for an ALA membership to provide continuing education and professional development for staff. Mr. Reed asked for any questions on this request. Hearing none, Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown. The board approved with a vote of "aye."

Additionally, discussion commenced regarding the vacant seat on the board since former board member Frank Carangelo's departure. The Ad Hoc Committee recommended to replace the vacant seat with Ms. Karen Pepper. Mr. Reed asked for any questions or discussion, to which Ms. Dunn-Brown noted that Ms. Pepper would be an excellent addition to the Gloversville Public Library's Board of Trustees. Hearing no further discussion, Mrs. Shrader made a motion to approve, seconded by Mrs. Pesses. The board approved with a vote of "aye."

Unfortunately, board member and former president Craig Clark had emailed Mr. Reed his intention to resign from the GPL Board of Trustees effective September 30, 2020 at the close of business. Mr. Clark noted the pride and enthusiasm with which he served on the Board of Trustees, and Ms. Dunn-Brown acknowledged his 10 year service to the board as a member, vice president of finance, and board president. Mr. Reed asked for a motion to accept Mr. Clark's resignation. Mrs. Pesses made a motion with regret, seconded by Mr. Rohrs with regret. The board voted "aye" with regret.

Similarly, it was with great regret the board was notified of Sally Fancher's retirement. Mrs. Pesses noted Mrs. Fancher "took off like a rocket", and had a great influence on the children of this community and did a terrific job of establishing a position of respect and leadership not just as a librarian, but as an educator. Mr. Rohrs and Ms. Acklin also echoed Mrs. Pesses' thoughts regarding Mrs. Fancher's retirement. Mr. Reed asked for a motion to accept Mrs. Fancher's retirement with regret. Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown. The board regretfully voted in favor with "aye."

Mr. Frank also wanted on the record that the 990 exempt on income tax return was to be approved by the library. Mr. Reed asked for a motion, to which Mrs. Pesses made a motion, seconded by Mr. Carlson. The board approved with a vote of "aye."

At 8:46, Mr. Reed asked for a motion to go into Executive Session. Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown. The board approved with a vote of "aye."

At 9:20, Mr. Reed asked for a motion to leave executive session. Mr. Rohrs made a motion, with a second motion made by Mrs. Pesses. The board approved with a vote of "aye."

Following executive session, the board voted upon the following motions:

- Motion to increase Sally Ostrander's hours up to maximum part time hours (29.75 hours) Mrs. Pesses made a motion, with a second motion made by Mr. Niforos. The board approved with a vote of "aye."
- Motion to increase Patricia Devereaux's hours to 29.75 hours per week. Ms. Dunn-Brown made a motion, seconded by Mrs. Shrader. The board approved with a vote of "aye."

- Motion to approve Sonny Duross' promotion to Library Assistant pending Civil Service requirements. Mr. Reed made a motion, with a second motion made by Mr. Niforos. The board approved with a vote of "aye."
- Motion to increase Sonny Duross' salary by \$2,000.00 per year subsequent to promotion as Library Assistant. Ms. Dunn-Brown made a motion, seconded by Mr. Carlson. The board approved with a vote of "aye."

At 9:24 PM, Mr. Reed asked for a motion to adjourn. Mr. Rohrs made a motion, seconded by Mrs. Shrader. The board approved with a vote of "aye."

Respectfully submitted,

Christian W. Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

SEPTEMBER 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	\$0.00	\$0.00	\$0.00	\$453,695.00
Investment Income	2,600.00	2.02	21.67	270.65	2,578.33
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	5,493.68	7,000.00
Fines & Miscellaneous Income	9,000.00	66.55	630.50	2,835.29	8,369.50
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	10,000.00	10,000.00
TOTAL RECEIPTS	<u>\$492,295.00</u>	<u>\$68.57</u>	<u>\$652.17</u>	<u>\$18,599.62</u>	<u>\$491,642.83</u>
	Income Cash Reconcilement				
Income Cash Balance on September 1, 2020	\$69,100.92				
Plus: Receipts Per Report	68.57				
Less: Capital Expenditures - Furniture	0.00				
Less: Expenses Per Report	<u>48,907.31</u>				
Income Cash Balance on September 30, 2020	<u>20,262.18</u>				
Cobra Reserve Balance	(219.36)				
Accounts Payable as of 09/30/20	14,946.50				
Accts Rec- IRS Covid 19 Payroll Taxes Paid	2,903.55				
Deferred Liability - Prepaid Med. Ins.	1,218.60				
Prepaid Expenses as of 09/30/20	<u>(355.74)</u>				
Actual Cash Balance on September 30, 2020	<u>\$38,755.73</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

SEPTEMBER 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	\$ 24,089.34	\$ 70,030.99	\$ 64,474.62	\$222,904.01
Salaries - Part Time Employees	81,266.00	8,405.15	19,702.98	13,987.91	61,563.02
Salaries - Custodians	30,594.00	2,549.52	7,648.56	7,332.30	22,945.44
F I C A & Medicare Tax	30,966.00	2,773.65	7,686.55	6,523.72	23,279.45
Unemployment Insurance	800.00	0.00	236.00	193.00	564.00
Disability & Family Leave Insurance	2,000.00	0.00	853.65	473.24	1,146.35
Medical Insurance & Reimbursements	47,558.00	3,259.12	13,504.51	14,290.61	34,053.49
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	24.52	49.04	49.04	3,950.96
Electricity	20,000.00	1,817.92	3,661.17	4,307.10	16,338.83
Telephone	6,720.00	541.86	1,607.52	1,614.82	5,112.48
Insurance	25,000.00	0.00	21,040.97	6,027.02	3,959.03
Books, Periodicals, etc.	46,500.00	997.12	9,075.47	13,825.04	37,424.53
Computer & Automation Services	13,200.00	952.24	2,882.90	3,102.62	10,317.10
Library, Office Supplies & Postage	11,500.00	382.96	552.47	819.94	10,947.53
Maintenance, Repairs & Bldg. Supplies	3,000.00	1,895.34	4,594.94	3,098.27	(1,594.94)
Maintenance Contracts	27,299.00	0.00	10,654.96	0.00	16,644.04
Treasurer	8,800.00	750.00	2,200.00	2,150.00	6,600.00
Professional Fees	8,000.00	50.00	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	39.44	1,000.00
Events & Programming	5,000.00	287.27	712.27	1,546.68	4,287.73
Promotion Expense	4,800.00	56.00	123.00	756.00	4,677.00
General Expense	<u>1,300.00</u>	<u>75.30</u>	<u>347.98</u>	<u>417.31</u>	<u>952.02</u>
TOTAL EXPENSE	<u><u>\$711,388.00</u></u>	<u><u>\$48,907.31</u></u>	<u><u>\$181,461.49</u></u>	<u><u>\$148,672.21</u></u>	<u><u>\$529,926.51</u></u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

SEPTEMBER 2020

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (4,302.10)	\$1,402.55	FICA & Medicare Expense
			2,899.55	Payroll
6500		Gloversville Public Library	14,510.73	Payroll
6501	2170	Michael J. Frank	750.00	Treasurer
6502	2171	The Paul Revere Life Insurance Company	278.54	Medical Insurance
6503	2172	United Health Care	17.40	Medical Insurance
6504	2173	M V P Health Care, Inc.	4,265.10	Medical Insurance
6505	2174	The Leader-Herald (116.31)	56.00	Promotion Expense
			60.31	G/E - Trustee Legal Notice
6506	2175	Frontier Communications	541.86	Telephone
6507	2176	National Grid (1,842.44)	1,817.92	Electric
			24.52	Heat - Natural Gas
6508	2177	Mohawk Valley Library System	932.24	Computer & Automation
6509	2178	Quill, LLC (366.29)	7.33	Maintenance & Repairs
			358.96	Library Supplies
6510	2179	Stewart & Bergen Co., Inc.	85.00	Maintenance & Repairs
6511	2180	Technical Building Services, Inc.	1,787.02	Maintenance & Repairs
6512	2181	Kathryn McCary	50.00	Professional Fees
6513	2182	Business Card (513.90)	20.00	Computer & Automation
			14.99	G/E - Zoom Membership
			24.00	Library Supplies
			167.64	A/V - DVDs
			287.27	Events & Programming
6514	2183	Ingram Library Services	829.48	Books
6515	2184	Schenectady County Public Library	32.95	Fines, etc.
6516	2185	Gloversville True Value Hardware	15.99	Maintenance & Repairs
6517		Gloversville Public Library	14,147.61	Payroll
		E F T NYS & Local Retirement System	413.22	Pension - Withholdings
		E F T NYS Tax Department	1,288.60	Payroll
		E F T United States Treasury (4,244.10)	1,371.10	FICA & Medicare Expense
			2,873.00	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	212.62	Medical Insurance
		CHECK AND EFT PAID OUTS - SEPTEMBER 2020	<u>51,543.50</u>	
		PETTY CASH PAID OUTS - SEPTEMBER 2020		
		None	<u>0.00</u>	
		TOTAL SEPTEMBER 2020 PAID OUTS	<u>\$51,543.50</u>	
		Less: Medical Insurance - Johnson	(609.30)	
		Less: Fines, etc.	(32.95)	
		Less: Disability & PFL Reimb. - Hauser	(1,384.64)	
		Less: Cobra Reimbursement - Madonna	<u>(609.30)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$48,907.31</u>	

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on September 1, 2020	\$68,125.38
Plus: Receipts:	
Interest on Money Market Account	1.64
Tax Levy	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	50,000.00
Balance on September 30, 2020	<u>\$18,127.02</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on September 1, 2020	\$800,055.40
Plus: Receipts:	
Interest on Money Market Account	104.39
Transfer from Construction Account	100,000.00
Less: Paid Outs:	
None	0.00
Balance on September 30, 2020	<u>\$900,159.79</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on September 1, 2020	\$119,498.10
Plus: Receipts:	
Interest Earned	1.20
Grant Money Received	0.00
Less: Paid Outs:	
Transfer to Building Fund	100,000.00
Balance on September 30, 2020	<u>\$19,499.30</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on September 1, 2020	\$308.52
Plus: Receipts:	
Interest Earned	0.01
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	0.00
Balance on September 30, 2020	<u>\$308.53</u>

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of September 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 September 30, 2020		\$560.47

W G Y CHRISTMAS WISH GRANT

Balance as of September 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 September 30, 2020		\$371.62

ADVOCACY GRANT

Balance as of September 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 September 30, 2020		\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of September 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 September 30, 2020		\$9,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of September 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 September 30, 2020		\$2,507.18

PARK TERRACE PTA - COLORTHON

Balance as of September 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 September 30, 2020		\$559.25

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
September 30, 2020

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

Balance Per Bank Statement \$ 8,752.44

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	
09/15/20	6502	The Paul Revere Life Insurance Company	278.54	
09/15/20	6503	United Healthcare	17.40	
09/15/20	6615	Schenectady County Public Library	32.95	
Total Outstanding Checks				<u>5,028.89</u>

Other Items:

Missing Deposit 9/28 - Fine Money ? 99.50

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS

\$ 3,823.05

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

Balance Per Bank Statement \$ 12,934.78

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
09/15/20	5462	Kathy Van Volkenburg	128.71	
09/15/20	5464	Kimberly A. Collar	473.16	
09/30/20	5469	Nicole L. Hauser	1,318.93	
09/30/20	5471	Sally A. Fancher	1,935.49	
09/30/20	5472	Linda B. Conroy	1,239.36	
09/30/20	5473	Jameson M. Duross	848.16	
09/30/20	5475	Darla L. Barry	1,015.65	
09/30/20	5476	Valerie A. Acklin	2,024.55	
09/30/20	5478	Sally L. Ostrander	475.35	
09/30/20	5479	Kathy Van Volkenburg	15.58	
09/30/20	5480	Christine T. Prokopiak	297.37	
09/30/20	5481	Kimberly A. Collar	366.77	
09/30/20	5482	Patricia A. Devereaux	550.13	
09/30/20	5483	Kelly S. Lawlor	429.19	
09/30/20	5484	Bailey J. Darling	415.81	
09/30/20	5485	Barbara J. Madonna	400.57	
Total Outstanding Checks				<u>11,934.78</u>

Other Items:

Encoding Error Ck. No. 5386 -

BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS

\$ 1,000.00

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

Balance Per Bank Statement \$ 18,127.02

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 18,127.02

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

Balance Per Bank Statement \$ 900,159.79

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 900,159.79

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 19,499.30

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

\$ 19,499.30

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

Director's Report: September 2020

Valerie Acklin — Library Director

Book Club

Nicole and I met to kick around ideas for reimagining our Jolly Readers book club. I also had an hour-long impromptu meeting with one of our patrons Mrs. Pam Sproule, a former book club member, who wanted to share what she felt could be improved regarding our book club efforts. Until now, in person group discussions have been well-attended. But Zoom discussions have posed substantial barriers to access, as many patrons don't have the physical technology, nor the computer skills, to access the programs. It was decided that we should go ahead with the scheduled book discussion until the end of the calendar year, but then suspend it in 2021. In its place, we need a book-based program with which we can get creative in our delivery method and content. To that end, we have opted to go forward with an asynchronous genre-based option for the new year. Instead of participants reading the same title, they will be able to choose any title from within the designated genre for the given month. They will then be asked to write a quick elevator speech recommending the title (or not). These will be posted to a new page on our website, creating a list of brief reviews by Gloversville book lovers for Gloversville Book lovers, that will be constantly updated. Of course, we'll be delighted to bring back Jolly Readers, in person, when it is safe to do so.

Computers

I am continuing to fine-tune a limited public computer policy for use until a safe and reliable Covid-19 vaccine is readily available to the general public. I've met with key staff members to hammer out details and, while not perfect, I do think that what has been crafted is a reasonable jumping off point for bringing back computer services. We established a free appointment.com account that will allow patrons to reserve computer sessions from our website on a mobile device or computer. In addition, staff can use the account to book phone reservations and walk-in reservations. The trickiest part, which we still need to refine, is the equipment cleaning that will need to take place between each computer user. All surfaces, including the table, chair, computer, mouse, and keyboard, need to be thoroughly wiped down with disinfectant between users. The circulation staff rightly feels that this will be an unmanageable burden, and is likely to make those waiting to check out or sign up for programming unhappy. The only other option, at the moment, is asking George to wipe the equipment down between use, but since he seems to be having a hard time keeping up with the current cleaning, so I'm loathe to add to his workload. Since I am recommending that we do not implement this new computer policy until Monday, January 4th, at the earliest, we have time to brainstorm other, more practical cleaning solutions.

Physical Plant

PFP inspected our sprinkler system on September 9th. All were found to be working well. Mike from Evapco came on Sept 21st to check the chemical levels in the cooling water and update our software, as necessary. No anomalies were found in either. Evapco has been scheduled for a return visit on October 26th, to shut down the chiller for the season. Ashley from Pasco came to visit us twice: once to check on the chiller door seal, the other in response to one of our boilers. Happily, the costly measure of replacing the chiller door can be avoided (for now), and the boiler shutdown (deemed a quirky anomaly) kicked the back-up boiler into action, as expected. She reset the boilers, and also showed both George and I how to do likewise should it happen again, before leaving.

Pandemic Policy

The state recently mandated a pandemic policy for all government entities (including us). I was able to rework the rework the policy I had previously written, to keep it in line with state guidelines. We should be able to have it completely polished soon.

Signage

I met with Barb Madonna on September 23rd, for a walkthrough of the building to finalize the placement of room donation, emergency, and directional signage. We should now be ready to place an order and have signs affixed as soon as possible.



Gloversville Public Library

September 2020

Nicole Hauser – Librarian

September was mostly taken up by the Baker & Taylor buyback. I evaluated over 300 books in our lease collection that have been on our shelf for 2 or more years, since 8/31/2018. During this buyback we reduced our lease inventory by 310 books by returning 186, reporting 13 as lost, purchasing 74 and keeping 37 for free. Some books went back on the shelf to be evaluated during our next buyback which will occur in March 2021.

Our initial Adult Craft to Go was a success! We had 25 people register to pick up a kit to create orbs out of paper. 24 kits were picked up. The October craft is a macramé hanger and people have thru October 16 to register. We are directing patrons to videos and instructions online in addition to providing print outs of basic instructions in the kits. This month we will also be hosting a get together via Zoom the week after kits are picked up so people can share what they made and so we can talk about problems anyone had as well.

November's Jolly Readers title will be Virgil Wander by Leif Enger and the discussion will be facilitated by Nicole.



Gloversville Public Library

Children's Room Report: September, 2020

Sally Fancher – Head of Children's Services

The Gloversville Public Library Youth Center is continuing with Virtual Story Times and "Take and Make" craft bags. This decision was made after consulting with the Friends of the Library regarding their fall plans. Mrs. Barry and Jameson Duross will continue to do 2 Saturdays/month. Sonny will have "Fairy Tale Stories with Sonny" on the 2nd Saturday, and the 4th will be Story Time with Mrs. Barry. These will not include crafts.

The September 10 Virtual Story Time was a quick Farewell from me, to the kids, with an invitation to come in and allow me to introduce them to Mrs. Barry

We have continued to add to the collection and are in the process of "weeding". We have taken into consideration the "PAUSE" and have decided to evaluate the need for picture books that have not been circulated for 4 years. Developing and updating the non-fiction section is also a priority due to the increase in the number of families that will be homeschooling.

The Summer Reading statistics report for MVLS is complete, and incomplete. We have input as much data as possible, but due to the virtual and self-guided nature of the children's programs, we do not have the type of information that is usually required. All that we have, with explanation, has been sent to MVLS.

I can say that the "Story Time Stroll" was deemed successful by our community partners. The continuation of the "Take and Make" bags for Story Time also is a good indicator of success. We did not have a great deal of participants in Read Squared, but this can be partly attributed to the "digital divide" in this community.

It is the goal of Youth Services to continue to provide programming to our families. I am very confident that Mrs. Barry, will guide the staff and create programs and events to promote literacy and enrich the lives of our library families.

On a personal note, I am very grateful for the opportunity to have been a part of the Gloversville Public Library family. Thank you for all of your support in our quest to make the Library an integral part of the lives of our community members.



Gloversville Public Library
Special Projects Report: September 2020
Barb Madonna — Special Projects Librarian

I'm continuing to wrap up grants from the building renovation. Of the 3 outstanding grants:

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

I have an appointment on 10/22 to meet with Lisa Hayes, the architect, to update the paperwork you and I reviewed for the interior signs. This is the best way to ensure that the updates get done and have the corrections we discussed. Then it can be sent to the vendor for an updated quote.

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

I spoke to DOL in August and the case is still pending. I have a note in my calendar to follow up with DOL about the open case against the general contractor's sub later this month. Jean Egnehofer at SHPO: I sent a follow up email Monday and left a voicemail today to see if she has an answer from Albany about waiving the requirement to have the GC paid in full before we can submit our final reimbursement request. I continue to assemble the paperwork needed for the final submission.

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 19th. If the Library has completed the goals of the agreement with ESD to their satisfaction, disbursement of electronic funds usually takes 4-8 weeks.

Campaign Plaques

I have been double checking the work of Lisa Buggeln, the volunteer who handed this project off to me. I'm very nervous about getting people's names wrong, their wording on the plaques wrong, crediting them with the incorrect donation amount. At the moment, I am waiting for the campaign laptop to finish its updates so I can, hopefully, log into Gift-Works, the campaign donor software, to check on some outstanding pledges. I have been in contact with Steve Jones from 2//90 signs, the company on board with manufacturing the donor wall. We are verifying all of the details of the design. I am writing recognitions for the Friends, Foundation, Senator Hugh T. Farley, and the state grants. As well as a short blurb about the purpose of the recognition wall. Do you want to review these before they are sent off to be produced?

I'll be working through a similar process for the Naming Opportunity signs too.

Statistics for **September 2020**

are as follows (figures in parentheses are comparable figures for 2019)

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

	2020	2019
VISITORS	4268	(5,760)
CIRCULATION		
Adult Circulation	1264	(1,770)
Teen Circulation	82	(186)
Juvenile Circulation	915	(1,094)
Audiobooks	118	(189)
eAudio	149	(146)
eBooks	636	(521)
Music	11	(59)
Periodicals	63	(74)
eMagazines	34	(12)
Videos	640	(1,610)
Museum Passes	0	(3)
Subtotal	3912	(5,664)
In-House Use		
Adult	0	(20)
Juvenile	3	(50)
Other Materials	0	(1,215)
Subtotal	3	(1,285)
Total Circulation	3,915	(6,949)
REFERENCE QUESTIONS	28	(308)
MEETINGS/PROGRAMS/OUTREACH		
6 Adult programs and meetings with 59 people		(73 Adult programs and meetings with 421 people)
10 Juvenile programs and meetings with 1040 people		(10 Juvenile programs and meetings with 125 people)
0 Teen programs and meetings with 0 people		(0 Teen programs and meetings with 0 people)
INTERLIBRARY LOAN		
Material Borrowed	578	(708)
Material Loaned	644	(736)
Total	1222	(1,444)
COMPUTER USAGE	348	(1,751)
HISTORICAL ROOM *	Temporarily Closed	
Visitors	1	
Books Used		
Reference Questions		

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