



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
October 19, 2021 6:30pm

Pledge to the Flag

Public Comment

1. Accept the minutes
 - 2021 Annual Meeting
 - September 2021 meeting
2. Treasurer's Report
3. Budget and Finance
 - Warrant List
 - E-resources Increase
4. Friends
5. Foundation
6. Building and Grounds Committee
 - Combining vacant parcels
7. Local History Room Committee
8. Outreach Committee
9. Personnel Committee
 - Staffing Update
10. Policy Committee
 - Patron Borrowing
 - Finance: Payment Authorization
 - Finance: Budget Development and Expenditure
11. Program Committee
12. Public Relations
12. Director's Report
14. President's Report
 - Plan of Service
 - Continuing Ed
15. Old Business
16. New Business
 - D&O Insurance
 - General Liability Insurance
 - Meeting Time
17. Adjourn

Your Library: a gathering place to learn, grow and enjoy.



Minutes of the Gloversville Public Library Board of Trustees Annual Meeting September 21, 2021

The Gloversville Public Library Board of Trustees held the Annual Meeting on September 21, 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, and John Mazur.

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

Mr. Frank reviewed the Annual Report with the Trustees, noting that our income for the fiscal year was up approximately \$136,200 from our budgeted amount, due to the payroll credit from the Internal Revenue Service of \$153,000, in conjunction with continuing to pay our employees during the COVID-19 closure. Mr. Frank also noted that our expenses were approximately \$20,300 below budget, due to lower overhead expenses during the time the Library building was closed during COVID-19. Mr. Frank also noted that our expenses for the year exceeded our income by approximately \$62,600, resulting in the use of some of our cash reserved for use in coming year budgets.

Ms. Acklin delivered the Director’s Community Report, some highlights included increased participation in programming, steady library patronage, and continued support and outreach from Trustees.

Mr. Reed delivered the President’s Report for the Annual Meeting. The 2020-2021 fiscal year saw new and creative virtual and offsite programming, because of the COVID-19 pandemic, which has been the greatest health crisis to ever face the United States. The Library staff is to be commended for their dedicated work keeping the Library functioning throughout this crisis. During the first month of the 2020-2021 fiscal year, the Library welcomed our new Library Director, Valerie Acklin. Early in the 2020-2021 fiscal year, the trustees filled two unexpired Board seats welcoming Caren Pepper and John Mazur to the Board. In the 2020-2021 fiscal year, the Trustees developed and implemented a new annual review process for the Library Director.

At 6:46 PM, Mr. Reed asked if there were any questions hearing none, Mr. Reed asked for a motion to adjourn. Mrs. Shrader made a motion, seconded by Ms. Dunn-Brown. The board approved with “aye.”

Valerie Acklin
Library Director

2021-2022
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader



Minutes of the Gloversville Public Library Board of Trustees Meeting

September 21, 2021

The Gloversville Public Library Board of Trustees held its regular meeting on September 21, 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, and John Mazur.

Mr. Reed called the meeting to order at 6:46 PM.

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

Mr. Reed asked for a motion to approve the August minutes. Ms. Dunn-Brown noted a change in spelling from “Fiends” to “Friends,” and Mr. Mazur noted on page 3 that the Public Relations Committee did *not* meet. Mr. Mazur made a motion to accept the minutes, seconded by Mrs. Pesses. The Board approved with “aye.”

Mr. Reed asked Mr. Frank to review the Financial Report for the two-month period ending August 31. Mr. Frank informed the Trustees that our income for the period was up by approximately \$5,200 as compared to the same period of the preceding year, primarily due to having received our local library state aid earlier this year. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$3,800 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.”

In his Finance Committee report, Mr. Niforos noted that direct deposit had been implemented and tested with Ms. Acklin over the past week. It will be rolled out to all full-time staff, and part-time staff will be included once the issues of timing can be worked out. On behalf of the Gloversville Public Library, Mr. Niforos would also like to thank Arlene Superko for the very generous donation to support our mission of educating youth in our community. He would also like to offer our condolences to Ms. Superko’s family and friends on their loss. After hearing the finance committee and budget reports, the Board moved to approve the following motions:

- Motion to approve a transfer of \$100,000 from the Building Fund to the General Fund. Mr. Carlson made a motion, seconded by Mrs. Shrader. The board approved with “aye.”
- Motion to move the payroll schedule from semi-weekly to bi-weekly. Mr. Rohrs made a motion, seconded by Mrs. Pesses. The Board approved with “aye.”

Mr. Frank distributed the Warrants List for September 202, numbered 2458 through 2480, 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.”

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

Valerie Acklin
Library Director

2021-2022
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

- The annual Friends' meeting was held on September 9, 2021. An election was held for secretary, treasurer, and 1 director, in addition the Friends' goals were updated.
- On September 4, Patty Franco and Linda Fisher will be the readers for story time.
- The Friends would like to thank all the support for the September BBQ. Their profit was \$850.
- The Friends recently participated in the outreach program at Food Truck Friday.
- Raffle tickets for the Basket Raffle are available at the Library: \$1.00 for one and 6 for \$5.00. The drawing will be October 22 at 2 PM.
- The September Friends' newsletter came out recently. Anyone interested in submitting an article to the newsletter should send one to Jennifer Wojeski by October 15, 2021 and the subject line should say "For Friends' December 2021 Newsletter."
- At this time, there is no book sale planned. However, plans are underway for Friends Week (October 17-23) and activities include a children's book raffle, a basket raffle drawing, and staff and patron recognition activities.

In his Buildings and Grounds Committee report, Mr. Carlson discussed a small leak in the atrium, HVAC chiller winter damage, the mini community garden, and the exit driveway slope landscaping.

In her Outreach report, Ms. Dunn-Brown shared they attended their last Food Truck Friday. So far, the Outreach Committee has visited with over 200 community members. Also, they have placed Library rack cards in various locations in the community and beyond.

In her Personnel Committee report, Mrs. Shrader discussed the new hire Lex Lanza as library assistant with teens. The Board welcomes her to our community! Ms. Acklin also discussed advertising for a new Librarian I position and a part-time maintenance worker.

In her Policy Committee report, Mrs. Pesses noted that policies will be organized so that 11 policies will be addressed each year.

In her Program Committee report, Ms. Acklin noted that the committee did not meet; however, there are in-house programs being offered, which are a tad slow-moving. Also, she has asked staff to brainstorm programs three times each season.

In his Public Relations report, Mr. Mazur discussed that they had finally met September 16, during which they discussed the goals and the main purpose of the committee, and that advertising programs and what is needed.

Mrs. Pesses made an additional item to the agenda of an Ad Hoc committee for the Local History Room. Jill Lathrop, Lauri Mead, and Don Fleischut have been added to this committee with the goal of opening the room by next spring.

In her Director's Report, Ms. Acklin discussed the changes in the Library, such as a shift in audiobooks and DVDs, changes switching the Teen Room to an Early Literacy Center, and the establishment of a Necessities Collection (consisting of hygiene items such as combs, toothbrushes, etc.).

In his President's Report, Mr. Reed announced the properties at 68 and 68 ½ E. Fulton St. will belong to the GPL as of September 22. On September 13, Mr. Reed also attended an MVLS Zoom webinar. MVLS is preparing to develop their plan of service, and the GPL is the second largest library in the system, next to Schenectady.

There was no Old Business.

In New Business, there was discussion regarding insurance coverage through NBT.

At 8:38 PM, Mr. Reed asked for a motion to enter executive session. Mrs. Pesses made a motion, seconded by Ms. Dunn-Brown.

At 8:47 PM, Mr. Reed asked for a motion to leave executive session. Ms. Dunn-Brown made a motion, seconded by Mrs. Shrader.

Upon leaving executive session, the following motions were made:

- Motion to list part-time maintenance position at \$14.25 per hour: first motion made by Mrs. Pesses, seconded by Mr. Mazur.
- Motion to promote Nicole Hauser to Librarian II with a \$10,000 raise to be divided equally over a 4-year period, commensurate with that classification, as of January 1, 2022: first motion made by Mrs. Shrader, seconded by Mrs. Pesses.

The Board approved the aforementioned motions with a vote of “aye.”

At 8:49 PM, Mr. Reed asked for a motion to adjourn. Mr. Mazur made a motion, seconded by Mr. Carlson.

GLOVERSVILLE PUBLIC LIBRARY

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

SEPTEMBER 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	\$0.00	\$0.00	\$0.00	\$503,695.00
Investment Income	2,000.00	1.96	7.63	21.67	1,992.37
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	1,925.00	1,925.00	0.00	8,075.00
Government Affiliations	7,000.00	0.00	4,947.30	0.00	2,052.70
IRS Payroll Credit Covid 19	0.00	0.00	0.00	0.00	0.00
Fines & Miscellaneous Income	2,500.00	234.37	1,093.76	630.50	1,406.24
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>\$2,161.33</u>	<u>\$7,973.69</u>	<u>\$652.17</u>	<u>\$527,221.31</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on September 1, 2021	\$106,925.34				
Plus: Receipts Per Report	2,161.33				
Plus: Transfer from Building Fund	100,000.00				
Less: Furniture Purchased	(1,563.18)				
Less: Land Purchased	(4,583.00)				
Less: Expenses Per Report	<u>(50,415.67)</u>				
Income Cash Balance on September 30, 2021	<u>152,524.82</u>				
Accounts Payable as of 09/30/21	17,287.75				
Cash Received Covid 19 less Credit Due	(63,695.21)				
Deferred Liability - Prepaid Med. Ins.	1,225.84				
Prepaid Expenses as of 09/30/21	<u>0.00</u>				
Actual Cash Balance on September 30, 2021	<u><u>\$107,343.20</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 September 1, 2021	\$41,282.29
Plus: Receipts:	
Interest on Money Market Account	1.37
Transfer from Building Fund MM Account	50,000.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	<u>39,000.00</u>
Balance on September 30, 2021	<u><u>\$52,283.66</u></u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on September 1, 2021	\$764,224.87
Plus: Receipts:	
Interest on Money Market Account	60.35
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	<u>100,000.00</u>
Balance on September 30, 2021	<u><u>\$664,285.22</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on September 1, 2021	\$1,083.99
Plus: Receipts:	
Interest Earned	0.02
Transfer from Building Fund MM Account	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on September 30, 2021	<u><u>\$1,084.01</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on September 1, 2021	\$430.81
Plus: Receipts:	
Interest Earned	0.02
Donations-Amazon Smile	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on September 30, 2021	<u><u>\$430.83</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

SEPTEMBER 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	\$ 22,206.66	\$ 66,619.98	\$ 70,030.99	\$202,408.02
Salaries - Part Time Employees	110,419.00	7,292.76	21,576.00	19,702.98	88,843.00
Salaries - Custodians	31,504.00	2,625.36	7,876.08	7,648.56	23,627.92
F I C A & Medicare Tax	31,438.00	2,452.71	7,334.30	7,686.55	24,103.70
Unemployment Insurance	800.00	0.00	254.75	236.00	545.25
Disability & Family Leave Insurance	2,000.00	0.00	1,331.33	853.65	668.67
Medical Insurance & Reimbursements	53,000.00	4,300.63	14,117.87	13,504.51	38,882.13
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	49.04	49.04	3,450.96
Electricity	20,000.00	3,039.43	5,882.57	3,661.17	14,117.43
Telephone	6,720.00	580.96	1,740.16	1,607.52	4,979.84
Insurance	25,000.00	0.00	23,816.85	21,040.97	1,183.15
Books, Periodicals, etc.	43,000.00	1,685.58	7,543.97	9,075.47	35,456.03
Computer & Automation Services	13,200.00	1,817.57	4,068.95	2,882.90	9,131.05
Library, Office Supplies & Postage	11,500.00	567.45	1,497.13	552.47	10,002.87
Maintenance, Repairs & Bldg. Supplies	10,000.00	1,716.55	1,833.82	4,594.94	8,166.18
Maintenance Contracts	28,000.00	1,160.00	13,701.79	10,654.96	14,298.21
Treasurer	8,800.00	750.00	2,200.00	2,200.00	6,600.00
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	0.00	57.07	0.00	942.93
Events & Programming	5,000.00	143.00	975.79	712.27	4,024.21
Promotion Expense	4,800.00	37.50	149.50	123.00	4,650.50
General Expense	2,000.00	14.99	273.28	347.98	1,726.72
TOTAL EXPENSE	<u>\$736,860.00</u>	<u>\$50,415.67</u>	<u>\$186,806.32</u>	<u>\$181,461.49</u>	<u>\$550,053.68</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

SEPTEMBER 2021

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	DM	E F T United States Treasury (3,712.24)	\$1,200.12	FICA & Medicare Expense
			2,512.12	Payroll
6814		Gloversville Public Library	12,352.67	Payroll
6815	2458	Michael J. Frank	750.00	Treasurer
6816	2459	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6817	2460	United Health Care	23.20	Medical Insurance
6818	2461	C D P H P	3,644.95	Medical Insurance
6819	2462	Frontier Communications	580.96	Telephone
6820	2463	National Grid (3,063.95)	24.52	Natural Gas
			3,039.43	Electricity
6821	2464	Business Card (1,832.41)	50.00	Computer & Automation
			14.99	G/E - Zoom
			48.00	Events & Programming
			1,160.00	Maintenance Contracts
			265.44	A/V - DVDs
			239.98	Furniture & Equipment
			54.00	Maintenance & Repairs
6822	2465	Mohawk Valley Library System (1,808.51)	1,767.57	Computer & Automation
			18.99	Fines, etc.
			21.95	Library Supplies
6823	2466	Ingram Library Services	701.71	Books
6824	2467	Schoharie Crossing State Historical Site	20.00	Events & Programming
6825	2468	Johnstown Public Library	31.14	Fines, etc.
6826	2469	Amsterdam Public Library	26.99	Fines, etc.
6827	2470	ACCENT	1,323.20	Furniture & Equipment
6828	2471	Commercial Door Specialties, Inc.	170.00	Maintenance & Repairs
6829	2472	Quill LLC	545.50	Library Supplies
	2473	Void		
6830	2474	Daily Gazette Co., Inc.	37.50	Promotion Expense
6831	2475	Technical Building Services, Inc.	1,492.55	Maintenance & Repairs
6832	2476	Blackstone Publishing	349.43	A/V - DVDs
6833	2477	Gary Van Slyke	75.00	Events & Programming
6834	2478	United Health Care	5.80	Medical Insurance
6835	2479	Naif's	369.00	Newspapers
6836	2480	Commissioner of Finance	4,583.00	Land Purchase
6837		Gloversville Public Library	12,894.88	Payroll
DM		E F T NYS & Local Retirement System	434.22	Pension - Withholdings
DM		E F T NYS Tax Department	1,117.70	Payroll
DM		E F T United States Treasury (3,869.80)	1,252.59	FICA & Medicare Expense
			2,617.21	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	<u>1,257.37</u>	Medical Insurance
		CHECK AND EFT PAID OUTS - SEPTEMBER 2021	57,246.46	
		PETTY CASH PAID OUTS - SEPTEMBER 2021		
		None	<u>0.00</u>	
		TOTAL SEPTEMBER 2021 PAID OUTS	<u>\$57,246.46</u>	
		Less: Furniture & Equipment	(1,563.18)	
		Less: Land Purchase	(4,583.00)	
		Less: Fines, etc.	(77.12)	
		Less: Johnson Medical Ins. Reimb.	<u>(607.49)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$50,415.67</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of September 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 September 30, 2021			\$1,160.47

W G Y CHRISTMAS WISH GRANT

Balance as of September 1, 2021			\$371.62
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at September 30, 2021			\$371.62

ADVOCACY GRANT

Balance as of September 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 September 30, 2021			\$110.91

APPROPRIATION FOR FUTURE AUDIT

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

RESTORATION FUNDS RECONCILEMENT

Balance as of September 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 September 30, 2021			\$2,807.18

PARK TERRACE PTA - COLORTON

Balance as of September 1, 2021			\$433.91
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, 2021			\$433.91

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

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

Balance Per Bank Statement \$ 36,412.31

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	
09/21/21	6816	The Paul Revere Life Insurance Company	172.78	
09/21/21	6824	Schoharie Crossing State Historical Site	20.00	
09/21/21	6825	Johnstown Public Library	31.14	
09/21/21	6826	Amsterdam Public Library	26.99	
09/21/21	6829	Quill, LLC	545.50	
09/21/21	6833	Gary Van Slyke	75.00	
		Total Outstanding Checks	<u>11,771.41</u>	<u>11,771.41</u>

Other Items:

None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS

\$ 24,640.90

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

Balance Per Bank Statement \$ 19,320.12

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
09/30/21	6296	George Emden IV	995.98	
09/30/21	6297	Sally L. Ostrander	619.88	
09/30/21	6298	Christine T. Prokopiak	306.61	
09/30/21	6299	Kimberly A. Collar	377.97	
09/30/21	6300	Patricia A. Devereaux	619.50	
09/30/21	6301	Kelly S. Lawlor	450.33	
09/30/21	6302	Bailey J. Darling	444.95	
09/30/21	6303	Barbara J. Madonna	58.88	
09/30/21	6304	Alexis N. Lanza	444.52	
		Total Outstanding Checks	<u>4,318.62</u>	<u>4,318.62</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 \$ 52,283.66

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

\$ 52,283.66

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

Balance Per Bank Statement \$ 664,285.22

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 664,285.22

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 1,084.01

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

\$ 1,084.01

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

PHILIP BECKETT CPA, P.C.

132 East State Street
Members AICPA AND NYSSCPA

Gloversville, New York 12078
Email phil@philipbeckettcpa.com

(518)773-7226
Fax (518)725-4921

MANAGEMENT LETTER

September 29, 2021

To the Board of Trustees
Gloversville Public Library
58 East Fulton Street
Gloversville, New York 12078

Dear Officers and Board Members,

In planning and performing our audit of the financial statements of Gloversville Public Library for the years ended June 30, 2021 and 2020, we considered the Library's internal controls in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal controls. Our examination would not necessarily disclose all weaknesses in the system of internal accounting controls because it was based on selective tests of accounting records and related data. Our consideration of internal controls was for the limited purpose described herein and would not necessarily disclose all matters that might be reportable conditions. In addition, because of inherent limitations in the internal controls, errors or fraud may occur and not be detected by such controls.

We noted certain matters involving internal control and its operations that we do not consider being reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of internal control that, in our judgment, could adversely affect Gloversville Public Library's ability to record, process, summarize, and report financial data consistent with the assertions of management in financial statements. This letter is to convey to you the results of our observations in addition to the basic financial statements.

In general, the records during the period examined have been properly prepared. The books and records display the Library's fiscal picture and demonstrate management's attention to detail.

1) Property and Equipment

Property and equipment is currently being physically inventoried. Estimated original costs and current values should be added to these lists, and coordinated with insurance coverage and depreciation schedules. This was in process during fiscal year 2020.

2) Donor restricted funds

The board should document its plans for use of the donor restricted funds.

3) Annual impairment review

Management must annually review the carrying value of its assets for any possible impairment losses. This was recently demonstrated locally with the Fulton Montgomery Community College dormitories which cost over 10,000,000 but was put on the market for 1,800,000.

4) Conflict of interest policy

Your conflict of interest policy calls for annual disclosure forms, we did not find them in the current year's records.

5) Segregation of Duties

The cornerstones of effective internal accounting control are the segregation of duties and effective monitoring by the Board of Trustees. While the size of the Library limits the ability to fully segregate duties, continual attention by the Board of Trustees must be paid to this area. We have noted regular Board of Trustees review of interim financial data has been done consistently and is essential to oversight of the Library's affairs.

This report is limited solely to the use of the Board of Trustees and senior management of Gloversville Public Library.

We wish to thank your director and treasurer for their assistance in the year end process. The comments and recommendations contained herein are submitted as constructive suggestions to assist you in improving internal controls and accounting procedures; they are not intended to reflect on the honesty or integrity of any officer or employee.

Should you have any questions or wish to discuss these in more detail, please feel free to call us.

Very truly yours,



Philip Beckett CPA

GPL BUILDING AND GROUNDS COMMITTEE

OCTOBER 13, 2021 MEETING DISCUSSION ITEMS

Atrium Leak - Update on the current situation and potential remedies. *The interim fix is preventing any further leaking for now, even with the recent heavy rains. The long term fix is anticipated to be an expensive capital project, which we will need to budget for in the future.*

HVAC Chiller Winter Damage and Other HVAC Issues –Update on where things stand, and plans for future work later this year to prevent further ice damage. *HVAC is working OK; will schedule shutdown of the cooling system when the weather turns later this fall. Carlson to work with George to devise protective shroud to prevent falling ice damage.*

Mini Community Garden – Update on status and plans for next year. *Growing season winding down after a successful first season, and planning for next year is under way.*

Exit Driveway Slope Landscaping – Sketch of proposed Phase I work to be done this fall was sent to Jim Esper for an estimate and schedule. Need to identify plant donations for Phase II work to be done next spring. *Discussed plan with Jim Esper and will get proposal for work to be done later this fall. (The Committee also discussed its desire to address the “scraggly” grass area on the East Fulton Street side of the building, but we won’t tackle that until the driveway landscaping is completed).*

Building Leaks in the Mechanical Room and Children’s Room – Update on where things currently stand. *No new problems detected.*

Grounds Clean-up– Any further work needed before winter sets in? *Minor remaining odds and ends will be taken care of by library staff.*

Maintenance Contracts – Review Current Status of Scheduled Visits and Actions *-All up to date.*

- HVAC Software
- HVAC Maintenance *Will coordinate visit with cooling system shutdown.*
- HVAC Cooling Tower Maintenance
- Sprinkler System – Status of inspection
- Fire Extinguishers
- Elevator *Recent elevator problem resolved by visit of maintenance contractor..*
- Fire Inspection

Vacant Parcel on East Fulton Street –We now own the parcel; any further clean-up activities needed before winter? *Nothing needed for now, but we need to make sure we are honoring the promises we have made to the City. First step is to get a survey of the parcel to identify the parcel boundary so we can engage a firm this winter to flesh out a master plan for the improvements we want to make; Valerie is contacting the surveying firm, and Carlson will contact firms when we have the survey. The current thought is that we will phase in improvements over time: for example, providing a good gravel parking area next year on the footprint of the paved, lighted parking lot we will construct in the future. Valerie is also looking into combining the individual vacant parcels we now own into one parcel, and making sure that all our properties are included in our property insurance policy.*

Snowplowing for Next Winter –Revised scope was sent to Jim Esper for processing.

Carlson discussed our needs with Jim over the phone, and we should be able to consider his proposed services shortly.

Any Other “New Business” None.

Gloversville Public Library

58 East Fulton Street

Gloversville, New York 12078

2021-2022 SNOW REMOVAL SERVICES

General

1. The Gloversville Public Library is contracting out **SNOW PLOWING, SNOW BLOWING, SNOW SHOVELING AND SANDING SERVICES** for the 2021-2022 winter season for sites located at 58, 66, 68 & 68 1/2 East Fulton Street.
2. The Library values its service contractors and is agreeable to extending its agreement with James Esper Landscape for snowplowing and snow removal services as specified in the Request for Proposal for such services for the 2020-2021 winter season. This decision by the Library is based on the satisfactory performance, quality of work, promptness, responsiveness and reasonable pricing provided by James Esper Landscape throughout that season.

Specific Scope of Work

1. The contractor agrees to provide the Library with snow plowing and the removal of plowed snow from Library premises in those areas marked in yellow on attached Maps A and B.
2. The contractor agrees to provide the Library with snow blowing and snow shoveling services for those areas marked in orange on enclosed Maps A and B.
3. The contractor shall provide these services on an as-needed basis from November 1, 2021 through April 30, 2022.
4. The contractor agrees to be on Library property to begin snow plowing, snow blowing and snow shoveling services as soon as fresh snow has reached a depth of 2 inches and these services will continue at periodic intervals through the storm when the depth of snow reaches 2 inches. When possible, overnight snowfall will be removed by 9 am the morning of the storm.
5. All work shall be completed in a workmanlike manner consistent with customary industry standards.
6. Stockpiling of plowed snow from the 58 East Fulton Street parking lot and its southern exit driveway shall be limited to impacting no more than 2 parking spaces at the rear of the lot. Stockpiled snow from this area shall be removed as needed and deposited on the 68 & 68 1/2 East Fulton Street property at a location specified by the Library director. To provide adequate employee parking at 66 East Fulton Street, excess stockpiled snow from that area shall also be removed and deposited on the 68 & 68 1/2 property as needed.
7. The contractor shall not leave snow drifts or snow banks in front of the dumpster enclosure, in fire lanes, in front of any building entrance, on Library walkways or on public sidewalks. If such snow drifts or snow banks are created during the removal of snow the contractor shall remove them at no additional cost.
8. When plowing snow in the main Library parking lot and the employee parking area at 66 East Fulton Street the contractor shall exercise the utmost care when removing snow from around any parked vehicles and shall return later in the day to clear those areas where vehicles had been previously parked.

9. When icy or slippery conditions prevail, the contractor will apply only the amount of sand, rock salt or other deicing product on the parking lot, walkways and sidewalks necessary to ensure safe walking and driving. The contractor shall avoid using excessive amounts of sand or deicing products on the parking lot, walkways and sidewalks.
10. The contractor shall keep the 9 catch basins shown on Map A clear of plowed, shoveled, fallen or blown snow as needed. The contractor shall also remove snow from around the fire hydrant on East Fulton Street and from around the flagpole adjacent to the front building entrance on East Fulton Street. To the extent possible, the contractor shall avoid depositing snow directly on top of landscaping plants.
11. The contractor shall be responsible for any damage caused by snow removal operations including but not limited to the Library building, curbs, parking blocks, speed bumps, fences, signs, light poles, existing landscape, pavement, walkways, sidewalks and stone surfaces.
12. The contractor must notify the Library within 24 hours of any damages or problems that may have occurred.
13. The contractor shall comply with all applicable federal, state and local laws, ordinances and codes relating to safety and health measures in performing work under this agreement.
14. The contractor shall provide proof that they have and will continue to maintain during the life of this agreement general liability insurance appropriate for this work in the amount of \$1,000,000 per person, \$1,000,000 for bodily injury and \$500,000 per occurrence/\$500,000 aggregate for property damage.
15. The Library agrees to pay the contractor when invoiced.
16. If the Library disputes any portion of an invoice it must notify the contractor within 14 calendar days of receiving the invoice. Any portion of an invoice which is not disputed will be paid.

SERVICES OPTIONS

CONTRACTOR NAME AND ADDRESS:

James Esper Landscape

410 N. Main Street

Gloversville NY 12078

OPTION ONE: SEASONAL CONTRACTED RATE FOR THE 2020-2021 WINTER SEASON

Total Amount: \$ _____

OPTION TWO: SERVICES PROVIDED AND BILLED FOR EACH OCCURRENCE

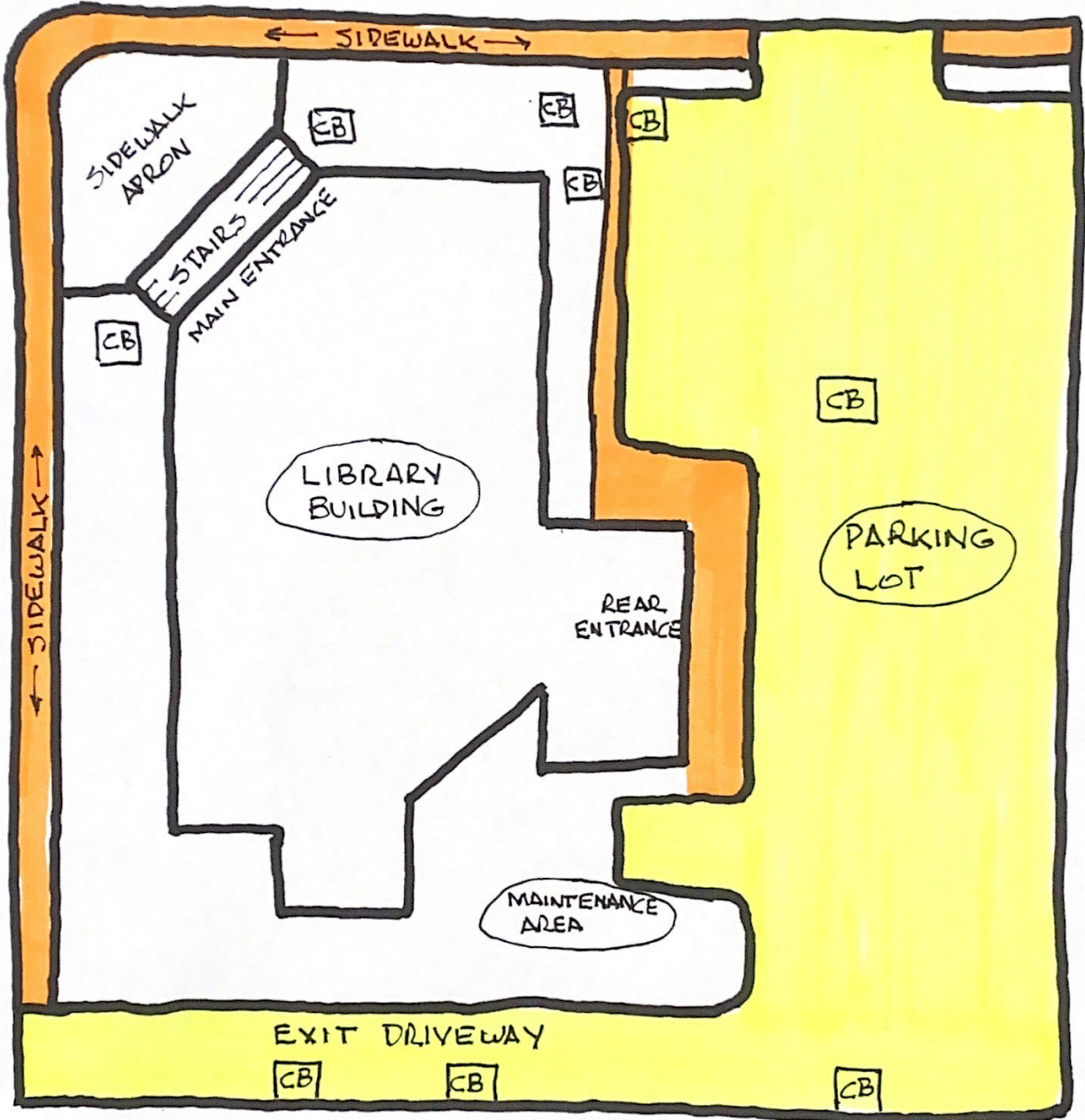
Snowplowing and Shoveling: \$ _____ per occurrence

Sanding and deicing: \$ _____ per occurrence

Stockpile snow removal: \$ _____ per occurrence

EAST FULTON STREET

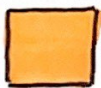
FREMONT STREET



SNOW PLOWING



CATCH BASIN



SNOW BLOWING & SHOVELING

MAP A

EAST FULTON STREET

SIDEWALK

LIBRARY
PARKING
LOT

FORMER
FULTON
COUNTY
PROBATION
BUILDING

MAP B

CB

66 E. FULTON ST.

EMPLOYEE
PARKING
AREA

CB

68 1/2 E. FULTON ST.

NOTE: STOCKPILED
SNOW FROM LIBRARY
PARKING LOT AND
EMPLOYEE PARKING
AREA TO BE DEPOSITED
AT LOCATION DETERMINED
BY LIBRARY DIRECTOR



Director's Report: September 2021

Valerie Acklin
Library Director

YOUTH SERVICES SHIFTING

I'll let Nicole and Darla go into the details in their reports, but I did want to state for the record that the entire staff pulled together to get all of our scheduled shifting completed before the Columbus Day/Indigenous Peoples' Day weekend — meaning the Library will not have to close to the public for shifting. This was a whole staff effort, with absolutely everyone pitching in where they could. The folks that did the actual shifting worked tirelessly manually relocating and re-cataloging materials and rearranging furniture. Those that weren't doing the physical moving of books and furniture took extra shifts at the public desks, to ensure that service to the public was never impacted. I am extraordinarily grateful to everyone. If you haven't already, please pop into Youth Services to see how much more inviting the main space is, and how well the new early literacy space works. Also check out Teen fiction's new home: along the perimeter of the Main Floor Fiction Room, as well as Large Type's new location opposite the Information Desk. Overall, the changes have received nothing but positive reviews from patrons!

BARRIER-FREE ACCOUNTS

Nicole and I have worked with Sharon O'Brien to create the first barrier-free library card in MVLS. This card will allow under-represented populations, including those dealing with housing insecurity and the lack of government issued identification the ability to access limited library services at our Library. These patrons will now be able to check out three items from our main print collections (adult, teen, and juvenile), as well as enjoy the same limited access to eBooks and unlimited access to eMagazines that all patrons (regardless of account type) do. Earlier this year removed all barriers to public computer use in the building, so the new account type will greatly expand enhance the library experience for patrons without legal addresses or identification. We hope to start offering limited-access, barrier-free cards as soon as the amendments to the Library's Patron Borrowing Policy are voted on by the Board.

STAFFING UPDATE

The ad for a part-time Maintenance Worker appeared in the Leader-Herald last week. Applications will be accepted until November 1. As of the end of the first week of October, we had already received one completed application. An ad for Librarian I/Head of User Experience and Community Engagement has already been posted to the Capital District Library Council's jobline website, NYLA's jobline site, and Simmons University's job site. I am in communication with both SUNY Buffalo and Albany to post on their sites, as well. Applications will be accepted until November 1, and as of the end of the first week of October, we have already received four applications. As for our newest hire, Lex is settling in nicely and has been a tremendous help during the shifting project, both moving books and helping staff the desks upstairs and downstairs. In other staff news, the Employee Handbook edits, regarding Direct Deposit and the transition to biweekly payroll, were completed and new copies have been distributed to everyone.

COLLECTION DEVELOPMENT

With the shifting behind us, I am focusing on developing a number of new collections this year, as well as expanding some existing ones. The Library recently received a \$500 Dream & Do grant from MVLS, with which we be establishing a new Memory Land collection. This print collection is the initial step in a wider community initiative to increase services to those suffering from dementia, Alzheimer's, and other types of memory loss (as well as their families and caregivers), which is an area population without specialized library services. We are also starting to plan for next spring's Seed Library, in which we will be "loaning" seed for fresh vegetables and herbs, along with planting instructions. We will be asking that patrons preserve seeds from their harvest next fall, if possible, so that we have continually refreshing

catalog of local seeds. We see this effort as part of our Gloversville Grows locavore initiative, which started with our Community Garden this summer. We are also currently cataloging a donation of 35+ board games and puzzles, with which we will be starting a Tabletop Game collection, which we hope to have in place by the time the winter weather hits and folks are looking for indoor activities. We are also looking to add a non-circulating educational toy collection, to be housed in the new early literacy space in Youth Services. Darla and I met with the Friends and they will be supporting a fund drive to help raise the funds we'll need to purchase appropriate and safe learning toys. We will also be adding a few items to the Library of Things, including household tools for indoor use and outdoor recreational equipment. This past month has seen an uptick in LOT reservations, which we hope will continue with the addition of the new items. Finally, new and popular DVDs have joined books as part of the Lucky Day collection. This collection has proven to be extremely popular and including DVDs just makes sense.



Adult Services Report: September 2021

September 2021

Nicole Hauser/Head of Adult Services & Collection Development

We did it! We weeded and moved all of the youth collections (and some adult) to turn what was the Teen Room into an early learning area. We went through several iterations of our plan until we landed on what felt like the best solution. Our original intention was to close on October 9 to make most of the changes, but once we got rolling we just couldn't stop! After withdrawing approximately 2,500 items, we started shifting things around. In the Media Area on the Main Level you'll notice that Audiobooks and DVD's have shifted and Large Type was added. The Teen Graphic Novels and Teen Fiction collections now ring the Fiction Room. On the Lower Level, Picture Books, board books, kits, children's computers, etc were all moved into the room formerly known as "the Teen Room." Only Juvenile Graphic Novels, on the Lower Level, stayed in their original location during this move. I tip my hat to our fantastic staff that managed to pull this off in a record amount of time, while we were open, without disrupting services, all with smiles on their faces and fantastic attitudes! The Fulton County Correctional Facility, Friends' of the Library, and Little Free Library all received withdrawn items. To make a long story short, come take a look at the Main Level, and most importantly, the Lower Level, to see all of the wonderful changes that have taken place in the last couple of weeks!

Some of our staff computers are aging out and we placed an order to replace them. The worldwide chip shortage means the earliest they will be here is January, fingers crossed. We also came up with a plan going forward for replacing staff and public computers as they age out. This ordering plan lumps the various computers into 3 orders, each in a different fiscal year, breaking the orders up into more manageable chunks.

This month we finalized and implemented changes to our patron codes in Polaris. There have been changes to Polaris in the past few years that no longer require us to have GLV specific patron codes, so we have removed those, simplifying our choices. We also removed the New Borrower barrier. Previously, when a person registered for a library card, they had a 3-month probationary period with a lower limit on the number of items they could have out at one time. We no longer have a probationary period and patrons have full privileges from day one.

In-person programs are off to a decent start:

- Jolly Readers discussed Colson Whitehead's The Underground Railroad with an attendance of 3 people.
- Joy of Coloring saw an attendance of 6 people.
- Adult Crafting had a total of 27 participants with 8 at the 1:30 class, 9 at the 5:30 class and 10 picked up as kits. Octobers craft is a book page leaf wreath.
- New topics came out for the last quarter of the year for the monthly challenge "For the Love of Reading," see below:

October

Read a book with an animal as a main character.

Suggested titles: Fiction: The Bees by Laline Paull, Animal Farm by George Orwell, Fox 8 by George Saunders, The Hen Who Dreamed She Could Fly by Son-mi Hwang, The Art of Racing in the Rain by Garth Stein

Question: Which scene stuck with you the most?

November

Read an uplifting book.

Suggested titles: Fiction: The Travelling Cat Chronicles by Hiro Arikawa, How to Stop Time by Matt Haig Non-fiction: Year of Yes by Shonda Rhimes, Happier at Home by Gretchen Rubin

Question: How did reading this book impact your mood?

December

Read a one-sitting book.

Suggested titles: Fiction: Elevation by Stephen King, News of the World by Paulette Jiles Non-fiction: Between the World and Me by Ta-Nehisi Coates, Gratitude by Oliver Sacks

Question: Were you able to get through the book in one sitting or did it take longer? Why?



Youth Services Report: September 2021

Darla Barry

Library Assistant/Head of Youth Services

The beginning of September was greatly anticipated with great expectation. Upon my becoming a part of the GPL, we were able to hold Story Time in house for the first time on September 2. That hadn't happened since March 2020! I was very excited to see the youngsters arrive. Our attendance (sadly) isn't what it used to be (pre-COVID), but I was told it will pick up as time goes on. Once everyone gets back to school and settles into a new routine, hopefully we will be seeing more children joining us in the Activity Room.

Beginning this month, we also started alternating between offering Take n' Make craft bags and activity sheets each week. On the weeks we give out activity sheets, for those that actually attend Story Time, I have a simple "hands on" craft that we do together. Otherwise, we do the craft from our Take n' Make bags on the alternate weeks after reading. Our Story Times, this month, consisted of stories about fish, being you, wheels, Mythology (Sonny on Saturday), leaves and birds. Unfortunately, my Saturday Story Time was unattended. Our crafts for the month were constructed from clothes pins. Children created a gobbling fish, a race car, and a bird on a branch. The activity sheets were "All About Me" and "Autumn," consisting of filling in the blanks, word searches, mazes, and coloring sheets that are age appropriate.

We were able to do a multi-collection weeding of books prior to our shifting in the Youth Area.

The group of teens that were utilizing our Teen Room have not been "visiting" the Library as often as they used to. Our relocating of the Teen collection to upstairs went very well, as did rearranging the rest of the collections in the Children's Area. The Early Literacy Room has such potential and is shaping up well. We have heard several positive remarks from our patrons concerning the move. Many thanks to the staff for all their hard work in various capacities while this shift was going on; great effort and team work! The Children's Area looks amazing!

Our Community Garden served the public well; a few citizens actually stopped by to get vegetables that were offered. The zucchini and yellow squash were a favorite to be picked. The rain actually didn't help much; our tomatoes, eggplants and cucumbers were not plentiful. We did enjoy a few peppers, some strawberries, peas, beans and kale. Looking forward to a better harvest next year!

I reached out to Beth Schloicka at the Gloversville Enlarged School District to see if any of our programming would be infringing on Open House or any prescheduled events with school. She responded, stating they are to be held virtual and are earlier in the month of October. So, I am requesting STEM kits from MVLS, and beginning on Tuesday evenings in November, we will be sharing them with children in grades 3-6, and giving them the opportunity to enrich their knowledge of science, technology, engineering and math in a non-classroom setting. Looking forward to a positive outcome!

	2021	2020
VISITORS	6,255	(4268)
CIRCULATION		
Adult Circulation	1,482	(1264)
Teen Circulation	103	(82)
Juvenile Circulation	713	(915)
Audiobooks	125	(118)
eAudio	162	(149)
eBooks	506	(636)
Music	9	(11)
Periodicals	59	(63)
eMagazines	63	(34)
Videos	684	(640)
Museum Passes	0	0
Library of Things	6	0
Subtotal	3,912	(3912)
In-House Use		
Adult	5	0
Juvenile	1	(3)
Other Materials	720	0
Subtotal	726	(3)
Total Circulation	4,638	(3915)
REFERENCE QUESTIONS	40	(28)
MEETINGS/PROGRAMS/OUTREACH		
34 Adult programs & meetings with 208 people		(6 Adult programs & meetings with 59 people)
6 Juvenile programs & meetings with 30 people		(10 Juvenile programs & meetings with 1,040 people)
0 Teen programs & meetings with 0 people		(0 Teen programs & meetings with 0 people)
111 One-on-one programs & meetings with 111 people		(In previous years one-on-one programs were included in adult, juvenile and teen program counts)
INTERLIBRARY LOAN		
Material Borrowed	430	(578)
Material Loaned	558	(644)
Total	988	(1222)
COMPUTER USAGE	843	(348)
HISTORICAL ROOM *		
	Temporarily Closed	
Visitors	2	(1)
Books Used	3	(1)
Reference Questions	3	(1)
*The local history room is still boxed up, though staff have limited access.		