



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
September 15, 2020 6:30 p.m.

Pledge to the Flag  
Public Comment

1. Accept minutes of the August 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: October 20, 2020 at 6:30 p.m.



## Draft Minutes of the Gloversville Public Library Board of Trustees Monthly Meeting

August 18, 2020

The Gloversville Public Library Board of Trustees held a meeting on August 18, 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, Craig Clark, Sue Shrader, Richard Carlson, Gregory Niforos, and *Leader-Herald*\_reporter Ashley Onyon.

Mr. Reed called the meeting to order at 6:30 PM.

When asked for public comment, there was none.

Mr. Reed asked if there was any discussion regarding the July minutes. Hearing none, Mr. Reed asked for a motion to accept the minutes as presented. Mrs. Pesses made a motion, with a second motion made by Mrs. Shrader. The Board approved the minutes with a vote of “aye.”

Mr. Reed asked if there was any question or comment regarding the July Organizational Meeting minutes. Mrs. Pesses noted that the frames which held the portraits of former Board members have been up for sale; however, there haven’t been any requests, nor bids. Upon hearing this, Mr. Reed asked for a motion to approve the minutes. Mrs. Pesses made a motion, with a second motion made by Mr. Rohrs. The Board approved the motion with “aye.”

Mr. Reed asked Mr. Frank to review the Financial Report for the month July 2020. Mr. Frank informed the Trustees that our income for the month was below last year by approximately \$1,400 due to having very little in Fine and Lost Book income this year, as a result of our limited service to the public. Mr. Frank also informed the Trustees that our expenses for the month were up approximately \$24,500 over last year due to having paid our Building and Contents insurance earlier this fiscal year and the new Maintenance Contracts for 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, Mrs. Pesses made a motion, seconded by Ms. Dunn-Brown, to accept the Financial Report as presented. This was approved, all voting “aye.”

Mr. Frank distributed the Warrants list for August 2020 numbered 2147 through 2169, 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. Pesses made a motion, seconded by Ms. Dunn-Brown, 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 from the Friends of the Library on behalf of Mrs. Jean La Porta. The chicken barbecue tickets for September 18 have been mailed out to Friends. Tickets are available by contacting Barbara Reppenhagen and Marion Clemente, and tickets are \$12.00. Also, donated raffle baskets should be turned in at the library starting August 10. Eighteen baskets have been submitted so far. The theme of this basket raffle is “What a Year” and raffle tickets are \$1 each, or 6 for \$5.

Valerie Acklin  
Library Director

2020-2021  
Board of Trustees

Merry Dunn Brown

Richard Carlson

Craig Clark

Greg Niforos

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Mrs. La Porta also noted that eight volunteers worked hard on the morning of July 29 for the monthly grounds clean-up. They spread 20 bags of mulch along the Fremont St. side of the property. Some volunteers trimmed the bushes along the exit route, while others weeded and picked up litter. The grounds are looking well, except for the trouble spot on the right of the exit. Mrs. La Porta would like to thank all who volunteered. They plan to meet again on August 26<sup>th</sup> (weather permitting). Mrs. La Porta would like to thank Linda Fisher, who created and donated two floral wreaths to adorn the rear entry.

Mr. Reed asked for an update from the GPL Foundation. Mr. Frank informed the Trustees that the Foundation had not met since the last meeting of the Board of Trustees of the Library. Mr. Frank also informed the Trustees that the Foundation was paying down the term loan with NBT Bank by \$175,000 with funds from our Money Market Account at NBT Bank and funds from the Money Market Account with Morgan Stanley. This will reduce the outstanding principal balance on the loan to approximately \$756,000. Mr. Frank also informed the Trustees that after the last Littauer Foundation payment expected in January 2021, the balance should be approximately \$610,000.

Mr. Reed asked for an update from the Building and Grounds Committee. Mr. Carlson noted that there had been two meetings. Some leak issues have been noted and addressed; however, Mr. Carlson requested the Board receive quotes of up to \$1,000 from firms to re-mulch the embankment by the Fremont St. exit. Mr. Reed asked for discussion. Hearing none, Mr. Reed made a motion, with a second motion made by Mrs. Pesses. The Board voted in favor with "aye."

Mr. Reed asked for an update from the Outreach Committee. Ms. Dunn-Brown noted that the Fulton County Chamber of Commerce would like to assemble welcome bags for new residents and new patrons; therefore, the library will provide pencils, bookmarks, etc. for the new resident bags.

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 the Plan of Service.

Mr. Reed requested a report from the Program Committee. Ms. Acklin noted that she had met with staff to set goals and the plan will be upcoming. Mr. Reed would like to commend them for programming during the 2019-2020 year, and would like to commend the committee and participants for all of the virtual programming offered during closure.

Mr. Reed asked for a report from the Public Relations Committee. Mr. Rohrs noted that they had not yet met; however, he would like to set a time to meet to discuss offering services to students affected by the remote or hybrid model instructional plans set forth by local school districts.

Ms. Acklin delivered her Director's Report. She noted that the opening has been going well, and there has been a steady flow of patrons who have been good-natured and cooperative considering the parameters of social distancing, etc. Ms. Acklin noted the challenge of building sanitation and the efforts needed by each staff member.

Mr. Reed delivered the President's Report. He requested all committee reports be sent directly to Mr. Rohrs. Mr. Reed also requested that any Board members who ask for staff assistance for special projects please clear said requests with Ms. Acklin. He noted that there was one letter of interest so far to fill the Board vacancy; therefore, he, Mrs. Pesses, and Ms. Dunn-Brown will move forward to interview the candidate to fill the vacant Board position, with an anticipated recommendation for the September meeting.

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 requested the Board go into Executive Session at 7:49 PM. Mr. Reed asked for a motion. Mrs. Pesses made a motion, with a second motion made by Mrs. Shrader. The Board approved with "aye."

At 8:30 PM, Mr. Reed asked for a motion for the Board to leave Executive Session. Mrs. Pesses made a motion, with a second motion made by Ms. Dunn-Brown.

At 8:31 PM, Mr. Reed asked for a motion to adjourn. Mrs. Pesses made a motion, with a second motion made by Mr. Rohrs. The Board approved with "aye."

Respectfully submitted,

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Christian W. Rohrs

**GLOVERSVILLE PUBLIC LIBRARY**

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

**AUGUST 2020**

|  | Budget<br>July 1, 2020 to<br>June 30, 2021 | Amount<br>Received<br>Curr. Month | Amount<br>Received<br>Current<br>Year to Date | Amount<br>Received<br>Prior<br>Year to Date | Remaining<br>Balance to be<br>Received<br>Curr. Year |
|--|--|-----------------------------------|---|---|--|
| Tax Levy   | \$453,695.00                               | \$0.00                            | \$0.00  | \$0.00                                      | \$453,695.00   |
| Investment Income                                  | 2,600.00                                   | 6.07                              | 19.65   | 200.45                                      | 2,580.35   |
| 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                                   | 387.86                            | 563.95  | 1,995.62                                    | 8,436.05   |
| Friends of the Gloversville Public Library, Inc.   | 10,000.00                                  | 0.00                              | 0.00  | 10,000.00                                   | 10,000.00  |
| <b>TOTAL RECEIPTS</b>                              | <u><u>\$492,295.00</u></u>                 | <u><u>\$393.93</u></u>            | <u><u>\$583.60</u></u>                        | <u><u>\$17,689.75</u></u>                   | <u><u>\$491,711.40</u></u>                           |
|  | Income Cash<br>Reconcilement               |                                   |   |   |  |
| Income Cash Balance on August 1, 2020              | <u>\$124,386.78</u>                        |                                   |   |   |  |
| Plus: Receipts Per Report                          | 393.93                                     |                                   |   |   |  |
| Less: Capital Expenditures - Furniture             | 0.00                                       |                                   |   |   |  |
| Less: Expenses Per Report                          | <u>55,679.79</u>                           |                                   |   |   |  |
| Income Cash Balance on August 31, 2020             | <u><u>69,100.92</u></u>                    |                                   |   |   |  |
| Cobra Reserve Balance                              | (380.19)                                   |                                   |   |   |  |
| Accounts Payable as of 08/31/20                    | 14,946.50                                  |                                   |   |   |  |
| Accts Rec- IRS Covid 19 Payroll Taxes Paid         | 2,903.55                                   |                                   |   |   |  |
| Deferred Liability - Prepaid Med. Ins.             | 1,827.90                                   |                                   |   |   |  |
| Prepaid Expenses as of 08/31/20                    | <u>(355.74)</u>                            |                                   |   |   |  |
| Actual Cash Balance on August 31, 2020             | <u><u>\$88,042.94</u></u>                  |                                   |   |   |  |

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Greg Niforos, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

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

**AUGUST 2020**

|                                       | Budget<br>July 1, 2020 to<br>June 30, 2021 | Amount<br>Expended<br>Curr. Month | Amount<br>Expended<br>Current<br>Year to Date | Amount<br>Expended<br>Prior<br>Year to Date | Current Year<br>Unexpended<br>Balance |
|---------------------------------------|--|-----------------------------------|---|---|---------------------------------------|
| Salaries - Full Time Employees        | \$292,935.00                               | \$ 23,263.56                      | \$ 45,941.65                                  | \$ 42,983.08                                | \$246,993.35                          |
| Salaries - Part Time Employees        | 81,266.00                                  | 6,305.01                          | 11,297.83                                     | 9,049.68                                    | 69,968.17                             |
| Salaries - Custodians                 | 30,594.00                                  | 2,549.52                          | 5,099.04                                      | 4,888.20                                    | 25,494.96                             |
| F I C A & Medicare Tax                | 30,966.00                                  | 2,536.24                          | 4,912.90                                      | 4,327.98                                    | 26,053.10                             |
| 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                                  | 3,737.85                          | 10,245.39                                     | 10,160.87                                   | 37,312.61                             |
| Worker's Compensation Insurance       | 3,000.00                                   | 589.44                            | 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                             | 24.52   | 24.52                                       | 3,975.48                              |
| Electricity                           | 20,000.00                                  | 1,843.25                          | 1,843.25                                      | 2,213.47                                    | 18,156.75                             |
| Telephone                             | 6,720.00                                   | 543.49                            | 1,065.66                                      | 1,068.36                                    | 5,654.34                              |
| Insurance                             | 25,000.00                                  | 0.00                              | 21,040.97                                     | 6,027.02                                    | 3,959.03                              |
| Books, Periodicals, etc.              | 46,500.00                                  | 5,743.64                          | 8,078.35                                      | 10,756.11                                   | 38,421.65                             |
| Computer & Automation Services        | 13,200.00                                  | 931.38                            | 1,930.66                                      | 1,853.56                                    | 11,269.34                             |
| Library, Office Supplies & Postage    | 11,500.00                                  | 153.62                            | 169.51  | 389.73                                      | 11,330.49                             |
| Maintenance, Repairs & Bldg. Supplies | 3,000.00                                   | 2,686.28                          | 2,699.60                                      | 400.82                                      | 300.40                                |
| Maintenance Contracts                 | 27,299.00                                  | 3,752.50                          | 10,654.96                                     | 0.00  | 16,644.04                             |
| Treasurer                             | 8,800.00                                   | 750.00                            | 1,450.00                                      | 1,400.00                                    | 7,350.00                              |
| Professional Fees                     | 8,000.00                                   | 62.50                             | 62.50   | 0.00  | 7,937.50                              |
| 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                                   | 125.00                            | 425.00  | 1,509.67                                    | 4,575.00                              |
| Promotion Expense                     | 4,800.00                                   | 67.00                             | 67.00   | 359.00                                      | 4,733.00                              |
| General Expense                       | <u>1,300.00</u>                            | <u>14.99</u>                      | <u>272.68</u>                                 | <u>277.64</u>                               | <u>1,027.32</u>                       |
| <b>TOTAL EXPENSE</b>                  | <u><u>\$711,388.00</u></u>                 | <u><u>\$55,679.79</u></u>         | <u><u>\$132,554.18</u></u>                    | <u><u>\$102,038.92</u></u>                  | <u><u>\$578,833.82</u></u>            |

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**AUGUST 2020**

| <u>Check No.</u> | <u>Warrant Number</u> | <u>Payee</u>                                     |                           | <u>Fund</u>                |
|------------------|-----------------------|--|---------------------------|----------------------------|
| DM               |                       | E F T United States Treasury (3,874.92)          | \$1,250.96                | FICA & Medicare Expense    |
|                  |                       |  | 2,623.96                  | Payroll                    |
| 6474             |                       | Jameson M. Duross                                | 17.38                     | Pension Withholding Refund |
| 6475             |                       | Gloversville Public Library                      | 12,876.74                 | Payroll                    |
| 6476             | 2147                  | Michael J. Frank                                 | 750.00                    | Treasurer                  |
| 6477             | 2148                  | The Paul Revere Life Insurance Company           | 278.54                    | Medical Insurance          |
| 6478             | 2149                  | United Health Care                               | 17.40                     | Medical Insurance          |
| 6479             | 2150                  | M V P Health Care, Inc.                          | 3,655.80                  | Medical Insurance          |
| 6480             | 2151                  | Frontier Communications                          | 543.49                    | Telephone                  |
| 6481             | 2152                  | National Grid (1,867.77)                         | 1,843.25                  | Electric                   |
|                  |                       |  | 24.52                     | Heat - Natural Gas         |
| 6482             | 2153                  | The Leader-Herald                                | 67.00                     | Promotion Expense          |
| 6483             | 2154                  | Mohawk Valley Library System                     | 932.24                    | Computer & Automation      |
| 6484             | 2155                  | Gloversville True Value Hardware                 | 67.63                     | Maintenance & Repairs      |
| 6485             | 2156                  | NYSIF Workers' Compensation                      | 589.44                    | Insurance - Workers' Comp. |
| 6486             | 2157                  | Technical Building Services, Inc.                | 2,007.71                  | Maintenance & Repairs      |
| 6487             | 2158                  | Turtle Dance Music, LLC                          | 50.00                     | Events & Programming       |
| 6488             | 2159                  | Gary Van Slyke                                   | 75.00                     | Events & Programming       |
| 6489             | 2160                  | Ingram Library Services                          | 1,413.99                  | Books                      |
| 6490             | 2161                  | Baker & Taylor Books (4,261.44)                  | 3,905.70                  | Books                      |
|                  |                       |  | 355.74                    | Prepaid Expense            |
| 6491             | 2162                  | Quill, LLC (380.58)                              | 226.96                    | Maintenance & Repairs      |
|                  |                       |  | 153.62                    | Library Supplies           |
| 6492             | 2163                  | PASCO  | 2,377.50                  | Maintenance Contracts      |
| 6493             | 2164                  | Evapco, Inc.                                     | 1,375.00                  | Maintenance Contracts      |
| 6494             | 2165                  | M V P Health Care, Inc.                          | 1,827.90                  | Medical Insurance          |
| 6495             | 2166                  | Business Card (154.97)                           | 20.00                     | Computer & Automation      |
|                  |                       |  | 14.99                     | G/E - Zoom Membership      |
|                  |                       |  | 119.98                    | Maintenance & Repairs      |
| 6496             | 2167                  | Evapco, Inc.                                     | 264.00                    | Maintenance & Repairs      |
| 6497             | 2168                  | Kids Reference Company, Inc.                     | 423.95                    | Books                      |
| 6498             | 2169                  | Kathryn McCary                                   | 62.50                     | Professional Fees          |
| 6499             |                       | Gloversville Public Library                      | 13,298.79                 | Payroll                    |
|                  |                       | E F T NYS & Local Retirement System              | 397.66                    | Pension - Withholdings     |
|                  |                       | E F T NYS Tax Department                         | 1,180.20                  | Payroll                    |
|                  |                       | E F T United States Treasury (3,938.56)          | 1,285.28                  | FICA & Medicare Expense    |
|                  |                       |  | 2,653.28                  | Payroll                    |
|                  |                       | Jaeger & Flynn Associates, Inc. - Reimbursements | 783.90                    | Medical Insurance          |
|                  |                       | CHECK AND EFT PAID OUTS - AUGUST 2020            | <u>59,812.00</u>          |                            |
|                  |                       | PETTY CASH PAID OUTS - AUGUST 2020               |                           |                            |
|                  |                       | None   | <u>0.00</u>               |                            |
|                  |                       | <b>TOTAL AUGUST 2020 PAID OUTS</b>               | <b><u>\$59,812.00</u></b> |                            |
|                  |                       | Less: Medical Insurance - Johnson                | (609.30)                  |                            |
|                  |                       | Less: MVLS Refund Comp & Automation              | (20.86)                   |                            |
|                  |                       | Less: Duross Reimb. Pension Withholdings         | (17.38)                   |                            |
|                  |                       | Less: Prepaid Expense                            | (355.74)                  |                            |
|                  |                       | Less: Disability & PFL Reimb. - Hauser           | (1,208.48)                |                            |
|                  |                       | Less: Cobra Reimbursement - Madonna              | <u>(1,920.45)</u>         |                            |
|                  |                       | <b>NET TO BALANCE TO EXPENSES</b>                | <b><u>\$55,679.79</u></b> |                            |

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

|                                  |                    |
|----------------------------------|--------------------|
| Balance on August 1, 2020        | \$121,119.80       |
| Plus: Receipts:                  |                    |
| Interest on Money Market Account | 5.58               |
| Tax Levy                         | 0.00               |
| Less: Paid Outs:                 |                    |
| Bank Fee - New Checks            | 0.00               |
| Transfer to Checking Account     | 53,000.00          |
|                                  | <hr/>              |
| Balance on August 31, 2020       | <u>\$68,125.38</u> |

**BUILDING FUND MONEY MARKET ACCOUNT**

|                                    |                     |
|------------------------------------|---------------------|
| Balance on August 1, 2020          | \$799,953.49        |
| Plus: Receipts:                    |                     |
| Interest on Money Market Account   | 101.91              |
| Transfer from Construction Account | 0.00                |
| Less: Paid Outs:                   |                     |
| None                               | 0.00                |
|                                    | <hr/>               |
| Balance on August 31, 2020         | <u>\$800,055.40</u> |

**CONSTRUCTION CHECKING ACCOUNT**

|                            |                     |
|----------------------------|---------------------|
| Balance on August 1, 2020  | \$119,496.07        |
| Plus: Receipts:            |                     |
| Interest Earned            | 2.03                |
| Grant Money Received       | 0.00                |
| Less: Paid Outs:           |                     |
| None                       | 0.00                |
|                            | <hr/>               |
| Balance on August 31, 2020 | <u>\$119,498.10</u> |

**AMAZON SMILE SAVINGS ACCOUNT**

|                            |                 |
|----------------------------|-----------------|
| Balance on August 1, 2020  | \$273.65        |
| Plus: Receipts:            |                 |
| Interest Earned            | 0.00            |
| Donations-Amazon Smile     | 34.87           |
| Less: Paid Outs:           |                 |
| None                       | 0.00            |
|                            | <hr/>           |
| Balance on August 31, 2020 | <u>\$308.52</u> |



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

**STEWART'S GRANT**

|  |                  |                |          |
|--|------------------|----------------|----------|
| Balance as of August 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 August 31, 2020 |                  |                | \$560.47 |

**W G Y CHRISTMAS WISH GRANT**

|  |                  |                |          |
|--|------------------|----------------|----------|
| Balance as of August 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 August 31, 2020 |                  |                | \$371.62 |

**ADVOCACY GRANT**

|  |                  |                |          |
|--|------------------|----------------|----------|
| Balance as of August 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 August 31, 2020 |                  |                | \$110.91 |

**APPROPRIATION FOR FUTURE AUDIT**

|  |                  |                |            |
|--|------------------|----------------|------------|
| Balance as of August 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 August 31, 2020 |                  |                | \$9,825.00 |

**RESTORATION FUNDS RECONCILEMENT**

|  |                  |                |            |
|--|------------------|----------------|------------|
| Balance as of August 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 August 31, 2020 |                  |                | \$2,507.18 |

**PARK TERRACE PTA - COLORTON**

|   |                  |                |          |
|---|------------------|----------------|----------|
| Balance as of August 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 Colorton Funds Left at August 31, 2020 |                  |                | \$559.25 |

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

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

Balance Per Bank Statement \$ 10,270.55

Outstanding Checks:

| <u>Date</u> | <u>Ck. No.</u> | <u>Payee</u>                           | <u>Amount</u> |          |
|-------------|----------------|--|---------------|----------|
| 03/17/20    | 6372           | James Esper Landscaping                | 2,100.00      |          |
| 05/19/20    | 6418           | James Esper Landscaping                | 4,700.00      |          |
| 07/21/20    | 6469           | United States Treasury                 | 12.70         |          |
| 08/18/20    | 6477           | The Paul Revere Life Insurance Company | 278.54        |          |
| 08/18/20    | 6478           | United Healthcare                      | 17.40         |          |
| 08/18/20    | 6469           | Turtle Dance Music, LLC                | 50.00         |          |
|             |                | Total Outstanding Checks               | 7,158.64      | 7,158.64 |

Other Items:

None -

**BALANCE IN CHECKBOOK, LEDGER AND QUICKBOOKS**

**\$ 3,111.91**

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

Balance Per Bank Statement \$ 14,048.67

Outstanding Checks:

| <u>Date</u> | <u>Ck. No.</u> | <u>Payee</u>             | <u>Amount</u> |           |
|-------------|----------------|--------------------------|---------------|-----------|
| 08/14/20    | 5425           | Darla L. Barry           | 1,015.65      |           |
| 08/31/20    | 5435           | Nicole L. Hauser         | 1,318.93      |           |
| 08/31/20    | 5436           | Circe I. Johnson         | 1,030.52      |           |
| 08/31/20    | 547            | Sally A. Fancher         | 1,178.20      |           |
| 08/31/20    | 5438           | Linda B. Conroy          | 1,239.36      |           |
| 08/31/20    | 5439           | Jameson M. Duross        | 848.16        |           |
| 08/31/20    | 5440           | Shari L. Peto            | 815.78        |           |
| 08/31/20    | 5441           | Darla L. Barry           | 1,015.65      |           |
| 08/31/20    | 5442           | Valerie A. Acklin        | 2,024.55      |           |
| 08/31/20    | 5444           | Sally L. Ostrander       | 440.38        |           |
| 08/31/20    | 5445           | Kathy Van Volkenburg     | 67.00         |           |
| 08/31/20    | 5447           | Kimberly A. Collar       | 366.77        |           |
| 08/31/20    | 5448           | Patricia A. Devereaux    | 548.16        |           |
| 08/31/20    | 5449           | Kelly S. Lawlor          | 429.19        |           |
| 08/31/20    | 5450           | Bailey J. Darling        | 410.23        |           |
| 08/31/20    | 5451           | Barbara J. Madonna       | 300.14        |           |
|             |                | Total Outstanding Checks | 13,048.67     | 13,048.67 |

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 \$ 68,125.38

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 68,125.38

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

Balance Per Bank Statement \$ 800,055.40

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 800,055.40

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

Balance Per Bank Statement \$ 119,498.10

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**

\$ 119,498.10

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

Balance Per Bank Statement \$ 308.52

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 308.52

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

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



## **Gloversville Public Library**

Director's Report: August 2020

Valerie Acklin — Library Director

### **COVID-19**

August saw the library continue to attract more visitors, as word of our limited opening has spread. While patrons are able to browse our fiction, no-fiction, magazine, media collections, teen, and children's collections, there are still no computers or meeting spaces available, and on-site programming has been suspended until 2021.

That said, we continue to monitor state guidelines, local reports of COVID cases, as well as library use, and will expand our services as soon as we are confident in our ability to do so without endangering staff and residents. With that in mind, I've been working on a computer use reservation plan that will allow patrons to access the Internet and other computer applications at the library, once we open further. In addition, we are looking at ways to expand our virtual offering, as that will continue to be an important aspect of our service model, for the foreseeable future.

Quarantine procedures for new/returned materials have been expanded to seven days based on the latest findings from ongoing REALM study, spearheaded by the ALA and OCLC. So far, our patrons have been wonderfully understanding about the increased wait for materials.

### **Personnel**

On the staffing front, I have completed one-on-one meetings with the entire staff, in an effort to get to know them, and their thoughts and goals regarding their work and the library in general – and, of course, give me the opportunity to share the same with them. It has been an exceptionally informative experience and has helped me identify both long- and short-term areas of focus. I hope to compile these next month and share them as we review the Plan of Service.

### **Physical Plant**

The front door lock issue has been resolved, and I continue to work on the back door accessibility issues. As reported from the Buildings & Grounds Committee, the back door issue is still a work in progress, but we have made strides in identifying what precisely the problem is and how to rectify it. I look forward to that repair being completed shortly. The light sensor problem should also be resolved upon the installation of replacement parts that are currently on order. In addition, I am currently reviewing and scheduling maintenance work and inspections for the fall through the early winter.

### **Administration**

In the hopes of increasing library productivity, I've begun looking at software solutions for both project management and scheduling. I will report my findings to the Board as soon as my research is completed. In addition, to help ensure that no library business falls through the proverbial cracks, I've compiled an annual calendar of tasks and deadlines for myself (and future administrators), that I'll attach to this report. Please feel free to contact me with comments or corrections.

### **Community Report**

Finally, I'm attaching this year's Community Report. I hope it reinforces the important role that the library plays in the community – particularly during challenging times.



## **Gloversville Public Library**

Adult Services Report: August 2020

Nicole Hauser – Librarian

I hit the ground running on my return mid-July helping our new Director get up and running and everything situated for our new fiscal year.

As a staff we decided there will be no in house programming through at least the end of 2020 and in the meantime we will focus on virtual programs. Our in person adult crafting class routinely brought in about 28 people each month. I decided to utilize Sally's idea of the kids Make and Take craft bags for the adults, thus Adult Crafts to Go has been born. Our initial craft will be paper orbs. Patrons have to register beforehand, just like our in person classes, and the kits can be picked up during the fourth week of the month. We are directing patrons to a video and directions online in addition to the basic instructions we are providing in the kits. We are also encouraging patrons to share pictures of their completed projects so we can share them via Facebook. As of writing this, the class is already almost full, so we know our patrons have been missing us!

Sally Fancher has been running our adult book discussion group, the Jolly Readers, for years now and as her retirement is fast approaching we've had to figure out our plans going forward. Valerie and I, with Chris Prokopiak as a backup, will be taking over the group. We are currently meeting via Zoom and will continue to do so until we can meet in person again. October's book will be [The Girl in Green](#) by Derek B. Miller and the discussion will be facilitated by Valerie.

We evaluated our large print and audiobook collections during August and weeded items, many of which had not circulated in 3 or more years.

New library cards needed to be purchased. The new cards will come with barcodes pre-printed and will include a card and a fob.

We've had a large influx of new books as we re-opened. Orders that were put on hold during the past few months due to the pandemic were released as we let vendors know we were opening up. Everything is more or less on an even keel now that we've gotten over that bubble and settled back into our new "normal" routine.



## Gloversville Public Library

Children's Room Report: August, 2020

Sally Fancher – Head of Children's Services

The month began well with many families viewing the on-line craft and story times. Mrs. Barry and I recorded a joint story time to try to ease the kids into a new librarian. Our recording session was interrupted by a repeat of a leak over the circ desk. We hope that this gets fixed before there is too much damage done to the inner walls. We relocated the historic fairy tale prints to safeguard them from potential water damage.

Mrs. Barry and I completed a large book order from our Ingram supplier. This is a rather complex process, and it went very well with the guidance of Nicole Hauser. The books arrived and Mrs. Barry was able to learn the procedure for processing and adding books to the collection.

Gary Van Slyke performed for a second time with 220 views. This wouldn't have been possible without the technical skills of our own Jameson (Sonny) Duross. As I have said before, Sonny's dedication and skills are beyond compare.

Many patrons logged their summer reading with the online program "Read Squared". This allowed us to keep track of some of the reading and offer prizes. While it is a good system, it is not as fun as having kids bring in a log and brag about all that they have read, what they have enjoyed, or what they hated.

Story Time Stroll "thank you" certificates have been distributed to our community partners, who always come through for our families. Special thanks go out to:

Fulton County Barber Shop

Rosbach Shoes

Mohawk Harvest Co-op

Peck's Flowers

Jackson Hewitt Tax Services

Gloversville True Value

Gloversville Senior Citizen Service Center

Fulton County Museum

and of course, our library staff.

As we have been open for just over 2 months, we have seen a great response to mask compliance. The staff sometimes needs to remind people to cover their nose as well as their mouth, but there is little push-back. Families are glad to be able to walk around and choose from the collection.

Mrs. Barry has been learning the ropes and meeting families, in anticipation of going solo as Head of Children's services. She is doing a lot of long-term planning for programs, virtual and in-house, getting ready for whatever is thrown our way. Mrs. Barry will be taking over the creation of virtual story times, and creation of more "Take and Make" craft bags. As always, the Friends of the Gloversville Public Library support our programs with donations of money as well as time and energy. The Friends have given us a donation to purchase supplies for the increase in craft items that is anticipated with the continuation of the "Take and Make" craft kits. We are very grateful to them for all that they do for us.

All the preparations that are being made for the fall may be moot, due to up-ticks in corona virus infections. The Youth Center staff are ready to change direction and adapt to the needs and requirements that may present themselves.



**DIRECTOR'S ANNUAL CHECKLIST**

**Gloversville Public Library**

| July 1, 2020 - June 30, 2021 |                        | January  |      | February   |  | March |   | April |      |
|------------------------------|------------------------|--|------|--|--|-------|---|-------|------|
| Category                     | Task/Item              | Notes  | Done | Notes  | Done   | Notes | Done  | Notes | Done |
| HVAC                         |                        | Renew PASCO contract when necessary (5-yr contract began Feb. 2020/billed 2x/yr) |      |  | Contact PASCO to update software system and provide any necessary training |       | Call TBS to fill chiller/rower and perform preventative maintenance   |       |      |
|                              | Sprinkler System       | Renew 1-yr contract w/ Professional Fire Protection (PFP)                        |      |  | Contact PFP for inspection and back flow test                              |       | Inform PASCO and EVAPCO that chiller/rower has been filled            |       |      |
| Physical Plant               | Fire Extinguishers     |  |      |  | Renew 1-yr contract w/PFP  |       | Contact Hydro Test to schedule inspection                             |       |      |
|                              | Electric Heaters       |  |      |  |  |       |   |       |      |
|                              | Snow Removal           |  |      |  |  |       |   |       |      |
|                              | Health Insurance       |  |      |  |  |       |   |       |      |
| Insurance                    | NBT Insurance          |  |      |  |  |       |   |       |      |
|                              | Annual Report          | Goes live (Linda/Sally)  |      |  |  |       |   |       |      |
| MWIS                         | Polaris                |  |      |  |  |       |   |       |      |
|                              | Payroll                |  |      |  |  |       |   |       |      |
| Civil Service                |                        |  |      |  |  |       |   |       |      |
|                              | Tax Levy               |  |      | Needs to be passed                                       |  |       | Public hearing on tax levy and budget (Given by Finance Comm. Chair)  |       |      |
| BOT                          | Annual Report          |  |      | Motion to file (can also be done retroactively in March) |  |       |   |       |      |
|                              | Tax Cap Override       |  |      | File w/comptroller (if necessary)                        |  |       |   |       |      |
|                              | Health Insurance       |  |      |  |  |       |   |       |      |
|                              | Organizational Meeting |  |      |  |  |       |   |       |      |
|                              | Regular Meeting        |  |      |  |  |       |   |       |      |
| Miscellaneous                | Community Report       |  |      |  |  |       |   |       |      |
|                              | Website                | Update holiday hours   |      |  |  |       |   |       |      |
| Miscellaneous                | Frontstream.com        |  |      |  |  |       | Renew Giftworks license (Nicole's card might be set to renew 4/23/21) |       |      |
|                              |                        |  |      |  |  |       |   |       |      |



**DIRECTOR'S ANNUAL CHECKLIST**

| July 1, 2020 - June 30, 2021 |                        | May  | June   | July  | August                                 |
|------------------------------|------------------------|--|--|---|--|
| Category                     | Task/Item              | Notes  | Done   | Notes   | Done                                   |
| Physical Plant               | HVAC                   |  |  |   |  |
|                              | Sprinkler System       |  |  |   |  |
|                              | Fire Extinguishers     |  |  |   |  |
|                              | Electric Heaters       | Turn off heaters in the front entrance, the back stairs, and the water service room  |  |   |  |
| Snow Removal                 |                        |  |  |   | Renew snow removal contract for winter |
|                              | Health Insurance       | Reach out to Matt Tedeschi/Jaeger & Flynn about WVP health insurance quote<br>Let Finance Comm know about quote and include as part of June committee report |  |   |  |
| Insurance                    | NBT Insurance          | If appropriate suggest status quo for policy   |  |   |  |
|                              | Annual Report          |  | Perform end of fiscal year clean up                |   |  |
| MWLS                         | Polbits                |  |  |   |  |
|                              | Payroll                |  |  | Distribute letters to staff announcing raises (include w/ July 15 paycheck)   |  |
| Civil Service                |                        |  |  | Send new pink sheets after staff raises take effect   |  |
|                              |                        |  |  | Send payroll certification after staff raises take effect   |  |
| BOT                          | Tax Levy               |  |  |   |  |
|                              | Annual Report          |  |  |   |  |
|                              | Tax Cap Override       |  |  |   |  |
|                              | Health Insurance       |  | Review policy/price as part of Finance Comm report |   |  |
| Miscellaneous                | Organizational Meeting |  |  | Set holiday closings for fiscal year (check calendar for issues first)  |  |
|                              | Regular Meeting        |  |  | Print oaths of office reading to be signed by officers after oaths are taken (including self for Director and Election Clerk) |  |
|                              | Community Report       |  |  | Okay second signer for new Plan of Service (when appropriate)   | Compile Community Report               |
| Miscellaneous                | Website                |  |  |   |  |
|                              | Frontstream.com        |  |  |   |  |


**DIRECTOR'S ANNUAL CHECKLIST**


| July 1, 2020 - June 30, 2021 |                        | September   |      | October  |      | November |      | December |      |
|------------------------------|------------------------|---|------|--|------|----------|------|----------|------|
| Category                     | Task/Item              | Notes   | Done | Notes  | Done | Notes    | Done | Notes    | Done |
| Physical Plant               | HVAC                   | Contact PASCOCO to update software system and provide any necessary training. |      | Call TBS to drain chiller/flow and perform preventative maintenance                |      |          |      |          |      |
|                              | Sprinkler System       |   |      |  |      |          |      |          |      |
| Physical Plant               | Fire Extinguishers     |   |      |  |      |          |      |          |      |
|                              | Electric Heaters       |   |      | Turn on heaters in the front entrance, the back stairs, and the water service room |      |          |      |          |      |
|                              | Snow Removal           |   |      |  |      |          |      |          |      |
| Insurance                    | Health Insurance       |   |      |  |      |          |      |          |      |
|                              | NBT Insurance          |   |      |  |      |          |      |          |      |
| MWS                          | Annual Report          |   |      |  |      |          |      |          |      |
|                              | Polaris                |   |      |  |      |          |      |          |      |
|                              |                        |   |      |  |      |          |      |          |      |
|                              | Payroll                |   |      |  |      |          |      |          |      |
| Civil Service                |                        |   |      |  |      |          |      |          |      |
|                              | Tax Levy               |   |      |  |      |          |      |          |      |
| BOT                          | Annual Report          |   |      |  |      |          |      |          |      |
|                              | Tax Cap Override       |   |      |  |      |          |      |          |      |
|                              | Health Insurance       |   |      |  |      |          |      |          |      |
|                              | Organizational Meeting |   |      |  |      |          |      |          |      |
|                              | Regular Meeting        |   |      |  |      |          |      |          |      |
| Miscellaneous                | Community Report       | Present Community Report  |      |  |      |          |      |          |      |
|                              | Website                |   |      |  |      |          |      |          |      |
| Miscellaneous                | Frontstream.com        |   |      |  |      |          |      |          |      |
|                              |                        |   |      |  |      |          |      |          |      |


# COMMUNITY REPORT


## 2019-2020

### PATRONS

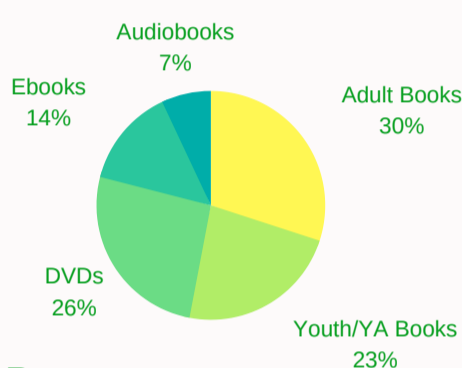
In-Person Visitors: 53,282 

Website Hits: 9538 

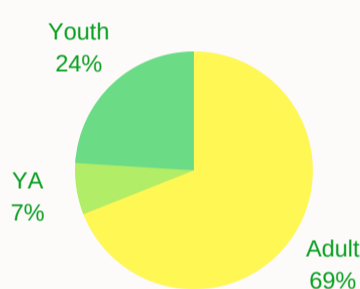
New Library Cards Issued: 7707 

Program & Meeting Attendance: 11,781 

### Circulation



### Programs



### SERVICES

Materials Used: 64,924 Items

Computer/Wifi Use: 22,053 Sessions

Programs & Meetings: 762 Events

Reference Questions: 1782 Questions

### COLLECTIONS

Print Materials: 28,444 Items

Physical Media : 6043 Items

Electronic Media: 15,887 Items

New Print Materials & Media: 2680 Items



### BUDGET

#### Income

Tax Levy: \$453,695

Foundation: \$5066

Miscellaneous: \$42,921

Total: \$501,682



#### Expenses

Personnel: \$432,844

Materials: \$55,987

Operations: \$106,939

Total: \$595,770

Visit us [www.gloversvillelibrary.org](http://www.gloversvillelibrary.org)

Email us at [gpl@mvl.info](mailto:gpl@mvl.info)

**58 E. Fulton St. Gloversville, NY 12078**  
**(518) 725-2819**



# **COMMUNITY REPORT**

## **2019–2020**

### **HIGHLIGHTS**

**Debuted Curbside Pickup Services**

**Hosted First Annual Local Authors Festival**

**Winner of the Mohawk Valley Library System's  
2019 Library Recognition Award**

**Partnered with Local Businesses to Bring  
Story Time Stroll to Downtown**

**Welcomed New Trustees:  
Gregory Niforos and Richard Carslon**

**Welcomed New Staff Members:  
Darla Barry, Bailey Darling, and Valerie Acklin**

**Offered Virtual Programming for All Ages**

**Continued Local History Room Renovations**

**Made Children's Picture Books Easier to Find**

**Eliminated Overdue Fines During NYS PAUSE**

**Re-imagined Summer Reading Clubs to Increase  
Participation and Promote Inclusivity**

**Shortened the Wait Time for New Books**

**Visit us [www.gloversvillelibrary.org](http://www.gloversvillelibrary.org)**

**Email us at [gpl@mvl.info](mailto:gpl@mvl.info)**

**58 E. Fulton St. Gloversville, NY 12078  
(518) 725–2819**