



September 21, 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 August 17, 2020 meeting for approval.
3. Public Comment
4. Board Comment
5. \*Treasurer's Report
6. Friends of the Library Report
7. Director's Report
  - A. Public Service -Jim Foster
  - B. Planning / Communication -Lou Ann Stewart
  - C. General Updates -Alex Gutelius
8. Committee Reports
  - A. \*Building & Grounds - Grounds Maintenance Contract Renewal
  - B. Long Range Planning - October Retreat
9. Old Business
10. New Business
11. Executive Session

\* Items so marked are action items



August 17, 2020

7:15 PM

The regular meeting was preceded by a joint FOL/Library Board meeting. Ms. Gutelius opened the meeting at 6:33 pm. Ms. Gutelius thanked everyone for coming to this virtual meeting and introduced Mathew Cantore, as this is his first joint FOL/Library Board meeting.

FOL members present: Browne, Kathy; Christoffel, Ann; Conklin, Linda; Gorab, Michele; Jozwiak, John; Jozwiak, Wilma; Koretzky, Rhona; Langlois, Lanna; Robbins, Jo Anne.

Library Board members present: Brown, Megan; Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; Golden, Dave; Meyer, Stephen; Rodger Ed; Wise, Russell. Also present were Alex Gutelius, Jim Foster, and Lou Ann Stewart.

Mr. Wise began the meeting by reading a prepared statement, reflecting on the challenges we have faced during this year. When the library closed its doors in March, the Board never expected the closure to be so long and were pleasantly surprised at how quickly staff was able to get a plan in place to continue to be of service to the public. With the guidance of the Director and the Ad Hoc Safety Committee, we began plans for reopening. A Staged Reopening Plan emerged to allow for returns and curbside pickup. Numerous safety measures were put in place so the library could reopen the first floor to the public for browsing and pick up. The library continues to move forward, thoughtfully expanding services. We are all looking forward to the time when we are all able to enjoy group activities again, and we continue to see how important the library is to our community. In partnership with the Friends of the Library, we will strive in the coming months to provide the most comprehensive and highest quality services possible to our patrons.

First, Ms. Jozwiak discussed the status of the Used Book Sales. Used Book Sales have been halted as a precaution against spreading COVID -19. We are unable to accept donations, as we have no storage available to allow for the 96-hour quarantine period. We do have books in the book room from prior to the closure. We have decided to try a series of Book Grab Bag sales under the library porch. Customers can choose among genres, but the bags will be sealed, and sold for \$5 per bag. We will see how this model works and reevaluate going forward. A date for the grab bag sale has not yet been determined.

Next, Ms. Conklin gave an update on Two Towns One Book programming. TTOB will be on pause until the fall of 2021. Announcements of the next book and program planning will take place next summer, with a kickoff event planned for September 2021. TTOB will create booklists of recommended readings. We are seeing if there is interest in forming a book discussion group by surveying previous TTOB volunteers.



Next, Ms. Robbins gave an update on the Get out the Vote plan for this year. This year will be a paired down, modified Get out the Vote campaign. We will limit printed materials and we will limit emails through Constant contact. There is a new poster design, and letters will be sent to FOL members with no email contact. Shen PTA and Preschool PTA will send email reminders to their parent members. There will be no refreshments available the day of the vote. Please check the list for sign locations if you are able to place signs this year. Ms. Gutelius will let you know when and where the signs will be available. Ms. Gutelius noted the Piracci Room will not be available the day of the vote due to quarantined materials stored there. The vote will be held in Room C and D and the Art Gallery area. The budget mailer went out early so people will have time to request an absentee ballot. Absentee applications with the COVID 19 update will be available.

Ms. Gutelius noted the library will be an early voting site again this year for the general election. Voting will most likely be held on the 2<sup>nd</sup> floor. The dates for early voting are October 24-November 1. Early voting is available to anyone residing in Saratoga County. There will be a guard on site for the voting hours that are outside the library's regular operating hours.

Next, Ms. Gutelius gave a brief update about all the changes that have taken place over the past six months. Initially, the library closure was to be from March 15-31, not knowing it would actually be much longer. We postponed programs through the end of the month, and our phone system was reprogrammed to send calls home to our staff. Our recent move to One Drive allowed staff computer access to work remotely, and as virtual programs became a necessity, we set up three Zoom accounts to handle all our programs and meetings. Once we were effectively working remotely, we focused on our Staged Reopening Plan. It had to be flexible, as we needed to be able to react quickly if we needed to close again. We also have a safety plan in place that includes all our plans for screening staff, cleaning logs, and staff and public policies regarding safety protocols. We are finding that people seem happy with the services they are able to get right now. In September we will move to Stage 4, adding more hours, and eventually adding seating and computer access.

Next, Mr. Foster gave an update on Public Service. Congratulations to the FOL for winning the Daniel W. Casey Library Advocacy Award. It is truly an honor and very well deserved. In the beginning of the closure, staff continued to focus on patron needs. We made sure we were available to answer questions as well as offer expanded digital resources. There were a number of decisions and logistics regarding scheduling, technology, contracts, and changes to our traditional services, now that we would be virtual for a longer period of time. Once May approached, we had to set up committees to focus on our reopening plans. Once we reopened, it was all hands-on deck. Staff were stepping in where ever needed to support reopening. The focus has always been how to safely provide as much service as possible. Looking ahead, we will be virtual through the end of the year. Mr. Foster noted several successful programs this summer. The Nature Story Walk, Take and Make craft bags, Cheryl's Lodge outreach, and Zoom knit and



book clubs have all been well received by our patrons. Ms. Gutelius' leadership during this time has been remarkable, and we are so fortunate to have such a hardworking, creative staff that continues to make this plan work as we move forward.

Finally, Ms. Stewart gave a Communications update. Communications to our patrons and staff have been very important during this time. Changes are happening rapidly, and communications have to be updated constantly. We market our message through multiple channels in order to communicate to the whole community. The website continues to be the main source of information for patrons. We are using a graphic to communicate changes to library information and the hero section for sharing information about big changes, not just programs. We cleared the event calendar and filled it with virtual programs. The red banner on the top of the website is being used for COVID 19 updates and reopening plans. We created a few new webpages; for example, curbside pickup. The other pages that get a lot of visits are the Contact Us page and Digital Borrowing page. Another important communication tool is Social Media. In June, we had an increased number of Facebook and Instagram followers. We see the most engagement on our posts that have positive messages. We continue to use Constant Contact to reach patrons. We have weekly press releases in the Community News, and we were fortunate to be highlighted on local news programs. The LED sign out front displays our hours as well as our phone message. The FOL website also helps to communicate our available services.

The joint meeting ended at 7:25pm.

A brief recess was held with the Library Board reconvening at 7:30 pm via Zoom. The meeting can be viewed via [youtube.com/user/cphpubliclibrary](https://www.youtube.com/user/cphpubliclibrary).

Present: Brown, Megan; Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; Golden, Dave; Madison, Tom; Meyer, Stephen; Rodger, Ed; and Wise, Russell. Also present were Alex Gutelius, and Lou Ann Stewart.

Absent: Maria McMunn and Purushothaman Srinivasan

The meeting was called to order at 7:30 PM by Mr. Wise.

**AGENDA:** Mr. Wise presented the August 17, 2020 agenda for approval. Mr. Madison made the **Motion**, seconded by Mr. Meyer to approve the agenda. The **Motion** passed unanimously by those present.

**MINUTES:**

A **Motion** was made by Mr. Rodger, seconded by Mr. Golden, to accept the July 20, 2020 minutes as sent. The **Motion** passed unanimously by those present. Ms. Brown chose to abstain.



**PUBLIC COMMENT:** There were no members of the public in attendance. The meeting can be viewed via [youtube.com/user/cphpubliclibrary](https://www.youtube.com/user/cphpubliclibrary).

**BOARD COMMENT:** Report presented at Joint Meeting.

**TREASURER'S REPORT:**

Mr. Meyer presented the Treasurer's Report for July 2020. We are still running low on fines; however, we have begun to receive fine payments now that staff is back in the building. We are over budget in Facilities and Equipment due to higher insurance premiums.

Mr. Meyer made the **Motion**, seconded by Mr. DiGianni to accept the Treasurer's Report for July 2020. The **Motion** passed unanimously by all present.

The warrants were presented for August. The August 4, 2020 warrant for \$111,361.63 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Dugan to approve the August 4, 2020 warrant. The **Motion** passed unanimously by those present. The reviewer for the month of August was Mr. Golden.

It was noted the August 17, 2020 warrant for \$140,275.24 will be approved in September. The email, with the warrant attached, was not sent out in time to be approved tonight.

Mr. Meyer will work to clarify the payroll reconciliation on the warrant. A question was received from a resident regarding spending amounts and the ratio of staff expense to materials expense in the proposed 2021 budget. Ms. Gutelius and Mr. Meyer have been following up with the resident. Finally, Mr. Meyer reminded Board members that his three-year term as treasurer is up at the end of the year, and a different trustee must be elected for that position in 2021. Please reach out to him if you are interested in the position or have questions.

**THE FRIENDS:** No Report

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

1. The budget mailer was mailed out this week, and we are moving forward with communications regarding the vote.

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

1. Mr. Rodger and Ms. Dugan have submitted their petitions for the Clifton Park trustee seats. We will post something about the budget on the website from Mr. Meyer as well as comments from Ed and Suzanne.
2. We are working with the Board of Elections to find space on the 2<sup>nd</sup> floor. We may have check-in near the Art Gallery and voting in Room C and D to allow for social distancing. We anticipate a lot of people may choose to get an absentee ballot. Mr. Foster is working to get election workers for



the day. Election workers and voters will be required to wear a mask. We may have a space outside for voters that are unable to wear a mask. We are waiting for new legislation to be signed by the Governor to allow COVID 19 as a reason for absentee ballots. We can modify our absentee ballot applications to accommodate that change.

3. We plan to stay in Stage 3E until the end of August and will move to Stage 4 on September 8, 2020. We will see what happens once schools open and can adjust our plan as needed.

**COMMITTEE REPORTS:**

**POLICY COMMITTEE:** No Report

**PUBLIC RELATIONS:** No Report

**LONG RANGE PLANNING:** Ms. Gutelius gave the following report.

Ms. McMunn and Ms. Stewart are discussing the possibility of having a Board retreat in October. We will see what that may look like and will share more information at a later date.

**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. DiGianni to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 7:58 PM.

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

RECEIPTS	Adopted Budget		Modified	Percentage of Year: 67%			
	Jan 20	Adj Budget	Budget	August	YTD	YTD as % of Budget	Variance
<b>Governmental Income</b>							
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
<b>Subtotal</b>	<b>\$4,625,507.00</b>	<b>\$0.00</b>	<b>\$4,625,507.00</b>	<b>\$0.00</b>	<b>\$4,606,726.17</b>	<b>99.59%</b>	<b>-18,780.83</b>
<b>Grants</b>							
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	\$2,250.00	0.00%	\$2,250.00
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
<b>Subtotal</b>	<b>\$12,600.00</b>	<b>\$0.00</b>	<b>\$12,600.00</b>	<b>\$0.00</b>	<b>\$10,917.00</b>	<b>86.64%</b>	<b>-\$6,683.00</b>
<b>Donations</b>							
4210 Patron Donations	\$0.00	\$0.00	\$0.00	\$4.20	\$431.57	0.00%	\$431.57
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	\$30.00	\$140.00	0.00%	\$140.00
4240 Other Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$34.20</b>	<b>\$571.57</b>	<b>0.00%</b>	<b>\$571.57</b>
<b>Interest</b>							
4320 Unrealized Gain/Loss on Investment	\$0.00	\$0.00	\$0.00	\$184.15	\$7,602.92	0.00%	\$7,602.92
4330 Bank Interest Income	\$6,500.00	\$0.00	\$6,500.00	\$24.46	\$1,587.77	24.43%	-\$4,912.23
<b>Subtotal</b>	<b>\$6,500.00</b>	<b>\$0.00</b>	<b>\$6,500.00</b>	<b>\$208.61</b>	<b>\$9,190.69</b>	<b>141.40%</b>	<b>\$2,690.69</b>
<b>Other Income</b>							
4410 Fines	\$55,000.00	\$0.00	\$55,000.00	\$581.84	\$11,036.54	20.07%	-\$43,963.46
4420 Library Fees - L&D	\$7,500.00	\$0.00	\$7,500.00	\$273.62	\$2,058.00	27.44%	-\$5,442.00
4431 Emp Books	\$0.00	\$0.00	\$0.00	\$19.98	\$85.50	0.00%	\$85.50
4440 Copier	\$15,500.00	\$0.00	\$15,500.00	\$25.30	\$3,091.70	19.95%	-\$12,408.30
4450 Other	\$0.00	\$0.00	\$0.00	\$3.12	-\$941.64	0.00%	-\$941.64
<b>Subtotal</b>	<b>\$78,000.00</b>	<b>\$0.00</b>	<b>\$78,000.00</b>	<b>\$903.86</b>	<b>\$15,330.10</b>	<b>19.65%</b>	<b>-\$62,669.90</b>
<b>Total Receipts</b>	<b>\$4,722,607.00</b>	<b>\$0.00</b>	<b>\$4,722,607.00</b>	<b>\$1,146.67</b>	<b>\$4,642,735.53</b>	<b>98.31%</b>	<b>-\$79,871.47</b>
<b>Applied Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>Total Receipts including Appropriations</b>	<b>\$4,722,607.00</b>	<b>\$0.00</b>	<b>\$4,722,607.00</b>	<b>\$1,146.67</b>	<b>\$4,642,735.53</b>	<b>98.31%</b>	<b>-\$79,871.47</b>

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

Percentage of Year: 67%

DISBURSEMENTS	Adopted Budget		Modified	Percentage of Year: 67%			
	Jan 20	Adj Budget	Budget	August	YTD	YTD as % of Budget	Variance
<b>Personnel</b>							
7010 Salaries - Personnel	\$2,249,769.00	\$0.00	\$2,249,769.00	\$156,077.96	\$1,358,254.61	60.37%	\$891,514.39
7013 Contracted Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$150.00	2.50%	\$5,850.00
7200 Insurance	\$119,500.00	\$0.00	\$119,500.00	\$14,149.78	\$88,109.69	73.73%	\$31,390.31
7300 Benefits - Taxes	\$165,000.00	\$0.00	\$165,000.00	\$11,250.84	\$105,541.84	63.96%	\$59,458.16
7400 Benefits - Retirement	\$240,000.00	\$0.00	\$240,000.00	\$19,540.00	\$215,777.00	89.91%	\$24,223.00
7500 Benefits - Pass through	\$0.00	\$0.00	\$0.00	\$2,202.88	-\$6,090.62	0.00%	\$6,090.62
<b>Subtotal</b>	<b>\$2,780,269.00</b>	<b>\$0.00</b>	<b>\$2,780,269.00</b>	<b>\$203,221.46</b>	<b>\$1,761,742.52</b>	<b>63.37%</b>	<b>\$1,018,526.48</b>
<b>Library Materials</b>							
6010 Books	\$170,500.00	\$0.00	\$170,500.00	\$7,471.87	\$63,898.13	37.48%	\$106,601.87
6020 Periodicals	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$9,960.09	66.40%	\$5,039.91
6030 AV	\$70,200.00	\$0.00	\$70,200.00	\$8,933.83	\$31,160.64	44.39%	\$39,039.36
6050 Digital Resources	\$76,800.00	\$0.00	\$76,800.00	\$10,714.40	\$72,616.72	94.55%	\$4,183.28
6010 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
<b>Subtotal</b>	<b>\$332,500.00</b>	<b>\$0.00</b>	<b>\$332,500.00</b>	<b>\$27,120.10</b>	<b>\$177,635.58</b>	<b>53.42%</b>	<b>\$154,864.42</b>
<b>Facility &amp; Equipment</b>							
6110 Bldg Svc Contracts	\$195,000.00	\$0.00	\$195,000.00	\$19,602.50	\$110,215.73	56.52%	\$84,784.27
6130 Office Equip	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$1,995.09	19.95%	\$8,004.91
6140 Facility Insurance	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$49,928.08	142.65%	-\$14,928.08
6150 Repairs - Bldg & Equipment	\$40,000.00	\$0.00	\$40,000.00	\$23,832.67	\$52,875.81	132.19%	-\$12,875.81
6160 Equipment Lease Expense	\$25,000.00	\$0.00	\$25,000.00	\$2,234.02	\$17,500.30	70.00%	\$7,499.70
61000 Other Fac & Equip	\$0.00	\$0.00	\$0.00	\$1,600.68	\$1,600.68	0.00%	-\$1,600.68
<b>Subtotal</b>	<b>\$305,000.00</b>	<b>\$0.00</b>	<b>\$305,000.00</b>	<b>\$47,269.87</b>	<b>\$234,115.69</b>	<b>76.76%</b>	<b>\$70,884.31</b>
<b>Operations</b>							
6200 Programs	\$46,000.00	\$0.00	\$46,000.00	\$3,539.42	\$23,405.14	50.88%	\$22,594.86
6510 Automation	\$214,000.00	\$0.00	\$214,000.00	\$13,443.60	\$115,649.67	54.04%	\$98,350.33
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$673.12	\$6,647.68	73.86%	\$2,352.32
6520 Elections	\$10,000.00	\$0.00	\$10,000.00	\$2,782.58	\$5,261.06	52.61%	\$4,738.94
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	\$437.50	\$1,818.50	45.46%	\$2,181.50
6530 Office & Lib Supplies	\$19,000.00	\$0.00	\$19,000.00	\$2,007.31	\$20,027.27	105.41%	-\$1,027.27
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	\$317.90	6.36%	\$4,682.10
6545 Professional Services	\$30,000.00	\$0.00	\$30,000.00	\$3,797.75	\$30,768.60	102.56%	-\$768.60
6551 PR & Printing	\$10,500.00	\$0.00	\$10,500.00	\$666.00	\$5,599.87	53.33%	\$4,900.13
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	\$144.00	\$10,457.71	61.52%	\$6,542.29
6575 Utilities	\$80,000.00	\$0.00	\$80,000.00	\$5,126.85	\$42,833.54	53.54%	\$37,166.46
6576 Building Security	\$87,000.00	\$0.00	\$87,000.00	\$4,417.52	\$26,206.20	30.12%	\$60,793.80
6581 Other Operational	\$0.00	\$0.00	\$0.00	\$64.09	\$695.10	0.00%	-\$695.10
<b>Subtotal</b>	<b>\$533,150.00</b>	<b>\$0.00</b>	<b>\$533,150.00</b>	<b>\$37,099.74</b>	<b>\$290,764.24</b>	<b>54.54%</b>	<b>\$242,385.76</b>
<b>Bonds</b>							
6610 Town of Clifton Park	\$531,513.00	\$0.00	\$531,513.00	\$0.00	\$531,513.07	100.00%	-\$0.07
6620 Town of Halfmoon	\$240,175.00	\$0.00	\$240,175.00	\$0.00	\$209,337.50	87.16%	\$30,837.50
<b>Subtotal</b>	<b>\$771,688.00</b>	<b>\$0.00</b>	<b>\$771,688.00</b>	<b>\$0.00</b>	<b>\$740,850.57</b>	<b>96.00%</b>	<b>\$30,837.43</b>
<b>Other Expense Types</b>							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>Total Disbursements</b>	<b>\$4,722,607.00</b>	<b>\$0.00</b>	<b>\$4,722,607.00</b>	<b>\$314,711.17</b>	<b>\$3,205,108.60</b>	<b>67.87%</b>	<b>\$1,517,498.40</b>

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

Percentage of Year: 67%

<i>Cash - Bank Balances</i>	
1050 Petty Cash	\$722.02
1040 Petty Checking	\$415.26
1051 Business Checking	\$216,705.56
1052 MM Savings	\$2,814,137.13
1060 Unemployment Fund Bond	\$126,265.03
<b>TTL CASH</b>	<b>\$3,158,245.00</b>
12000 Undeposited Funds	\$0.00
1100 Accounts Receivable	\$5,000.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
<b>TTL ASSETS</b>	<b>\$3,163,245.00</b>
21000 Accrued Pay	\$0.00
2000 Accounts payable	\$46,642.07
24000 Payroll Liab	\$468.00
2395 Accrued retirement	\$156,320.00
24102 Sunshine Fund	\$195.66
24103 Def Revenue	\$0.00
1071 Accrued credit card	\$0.00
<b>TTL LIABILITIES</b>	<b>\$203,625.73</b>
<b>TTL EQUITY</b>	<b>\$2,959,619.27</b>
	\$0.00
<b>TTL LIAB &amp; EQUITY</b>	<b>\$3,163,245.00</b>

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$4,642,735.53
Year to Date Expenses	-\$3,205,108.60
Net Change	<u>\$1,437,626.93</u>

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	\$20.00	\$0.00	\$20.00
32000 Unappropriated Funds/Unrestricted Net Assets	\$1,381,303.05	\$0.00	\$1,381,303.05
Fund Changes	<b>\$1,521,992.34</b>	<b>\$0.00</b>	<b>\$1,521,992.34</b>

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

Percentage of Year: 67%

<b>Net Fixed Assets</b>				
	<b>12/31/19</b>	<b>12/31/2018</b>	<b>\$ Change</b>	<b>% Change</b>
LAND	593,860.00	\$ 593,860.00	0.00	
LAND IMPROVEMENTS	21,125.00	\$ 6,386.00	-14,739.00	30%
COMPUTER EQUIP	2,242.00	\$ 3,362.00	1,120.00	150%
EQUIPMENT	10,914.00	\$ 5,671.00	-5,243.00	52%
BUILDING	8,666,783.00	\$ 8,921,831.00	255,048.00	103%
<b>TOTALS</b>	<b>9,294,924.00</b>	<b>\$ 9,531,110.00</b>	<b>236,186.00</b>	<b>103%</b>

<b>Reconciliation</b>	
Prior Month Fund Balance	\$1,521,992.34
+ Net change revenues - expenses	\$1,437,626.93
Subtotal	\$2,959,619.27
- Total Cash	-\$3,158,245.00
Accounts Payable	\$46,642.07
Accounts Receivable	-\$5,000.00
Prepaid Expense	\$0.00
Accrued Payroll	\$0.00
Undeposited Funds	\$0.00
Deferred Revenue	\$0.00
Sunshine Fund	\$195.66
24000 Payroll Liab	\$468.00
Accrued Retirement	\$156,320.00
Credit Cards	\$0.00
Fixed Assets	\$0.00
Balance	\$0.00



## CONNECT AND COLLABORATE

### Communications

The Contact Form was updated on the website with a selection of common questions to help patrons get their inquiry to the correct person. There is also an Other question, that provides a drop down menu of contact choices including Director, Assistant Director, Board of Trustees and other supervisors. The Board of Trustees emails get sent to a generic trustee email that is then forwarded to the current list of CPH trustees.

### Friends of the Library

The FOL held a socially distanced meeting on September 8 in the Reading Garden. Two representatives from the Friends of the Library Section of NYLA attended and presented the FOL with their Daniel W. Casey Library Advocacy Award.



## MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

### Library Reopening

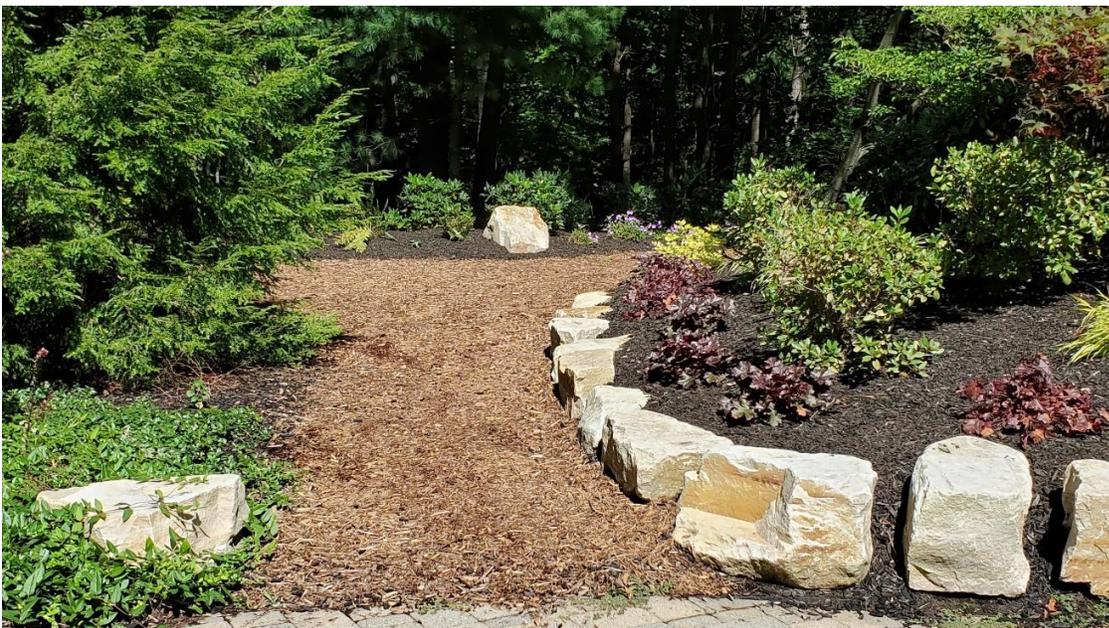
On September 8, the second floor of the library opened to the public. Patrons were very excited to access the Children's Library. We set a limit of 25 people in the Children's Library at a time and so far have not reached that limit.

We are planning on introducing public computers on October 5<sup>th</sup>. Patrons will be limited to one hour per day on the computers. Ten computers will be available to ensure proper social distancing.



### Shade Garden

The pandemic caused quite a backup in the Faddgeons schedule, but early in September the final perennials and bushes were planted, and the mulch was cleaned up. Benches will be installed in the coming weeks. Ron Piracci has been contacted and will be coming to see the garden in September. Due to the pandemic restrictions, Ron would like to wait until next year to have a dedication.



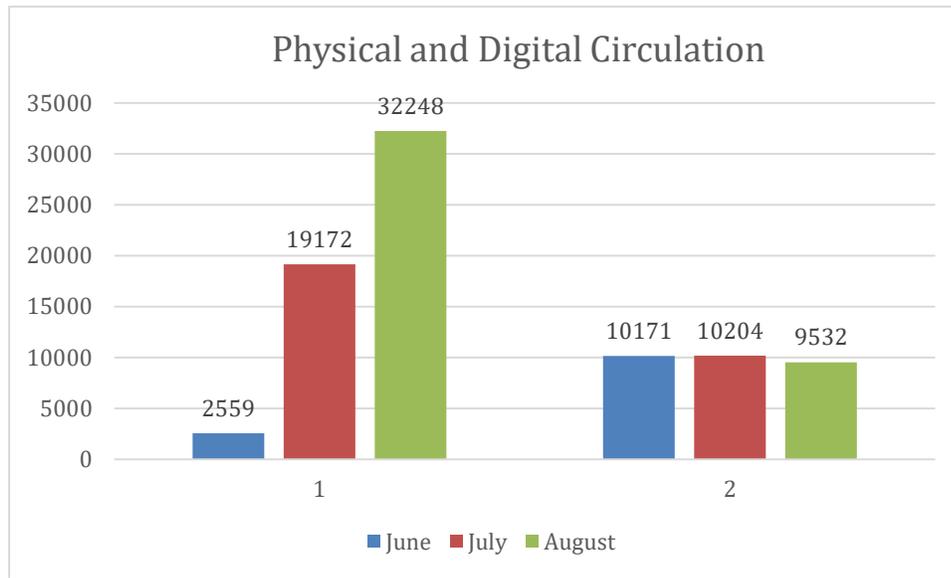


## **CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES**

### Circulation Statistics

Curbside delivery of physical materials began on June 22, and patrons were allowed into the library for limited and then first floor browsing beginning on July 6. The chart below summarizes the physical and digital circulation from June through the end of August.

Curbside service began on June 22. Circulation was limited to the number of pickups that could be scheduled each day (96). Once the building opened in July, circulation increased significantly. From July to August, there was a 70% increase in the circulation of physical items. Children and adult book borrowing nearly doubled from July to August.



#### Returned Materials.

The regular books drops will be opening on September 21, allowing patrons to return their items 24 hours a day. Items will continue to be quarantined for 96 hours. The drive up book drop will not be available at this time.

### **DEVELOP PEOPLE AND THE ORGANIZATION**

#### Staff Development Night

A Zoom based Staff Development Night was held on August 26. Nearly 80 staff members attended to hear TED speakers on time management and procrastination, book talks by two librarians on staff as well as a budget presentation by Steve and a farewell to a retiring employee.

#### Tax Cap Submission

The tax cap form for fiscal year 2021 was submitted to the Office of the State Comptroller on September 15. The tax base growth factor is 1.0112 and the allowable levy growth factor (inflation) is 1.0156. The maximum tax levy limit the Library could have proposed and still be within the tax cap is \$4,731,075. The actual levy for 2021 is \$4,606,724. This results in a difference of \$124,351. For the 2022 budget, the Library will be able to carryover \$69,100 which is 1.5% of the 2021 levy – assuming no changes to the formula.

Prepared by: Alex Gutelius  
Library Director

In September 2019, the Library Board approved the first year of a three-year contract with Malta Asphalt for grounds maintenance services including mowing, edging, weeding, cleanup, mulching and maintenance of plants. During the winter months, the services include snow plowing in the parking lot and removal of snow on the sidewalks.

In the first year of the contract, Malta Asphalt has performed well. We have had no problems with their plowing or grounds maintenance services.

The renewal proposal is at the same rate of \$3,485 per month or \$41,820 annually. Salt applications cost an additional \$650 per application. If renewed, this would be the second year of the three-year contract ending October 31, 2022.

### **Recommendation**

It is recommended that the contract with Malta Asphalt be renewed for one additional year from November 1, 2020 to October 31, 2021 at the rate of \$3,485 per month and a rate of \$650 per salt/calcium application.

Prepared by: Alexandra Gutelius  
Library Director  
September 21, 2020