



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
September 21, 2021 6:30pm

Public Comment

1. Accept minutes of the:
 - August 2021 Board of Trustees Meeting
2. Treasurer's Report
3. Budget and Finance
 - Computer Hardware Budget
 - Staff Compensation Update
 - Warrant List
4. Friends
5. Foundation
6. Building and Grounds Committee
 - Roof Update
 - Barriers Update
7. Outreach Committee
8. Personnel Committee
 - Staffing update
9. Policy Committee
10. Program Committee
11. Public Relations
12. Director's Report
 - Story time update
 - Shifting update
 - Barrier-free card update
13. President's Report
 - 68 & 68 1/2 E. Fulton St. Update
14. Old Business
 - Direct Deposit Update
15. New Business
 - Friends' Newsletter
 - NBT Insurance
 - Executive Session (Personnel)
16. Adjourn

Next Meeting: October 19, 2021 at 6:30 PM

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



Minutes of the Gloversville Public Library Board of Trustees Meeting

August 17, 2021

The Gloversville Public Library Board of Trustees held their regular board meeting August 17, 2021. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Vice President of Finance Gregory Niforos, Library Director Valerie Acklin, Treasurer Michael Frank, Richard Carlson, Sue Shrader, John Mazur, and Caren Pepper. Mr. Reed agreed to serve as secretary pro tempore.

Mr. Reed called the meeting to order at 6:35 PM and all present recited the Pledge of Allegiance.

Mr. Reed asked if there was any public comment. There was none.

Mr. Reed asked if there was any discussion regarding the regular organizational meeting minutes. Hearing no discussion, Mr. Niforos made a motion to approve the minutes which was seconded by Ms. Shrader. The board unanimously approved the minutes with a vote of “aye.”

Mr. Reed asked if there was any discussion regarding the regular July minutes. Ms. Dunn-Brown corrected the Outreach Committee’s report to state that “... approximately 150 people were spoken to between April, May, and June ...” not 50 people. With this correction, Ms. Dunn-Brown made a motion to approve the minutes which was seconded by Ms. Pepper. The board unanimously approved the minutes with a vote of “aye.”

Mr. Reed asked Mr. Frank to review the Treasurer’s report. Mr. Frank informed the board that the library’s income for the month of July was \$264.05 and that the expenses for the month of July were \$81,556.69. However, approximately \$38,000 of those expenses were due to pre-payments. Mr. Frank informed the board that he needed to transfer \$100,000 from the building fund to the general fund but he was also expecting a \$109,000 payment from the IRS – hopefully before the September board meeting. Ms. Dunn-Brown made a motion to approve the Treasurer’s report which was seconded by Ms. Shrader. The board unanimously approved the Treasurer’s report with a vote of “aye.”

Mr. Niforos delivered a report on behalf of the Budget and Finance Committee. He informed the board that, due to upcoming staffing changes, the library will exceed its budgeted full/part-time salary and benefits line items for the 2021-2022 fiscal year by approximately \$8,000. Mr. Niforos assured the board that the budget could support this extra cost. Mr. Niforos informed the board that Mr. Frank was testing the reliability of direct bank deposit of paychecks for full time employees. If these tests are successful, then full time employees can begin having their paychecks directly deposited into their bank accounts starting in October. Mr. Frank reported that NBT Bank had erroneously levied a service charge on library accounts for the month of June and July. These charges were reversed, and Mr. Frank believes the problem that caused this has been corrected.

Mr. Frank distributed the Warrants list for August 2021, numbered 2435 through 2457, 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. Niforos made a motion to approve the Warrants list which was seconded by Ms. Dunn-Brown. The board unanimously approved the Warrants list with a vote of “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

Mr. Reed delivered a report from the Friends of the Gloversville Public Library on behalf of Mrs. Jean LaPorta. The following updates were provided:

- A special "Friends' Day" for the Library's Summer Reading program was held on August 12th at Rail Station Park. The Friends read stories by Eric Carle, provided crafts and Stewarts ice cream cone coupons for the children. In addition, they donated a lovely basket of Eric Carle books and plush animals that will be raffled off on August 26th and made a monetary donation to support the summer program. Many thanks to Darla Barry and Sonny Duross for inviting us to join in the planning of the special Friends' Day. Mrs. Barry made sure to include us in planning the day and she was delightful to work with. Her enthusiasm and positive manner made it a wonderful experience for all of us. And we hope the children enjoyed the day as much as we did. Thank you to Patty Franco and Nancy Krawczeski who joined me in volunteering at the event.
- You can see the fun we had on the library's Facebook page.
- The August issue of the newsletter should be out soon.
- Tickets for the September 10th Chicken BBQ at Whitey's in Johnstown will be available soon at the library, for \$12 each, or by contacting Marion Clemente or Barbara Reppenhagen.
- Baskets being donated for the Annual Friends'
- Basket Raffle may be dropped off at the library starting the week of August 16th to the 20th. The drawing will be conducted on October 22nd.
- The Friends Annual Organizational Meeting will be held at 5 p.m. on Thursday, September 9, 2021, and will be followed by the regular monthly meeting.
- Dates for meetings in 2021-2022 are:
 - ◆ September 9, 2021
 - ◆ November 4, 2021
 - ◆ January 5, 2022
 - ◆ March 3, 2022
 - ◆ May 5, 2022
 - ◆ August 4, 2022
 - ◆ All meetings will begin at 5 p.m.

Mr. Frank informed the Trustees that the Foundation Board had not meet this year, but that he hoped that the Foundation's Finance Committee would be meeting in September.

Mr. Carlson delivered a report on behalf of the Building and Grounds Committee:

- A roof leak caused some damage to the ceiling in the front foyer. Ms. Acklin will be contacting a roofing contractor to locate and fix the leak.
- The large meeting room has AC up and running again but it needs a part for a permanent fix.
- Mr. Carlson will work with George to design a protective shroud for the chiller unit.
- The exit driveway landscaping plan will be done by Jim Esper this fall based on the proposed sketch to be handed out at this meeting.
- Fire alarm system inspection was completed, and a fire alarm system service contract has been obtained.
- The new business in the old Probation Building will soon be active and signage will need to be posted in our employee parking lot to indicate that this lot is Library parking only.

Ms. Dunn-Brown reported on behalf of the Outreach Committee:

- Since April, we've spoken to and delivered library information to 175 people the last Friday of each month at Food Truck Friday. We answered questions about the library and gave out the library's monthly calendar and other information about its services.
- Kids and Teens Book Swap was July 29th in the youth activity room. The attendees received 2 free books. There were 12 very happy faces! Thanks to The Friends for providing the books.
- Thursday August 19th, we will be preparing 100 gift bags to be distributed by The Office for the Aging at their drive-thru event next month. The bags will include GPL promotional materials.

Mrs. Shrader reported that the Personnel Committee did not meet during the past month.

Mr. Reed reported that the Policy Committee did not meet during the past month.

Ms. Pepper reported that the Program Committee did meet during the past month. Ms. Acklin informed that Board that, due to the rise of COVID in Fulton County, the staff was making alternatives plans for the "in building" programming that is currently in place. The "Exercise in the Park" program has been popular and will be extended through September. The "Summer Reading Program" will end on Thursday August 19. The "Story Walk" program has been popular with both kids and vendors and will continue until the end of August.

Mr. Mazur reported that the Public Relations Committee did meet during the past month, but that he was hoping to have a meeting in September.

In her Director's Report, Ms. Acklin informed the Board that, once again, teen behavior in the Teen Room has been problematic and, based on past long standing behavioral problems, she and the staff will be reconfiguring the entire Youth Service Department (basement area of the building). The teens will have a new space very close to the Youth Services Information Desk. The current Teen Room will become the new Early Literacy Center (birth to 2 years old) and new programming will be developed this fall to serve this population group and their caregivers. The staff is looking to roll out a new Board Games and Puzzles program for adults and families. Starting after Labor Day, and based on data collected by the new door counters, the Library will institute new hours:

- Monday: 2 PM to 7 PM
- Tuesday through Thursday: 10 AM to 7 PM
- Friday: 10 AM to 5 PM
- Saturday: 10 AM to 4 PM

In his President's Report, Mr. Reed thanked all the trustees and David Pesses for their help in cleaning up the vacant lot that is 68 and 68 1/2 East Fulton Street. The library placed a bid for \$4250 on this property in June and was recently informed that the city had accepted this bid. The front two thirds of this property and 66 East Fulton Street will become a parking lot. The back third of this property and 66 East Fulton Street will become a lawn that will be used as an outdoor programming space for the library. Mr. Reed recommended that the library hire a surveyor to determine the exact boundaries of the two properties.

Under old business, Ms. Acklin requested that new language regarding the change in the Library's holiday closing policy needs to be created for the Employee Handbook. Mr. Niforos said that he would submit new language to Ms. Acklin. Ms. Acklin also reminded the Board of the upcoming Fulton County Historical Society History Fair, and asked the Local History Room committee to get in touch with her regarding participation.

At 8:07 PM, Mr. Reed requested a motion to enter Executive Session. Mr. Niforos made a motion, seconded by Mr. Mazur. The Board unanimously approved with a vote of "aye."

At 8:37 PM, Mr. Reed requested a motion to exit Executive Session. Ms. Pepper made a motion, seconded by Mr. Carlson. The Board unanimously approved with a vote of "aye."

Mrs. Pepper made a motion, seconded by Mr. Mazur, to authorize Ms. Acklin to create a part-time Library Assistant position in the Youth Services Department for an hourly rate of \$15-\$17/hour. The Board unanimously approved with a vote of "aye."

Mr. Mazur made a motion, seconded by Ms. Dunn-Brown, to authorize Ms. Acklin to create a full-time Librarian I position in the Adult Services Department for a salary of \$40,000/year. The Board unanimously approved with a vote of "aye."

At 8:42 PM, Mr. Reed requested a motion to adjourn. Mr. Niforos made a motion, seconded by Mrs. Shrader. The Board unanimously approved with a vote of "aye."

Respectfully submitted,

Charles Reed, Secretary Pro Tempore

GLOVERSVILLE PUBLIC LIBRARY

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

AUGUST 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 | 3.10 | 5.67 | 19.65 | 1,994.33 |
| Gloversville Library Foundation Inc. - Int. & Div. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Gloversville Library Foundation Inc. - Don. Reg. | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 |
| Government Affiliations | 7,000.00 | 4,947.30 | 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 | 597.91 | 859.39 | 563.95 | 1,640.61 |
| 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>\$5,548.31</u> | <u>\$5,812.36</u> | <u>\$583.60</u> | <u>\$529,382.64</u> |
| | <u>Income Cash Reconcilement</u> | | | | |
| Income Cash Balance on August 1, 2021 | <u>\$157,146.82</u> | | | | |
| Plus: Receipts Per Report | 5,548.31 | | | | |
| Less: Furniture Purchased | (935.83) | | | | |
| Less: Expenses Per Report | <u>54,833.96</u> | | | | |
| Income Cash Balance on August 31, 2021 | <u><u>106,925.34</u></u> | | | | |
| Accounts Payable as of 08/31/21 | 17,287.75 | | | | |
| Cash Received Covid 19 less Credit Due | (63,695.21) | | | | |
| Deferred Liability - Prepaid Med. Ins. | 1,833.33 | | | | |
| Prepaid Expenses as of 08/31/21 | <u>0.00</u> | | | | |
| Actual Cash Balance on August 31, 2021 | <u><u>\$62,351.21</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 August 1, 2021 | \$91,279.78 |
| Plus: Receipts: | |
| Interest on Money Market Account | 2.51 |
| Transfer from Building Fund MM Account | 0.00 |
| Less: Paid Outs: | |
| Bank Fee - New Checks | 0.00 |
| Transfer to Checking Account | <u>50,000.00</u> |
| Balance on August 31, 2021 | <u><u>\$41,282.29</u></u> |

BUILDING FUND MONEY MARKET ACCOUNT

| | |
|-------------------------------------|----------------------------|
| Balance on August 1, 2021 | \$764,159.97 |
| Plus: Receipts: | |
| Interest on Money Market Account | 64.90 |
| Transfer from Construction Account | 0.00 |
| Less: Paid Outs: | |
| Transfer to General Fund MM Account | <u>0.00</u> |
| Balance on August 31, 2021 | <u><u>\$764,224.87</u></u> |

CONSTRUCTION CHECKING ACCOUNT

| | |
|--|--------------------------|
| Balance on August 1, 2021 | \$1,083.97 |
| Plus: Receipts: | |
| Interest Earned | 0.02 |
| Transfer from Building Fund MM Account | 0.00 |
| Less: Paid Outs: | |
| None | <u>0.00</u> |
| Balance on August 31, 2021 | <u><u>\$1,083.99</u></u> |

AMAZON SMILE SAVINGS ACCOUNT

| | |
|----------------------------|------------------------|
| Balance on August 1, 2021 | \$397.81 |
| Plus: Receipts: | |
| Interest Earned | 0.00 |
| Donations-Amazon Smile | 33.00 |
| Less: Paid Outs: | |
| None | <u>0.00</u> |
| Balance on August 31, 2021 | <u><u>\$430.81</u></u> |

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

AUGUST 2021

| | <u>Budget July 1, 2021 to June 30, 2022</u> | <u>Amount Expended Curr. Month</u> | <u>Amount Expended Current Year to Date</u> | <u>Amount Expended Prior Year to Date</u> | <u>Current Year Unexpended Balance</u> |
|---------------------------------------|---|--|---|---|--|
| Salaries - Full Time Employees | \$269,028.00 | \$ 22,206.66 | \$ 44,413.32 | \$ 45,941.65 | \$224,614.68 |
| Salaries - Part Time Employees | 110,419.00 | 8,691.11 | 14,283.24 | 11,297.83 | 96,135.76 |
| Salaries - Custodians | 31,504.00 | 2,625.36 | 5,250.72 | 5,099.04 | 26,253.28 |
| F I C A & Medicare Tax | 31,438.00 | 2,559.34 | 4,881.59 | 4,912.90 | 26,556.41 |
| 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 | 3,125.58 | 9,817.24 | 10,245.39 | 43,182.76 |
| Worker's Compensation Insurance | 3,000.00 | 370.10 | 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 | 24.52 | 24.52 | 3,475.48 |
| Electricity | 20,000.00 | 2,843.14 | 2,843.14 | 1,843.25 | 17,156.86 |
| Telephone | 6,720.00 | 577.27 | 1,159.20 | 1,065.66 | 5,560.80 |
| Insurance | 25,000.00 | 0.00 | 23,816.85 | 21,040.97 | 1,183.15 |
| Books, Periodicals, etc. | 43,000.00 | 2,867.36 | 5,858.39 | 8,078.35 | 37,141.61 |
| Computer & Automation Services | 13,200.00 | 1,153.78 | 2,251.38 | 1,930.66 | 10,948.62 |
| Library, Office Supplies & Postage | 11,500.00 | 673.94 | 929.68 | 169.51 | 10,570.32 |
| Maintenance, Repairs & Bldg. Supplies | 10,000.00 | 117.27 | 117.27 | 2,699.60 | 9,882.73 |
| Maintenance Contracts | 28,000.00 | 5,593.75 | 12,541.79 | 10,654.96 | 15,458.21 |
| Treasurer | 8,800.00 | 750.00 | 1,450.00 | 1,450.00 | 7,350.00 |
| Professional Fees | 7,000.00 | 0.00 | 0.00 | 62.50 | 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 | 527.79 | 832.79 | 425.00 | 4,167.21 |
| Promotion Expense | 4,800.00 | 112.00 | 112.00 | 67.00 | 4,688.00 |
| General Expense | 2,000.00 | 14.99 | 258.29 | 272.68 | 1,741.71 |
| TOTAL EXPENSE | <u><u>\$736,860.00</u></u> | <u><u>\$54,833.96</u></u> | <u><u>\$136,390.65</u></u> | <u><u>\$132,554.18</u></u> | <u><u>\$600,469.35</u></u> |

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

AUGUST 2021

| <u>Check No.</u> | <u>Warrant Number</u> | <u>Payee</u> | | <u>Fund</u> |
|------------------|-----------------------|--|---------------------------|----------------------------|
| | DM | E F T United States Treasury (3,741.44) | \$1,211.72 | FICA & Medicare Expense |
| | | | 2,529.72 | Payroll |
| 6788 | | Gloversville Public Library | 12,481.26 | Payroll |
| 6789 | 2435 | Michael J. Frank | 750.00 | Treasurer |
| 6790 | 2436 | The Paul Revere Life Insurance Company | 172.78 | Medical Insurance |
| 6791 | 2437 | United Health Care | 23.20 | Medical Insurance |
| 6792 | 2438 | Naif's | 300.00 | Newspapers |
| 6793 | 2439 | Frontier Communications | 577.27 | Telephone |
| 6794 | 2440 | National Grid (2,867.66) | 24.52 | Natural Gas |
| | | | 2,843.14 | Electricity |
| 6795 | 2441 | Commissioner of Finance | 50.00 | Maintenance & Repairs |
| 6796 | 2442 | Go For It Fitness & Personal Training Studio | 70.00 | Events & Programming |
| 6797 | 2443 | PASCO | 2,377.50 | Maintenance Contracts |
| 6798 | 2444 | Town of Ballston Community Library | 21.48 | Fines, etc. |
| 6799 | 2445 | Ballston Spa Library | 12.00 | Fines, etc. |
| 6800 | 2446 | The Leader-Herald | 112.00 | Promotion Expense |
| 6801 | 2447 | Gloversville True Value Hardware | 11.66 | Maintenance & Repairs |
| 6802 | 2448 | Ingram Library Services | 2,254.24 | Books |
| 6803 | 2449 | Blackstone Publishing | 152.82 | A/V - DVDs |
| 6804 | 2450 | Johnson Controls Fire Protection, LP | 1,800.00 | Maintenance Contracts |
| 6805 | 2451 | Void | | |
| 6806 | 2452 | Evapco, Inc. | 1,416.25 | Maintenance Contracts |
| 6807 | 2453 | Quill LLC | 224.40 | Library Supplies |
| 6808 | 2454 | Mohawk Valley Library System | 1,103.78 | Computer & Automation |
| 6809 | 2455 | Business Card (2,124.06) | 50.00 | Computer & Automation |
| | | | 14.99 | G/E - Zoom |
| | | | 457.79 | Events & Programming |
| | | | 449.54 | Library Supplies |
| | | | 160.30 | A/V - DVDs |
| | | | 935.83 | Furniture & Equipment |
| | | | 55.61 | Maintenance & Repairs |
| 6810 | 2456 | C D P H P | 3,644.95 | Medical Insurance |
| 6811 | 2457 | NYSIF Workers' Compensation | 370.10 | Insurance - Workers' Comp. |
| 6812 | | Void | - | |
| 6813 | | Gloversville Public Library | 13,848.69 | Payroll |
| DM | | E F T NYS & Local Retirement System | 441.16 | Pension - Withholdings |
| DM | | E F T NYS Tax Department | 1,197.70 | Payroll |
| DM | | E F T United States Treasury (4,176.24) | 1,347.62 | FICA & Medicare Expense |
| | | | 2,828.62 | Payroll |
| | | Jaeger & Flynn Associates, Inc. - Reimbursements | 88.12 | Medical Insurance |
| | | CHECK AND EFT PAID OUTS - AUGUST 2021 | 56,410.76 | |
| | | PETTY CASH PAID OUTS - AUGUST 2021 | | |
| | | None | 0.00 | |
| | | TOTAL AUGUST 2021 PAID OUTS | <u>\$56,410.76</u> | |
| | | Less: Furniture & Equipment | (935.83) | |
| | | Less: Fines, etc. | (33.48) | |
| | | Less: Johnson Medical Ins. Reimb. | <u>(607.49)</u> | |
| | | NET TO BALANCE TO EXPENSES | <u>\$54,833.96</u> | |

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

| | | | |
|--|------------------|----------------|------------|
| Balance as of August 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 August 31, 2021 | | | \$1,160.47 |

W G Y CHRISTMAS WISH GRANT

| | | | |
|--|------------------|----------------|----------|
| Balance as of August 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 August 31, 2021 | | | \$371.62 |

ADVOCACY GRANT

| | | | |
|--|------------------|----------------|----------|
| Balance as of August 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 August 31, 2021 | | | \$110.91 |

APPROPRIATION FOR FUTURE AUDIT

| | | | |
|--|------------------|----------------|------------|
| Balance as of August 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 August 31, 2021 | | | \$9,825.00 |

RESTORATION FUNDS RECONCILEMENT

| | | | |
|--|------------------|----------------|------------|
| Balance as of August 1, 2021 | | | \$2,507.18 |
| Funds Received - Sale of Picture Frames | | | 300.00 |
| 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, 2021 | | | \$2,807.18 |

PARK TERRACE PTA - COLORTON

| | | | |
|---|------------------|----------------|----------|
| Balance as of August 1, 2021 | | | \$559.25 |
| Funds Received - Donation | | | 0.00 |
| Expenses Paid From Restoration Funds: | <u>Check No.</u> | <u>Purpose</u> | |
| Business Card | 6809 | Events & Prog. | 125.34 |
| Total Expenses | | | 125.34 |
| Balance of Colorton Funds Left at August 31, 2021 | | | \$433.91 |

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

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

Balance Per Bank Statement \$ 16,337.80

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 | |
| 06/10/21 | 6732 | Arch Insurance Group | 115.38 | |
| 08/17/21 | 6790 | The Paul Revere Life Insurance Company | 172.78 | |
| 08/17/21 | 6791 | United Health Care | 23.20 | |
| 08/17/21 | 6798 | Town of Ballston Community Library | 21.48 | |
| 08/17/21 | 6799 | Ballston Spa Library | 12.00 | |
| 08/31/21 | DM | NYS & Local Employees' Retirement System | 441.16 | |
| | | Total Outstanding Checks | | <u>11,686.00</u> |

Other Items:

None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS

\$ 4,651.80

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

Balance Per Bank Statement \$ 14,848.69

Outstanding Checks:

| <u>Date</u> | <u>Ck. No.</u> | <u>Payee</u> | <u>Amount</u> | |
|-------------|----------------|--------------------------|---------------|------------------|
| 08/31/21 | 6268 | Nicole L. Hauser | 1,348.11 | |
| 08/31/21 | 6269 | Circe I. Johnson | 1,058.00 | |
| 08/31/21 | 6270 | Linda B. Conroy | 1,268.98 | |
| 08/31/21 | 6271 | Jameson M. Duross | 934.40 | |
| 08/31/21 | 6272 | Shari L. Peto | 845.49 | |
| 08/31/21 | 6273 | Darla L. Barry | 1,045.37 | |
| 08/31/21 | 6274 | Valerie A. Acklin | 2,075.91 | |
| 08/31/21 | 6275 | George Emden IV | 995.98 | |
| 08/31/21 | 6276 | Sally L. Ostrander | 1,011.82 | |
| 08/31/21 | 6277 | Christine T. Prokopiak | 438.30 | |
| 08/31/21 | 6278 | Kimberly A. Collar | 567.48 | |
| 08/31/21 | 6279 | Patricia A. Devereaux | 926.91 | |
| 08/31/21 | 6280 | Kelly S. Lawlor | 686.36 | |
| 08/31/21 | 6281 | Bailey J. Darling | 645.58 | |
| | | Total Outstanding Checks | | <u>13,848.69</u> |

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 1,000.00

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

Balance Per Bank Statement \$ 41,282.29

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 41,282.29

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

Balance Per Bank Statement \$ 764,224.87

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 764,224.87

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 1,083.99

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

\$ 1,083.99

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

Balance Per Bank Statement \$ 430.81

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 430.81

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance



Local History Room Committee Report: August 2021

Chris Pesses /Committee Chair

First and foremost, the goal is to be able to open the Local History Room (LHR) to public use by Spring 2022. Four volunteers have been meeting at least twice a month since the beginning of the summer to reach this goal. There is a lot to be done and it involves organizing, clearing out items that are duplicates and items that do not fit our mission statement and just unpacking all the boxes that were moved twice. The Local History Room was at one time organized and worked on by Debra Bucholtz, an employee of the Library. It was her love, and her job every Friday to spend the afternoon in the room, sorting, organizing and cataloging the holdings in there. Debra eventually had to end her days there because she could not manage the stairs.

We have had only one other volunteer that I can remember since then that worked on the item, Sandy Towne. Sandy had no real direction and a personal interest in specific projects so since there was no mission statement regarding the purpose of the LHR nor a policy regarding what was to be in that room, it became a disorganized collection.

When we needed to pack the building up, we did not have the time or the staff to sort out the materials, and so everything just was packed up into boxes, labeled local history room, and moved. When we moved back in, the reverse was done, without the unpacking. Boxes were moved in there, and then a search for what to do and how to do it began.

Barb Madonna wrote for a grant allowing the Documentary Heritage and Preservation Services for New York (DHPSNY) to look at what we had, and to give us a direction to begin dealing with the items in our possession. That report said that to begin with, we needed a formal mission statement specific to this collection, to inform our decisions about what to keep and how, and policies about its use. They stated that a lot of what we had would need to be protected in archival boxes if they were to be kept, but they had no information regarding how we wanted the room to serve our public. That is up to us. The study was done in August of 2019 and we received the report in December, 2019. The report comprises 60 pages of their findings, suggestions on budgetary concerns for the room and sources for funding specific aspects of the room.

Charles "Ren" Reed (President of the Board of Trustees) and Christine Pesses began to work on sorting through the many boxes in January of 2020. Covid hit, the Library was closed by State Ed and our work came to a halt. However, we did manage to write and the Board of Trustees passed a Mission Statement for the Local History Room, as well as a policy covering how the room will eventually be opened and used by the public. Shari Peto was authorized by our Director to devote several hours each week to decommissioning the items that are deemed redundant or unusable. Any questions that we have regarding materials to be disposed of are first passed by the Director.

Mission Statement and Policy

Please see www.gloversvillepubliclibrary.org/policies/localhistoryroom

What we have accomplished so far

Since the beginning of the summer of 2021, Ren Reed, Chris Pesses, Lore Mead (retired school librarian and genealogy hobbyist) and Jill Lathrop (retired school guidance office secretary) have been working on following the mission and trying to make sense of the clutter. Permission to dispose of redundant materials, or materials that are no longer useable has been sought prior to any decommissioning or disposal of items. It must be remembered that every item on our shelves is bar coded and in the system, so care must be taken to make sure that taking the items out of the system must be done before disposal. We cannot keep

everything, there just is not space, and many items in the LHR have been items that we do not need, we have several copies of or are not pertinent to our mission. When multiple copies of a book exist, the 2 best copies are kept with copies after that either put out on the public shelves for circulation, or disposed of.

Disposal/Decommissioning of duplicate materials:

1. DAR books: To begin with, the Local History Room (LHR) has been the unwitting holder of all the ancestry books belonging to the Local Chapter of the DAR. These records were in paperback book form and filled several bookshelves. A past Librarian accepted them when the Drum House had to be renovated and their books removed. Since these books used up a considerable amount of real-estate in the room, and no one had requested the use of those materials since we have had them, it was decided to contact the National DAR Librarian, the New York State DAR offices, and the local Chapter of the DAR to receive permission to either send them to their offices or dispose of them. No one was interested in the physical materials as they are all available on-line now, and the national and state offices have their own collections that are archived, so permission was granted by all involved to dispose of the books.
2. Proceedings of the Fulton County Board of Supervisors: We also held a complete bound set of the Proceedings of the Board of Supervisors from 1857- present day. A phone call was made to the office of the Board of Supervisors and the secretary to the Board stated that there was a complete set in that office, and that the Fulton County Historian (Samantha Hall-Saladino) also had a set. We called Samantha to ask if she was missing anything. She got back to us and told us what she was missing, we are sending those items to her. Neither office felt that it was necessary for us to also hold a set, so these are being decommissioned and disposed.
3. York Tradition/North Country Life paperbacks: This was a publication/magazine that we had. Publishing of this ended in the '60's. It was not a complete set and only spanned approximately 10 years. The Librarian at the Adirondack Museum, Blue Mountain Lake was called (name: Ivey). She did not want or need these and gave permission to dispose of them.
4. New England History Genealogy records are being recycled. They can all be found on the internet.
5. All the old Leader-Herald's from 2018-2019 were disposed of and recycled. We have Leader-Herald issues on microfiche up to June 2018. At one time, there was an agreement with the LH that they would supply us with digital copies of the LH from June 2018 to present, but with the LH being sold to the Schenectady Gazette and cleaned out, I am not sure that getting us digital copies of anything is top on their list of things to do. Their staff is skeletal and their purpose is to clean out and sell the building. Chris Pesses is going to try to contact Trevor Evans (the editor) to see if there is any way the agreement can be honored.
6. Multiple copies of old books: We had multiple copies of some older books, with some in better shape than others. If they are pertinent to our mission, we are keeping 2 copies when we have them or making sure that we have a complete set as there are missing copies of some that have several volumes. The extras are being given to someone with experience in selling old books and the time to see if there is any value to any of them. If so, that person has been given permission to sell them, and the earnings turned over to the library and will be placed in the Restoration line item for use at a later date when the LHR needs to purchase archival materials.
7. Two book cases have been emptied to be used in the Friends room in the lower level. The number of book cases in the LHR were too many to allow accessibility for those with differing mobilities, and the cleaning out of materials that are not necessary for

us to maintain has freed those up, allowing us to set up space at tables for research as well as improved visibility. The room is beginning to look as if you could actually use it for research.

8. We would like to look into reconfiguring the microfiche cabinet that we have on one side to hold three large drawers instead of the six small drawers that were designed to hold only microfiche. When the plans were drawn up for what was needed in this room, we anticipated and counted on more microfiche rolls from the LH, and thus added more drawers of that type. They are not needed. We hope that we can either reconfigure the drawers in the cabinet, or find some items that need storage that will fit in there.
9. GHS Yearbooks: Jill Lathrop has been helping to sort through this mess. We have multiple copies of a lot of the years, and so need to dispose of some. When some family member dies or cleans out their room, the library automatically is thought of as the recipient of the yearbooks that are sitting there and not wanted. We have determined that keeping two copies (one on the shelf, and one in storage) is enough. Jill is going through the yearbooks to make sure that they are intact (she is familiar with yearbooks that for unexplainable reason have one page ripped out) and then we will box up the rest. We have not figured out yet what we will do with the extras that we are not keeping, other than to check with the GHS librarian to see if she is missing any and the Fulton County Museum to see if they want any. Any ideas would be appreciated.
10. We will be soon getting into the boxes of items that are fragile. For example: one box holds issues of newspapers from Utica and Saratoga dated in the late 1880's. They are fragile, and disintegrate as you touch them. One idea is to call both places that have historical societies or libraries or museum's and see if they would like the objects. These do not fit our mission, would be impossible to use, and would require specialized storage which can be quite expensive.

Once we have determined what we have, we then need to proceed with organizing the materials we have in a logical manner be it hanging files, shelves, drawers, etc. with a list for where things are.

We also feel that we can keep a record of where items that we are not keeping can be found if needed in research, such as the Board of Supervisor's proceedings.

I wish to thank Ren, Lore, and Jill for helping to work on this project. We have had some suggestions about how to move forward from DHPSNY and other people familiar with antiquities research. One suggestion is to contact the Cooperstown Graduate Studies program in museum studies. We could potentially ask them for help with specific projects once we have sorted through all that we have. This could possibly be free to us, giving their students real-world experience in a library with limited resources.



Director's Report: August 2021

Valerie Acklin
Library Director

YOUTH SERVICES SHIFTING

Following lengthy discussions and a lot of shelf measuring, Nicole and I determined that our plan to shift all the juvenile and young adult materials, in order to create an Early Literacy Center in the current Teen Room, was logistically feasible. In order to ensure that the individual collections for youth would fit in their new homes, we are currently undertaking a massive weeding project. The entire staff of the Library will be assisting, along with Sharon O'Brien and Heather Dickenson from MVLS. If we are able to maintain our current rate of weeding, we should be on track to do the physical shifting of the books over Indigenous People's Day/Columbus Day weekend. I would like to commend the entire staff, particularly Nicole, for rolling up their proverbial sleeves and diving into this complex project.

LITTLE FREE LIBRARY

Our Little Free Library has finally been installed by the Department of Public Works! In just one week, we found it necessary to refill it twice with books and DVDs, which is a wonderful start to this ongoing initiative. We have already established a routine for evaluating discards and donations (which we hope to begin accepting shortly), setting aside those appropriate for the LFL, and checking the status of the LFL. In addition, we hope that once school gets going, we will be able to reach out to the GESD secondary schools to host a design contest to decorate it.

CIVIL SERVICE UPDATE

As of August 20, I have filed all of the required paperwork to create both the Library Assistant and Librarian I positions previously approved. The paperwork needs to be reviewed by Civil Service, to make sure the job duties fall within the parameters of the Librarian I title. Once Civil Service signs off on the submissions, exams for both positions will be scheduled. Until those tests are scheduled, we will be able to fill both positions provisionally. If all goes smoothly, we hope to have at one of these positions filled in October. I am still working on advertising our Custodial Worker position that has already been approved by Civil Service. The display ad wheels at the new Leader-Herald/Gazette have been turning slowly, but I hope that it will soon be printed for maximum geographical coverage. Our annual payroll certification for the new fiscal year has been completed, thanks to Linda, and submitted to Civil Service, as well.

SNEEZE GUARDS/BARRIERS

After a recent NYT article reported the results of two research studies involving sneeze guards in the workplace, we're rethinking the purchase of additional ones. The studies quoted in the article suggest that sneeze guards are often trap air particles in specific locations, due to a room's airflow. So, not only do they not increase protection from Covid for those behind the barriers, they might actually make things more hazardous. With this in mind, we will hold on our planned purchases and wait to see if additional studies can shed any more light on the matter. Until then, we will keep our current barriers up, to help protect staff from cold and flu (for which the sneeze guards are effective).

IN OTHER NEWS....

I recently completed meeting individual with everyone on staff, to go over job accomplishments and challenges the previous fiscal year and set goals for the new one. I remain continually impressed at the dedication of our skilled staff and acknowledge that they are the Library's most valuable asset. We've also switched to our new regular hours, as well as reinstated in-house programming. While we've had one aggressive anti-masker for whom we had to call the authorities, for the most part our patrons have been compliant with our mask mandate and we hope that everything will continue smoothly as we have more people in the building for more hours. Finally, Nicole and I are gearing up to work on establishing our new Board Game collection (which we hope to have available in early 2022), our Seed Library (which should be ready by the next planting season), as well as expanding our Library of Things.



Adult Services Report: August 2021

Nicole Hauser

Librarian I / Head of Adult Services and Collection Development

August has been a whirlwind.

A lot of time has been spent planning and preparing for in house programming to resume in September. I also spent a lot of time focusing on providing better PR for my upcoming programs. The programs I will be running are as follows:

- Jolly Readers: Third Wednesday of the month. September 15 will be our first in person meeting since April 2020 when we will discuss Colson Whitehead's The Underground Railroad.
- Joy of Coloring: Monthly beginning September 13 at 5:30.
- Adult Crafting: Fourth Wednesday of the month. Classes will be offered at 1:30, 5:30 and as kits. Septembers craft is decorative flowers made with milkweed pods.
- For the Love of Reading: Monthly topics with virtual participation. This was the Jolly Readers fill-in during COVID and will continue to be offered with a new batch of topics thru December coming out in October.

With the approval of the new Patron Borrowing Policy, we had some work on the backend of the circulation software to set the new loan limits and request limits for materials based on patron codes.

Partly as a result of things being quiet in the Library, displays have become stagnant in the Adult collections. This month I focused on working with a clerk to set up a schedule going forward with ideas to keep the various displays cycling approximately every 4 weeks, with 2 changing each week. This way something new should be appearing each week and none of them should be up for too long.

It was also the time of year to review our magazine subscriptions and place our order for the next calendar year. This year we kept all of our current subscriptions and added Sports Illustrated and Time Magazine.

The project that took up the most time this month was prompted by the arrival of a new group of unruly teens in the library. We have come up with a plan to move all of the collections around in Youth Services to bring the teens and their collection out to a supervised area of the department because the current Teen Room is difficult to supervise. These changes will also allow us to create an Early Literacy Center area in what is currently the Teen Room. We have already come up with a floor plan for the collections and furniture and a timeline for the move. Now we are in the process of weeding all of the collections (14,000+ items) prepare for moving them to their new locations. In the interim, we moved a staff desk into the Teen Room with a staff computer so that the room can be supervised when teens are present.



Youth Services Report: August 2021

Darla Barry

Library Assistant/Head of Youth Services

As the end of summer draws near, Story Time wrapped up on a positive note, in spite of the torrential rain that occurred on that Thursday morning. We had very nice attendance for our last event of the Summer Reading Program. Scotty Nut-Nut was our special performer along with his wife and young daughter. They entertained us for an hour, interacting with the audience and presenting various forms of juggling items from scarves to hula hoops and even swords! Great morning for all attending! We did offer carnival-themed craft bags to youngsters as they exited.

In preparation for the Rail Fest, the Pavilion was still off limits due to chipping branches along the creek; so we actually held our first Story Time for August on the front steps of the Library! It was a very interesting time because of the competition from the church bells but enjoyed by all, what a beautiful day! Craft bags included foam animal magnets.

Our "Story Time at the Park" was well received, including the last one at that location when we hosted the Friends of the Library. Mrs. Jean LaPorta, Mrs. Nancy Krawczeski, and Mrs. Patty Franco all came to read stories they chose to the children by Eric Carle including Brown Bear, Brown Bear authored by Bill Martin Jr. and illustrated by Eric Carle. Once Mrs. Franco was finished reading, the children had fun with homemade pom-poms (instead of bean bags) to a couple of beanbag songs broadcasted from our CD player. We assisted them in preparation of craft bags that were to be made into paper bag puppets and a caterpillar pencil holder.

Sonny held the end of summer drawing for a beautiful raffle basket containing various books written by Eric Carle, along with stuffed animals of the characters in the books. This was created by Mrs. Patty Franco and donated to the Library as our SRP prize. Overall, we had 88 participants for all the combined programs related to the Tails and Tales Summer Reading Program!

The "Teen Room" has been quiet since incidents during the first week of August. Unfortunately, we had to relocate the Take n' Make Craft bags from the foyer at the back doors to the Youth Services Area, as a group of teens removed the Stewarts' gift certificates from them as they exited the building.

On a more positive note, Sonny and I held an enjoyable outreach craft with teens on August 2, at Gloversville Middle School, as part of their Summer Enrichment Program. We created tie-dyed tee shirts with two groups of students, with a total of 43 teens took part. (Actually on July 27, there were 27 students not 14 as previously reported.) We look forward to collaborating with the GMS on future ventures, as the school year begins.

| | 2021 | 2020 |
|-----------------|--------------|---------------|
| VISITORS | 5,737 | (4509) |

CIRCULATION

| | | |
|--------------------------|--------------|---------------|
| Adult Circulation | 1,593 | (1192) |
| Teen Circulation | 152 | (82) |
| Juvenile Circulation | 839 | (706) |
| Audiobooks | 126 | (139) |
| eAudio | 191 | (146) |
| eBooks | 608 | (703) |
| Music | 15 | (10) |
| Periodicals | 54 | (50) |
| eMagazines | 33 | (50) |
| Videos | 658 | (555) |
| Museum Passes | 1 | (1) |
| Library of Things | 2 | 0 |
| Subtotal | 4,272 | (3634) |
| In-House Use | | |
| Adult | 3 | (6) |
| Juvenile | 0 | 0 |
| Other Materials | 660 | 0 |
| Subtotal | 663 | (6) |
| Total Circulation | 4,935 | (3640) |

| | | |
|----------------------------|-----------|-------------|
| REFERENCE QUESTIONS | 82 | (37) |
|----------------------------|-----------|-------------|

MEETINGS/PROGRAMS/OUTREACH

| | |
|--|---|
| 30 Adult programs and meetings with 143 people | (13 Adult programs and meetings with 128 people |
| 4 Juvenile programs and meetings with 278 people | (10 Juvenile programs and meetings with 1864 people) |
| 0 Teen programs and meetings with 0 people | (0 Teen programs and meetings with 0 people) |
| 190 One-on-one programs and meetings with 190 people | (In previous years one-on-one programs were included in adult, juvenile and teen program counts) |

INTERLIBRARY LOAN

| | | |
|-------------------|--------------|---------------|
| Material Borrowed | 498 | (502) |
| Material Loaned | 595 | (642) |
| Total | 1,093 | (1144) |

| | | |
|-----------------------|------------|--------------|
| COMPUTER USAGE | 908 | (278) |
|-----------------------|------------|--------------|

HISTORICAL ROOM *

Temporarily Closed

| | | |
|---------------------|----|-----|
| Visitors | 3 | (2) |
| Books Used | 6 | (0) |
| Reference Questions | 12 | (4) |

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