CLIFTON PARK HALFMOON PUBLIC LIBRARY

Board of Trustees Agenda

January 24, 2022 7:15 PM Board Meeting

Virtual Webconference Meeting
Public can view to the meeting at
youtube.com/user/cphpubliclibrary

1. *Agenda: Approval or Changes

2. *Minutes of the December 13, 2021 and January 3, 2022 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

8. Committee Reports

9. Old Business

10. New Business
    A. *Approve appointment of Susan Flint
    B. *Agreement between the MVLS/SALS Joint Automations Project (JA) and the Clifton Park-Halfmoon Public Library

11. Executive Session

* Items so marked are action items

CLIFTON PARK HALFMOON PUBLIC LIBRARY

Board of Trustees Minutes

December 13, 2021 7:15 PM Board Meeting

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

ABSENT: Stephen Meyer

The meeting was called to order at 7:19 PM by Mr. Wise.

AGENDA:

Mr. Wise presented the December 13, 2021 agenda for approval. A **Motion** was made by Ms. Brown, seconded by Mr. DiGianni, to approve the agenda with one addition. Building and Grounds will be added to Committee Reports. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Cantore, seconded by Ms. Brown, to accept the November 15, 2021 minutes as sent. The **Motion** passed unanimously by those present. Mr. Madison and Mr. Srinivasan chose to abstain.

PUBLIC COMMENT:

There were no members of the public in attendance.
The meeting can be viewed via youtube.com/user/cphpubliclibrary.

BOARD COMMENT:

Mr. Wise requested Board Members email Ms. Gutelius with their top three Committee preferences for next year. He noted Ad Hoc Space Planning will become part of the Long Range Planning Committee next year.

Ms. Brown noted she is pleased with the patron friendly fee structure for late items as well as the new look to the website.

TREASURER'S REPORT:

Mr. Cantore presented the Treasurer's Report for November 2021. Mr. Cantore noted fines and copier income are picking up again. The FOL line includes money

allocated for the digital screens. Mr. Cantore made the **Motion**, seconded by Mr. Madison, to accept the Treasurer's Report for November 2021. The **Motion** passed unanimously by those present.

The November 22, 2021 warrant for $167,875.26 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Golden, to approve the November 22, 2021 warrant. The **Motion** passed unanimously by those present.

The reviewer for the November warrant was Mr. Rodger.

The December 6, 2021 warrant for $109,092.10 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Srinivasan to approve the December 6, 2021 warrant. The **Motion** passed unanimously by those present.

The reviewer for the December warrant was Mr. Srinivasan.

THE FRIENDS: Mr. Foster gave the following report:

1. The FOL continue to meet monthly, and are planning for for 2022.
2. TTOB activities are being planned around *Finding Dorothy* by: Elizabeth Letts. The kickoff event is January 9 at 2pm featuring *The Wizard of Oz* movie and a display of The Wizard of Oz costumes provided by the Halfmoon Historical Society. Tuesday, February 8 at 7pm we will be hosting a Zoom Wizard of Oz trivia night. March will feature Take and Make Wizardly craft projects. Saturday, April 23 at 2pm is a Zoom book discussion. Saturday, May 7 the FOL are sponsoring a bus trip to Chittenango. They are working on a possible author visit for the spring, but are moving forward cautiously.

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

1. The Library continues to host a large variety of virtual programs.
2. We will have a hybrid event on January 7. John Scherer, Clifton Park Historian, will present excerpts from his book, *More Bits of Clifton Park History* (postponed to April).
3. On January 12, we are offering a hybrid event with the Clark Museum. It will feature 20th Century Japanese Prints.
4. An ELL Coordinator has been hired. The ELL program will restart in January, most likely in a virtual format.
5. The Safety Committee met and updated our services in a chart based on current practice to align with the CDC guidance. It has been added to the website.
6. Effective today, NYS will require masks or proof of vaccinations in public locations. There will be no change to library procedures at this time, as the library has had a mask policy in place for staff and the public since the fall.
7. The Library has five paid Zoom accounts. They are for staff use only to run our virtual programs.

8. Mr. Foster presented the Materials Reconsideration Procedure. All complaints about any library material will be directed to the Assistant Director. The Assistant Director will discuss the complaint with the patron. If it is not resolved informally, a Request for Reconsideration of Material Form must be filled out by the patron and returned for follow up. If the form is returned, the Assistant Director will convene a standing committee to consider the complaint. The Committee will prepare a report and make recommendations for a resolution. The Director will make a determination on the issue. If the Director's decision is appealed, the Board of Trustees will make a final decision.

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

1. The PR department has been working on a statement for comments made on social media regarding library materials. The brief statement will say, "Thank you for your interest. Please contact us directly for follow up."
2. The Library is celebrating 15 years in this building. Patrons are entering raffles by sharing a memory about the Library with us. We have had 80 entries so far and pick winners weekly on Wednesday.
3. The Website has a new look. This will eliminate the need for scrolling and will give us better feedback about how patrons use the website.
4. The Town of Clifton Park will provide space in their spring program brochure for Library programs. The Town of Halfmoon will do the same in the *Halfmoon Navigator*.
5. We are hosting a winter themed art exhibit in partnership with the National Art Honor Society at the high school.
6. The Town of Halfmoon is generously lending us their Wizard of Oz costumes for display in January.
7. Staff participated in the Pledge of Allegiance for the local news. It will air on Tuesday, December 14 at 6:45am on News 10 and at 7:15am on Fox 23. If you miss it you can go to www.News10.com and go to the community tab.

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

1. Ms. Gutelius noted the Material Reconsideration procedure will be reviewed with staff at the January staff meeting.
2. The Library mask policy will stay in place for now.
3. Ms. Gutelius had a very brief conversation with Greenlight regarding internet services. This option remains in the fact-gathering phase. Ms. Gutelius will keep the Board informed with any updates.
4. JA had a fees meeting and made some changes for more equity among member libraries. Our fees will be reduced in 2022 by 8%, or approximately $9,000. The Library will pay the Spectrum telecom fees of $2,700. In 2023,

there will be an across the board fee increase of 3% for SALS/MVLS member libraries.

5. Ms. Gutelius shared a few highlights from the Director's End of Year Report for 2021. It was noted we have had considerable turnover during this year. This has required staff to look at job functions and make changes where needed. The expansion of our Social Media presence allowed us to keep in contact with our community to quickly share information and update the public on changes in the library. Staff has been able to look closely at programming and make changes to offerings or modify them to reach a wider audience. Changes in consumer habits have changed how we view our collections. With the increases in streaming services, our DVD collections do not circulate the same way. We have had to look at our collections and be aware of what the community needs are now.

COMMITTEE REPORTS:

POLICY COMMITTEE: Ms. Dugan gave the following report.
Each year the Policy Committee reviews policy to be sure they are accurate and relevant. Ms. Dugan presented three policies on behalf of the Policy Committee. The Policy Committee reviewed Policy 1.1 Content and Issuance of Policies, Policy 2.2 Release of Public Statements, and Policy 3.8 Unattended Children. All three Policies were reviewed with no changes.

Next, Ms. Dugan presented Policy 3.10 Appropriate Use of the Children's Library. This policy is in place to ensure the safety of children and maintain an atmosphere of constructive library use. Item 2B has been updated to include selecting materials for a child. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 3.10 Appropriate Use of the Children's Library as modified. The **Motion** passed unanimously by those present.

Finally, Ms. Dugan noted she will present Policy 3.5 Hours Open and Holiday Schedule in January with one small edit.

AD HOC REOPENING COMMITTEE: Ms. McMunn gave the following report.

Ms. McMunn presented the updated Pandemic Operations Plan. Two changes were made to the plan. The Library Reopening Service Plan has been moved to an appendix. The continuation of service metrics that were based on NY Forward guidance have been replaced with metrics based on current CDC guidance. Ms. McMunn made the **Motion** on behalf of the Ad hoc Reopening Committee, to approve the changes to the Pandemic Operations Plan. The **Motion** passed unanimously by those present.

BUILDINGS AND GROUNDS: Ms. Brown gave the following report.

The Building and Grounds Committee completed the automatic indoor doors project for staff areas. Next year they will be planning an opening celebration of the Shade Garden. Other projects include: re-surfacing the parking lot, electric vehicle charging stations, and replacement of Board Room furniture. Updates will be provided by the committee as necessary.

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: No Report

PUBLIC RELATIONS: No Report

FINANCE: No Report

LEGISLATION: No Report

OLD BUSINESS: Nominating Committee: Mr. Rodger on behalf of the Nominating Committee presented the Board with the recommendations for officers for next year. The recommendations are:

President: Maria McMunn
Vice President: Suzanne Dugan
Treasurer: Mathew Cantore

The election of officers will be conducted at the organizational meeting of the Board on January 3, 2022 at 7:15pm. Nominations from the floor can be made at that time.

NEW BUSINESS:

Budget Adjustment: There will be a Budget adjustment to the salary line to account for the staff special recognition award. There is no net change to revenue. Mr. Cantore made the **Motion** on behalf of the Finance Committee to approve the budget adjustment. The **Motion** passed unanimously by those present.

At 8:25pm Mr. Rodger made the **Motion**, seconded by Mr. Golden to end Regular Session and enter into Executive Session for the purpose of discussing the Director's Review. The **Motion** passed unanimously and Executive Session was entered at 8:26pm.

At 8:41pm Mr. Rodger made the **Motion,** seconded by Ms. Brown to adjourn Executive Session and return to Regular Session. The **Motion** passed unanimously by those present.

Mr. Rodger made the **Motion**, on behalf of the Personnel Committee to adopt the Personnel Committee's evaluation of the Director's performance for 2021, and for the salary increase recommendation as the Board discussed in Executive Session. The **Motion** passed unanimously by those present.

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 8:42pm.

The next scheduled Board Meeting is Monday, January 24, 2022 at 7:15pm.

CLIFTON PARK HALFMOON PUBLIC LIBRARY

Board of Trustees Minutes

January 3, 2022 7:15 PM — Organizational Meeting

Virtual Webconference Meeting
Public can view the meeting at
youtube.com/user/cphpubliclibrary

Present: Brown, Megan; Cantore, Mat; DiGianni, Jason; Dugan, Suzanne, Golden, David; McMunn, Maria; Meyer, Stephen; Rodger, Edwin, Srinivasan, Purushothaman, Wise, Russell. Also present was Alex Gutelius.

Absent: Tom Madison

The meeting was called to order at 7:21 pm by Mr. Wise.

AGENDA: Mr. Wise presented the January 3, 2022 agenda for approval. Mr. Cantone made the **Motion**, seconded by Ms. Brown, to approve the agenda. The **Motion** passed unanimously by those present.

Because the meeting was held virtually, trustees were asked to visit the Library in the next two weeks to sign their Oath of Office and have it notarized.

NEW BUSINESSS:

The slate of officers for 2022 was presented by Mr. Rodger on behalf of the Nominating Committee: Maria McMunn – President, Suzanne Dugan – Vice President, Mat Cantore – Treasurer. There being no nominations from the floor Mr. Rodger made the **Motion**, seconded by Mr. DiGianni, to close the floor to nominations. Mr. Wise then made the **Motion,** seconded by Mr. Rodger, asking the secretary to cast one ballot for the slate as presented. **Motion** passed unanimously by those present, and the persons listed were elected for 2022.

Mr. Rodger and others thanked Mr. Wise for the fine job he did as the President over the past three years.

Ms. Brown made the **Motion,** seconded by Mr. Cantore, that Joe Gaug be reappointed as Counsel for 2022. The **Motion** passed unanimously by those present.

Mr. Rodger made the **Motion,** seconded by Mr. DiGianni, that Alex Gutelius be reappointed as Clerk for 2022. **Motion** passed unanimously by those present.

A **Motion** was made by Mr. Wise, seconded by Mr. Meyer, that Barbara Reese be reappointed as Recording Secretary to the Board for 2022. The **Motion** passed unanimously by those present

Mr. Srinivasan made the **Motion,** seconded by Mr. DiGianni, that the Annual Budget Vote and Trustee Election be held on September 15, 2022. **Motion** passed unanimously by those present.

The Board Meeting Schedule for 2022 was presented and found to be acceptable.

Ms. Brown made the **Motion**, seconded by Mr. Srinivasan, that the Board Meeting Schedule be accepted as presented. **Motion** passed unanimously by those present.

The Board Calendar for 2022 was presented and found to be acceptable.

Ms. Dugan made the **Motion**, seconded by Mr. Wise, that the Board Meeting Calendar policy revisions be approved as presented. **Motion** passed unanimously by those present.

The next order of business was the Designation of Depositories.

Mr. Cantone made the **Motion**, seconded by Mr. Rodger, that the Board of Trustees of the Clifton Park-Halfmoon Public Library designates Key Bank as a depository for Clifton Park-Halfmoon Public Library funds for 2022 with deposits not to exceed $6M. Motion passed unanimously by those present.

The Key Bank depository shall require the signature of either President Maria McMunn or Treasurer Mat Cantore on all checks and shall require the signatures of both the President and Treasurer on checks of $15,000 or more. The petty checking depository at Key Bank shall require the signature of the Library Director for all checks.

The nest order of business was changing the authorized users on the Key Bank accounts.

Mr. Mayer made the **Motion,** seconded by Mr. DiGianni to change the authorized users on the Key Bank accounts, deleting Mr. Wise and adding Ms. McMunn. **Motion** passed unanimously by those present.

No revisions to the Fidelity Account are required.

Ms. Gutelius reviewed the process for standing committee assignments.

The schedule for the monthly claims was reviewed.

The Oaths of Office will be signed at the Library. Trustees are asked to sign their Oath in the next week or two.

Mr. DiGianni congratulated the new officers and thanks Mr. Wise for his three years of services as President and congratulated him on a job well done, particularly given the challenges of the pandemic over the past two years. Ms. McMunn added her thanks to Russ, and expressed that she was looking forward to the next year working with the Board of Trustees.

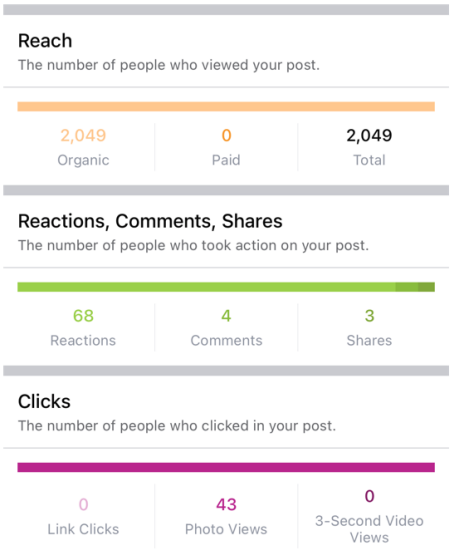
There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Cantore, to adjourn the organizational meeting. **Motion** passed unanimously by those present and the meeting adjourned at 7:38 pm.

CONNECT AND COLLABORATE

Social Media

- We gained new followers on the Library's social media accounts in 2021:
  - Facebook - 145
  - YouTube - 216
  - Instagram – 242

- Community posts continue to get high engagement – the reach on our January 11, 2022 post showing a Girl Scout Gold Project on Kinns Road trails was huge.



Promotions

- Our 15 years on Moe Road Birthday display brought in 166 entries. We have many new patron stories to share. We will be doing so on our website and social media.

In-House Advertising

- We have asked all staff to update their Outlook signature block with a link to the sign-up form for the Library's e-newsletter.
- We have created monthly "Talking Points" for staff. They briefly highlight upcoming programs. They're in place at all service desks to help staff promote events to patrons.

E-Newsletter

- We continue to have success with emails targeted to a specific audience whether that be people interested in computer classes or families interested in programming. Our open rate averages at least 60%; industry standard for education/non-profit organizations is 26-27%.

2021 Numbers

- In our fall 2019 survey, patrons asked for more DIY and outdoor programs. In 2021, staff focused on offering those types of programs. Here are the numbers for 2021:
    - DIY programs - 110 with 3717 participants
    - Outdoor programs - 52 with 2880 participants

Website

- Amanda created a 2021 year-end video. It was featured on the home page and is now on our YouTube channel.

MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Library Visitors

With the introduction of the new people counter at the end of May, the tracking of the number of visitors has become much easier. Jim has been tracking the daily foot traffic this past year. The numbers to the end of May were tracked manually (guard with a clicker). The daily average foot traffic has increased from a low of 230 in February through April to a high of just over 600 in June through October.

The total annual number of visitors increased by 32% in 2021.

Month	Hours per Week	Daily Average Visitors
February - March	44	230
April - May	55	333
June-August	57	610
September-October	70	605
November	70	577
December	70	465

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVCIES

Programs

Just over 600 programs were offered in 2021. With the exception of the outdoor summer programs, most were offered online. Smaller groups such as the book club and Knitting group have met in-person, both outside and in

the program rooms. Total program attendance was just over 11,000. Overall the number of programs offered increased by 15% from 2020, and attendance increased by 7%.

Tax Forms/Assistance

Tax forms will be provided as they arrive. Typically, the IRS forms arrive well before the NY State forms. AARP Tax Assistance will be available this year. Income guidelines will be more stringent this year, and tax clients will not wait with the volunteer as their taxes are prepared.

Statistics

- Overall circulation increased by 23% in 2021.
- Circulation of print materials increased by 38% over 2020, and AV increased by 11%. Use of DVDs has declined, but increased slightly over 2020 (when we were closed for three months). Audiobook use increased by 14% overall, but children's audiobook used dropped by 20%.
- Digital material use declined slightly from 2020, which is not a surprise since for the three months we were closed, patrons could only use digital materials. Use of ebooks increased by 15%, but downloadable audiobooks, music, magazines and streaming TV and movies use all decreased.

ILL

Interlibrary loan use increased by 8% overall. The number of items borrowed from other libraries for CPH patrons decreased slightly (-3%) and the number of items loaned to other libraries increased by 35%.

DEVELOP PEOPLE AND THE ORGANIZATION

COVID Cases

There has been a significant increase in the number of staff testing positive for COVID since the holidays, as well as close contact exposures.

OSHA ETS

On January 13, 2022, the Supreme Court issued a decision to stay OHSA's vaccination or test emergency temporary standard (ETS). The Court's decision freezes the requirement for employers to implement the ETS, pending further review by the U.S. Court of Appeals. In anticipation of the ETS, Library employees' vaccine status was surveyed (on a voluntary basis). We wanted to use this information to plan for the administration of the ETS. Of the surveys that were returned (about 85%), only one person reported they weren't vaccinated. This is reassuring regardless of the fact that we aren't required to implement the ETS.

Health Insurance Renewal

The Library's health insurance plan runs from March 1 through February 28 We have reviewed the renewal proposals from our broker, and the increases for 2022 range from 2% to 10% higher for the same level of plan. We currently have 11 employees who participate in the health insurance plans (34 are eligible). Open enrollment will take place for two weeks in February.

Prepared by: Alex Gutelius
Library Director

Clifton Park - Halfmoon Public Library
Program Statistics - December 2021

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
ZOOM: Mindfulness Meditation	December 10 2021	Adults	16	16			
ZOOM: Mindfulness Meditation	December 17 2021	Adults	17	17			
ZOOM: Mindfulness Meditation	December 03 2021	Adults	16	16			
ZOOM: Job Search Strategies	December 09 2021	Adults	1	1			
ZOOM: Genealogy-Beyond Ancestry DNA	December 13 2021	Adults	4	4			
ZOOM: Daytime Book Group	December 16 2021	Adults	6	6			
ZOOM: Beginner American Sign Language	December 03 2021	Adults	3	3			
WebEx: Journaling for Adults	December 01 2021	Adults	10	10			
Toys Through Time	December 10 2021	Adults					43
Saturday Cinema	December 18 2021	Adults	3	3			
Mysteries & More Book Group	December 14 2021	Adults	4	4			
Libby's Here! The New Face of OverDrive	December 08 2021	Adults	5	5			
Journaling for Adults	December 01 2021	Adults	4	4			
Job Search Strategies	December 09 2021	Adults	1	1			
Game Night: Scrabble & Chess	December 16 2021	Adults	4	4			
ELL Conversation Group	December 09 2021	Adults	10	10			
ELL Conversation Group	December 02 2021	Adults	10	10			
Documentary Film Series	December 09 2021	Adults	2	2			
Connecting Threads	December 08 2021	Adults	7	7			
Computers & Technology Users Group	December 15 2021	Adults	2	2			
Adult Grab & Go: Painted Wine Bottle	December 04 2021	Adults	30	30			
ZOOM: Music & Motion	December 17 2021	Children	12	5		7	
ZOOM: Happy Noon Year	December 31 2021	Children	47	14		33	
ZOOM: Family Story Time Live!	December 13 2021	Children	12	5		7	
ZOOM: Family Story Time Live!	December 09 2021	Children	12	6		6	
ZOOM: Family Story Time Live!	December 02 2021	Children	12	6		6	
ZOOM: Family Story Time Live!	December 16 2021	Children	12	6		6	
ZOOM: Family Story Time Live!	December 06 2021	Children	15	6		9	
YouTube: Mother Goose Nursery Rhymes	December 14 2021	Children					8
What Can You Do with a Paper Tube?	December 27 2021	Children	18			18	
WebEx: Story Writing Workshop	December 06 2021	Children	2			2	
WebEx: Story Writing Workshop	December 20 2021	Children	3			3	
Reading Therapy Dogs	December 14 2021	Children	4	2		2	
Reading Therapy Dogs	December 08 2021	Children	4	2		2	
Reading Therapy Dogs	December 14 2021	Children	4			4	
Hour of Code	December 06 2021	Children	3		1	2	
Holiday Scavenger Hunt	December 13 2021	Children	62			62	
Holiday Scavenger Hunt	December 06 2021	Children	43			43	
Holiday Scavenger Hunt	December 20 2021	Children	20			20	
Holiday Scavenger Hunt	December 27 2021	Children	103			103	
Craft to Go: Snowflakes	December 15 2021	Children	24			24	
"Stuntboy, In the Meantime" Superhero Bag To Go	December 08 2021	Children	48			48	
ZOOM: PJ Story Time	December 14 2021	Children|Adults	24	10		14	

Clifton Park - Halfmoon Public Library
Program Statistics - December 2021

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
YouTube: Candy House	December 02 2021	Children|Adults					
ZOOM: Family Yoga	December 18 2021	Family	8	3		5	
Zoom: Computer & Technology Users Group	December 15 2021	Computer	6	6			
ZOOM: STEM Design Club	December 14 2021	Computer	6	2		4	
ZOOM: STEM Design Club	December 07 2021	Computer	5	2		3	
JavaScript for Beginners	December 14 2021	Computer	6		2	4	
JavaScript for Beginners	December 07 2021	Computer	4		2	2	
Create a Survey in Google Drive	December 01 2021	Computer					11
Tech Tutoring	various	Computer	18	18			
WebEx: Journaling for Teens	December 07 2021	Teens	1		1		
VolunTEEN Book Reviews	December 30 2021	Teens	25		25		
Therapy Dogs for Teens	December 02 2021	Teens	4		4		
Teen Take & Make: Watercolor Snowflake	December 16 2021	Teens	22		22		
Teen Take & Make: Ugly Sweater Kit	December 09 2021	Teens	24		24		
Nintendo Switch: Virtual Meetup	December 28 2021	ens|Children|Adu	13		13		

Clifton Park-Halfmoon Public Library
2021 Activity Report

			January	February	March	April	May	June	July	August	September	October	November	December	YTD 2021	YTD 2020
Borrowers		New	30	0	68	102	91	147	232	154	180	169	134	139	**1446**	972
		Purged*														
		TOTAL	40,613	40,412	40,270	40,076	39,904	39,803	39,729	39,525	39,414	39,315	39,212	39,169	**39,212**	40,770
Circulation	*Fiction*	Adult	5,716	5,714	7,433	7,719	7,658	9,181	10,177	10,008	9,123	8,839	8,027	8,116	**97,711**	71,258
		Young Adult	1,060	1,084	1,306	1,329	1,363	1,788	2,389	2,292	1,459	1,373	1,235	1,200	**17,878**	13,227
		Juvenile	8,039	8,596	12,181	12,400	11,938	14,309	18,072	15,859	13,897	13,857	13,097	11,938	**154,183**	107,208
	Non-fiction	Adult	3,397	3,550	4,662	4,678	4,865	5,372	5,649	5,214	5,172	5,122	4,791	5,086	**57,558**	44,122
		Young Adult	26	16	16	11	17	15	18	14	12	13	15	10	**183**	156
		Juvenile	1,224	1,289	1,665	1,665	1,508	1,721	2,322	2,009	1,722	1,726	1,774	1,595	**20,220**	15,175
	Audio	Adult	1,046	1,169	1,502	1,447	1,413	1,431	1,707	1,481	1,417	1,493	1,661	1,606	**17,373**	15,827
		Young Adult	23	26	26	26	29	47	75	61	45	32	33	36	**459**	569
		Juvenile	190	184	247	261	271	334	495	430	322	258	274	304	**3,570**	2,373
	DVD	Adult	3,206	3,065	4,945	4,502	4,538	4,843	5,234	4,646	4,469	4,635	4,743	4,881	**53,707**	49,267
		Juvenile	590	623	1,193	1,175	1,055	1,223	1,810	1,538	1,171	1,086	1,254	1,294	**14,012**	13,289
	Digital Media	eaudiobooks	2,964	2,879	3,987	3,021	3,173	3,466	3,854	3,596	3,193	3,308	3,209	3,353	**40,003**	34,547
		ebooks	4,391	4,114	3,185	3,783	3,732	3,833	3,777	3,833	3,516	3,646	3,402	3,850	**45,062**	52,708
		Music	72	100	101	123	92	90	117	99	94	103	91	135	**1,217**	1,399
		Serials*	1,008	982	797	925	891	902	948	1,009	886	1,093	939	1,087	**11,467**	12,279
		Comics (hoopla)	79	74	59	66	62	45	47	93	69	74	87	64	**819**	885
		Streaming Video/TV (hoopla)	474	527	440	310	379	334	347	402	365	338	392	430	**4,738**	6,248
	Other	Serials	387	150	765	709	572	548	593	555	511	519	529	423	**6,261**	4,805
		CD-ROM / Wii	81	150	185	175	216	263	352	328	270	330	345	412	**3,107**	1,687
		Uncatalogued	6	15	27	19	36	43	56	33	39	43	60	44	**421**	276
		Non-traditional	2	15	35	36	38	45	57	71	54	68	83	95	**599**	158
		Print	19,462	20,249	27,263	27,802	27,349	32,386	38,627	35,396	31,385	30,930	28,939	27,945	**347,733**	251,136
		AV	5,055	5,067	7,913	7,411	7,306	7,878	9,321	8,156	7,424	7,504	7,965	8,121	**89,121**	80,008
		Digital	8,988	8,676	8,569	8,228	8,329	8,670	9,090	9,032	8,123	8,562	8,120	8,919	**103,306**	108,885
		Other	476	498	1,012	939	862	899	1,058	987	874	960	1,017	974	**10,556**	6,926
		TOTAL	33,981	34,490	44,757	44,380	43,846	49,833	58,096	53,571	47,806	47,956	46,041	45,959	**550,716**	446,955
Technology		Database Usage	1,013	1,079	1,366	950	883	865	991	1,197	1,978	1,018	1,009	886	**13,235**	11,796
		Computer Use (sessions)	12	53	659	680	758	927	1,146	1,174	1,101	1,283	1,150	1,133	**10,076**	9,272
		Wireless Use	1,115	1,080	1,501	1,709	1,982	2,479	2,885	2,828	2,979	3,499	3,312	3,299	**28,668**	28,073
		PAC Use	17,256	15,066	15,024	13,903	13,942	14,674	15,593	15,313	14,182	14,493	13,953	13,797	**177,196**	160,421
		Website Visits	22,238	22,140	22,961	22,579	20,622	22,214	27,163	66,384	63,335	65,396	93,157	65,275	**513,464**	241,162
		iPad/Laptop/Device Use	0	0	0	0	0	0	21	12	26	0	40	0	**99**	82
		Fax 24/7 Use	0	0	0	0	0	10	11	13	19	12	11	16	**92**	112

Clifton Park-Halfmoon Public Library
2021 Activity Report

			January	February	March	April	May	June	July	August	September	October	November	December	YTD 2021	YTD 2020
Programming		*Number of Programs*														
		Adult	16	16	27	28	21	21	16	16	26	28	22	21	**258**	130
		Teen	1	4	3	5	3	3	7	6	4	7	4	6	**53**	15
		Children	11	15	19	21	12	7	24	18	20	28	42	24	**241**	134
		Computer	11	14	13	10	15	6	37	11	18	18	12	24	**189**	65
		Online	39	49	62	64	51	20	5	3	0	2	4	3	**302**	180
		TOTAL	39	49	62	64	51	37	89	54	68	83	4	3	**603**	524
		Attendance														
		Adult	153	222	327	339	241	197	182	567	326	241	305	82	**3,182**	2,720
		Teen	5	120	64	63	29	42	91	75	27	40	82	89	**727**	90
		Children	185	303	458	624	464	402	1,710	1,212	286	1,126	547	492	**7,809**	3,498
		Computer	123	59	111	52	26	28	155	24	46	52	80	45	**801**	344
	Online	Online	466	704	960	1,078	760	634	102	51	0	21	59	62	**4,897**	3,659
		TOTAL	466	704	960	1,078	760	669	2,240	1,929	685	1,480	80	62	**11,113**	10,311
Outreach		Events / Programs	0	0	0	0	0	2	6	1	1	1	0	0	**11**	8
		Attendance	0	0	0	0	0	108	161	19	295	60	0	0	**643**	361
Interlibrary Loan		Borrowed	8,621	9,175	7,526	5,841	5,330	5,573	6,044	5,774	5,483	5,012	4,722	4,772	**73,873**	76,249
		Loaned	3,506	3,437	3,864	3,535	3,358	3,326	3,480	3,687	3,451	3,480	3,311	3,209	**41,644**	30,686
		TOTAL	12,127	12,612	11,390	9,376	8,688	8,899	9,524	9,461	8,934	8,492	8,033	7,981	**115,517**	106,935
Reference		Ask Desk	2,142	936	1,028	1,326	1,423	1,669	2,131	1,841	1,736	1,876	1,749	1,615	**19,472**	17,605
		Children's Library Desk	906	774	721	623	659	908	0	957	788	862	793	767	**8,758**	4,938
		Computer Support	4	9	13	6	10	25	146	113	138	111	89	213	**877**	512
		TOTAL	3,052	1,719	1,762	1,955	2,092	2,602	2,277	2,911	2,662	2,849	2,631	2,595	**29,107**	23,055
Museum Passes			0	3	7	14	23	38	59	67	49	42	34	32	**368**	246
Visitors			1,258	4,020	7,933	8,089	8,374	13,556	18,658	16,752	15,566	19,377	15,586	14,411	**143,580**	108,395
Room Use		*Hours*														
		Library Programs	0	0	0	0	0	0	48	5	76	85	73	126	**413**	840
		Board/FOL/Staff	0	0	0	0	0	0	30	31	100	97	51	44	**351**	87
		Outside Organizations	0	0	0	0	0	0	26	37	22	133	101	80	**398**	307
		Room Checkouts	0	0	0	17	46	56	156	95	92	127	138	138	**865**	457
Outside Organization Meetings/Programs *(bookings)*			0	0	0	0	0	0	11	18	7	25	29	0	**90**	128
Collection Size (print & media)		Added	855	679	799	951	676	808	1,168	1,014	1,594	1,010	1,254	1,096	**11,904**	11,609
		Withdrawn	1,000	1,174	844	470	999	1,001	1,000	918	1,110	493	1,038	723	**10,770**	10,613
		TOTAL	159,487	158,816	158,740	159,227	158,756	157,233	156,984	157,688	157,653	158,379	158,520	158,548	**158,379**	160,366

Agreement between the Mohawk Valley Library System (MVLS) and the Southern Adirondack Library System (SALS) Joint Automation Project and the
Clifton Park-Halfmoon Public Library

The Mohawk Valley Library System and the Southern Adirondack Library System have jointly provided integrated automation services to their member libraries since 1983 through the MVLS/SALS Joint Automation Project. The Agreement between the two systems articulates the vision and mission of the Project, stating:

VISION: We will achieve excellence in the library and informational services in the eight counties communities through technology.

MISSION: MVLS and SALS will collaboratively support and provide access to an integrated automated library system through a joint automation project. We will respond to and assist member libraries with technical support, training and resources by utilizing current and emerging technologies.

The Joint Automation Council was established in 2003 by the two library system boards to "initiate policies and decisions regarding library automation services to the member libraries, recommend policy and advise the two System Boards on issues related to the provision of library automation services including funding".

The Joint Automation Council is a group of representatives from the member libraries and two systems and an 'unaffiliated' party. Libraries are encouraged to participate in the council and in its committees and user groups. A consortium requires all members' involvement to facilitate shared decision making so that local needs are considered, common policies formed and appropriate budgets developed.

The **Clifton Park-Halfmoon Public Library** understands that the MVLS/SALS Joint Automation Project is a cooperative project, sharing resources over the eight counties served by the two library systems and will work collaboratively with other member libraries, the Joint Automation Council, Joint Automation Staff and system staff to insure the efficient operation and security of the automated system for all participants.

With a shared patron database, each library is expected to enforce confidentiality laws and policies to ensure that all personal information including borrowing, requests, and information searches remain private. The Joint Automation Project requires all library staff, volunteers and trustees to respect every user's privacy. It expects libraries to enact appropriate local policies, procedures and necessary training to protect confidentiality.

Joint Automation Staff is the sole administrator of the ILS (integrated library system) including any central site hardware, software, and network equipment. Joint Automation Staff is the designated official contact with Innovative, our current automation provider for the Polaris ILS.

To facilitate the use of the automated system by the member libraries of the Mohawk Valley Library System and the Southern Adirondack Library System, the Joint

Automation Project provides automation services and support including, but not limited to:

- Provision of an online catalog, circulation, acquisitions, cataloging, and other functionality necessary to support library services
- Development, improvement and support of central site and local networks necessary for access to the ILS and providing library services to patrons
- Security measures including appropriate firewalls to protect the JA network
- Support for telecommunication services to provide staff connectivity to the ILS
- Full technical support of the network
- Support of member library automation needs during library hours and emergency support as needed
- Support of member library computers purchased through JA or with JA approval, including troubleshooting problems
- Loan of equipment for staff computers
- Hardware support for member library computer equipment including peripherals such as keyboards, barcode readers, and printers
- Hardware support for library local area networks, including wireless and other advancements in network technology
- Maintenance of appropriate files, reports, and other Polaris software applications responsive to member library needs
- User accounts on the Polaris System
- Email accounts and OneDrive access for library staff
- A Joint Automation Intranet providing information and support documentation about the automation system and services
- Coordinated purchase of computer equipment, peripherals, bar codes and other associated items
- Assistance with access to databases, if needed
- Consultation services on member library technology needs including wireless initiatives, local area networks, building projects etc.

The provision of these and other services is funded through State Aid and system funds received by the Mohawk Valley Library System and the Southern Adirondack Library System and by fees paid by member libraries. Grant funds are also pursued for specific automation activities.

Project budgets and member library fees are determined by a structure approved by the Joint Automation Council and the MVLS and SALS Boards of Trustees. Member libraries are billed on a monthly basis. Changes in the fee structure are announced by the Joint Automation Council and the two System Directors no later than March 1 of the year preceding any change. Any changes become effective with the January billing (sent in February). Member Library payments to the MVLS/SALS Joint Automation Project represent resources used by that library and do not represent a financial equity in the system.

Library Responsibilities:

- Act in conformity with applicable New York State Law and Regulations of the Commissioner of Education
- Develop, approve and enforce a confidentiality policy that protects the privacy of all library users. All staff and volunteers will need to sign a JA security policy.

- Abide by the approved policies of the Joint Automation Project
- Follow system conventions for the entry of patron and item information into the shared database
- Notify Joint Automation staff of problems with network performance or connectivity as soon as possible after the problem is experienced
- Notify Joint Automation staff to report equipment or software problems
- Provide training to library staff that explains the Joint Automation Project and the needs for appropriate security of database records, transactions, and public and staff computers. The library staff member providing this training must have been trained by JA staff or the System trainers.
- Notify the Joint Automation staff as early as possible of impending building or other facility changes or plans that will impact the provision of automated services
- Notify the Joint Automation staff of staff changes
- Pay fees and charges as expeditiously as possible
- Provide a contact person for the library in the event of network problems occurring during library closed hours

This agreement may be terminated by mutual agreement of the parties or a library may choose to withdraw from the Joint Automation Project with 180 days (6 months) notification to both the Joint Automation Council and to the appropriate System Director.

In the event of withdrawal from the Joint Automation Project, the library is entitled to an electronic file(s) of patrons who reside in the chartered area, bibliographic records and item records. These files will be provided by Joint Automation staff in standard format at no charge to the library. Should the library require custom programming of these files, the Joint Automation Council shall determine an equitable charge for this processing. No portion of fees paid will be refunded if a library opts out of the project.

For the **Clifton Park-Halfmoon Public Library**

_____ Date:_____
Board of Trustee President

_____ Date:_____
MVLS Board President
( )

_____ Date:_____
SALS Board President
( )

Revised March 2, 2021