



May 18, 2020 7:15 PM

Board Meeting

Virtual Webconference Meeting
Public can view to the meeting at
[youtube.com/user/cphpubliclibrary](https://www.youtube.com/user/cphpubliclibrary)

1. *Agenda: Approval or Changes
2. *Minutes of the April 20, 2020 meetings for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
6. Friends' Report
7. Director's Report
 - A. Public Service -Jim Foster
 - B. Planning / Communication -Lou Ann Stewart
 - C. General Updates -Alex Gutelius
 - *Library Reopening Service Plan
8. Committee Reports
 - A. *Policy Committee – Temporary Safety Practices Policy
 - B. Finance Committee – Draft 2021 Budget
9. Old Business
10. New Business
11. Executive Session

* Items so marked are action items



April 20, 2020

7:15 PM

Virtual Webconference Meeting
Public can view the meeting at
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Present: Brown, Megan; Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; Golden, David; Madison, Tom; McMunn, Maria; Meyer, Stephen; Rodger, Ed; Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius, Jim Foster, Lou Ann Stewart and Joe Gaug, Attorney.

GUESTS: Lisa Oddo

The meeting was called to order at 7:15 PM by Mr. Wise.

AGENDA: Mr. Wise presented the April 20, 2020 agenda for approval with one modification. The correct date is March 15, 2020 for the minutes. It was noted the Board meeting was held a day prior from scheduled meeting date due to rapidly changing coronavirus information and possible closures. Mr. Golden made the **Motion**, seconded by Mr. Srinivasan to approve the agenda as modified. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Ms. Brown, seconded by Mr. Cantore, to accept the March 15, 2020 minutes as sent with one addition. Under New Business, Ms. Brown, Community Herbalist, gave the presentation, "Improve your immunity with herbs and food". The **Motion** passed unanimously by those present. Mr. Rodger chose to abstain.

A **Motion** was made by Ms. Dugan, seconded by Mr. Srinivasan to accept the March 31, 2020 minutes from the Special Board meeting as sent. The **Motion** passed unanimously by all present.

PUBLIC COMMENT: There is no public in attendance. The meeting can be viewed via youtube.com/user/cphpubliclibrary.

BOARD COMMENT:

Ms. Dugan suggested Board members take the online Sexual Harassment training that staff is required to take. She suggested this could be a baseline for the Board



moving forward and will give Board members insight to the training staff has completed. Ms. Oddo will resend the link to Board members.

Next, Mr. Cantore noted he was very impressed with the staff and their ability to work from home and still provide the public with quality content and necessary information during this difficult time. Ms. Brown agreed and urged Board members to follow and like us on Social Media.

TREASURER'S REPORT:

Mr. Meyer presented the Treasurer's Report for March 2020. Mr. Meyer noted we received most of our funding at the beginning of the year. Under Receipts, revenue from fines was negatively impacted due to the closure in March, and we should expect that to continue for the next several months. Under disbursements Line 6200 -Programs is negative due to billing FOL for the Heather Morris author event. Line 6150 -Repairs was for the plumbing in the downstairs bathrooms in February. Line 6556 -Travel was for costs associated with the PLA conference. Mr. Meyer made the **Motion**, seconded by Mr. Rodger to accept the Treasurer's Report for March 2020. The **Motion** passed unanimously by all present.

The warrants were presented for April. The April 3, 2020 warrant for \$359,674.46 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Rodger to approve the April 3, 2020 warrant. The **Motion** passed unanimously by those present. The reviewer for the April 3, 2020 warrant was Mr. Madison. The April 20, 2020 warrant for \$123,924.41 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Srinivasan to approve the April 20, 2020 warrant. The **Motion** passed unanimously by those present. The reviewer for the April 20, 2020 warrant was Mr. Wise.

Next, Mr. Meyer discussed the plans for the 2021 draft budget. The draft budget is usually presented in May with final approval in July. We have to think about many factors regarding the 2021 budget. The Board discussed concerns about availability of state aid as well as the possibility of additional costs the library may incur when following state and local guidelines with reopening protocols. We have to be aware of the current economic impact in our area and look at possible use of the fund balance. Mr. Meyer asked the Personnel and Finance committees to send all necessary information and preliminary recommendations for the draft budget to him.

THE FRIENDS: Mr. Foster gave the following report:

1. The FOL meeting is scheduled for Wednesday, April 22, 2020 via Zoom.
2. The plant sale as well as other scheduled programming has been cancelled.
3. The TTOB events are finished for this year. Planning has begun for next year's events.
4. The May book sale is cancelled. This is a very big fundraiser for the FOL. The goal is to reschedule a book sale as soon as it is safely possible.



DIRECTOR'S REPORT: Mr. Foster gave the following report on Public Service:

1. Synthesis Architects continue work remotely on our Space Planning project.
2. Staff continues to work remotely providing telephone reference from 10-4pm Monday –Friday and responding to patron emails.
3. Staff are processing temporary library cards for patrons so they have access to our digital materials.
4. ELL classes are currently on hold. We are working with the ELL teachers to see if they can plan something remotely.
5. Due dates will be pushed out to June 15 so patrons will not incur late changes.

DIRECTOR'S REPORT: Ms. Stewart gave the following report on Communications:

1. Ms. Cocca retired this month. We thank her for her dedicated service, and the PR department will miss her contributions.
2. Communication is key for the library, and it is important we keep our communications updated regularly for the public.
3. The Website continues to be updated with COVID19 information. It also includes eBook information and email and phone reference, and the calendar now includes our virtual programming.
4. We send out limited constant contact emails. We continue to run ads in the Community News as well as press releases.
5. We are gaining followers on social media platforms: Facebook/Instagram/YouTube.
6. Our positive community messages get a lot of interest on social media. The Library Rainbow has been very popular. Our YouTube channel is getting more views with Youth Services posting virtual story times and Ms. Carrier providing virtual tech help.
7. Our current social media campaign is “We Miss You!” Staff will be submitting photos with a “We Miss You” sign. Staff photos will be posted this week for National Library Workers Day.

DIRECTOR'S REPORT: Ms. Gutelius gave the following report:

1. No statistics for this month. They are being compiled and will be available soon.
2. Staff meetings are held weekly on Wednesday afternoon at 4pm. We had 98 people sign in for the Zoom staff meeting.
3. Ms. Gutelius has been attending the Saratoga County Chamber meetings. They are working on re-opening plans and trying to figure out how to help



- the business community. The library will play an important role in helping small business owners as they re-open. Supporting local business will be important moving forward.
4. Ms. Gutelius has been attending weekly meetings with the SALS Directors Council. The start-up committee is looking at standards and protocols so there is consistency for when all libraries reopen.
 5. Ms. Gutelius has been in contact with Andy Gilpin from CAPTAIN.
 6. We are not currently eligible for the PPP Small Business Loans.
 7. Once the NYS Pause is over, we will plan to have only staff return initially as part of our phased approach. Our staff may be limited due to child care/elder care concerns so staffing and scheduling may have to be modified.
 8. Ms. Gutelius addressed questions regarding our online offerings: Hoopla, Overdrive, and Cloud Library. While we have lifted restrictions and increased borrows, this may not be sustainable going forward due to costs.

COMMITTEE REPORTS:

POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan presented the Purchasing Policy and Procedures Manual. There were no major changes, only minor edits for consistency as well as updates to the list of authorized purchasers. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the Purchasing Policy and Procedures Manual with minor edits. The **Motion** passed unanimously by all present.

PUBLIC RELATIONS: Ms. Gutelius gave the following report:

The 2019 Annual Report was included in your packet. It communicates all that the library offers and has accomplished during the year. Usually information is mailed out and made available locally. Due to all the closures it has been posted on the Library website for the public to view. Mr. Madison made the **Motion** on behalf of the Public Relations Committee to approve the 2019 Annual Report as presented. The **Motion** passed unanimously by all present.

LONG RANGE PLANNING: Ms. McMunn gave the following report:

Ms. McMunn presented the finalized Strategic Plan for 2020. The date on the back will be changed to 2019. If you have any comments or questions, please send them to Alex, or Lou Ann by Friday. Ms. McMunn made the **Motion** on behalf of the Long Range Planning Committee to approve the Strategic Plan 2020 as presented. The **Motion** passed unanimously by all present.



PERSONNEL COMMITTEE: No Report:

BUILDINGS AND GROUNDS: No Report

FINANCE: No Report

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS: None

There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Srinivasan to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 8:44 PM.

The next scheduled Board Meeting is Monday, May 11, 2020 at 7:15pm.

**Clifton Park-Halfmoon Public Library
Treasurer's Report April 2020**

Percentage of Year: 33%

RECEIPTS	Adopted Budget		Modified	April	Percentage of Year: 33%			
	Jan 20	Adj Budget	Budget		YTD	YTD as % of Budget	Variance	
Governmental Income								
4010 Town of Clifton Park	\$3,117,763.00	\$0.00	\$3,117,763.00	\$0.00	\$3,117,764.56	100.00	1.56	
4020 Town of Halfmoon	\$1,488,961.00	\$0.00	\$1,488,961.00	\$0.00	\$1,488,961.61	100.00	0.61	
4040 LLSA	\$16,283.00	\$0.00	\$16,283.00	\$0.00	\$0.00	0.00	-16,283.00	
4030 Bullet Aid	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	0.00	-2,500.00	
Subtotal	\$4,625,507.00	\$0.00	\$4,625,507.00	\$0.00	\$4,606,726.17	99.59	-18,780.83	
Grants								
4110 SALS Programming	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	
4150 DFY Municipal	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$3,667.00	101.86	\$67.00	
4160 Friends - Specified	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	0.00	-\$9,000.00	
4170a Saratoga Arts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	
4170b Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	
4170d Lighting Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	
4170e NCWIT Aspire IT Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	
4170f Construction Challenge - Space Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00	\$5,000.00	
Subtotal	\$12,600.00	\$0.00	\$12,600.00	\$0.00	\$8,667.00	68.79	-\$8,933.00	
Donations								
4210 Patron Donations	\$0.00	\$0.00	\$0.00	\$0.90	\$402.17	0.00	\$402.17	
4220 Friends - Unspecified	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	
4230 Commemorative	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	0.00	\$60.00	
4240 Other Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	
Subtotal	\$0.00	\$0.00	\$0.00	\$0.90	\$462.17	\$0.00	\$462.17	
Interest								
4320 Unrealized Gain/Loss on Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$4,179.81	0.00	\$4,179.81	
4330 Bank Interest Income	\$6,500.00	\$0.00	\$6,500.00	\$34.76	\$1,471.51	22.64	-\$5,028.49	
Subtotal	\$6,500.00	\$0.00	\$6,500.00	\$34.76	\$5,651.32	86.94	-\$848.68	
Other Income								
4410 Fines	\$55,000.00	\$0.00	\$55,000.00	\$224.94	\$9,691.45	17.62	-\$45,308.55	
4420 Library Fees - L&D	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$1,449.04	19.32	-\$6,050.96	
4431 Emp Books	\$0.00	\$0.00	\$0.00	-\$31.89	-\$2.35	0.00	-\$2.35	
4440 Copier	\$15,500.00	\$0.00	\$15,500.00	\$68.95	\$3,048.70	19.67	-\$12,451.30	
4450 Other	\$0.00	\$0.00	\$0.00	\$83.98	-\$999.86	0.00	-\$999.86	
Subtotal	\$78,000.00	\$0.00	\$78,000.00	\$345.98	\$13,186.98	16.91	-\$64,813.02	
Total Receipts	\$4,722,607.00	\$0.00	\$4,722,607.00	\$381.64	\$4,634,693.64	98.14	-\$87,913.36	
Applied Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	
Total Receipts including Appropriations	\$4,722,607.00	\$0.00	\$4,722,607.00	\$381.64	\$4,634,693.64	98.14	-\$87,913.36	

**Clifton Park-Halfmoon Public Library
Treasurer's Report April 2020**

Percentage of Year: 33%

DISBURSEMENTS	Adopted Budget		Modified	April	Percentage of Year: 33%		
	Jan 20	Adj Budget	Budget		YTD	YTD as % of Budget	Variance
Personnel							
7010 Salaries - Personnel	\$2,249,769.00	\$0.00	\$2,249,769.00	\$167,153.08	\$642,897.74	28.58	\$1,606,871.26
7013 Contracted Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	0.00	\$6,000.00
7200 Insurance	\$119,500.00	\$0.00	\$119,500.00	\$8,715.04	\$58,679.86	49.10	\$60,820.14
7300 Benefits - Taxes	\$165,000.00	\$0.00	\$165,000.00	\$12,115.27	\$53,799.16	32.61	\$111,200.84
7400 Benefits - Retirement	\$240,000.00	\$0.00	\$240,000.00	\$19,540.00	\$137,617.00	57.34	\$102,383.00
7500 Benefits - Pass through	\$0.00	\$0.00	\$0.00	-\$417.22	-\$3,828.46	0.00	\$3,828.46
Subtotal	\$2,780,269.00	\$0.00	\$2,780,269.00	\$207,106.17	\$889,165.30	31.98	\$1,891,103.70
Library Materials							
6010 Books	\$170,500.00	\$0.00	\$170,500.00	\$9,445.12	\$33,838.83	19.85	\$136,661.17
6020 Periodicals	\$15,000.00	\$0.00	\$15,000.00	\$375.30	\$7,313.04	48.75	\$7,686.96
6030 AV	\$70,200.00	\$0.00	\$70,200.00	\$2,223.52	\$9,769.91	13.92	\$60,430.09
6050 Digital Resources	\$76,800.00	\$0.00	\$76,800.00	\$2,168.26	\$26,357.52	34.32	\$50,442.48
6010 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Subtotal	\$332,500.00	\$0.00	\$332,500.00	\$14,212.20	\$77,279.30	23.24	\$255,220.70
Facility & Equipment							
6110 Bldg Svc Contracts	\$195,000.00	\$0.00	\$195,000.00	\$12,305.63	\$59,814.10	30.67	\$135,185.90
6130 Office Equip	\$10,000.00	\$0.00	\$10,000.00	\$137.03	\$137.03	1.37	\$9,862.97
6140 Facility Insurance	\$35,000.00	\$0.00	\$35,000.00	\$16,783.08	\$49,928.08	142.65	-\$14,928.08
6150 Repairs - Bldg & Equipment	\$40,000.00	\$0.00	\$40,000.00	\$346.57	\$18,366.48	45.92	\$21,633.52
6160 Equipment Lease Expense	\$25,000.00	\$0.00	\$25,000.00	\$2,157.21	\$9,029.13	36.12	\$15,970.87
61000 Other Fac & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Subtotal	\$305,000.00	\$0.00	\$305,000.00	\$31,729.52	\$137,274.82	45.01	\$167,725.18
Operations							
6200 Programs	\$46,000.00	\$0.00	\$46,000.00	\$1,623.65	\$11,778.75	25.61	\$34,221.25
6510 Automation	\$214,000.00	\$0.00	\$214,000.00	\$15,807.89	\$55,129.37	25.76	\$158,870.63
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$1,106.44	\$2,588.28	28.76	\$6,411.72
6520 Elections	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	0.00	\$10,000.00
6521 Insurance - D & O	\$1,050.00	\$0.00	\$1,050.00	\$0.00	\$1,076.00	102.48	-\$26.00
6525 Membership Dues	\$4,000.00	\$0.00	\$4,000.00	\$335.00	\$547.00	13.68	\$3,453.00
6530 Office & Lib Supplies	\$19,000.00	\$0.00	\$19,000.00	\$1,707.17	\$7,010.77	36.90	\$11,989.23
6531 Gift Cards Received/Spent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
6540 Postage	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$236.81	4.74	\$4,763.19
6545 Professional Services	\$30,000.00	\$0.00	\$30,000.00	\$197.75	\$26,381.85	87.94	\$3,618.15
6551 PR & Printing	\$10,500.00	\$0.00	\$10,500.00	\$181.89	\$3,890.24	37.05	\$6,609.76
6555 Telephone	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	0.00	\$600.00
6556 Travel & Continuing Ed	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$10,237.71	60.22	\$6,762.29
6575 Utilities	\$80,000.00	\$0.00	\$80,000.00	\$4,862.96	\$27,912.94	34.89	\$52,087.06
6576 Building Security	\$87,000.00	\$0.00	\$87,000.00	\$0.00	\$19,800.80	22.76	\$67,199.20
6581 Other Operational	\$0.00	\$0.00	\$0.00	\$100.70	\$478.37	0.00	-\$478.37
Subtotal	\$533,150.00	\$0.00	\$533,150.00	\$25,923.45	\$167,068.89	31.34	\$366,081.11
Bonds							
6610 Town of Clifton Park	\$531,513.00	\$0.00	\$531,513.00	\$0.00	\$471,897.03	88.78	\$59,615.97
6620 Town of Halfmoon	\$240,175.00	\$0.00	\$240,175.00	\$209,337.50	\$209,337.50	87.16	\$30,837.50
Subtotal	\$771,688.00	\$0.00	\$771,688.00	\$209,337.50	\$681,234.53	88.28	\$90,453.47
Other Expense Types							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Total Disbursements	\$4,722,607.00	\$0.00	\$4,722,607.00	\$488,308.84	\$1,952,022.84	41.33	\$2,770,584.16

**Clifton Park-Halfmoon Public Library
Treasurer's Report April 2020**

Percentage of Year: 33%

<i>Cash - Bank Balances</i>	
1050 Petty Cash	\$722.02
1040 Petty Checking	\$500.00
1051 Business Checking	\$80,647.63
1052 MM Savings	\$4,109,220.44
1060 Unemployment Fund Bond	\$122,841.92
TTL CASH	\$4,313,932.01
12000 Undeposited Funds	\$0.00
1100 Accounts Receivable	\$6,025.00
13000 Prepaid Expense	\$496.84
Fixed Assets	\$0.00
TTL ASSETS	\$4,320,453.85
21000 Accrued Pay	\$0.00
2000 Accounts payable	\$37,006.65
24000 Payroll Liab	\$468.00
2395 Accrued retirement	\$78,160.00
24102 Sunshine Fund	\$195.66
24103 Def Revenue	\$0.00
1071 Accrued credit card	\$0.00
TTL LIABILITIES	\$115,830.31
TTL EQUITY	\$4,204,623.54
TTL LIAB & EQUITY	\$4,320,453.85

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$4,634,693.64
Year to Date Expenses	-\$1,952,022.84
Net Change	\$2,682,670.80

Appropriations	Prior Month Balance	Use of Fund	
		Balance	Current Balance
3006 Library Construction	\$140,669.29	\$0.00	\$140,669.29
3000/3002 Automation App Fund	-\$19.60	\$0.00	-\$19.60
32000 Unappropriated Funds/Unrestricted Net Assets	\$1,381,303.05	\$0.00	\$1,381,303.05
Fund Changes	\$1,521,952.74	\$0.00	\$1,521,952.74

**Clifton Park-Halfmoon Public Library
Treasurer's Report April 2020**

Percentage of Year: 33%

Net Fixed Assets				
	12/31/19	12/31/2018	\$ Change	% Change
LAND	593,860.00	\$ 593,860.00	0.00	
LAND IMPROVEMENTS	26,581.00	\$ 6,386.00	-20,195.00	24%
COMPUTER EQUIP	2,242.00	\$ 3,362.00	1,120.00	150%
EQUIPMENT	10,914.00	\$ 5,671.00	-5,243.00	52%
BUILDING	8,647,746.00	\$ 8,921,831.00	274,085.00	103%
TOTALS	9,281,343.00	\$ 9,531,110.00	249,767.00	103%

Reconciliation	
Prior Month Fund Balance	\$1,521,952.74
+ Net change revenues - expenses	\$2,682,670.80
Subtotal	\$4,204,623.54
- Total Cash	-\$4,313,932.01
Accounts Payable	\$37,006.65
Accounts Receivable	-\$6,025.00
Prepaid Expense	-\$496.84
Accrued Payroll	\$0.00
Undeposited Funds	\$0.00
Deferred Revenue	\$0.00
Sunshine Fund	\$195.66
24000 Payroll Liab	\$468.00
Accrued Retirement	\$78,160.00
Credit Cards	\$0.00
Fixed Assets	\$0.00
Balance	\$0.00



CONNECT AND COLLABORATE

Throughout April, we have continued to focus on sharing information with the public on our website and through social media.

Amanda Menneto reviewed our Google Analytics pageviews for April 1 – 27 compared to February 1-29 when operations were normal and provided this analysis:

Notable:

- Our overall pageviews have dropped by over 50%
- Average time spent on pages dropped 25%
- The Digital Borrowing page increased views by over 300%
 - specifically, ebooks/audiobooks link increased its pageviews by 160%
- The Contact page pageviews dropped 77%

YouTube Analytics:

- 55 % of users are being directed to YouTube from Facebook which shows me that Facebook promotion of the YouTube videos is very important.

Facebook Analytics:

- Compared to the previous 7 days our post engagements were up 271% which shows me that users enjoyed our "Miss You" campaign.
- Our overall Reach on Facebook increased by 67% due to this campaign compared to the previous 7 days

Discover, Learn, Do Campaign

The PR Department has decided to focus on a "Discover, Learn, Do" campaign that will include posts, signage and will be used to brand programs. The campaign will use the hashtag #discoverlearndo.



MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Digital Collection Use

Although we haven't been able to loan any physical items, digital circulation has increased overall by 60%. Some of the digital collections have experienced more use than others compared to April 2019.

- Ebook use increased by 90%
- Music streaming increased by 180%
- Downloadable audio books use increased by 17%. The fact that many patrons use audio books when they commute may explain the difference in the ebook vs. audiobook use
- Use of Hoopla TV and Videos increased by 300%
- Hoopla comics use increased by 280%

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES

Programs

Like collection use, programming has moved entirely online. Staff have been extraordinarily creative in developing programs that are effective and popular when provided in a totally virtual environment. In particular, many of the videos aimed at preschoolers have over 50 views – and some nearly 150 views.

In-person programming will not resume until at least September, so staff are planning virtual programs through the summer. They are also putting together plans for “take and make” craft programs for when the building is open again for the public.

Reference and Circulation Services

Staff continue to take live reference calls from 10-4 Monday through Friday. Jim Foster answers any voicemails that are left in the off hours, but since adding a message telling patrons to keep their materials until we reopen, there have been very few messages. There have been a few circumstances where patrons were moving out of town, and staff are arranging to have those patrons drop materials off at the library.



Reopening Plans

A draft reopening plan is attached for Board review and approval. In addition to the plan, specific guidelines are being developed for every service that is provided to the public including materials return, curbside delivery, reference services, computer services and programs. The initial stages of the plan are very transactional in nature – patrons returning materials and borrowing materials. The plan is also designed so that we can add services slowly but also move back in stages if there is a spike in cases. The plan that is included for your review and approval is significantly expanded from the draft plan shared at the March 31 meeting.

Guidance is also being developed for staff as they return to the building including cleaning protocols, health screening protocols and general health and safety protocols.

As mentioned last month, there is a joint SALS/MVLS committee that has been formed to discuss issues that affect all member libraries. Initially there was a consensus that libraries would open at the same time. However, with the State's NY Forward reopening plan based on Empire State Development Regions this has become impossible as libraries in MVLS and SALS are located in three different regions. However, we are coordinating on guidelines for materials handling and other shared services.

DEVELOP PEOPLE AND THE ORGANIZATION

Unemployment Insurance Benefits

Because the Board authorized paying staff while they are working at home, the Library has not had to pay any unemployment claims. However, when the Library reopens, there may be circumstances where staff will be unable to return to work because they are sick, a family member is sick or they have to stay at home because their child is home from school. Once we have a date when the library can have staff back in the building and start to create schedules, we will have a better sense of who will be able to return to work.

Prepared by: Alex Gutelius
Library Director

The following guidelines were approved by the Clifton Park-Halfmoon Public Library Board of Trustees on May 18, 2020 and will be reviewed and revised as updated information is received.

Reopening the Library will be based on a plan that follows county, state, federal and CDC guidelines for safe operations and is contingent on a decision by the Governor to allow non-essential businesses to reopen.

Reopening of the library must match the capacity of the organization, taking into consideration the health and safety of staff and patrons.

Factors that need to be taken into consideration when creating a Library Reopening Service Plan include:

- The Governor lifting the PAUSE and allowing non-essential businesses to reopen.
- Staffing capacity – a recognition that some staff may not be able to return to work immediately due to health, family obligations or choice.
- Cleaning protocols that follow the CDC and state guidelines for cleaning and disinfecting the library building.
- Having the necessary materials and supplies to maintain high hygiene standards.
- Adequate PPE for all staff.
- Installation of Plexiglas shields at all public service desks.
- Building will have been cleaned and disinfected by contract cleaners.
- Physical changes in building for social distancing will be completed including removal of chairs at desks and tables and rearranging the Board Room for materials return.
- The very real concern that there may be a “second wave” which may require an additional closure of the physical building.

Staff Admission to the Library

When allowed back in the building, the following will be required of staff members:

- Strict social distancing protocols of being at least 6 feet apart must be followed.
- Staff must wear a mask when working at a public service desk AND when they are in staff areas an unable to maintain social distancing protocols, including the second floor administration hallways.
- Staff will be provided with masks and gloves to be used when handling library materials.
- Staff must follow established cleaning protocols for their workstations and shared workstations.
- Staff must stay home if they have any symptoms of COVID-19 and follow established return to work protocols.

Public Admission to the Library

- Members of the public must, until further notice, wear at least a protective mask or cloth covering that covers their nose and mouth.
- Members of the public who do not have a protective mask will not be allowed into the building. The Library will not provide masks to the public.
- Social distancing protocols must be followed.
- Members of the public who refuse to follow these guidelines will be asked to leave the Library and possibly incur a suspension of library privileges.
- The number of people in the building will be monitored and patrons may be asked to wait to be admitted.

Note – the timing of the Stages is subject to adjustment depending on circumstances and public response and need.

STAGE 1: STAFF RETURN TO THE BUILDING	Page 3
STAGE 2: STAFF IN BUILDING; NO PUBLIC	Page 4
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STAGE 1: STAFF RETURN TO THE BUILDING
ESTIMATED LENGTH: 2 WEEKS

Staff Hours of Operation

- Hours TBD
- Work from home where possible

Staff in Building

- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Library facility will remain closed to the public; no hours open to the public

Number of Public in Building

- XX/sq foot

Safety Measures – Staff

- Masks must be worn when not able to social distance.
- Masks and gloves required for materials handling.

Materials/Returns

- Returns only
- Patrons may return library materials during specific hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.

Services

- Digital only; telephone and email reference and circulation services

Programs

- Zoom, YouTube

STAGE 2: STAFF IN BUILDING; NO PUBLIC
ESTIMATED LENGTH: 2 WEEKS

Staff Hours of Operation

- Hours TBD
- Work from home where possible

Staff in Building

- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Library facility will remain closed to the public
- Curbside pickup only by appointment

Number of Public in Building

- XX/sq foot

Safety Measures – Staff

- Masks must be worn when not able to social distance.
- Masks and gloves required for materials handling and curbside pickup
- Workstations cleaned before and after shifts
- Frequent handwashing

Materials / Returns

- Patrons may return library materials during specific hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD

Services

- Digital only; telephone and email reference and circulation services

Programs

- Zoom, YouTube

**STAGE 3: OPENING OF LIBRARY BUILDING TO PUBLIC WITH LIMITED ACCESS
ESTIMATED LENGTH: 2 WEEKS**

Staff Hours of Operation

- Hours TBD
- Work from home where possible

Staff in Building

- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Hours TBD
- Curbside pickup by appointment

Number of Public in Building

- XX/sq foot
- Public will be allowed into the building to order and pick up materials, but not allowed to browse the shelves or loiter
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Masks must be worn when not able to social distance.
- Masks and gloves required for materials handling and curbside pickup
- Workstations cleaned before and after shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear mask to enter building
- Accommodations made for ADA

Materials / Returns

- Patrons may return library materials during specific hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD



Services

- All service desks operational
- Check out at Circulation Desk
- telephone and email reference and circulation services
- No meeting room use
- No study room us

Programs

- Zoom, YouTube

**STAGE 4: OPENING OF THE LIBRARY BUILDING TO PUBLIC
ESTIMATED LENGTH: 2 WEEKS**

Staff Hours of Operation

- Hours TBD
- Work from home where possible

Staff in Building

- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery
 - Rearranging furniture to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Hours TBD
- Curbside pickup by appointment

Number of Public in Building

- XX/sq foot
- Public will be allowed into the building to order and pick up materials
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Masks must be worn when not able to social distance.
- Masks and gloves required for materials handling and curbside pickup
- Workstations cleaned before and after shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear mask to enter building
- Accommodations made for ADA

Materials / Returns

- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD



Services

- All service desks operational
- Check out at Circulation Desk
- telephone and email reference and circulation services
- No meeting room use
- No study room use
- Public computers will be available for one hour periods (half of computers removed)
- Study tables will be available for single use only
- Half of the study carrels will be available
- No toys, iPads or computers in Children's Library

Programs

- Zoom, YouTube

STAGE 5: REGULAR HOURS
ESTIMATED LENGTH: 4 WEEKS

Staff Hours of Operation

- Regular hours
- Work from home where possible

Staff in Building

- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Regular hours
- Curbside pickup by appointment

Number of Public in Building

- XX/sq foot
- Public will be allowed into the building to order and pick up materials
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Masks must be worn when not able to social distance.
- Masks and gloves required for materials handling and curbside pickup
- Workstations cleaned before and after shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear mask to enter building
- Accommodations made for ADA

Materials / Returns

- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD



Services

- All service desks operational
- Check out at Circulation Desk
- telephone and email reference and circulation services
- No meeting room use
- No study room use
- Public computers will be available for one hour periods (half of computers removed)
- Study tables will be available for single use only
- Half of the study carrels will be available

Programs

- Zoom, YouTube

STAGE 6: LIMITED PROGRAMMING
ESTIMATED LENGTH: 4 WEEKS

Staff Hours of Operation

- Regular hours
- Work from home where possible

Staff in Building

- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks

Public Hours of Operation

- Regular hours
- Curbside pickup by appointment

Number of Public in Building

- XX/sq foot
- Public will be allowed into the building to order and pick up materials
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Masks must be worn when not able to social distance.
- Masks and gloves required for materials handling and curbside pickup
- Workstations cleaned before and after shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear mask to enter building
- Accommodations made for ADA

Materials / Returns

- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD

Services

- All services
- Limited toys or multi-touch items



Meeting/Study Rooms

- Limited to groups of not more than 10 in meeting rooms
- Study rooms limited to 1 person

Programs

- Zoom, YouTube
- Library programming begins on a limited basis with hard caps for attendance (beginning no earlier than September).

STAGE 7: FULL OPERATION

Full operation of the Library is contingent on the State recommendation that the current health crisis has reached a level that it is safe to resume “normal” activities. At such a time, the Library will resume its regular, pre-COVID-19 hours and work schedule.

Due to the possibility of a “second wave” of COVID-19 in the fall, the following precautionary measures are recommended to be continued until at least the end 2020.

- Opening of the building will follow any county, state, federal “back to work” guidance
- Social distancing of computers and equipment
- Social distancing of study tables and carrels by removing chairs and re-positioning tables
- Floor markings at service desks to separate patrons from each other and from staff
- Signage asking patrons to wash hands before and after using library equipment
- no toys in public spaces
- plastic keyboard covers will be put on public computers
- make sure all surfaces are wiped down before and after programs
- staff to wash hands before and after desk shifts and programs.
- All devices with hard surfaces (telescope, binoculars, games in cases) should be wiped down when returned.
- Procedures for processing returned materials will be developed based on best guidance for materials handling.
- Cleaners will clean and disinfect all hard surfaces nightly, and facilities staff will support with additional cleaning during the day.
- Consider banning food from the library for a period of time depending on FDA and state guidelines.
- Consider only taking credit card payments.

Temporary Safety Practices Policy

The year 2020 has brought unprecedented challenges to our nation, state and our community.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted this Temporary Safety Practices Policy.

The Board's authority to adopt these measures is found in its Charter, Bylaws, New York Education Law Sections 255, 260, 266, 8 NYCRR 90.2 and Article 2 of the Not-for-Profit Corporation Law. Consistent with that authority, these measures have been adopted in order to keep our services accessible at this time.

Staff at the Clifton Park-Halfmoon Public Library has the authority to enforce these measures as they do other of the Library's Rules. Concerns about this policy should be directed to the Library Director.

Scope of Temporary Safety Measures

The Clifton Park-Halfmoon Public Library operates per relevant state law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders.

Safety Practices

Until the Board votes to revoke this temporary policy, the Library will require everyone on the premises to abide by the following safety practices:

- Staff and patrons must wear a face mask when in public areas of the library.
- Staff must wear a face mask when in staff-only areas of the library and social distancing (minimum 6 foot separation) cannot be maintained.
- Staff must wear a face mask and gloves when handling returned materials
- Staff and patrons must adhere to social distancing guidelines.
- Patrons may be asked to wait outside the library if maximum occupancy levels in the library are met.
- Program and study rooms may not be available to the public.
- Seating in the public areas will be limited to ensure social distancing.

ADA

In the event any safety requirement is not practicable on the basis of a disability, please contact the Library Director to explore a reasonable accommodation.

Communication

To aid the community in complying with these requirements, the Library will transmit this policy through social media, our website and physical signage at the Library.

Rules of Conduct

Adherence to these practices shall be enforced as a requirement of the Library's Rules of Conduct until such time as this temporary policy is revoked.



OVERVIEW

- Based on the conversation at the April meeting, the Board objective to have a flat budget (levy, not necessarily expenditures).
- A Salary/Benefit Recommendation from Personnel Committee has been provided to the Finance Committee.
- The projected costs for 2021 were closely compared to previous year's actual expenditures and the first quarter of 2020 to continue to reduce the variance in some budget lines.
- Proposed budget expenditures do not include any new projects such as RFID or space planning considerations.

RECEIPTS

Towns

- Assessments for Clifton Park is increasing by approximately \$19M and Halfmoon by \$13M
- Clifton Park equalization rate decreasing to 51 and Halfmoon equalization rate remains at 56.75

Local Library Services Aid (LLSA)

- Information from the State suggests a 20-50% decrease in state aid for the 2020-2021 budget and a conservative 50% reduction has been included assuming cuts will continue in the next fiscal year.

Donations

- Annual **\$5,000** AV donation from FOL
- **\$4,000** offset for elimination of used book kiosk revenue in 2014
- This may be an optimistic amount given that the FOL have had to suspend all fundraising for 2020.

Interest

- In 2020 the Library earned \$7,064 in interest. If interest rates continue to decline, this is likely a high amount. Recommended interest of **\$6,000**.

Miscellaneous

- The shift from physical circulation to digital circulation and increased electronic notification of due dates is keeping this revenue source flat or declining. Only \$47,532 was earned in fines in 2019. We are not sure at this



point what effect the pandemic will have on physical circulation on a long term basis. A decrease is recommended for 2021 to **\$45,000**.

Tax Rates

- Equalization rates lower for both towns. 51 for Clifton Park and 56.75 for Halfmoon.
- Estimated tax rate is based on the May 1st tentative tax assessment rolls.
- Estimated tax rate for Clifton Park is 1.2326 a 0.03% increase.
- Estimated tax rate for Halfmoon is 1.1077 a 2.88% decrease.

DISBURSEMENTS

Personnel

- Personnel cost increase is due a 1.5% COL adjustment, benefits and tax increases of \$57,109

Independent Contractor

- Budget line reduced to \$3,000

Materials

- Flat materials budget line. Shift in expenditures from physical to digital.

Facility & Equipment \$29,500

- Additional costs for building service contracts; 2019 total expenditures include one-time costs for expansion of reading garden.
- Large increase for facility insurance based on costs for 2020.

Operations

- Automation increase reflects higher fees for JA services.
- Postage reduction due to fewer items being mailed.
- Increased cost for new auditing firm.
- Utilities line was reduced by \$5,000 based on actual expenditures in 2019.
- Security – continuation of the stepped increase of an additional 3 hours per week at a cost of \$3,000

Bonds

- Bond schedule for Clifton Park of principal and interest payments. **\$532,747**.
- Halfmoon bond payment of principal and interest payments. **\$239,875**.



SUMMARY

- Levy same as 2020; overall reduction in revenues of .45% or \$21,283
- The total 2021 budget recommendation is an increase in expenditures from 2020 by 1.45% or \$68,373
- Additional options are provided for 0% COL for staff as well as option for increasing the levy within limits of tax cap.

OTHER PROJECTS

The following projects have not been included in the operating budget supported by the tax levy, but are included for consideration to be supported with existing fund balance.

Prepared by: Alex Gutelius
Library Director

**Clifton Park-Halfmoon Public Library
Draft 2021 Budget**

RECEIPTS	2019		2020		2021		2022		2023			
	Actuals	Approved Budget			Projected Budget		Projected Budget	Projected Budget				
TAX LEVY												
4010	Clifton Park	2,973,133	3,117,763									
4020	Halfmoon	1,484,429	1,488,961									
	Total Tax Levy	4,457,562	4,606,724	149,162	3.35%	4,606,724	0.00%	- 89,656	4,783,849	3.84%	4,871,923	1.84%
OTHER GOVERNMENTAL SOURCES												
4150	DFY Municipal	-	3,600			3,600		3,600		3,600		
4040	LLSA	16,461	16,283			8,000		8,000		8,000		
4030	Bullet Aid											
	Total Other Gov't Source	16,461	19,883	20.79%		11,600	-41.66%		11,600		11,600	
GRANTS												
4170	Lighting Grant	62,625										
4030	Cultural/Misc	5,600	2,500			-		-		-		
	Total Grants	68,225	2,500			-		-		-		
DONATIONS												
4210	Donations	2,397										
4220	Friends - Unspecified											
4160	Friends - Specified	9,000	9,000			9,000		9,000		9,000		
4230	Commemorative	-	-			-		-		-		
	Total Gifts	11,397	9,000	-21.03%		9,000	0.00%		9,000		9,000	
INTEREST												
4330	Key Bank	7,064	6,500			6,000		6,000		6,000		
	Investment Loss/Gain	10,530	-			-		-		-		
	Total Interest	17,594	6,500	-63.06%		6,000	-7.69%		6,000		6,000	
MISC												
4410	Fines	47,532	55,000	15.71%		45,000	-18.18%		40,000		35,000	
6012	Lost & Damaged	7,312	7,500	2.57%		7,500	0.00%		7,500		7,500	
4440	Copier/Printing	14,258	15,500	8.71%		15,500	0.00%		15,500		15,500	
4450	Other	34,169	-			-		-		-		
	Total Misc	103,145	78,000	-24.38%		68,000	-12.82%		63,000		58,000	
TOTAL RECEIPTS		4,674,384	4,722,607	1.03%		4,701,324	-0.45%	(21,283)	4,873,449	3.66%	4,956,523	1.70%
	Estimated Clifton Park tax rate	1.1846	1.2322			1.2326	0.03%					
	Estimated Halfmoon tax rate	1.1597	1.1406			1.1077	-2.88%					

**Clifton Park-Halfmoon Public Library
Draft 2021 Budget**

DISBURSEMENTS		2019		2020		2021		2022		2023	
		Actuals	Approved Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget				
PERSONNEL											
Salaries											
	Minimum Wage		7,215		7,479						
	3 Step Cost		78,663								
	COL/Increase		27,545		31,365						
	Salary base		2,104,346		2,249,769						
7010	Total Salaries	2,068,623	2,249,769	8.76%	2,288,613	1.73%	38,844	2,334,385		2,381,073	
7200	Benefits - Health Ins; Work.Com	98,367	119,500	21.48%	124,793	4.43%		127,289		129,835	
7300	Benefits - Taxes OASDI	145,197	165,000	13.64%	167,972	1.80%		171,331		174,758	
7400	Benefits - Retirement - ERS	235,963	240,000	1.71%	250,000	4.17%		255,000		260,100	
	Benefits - Subtotal	479,527	524,500	9.38%	542,765	3.48%		553,620		564,693	
	Passthrough	2,944									
	Total Personnel	2,551,094	2,774,269	8.75%	2,831,378	2.06%	57,109	2,888,006	2.00%	2,945,766	2.00%
7013	Independent Contractor	3,390	6,000		3,000			3,000		3,000	
MATERIALS											
6011	Books	165,609	332,500	4.53%	332,500	0.00%		339,150		345,933	2.00%
6020	Periodicals	14,908									
6030	AV	76,408									
6050	Digital Resources	61,168									
	Total Materials	318,093	332,500	4.53%	332,500	0.00%		339,150	2.00%	345,933	2.00%
FACILITY & EQUIPMENT											
6110	Building Service Contracts	212,028	195,000	-8.03%	198,900	2.00%		202,878		206,936	
6130	Office Equipment	3,493	10,000	186.29%	5,000	-50.00%		5,100		5,202	
6140	Facility Insurance	25,400	35,000	37.80%	45,000	28.57%		45,900		46,818	
6150	Repairs - Building & Equipment	164,256	40,000	-75.65%	40,000	0.00%		40,800		41,616	
6160	Equipment Lease Expenses	27,743	25,000	-9.89%	27,500	10.00%		28,050		28,611	
61000	Other						11,400				
	Total Facility & Equipment	432,920	305,000	-29.55%	316,400	3.74%	11,400	322,728	2.00%	329,183	2.00%
OPERATIONS											
6200	Programs	46,322	46,000	-0.70%	46,000	0.00%		46,920		47,858	
6510	Automation	195,111	214,000	9.68%	219,000	2.34%		223,380		227,848	
6515	Custodial Supplies	6,854	9,000	31.31%	9,000	0.00%		9,180		9,364	
6520	Elections	9,841	10,000	1.61%	10,000	0.00%		10,200		10,404	
6521	Insurance - D&O	1,076	1,050	-2.42%	1,080	2.86%		1,102		1,124	
6525	Membership	4,616	4,000	-13.34%	4,500	12.50%		4,590		4,682	
6531	Gift cards	180						-		-	

**Clifton Park-Halfmoon Public Library
Draft 2021 Budget**

6530	Office & Library Supplies	22,963	19,000	-17.26%	19,000	0.00%		19,380	19,768	
6540	Postage	3,929	5,000	27.26%	4,000	-20.00%		4,080	4,162	
6545	Professional Services	20,231	30,000	48.29%	30,000	0.00%		30,600	31,212	
6551	PR & Printing	38,458	10,500	-72.70%	10,500	0.00%		10,710	10,924	
6555	Telephone	-	600	100.00%	-	-100.00%		-	-	
6556	Travel & Continuing Education	13,479	17,000	26.12%	17,000	0.00%		17,340	17,687	
6575	Utilities	67,903	80,000	17.82%	75,000	-6.25%		76,500	78,030	
6576	Building Security	92,481	87,000	-5.93%	90,000	3.45%		91,800	93,636	
6581	Other Operational	1,611								
	Total Operations	<u>525,055</u>	<u>533,150</u>	1.54%	<u>535,080</u>	0.36%	1,930	<u>545,782</u>	<u>556,697</u>	2.00%
BONDS										
	Town of Clifton Park	534,883	531,513	-0.63%	532,747	0.23%		533,791	539,345	
	Town of Halfmoon	242,075	240,175	-0.78%	239,875	-0.12%		240,993	236,600	
	Total Bonds	<u>776,958</u>	<u>771,688</u>	-0.68%	<u>772,622</u>	0.12%		<u>774,784</u>	<u>775,945</u>	0.15%
TOTAL DISBURSEMENTS										
		<u>4,607,510</u>	<u>4,722,607</u>	2.50%	<u>4,790,980</u>	1.45%	68,373	<u>4,873,449</u>	<u>4,956,523</u>	1.70%