



January 23, 2023 7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the December 19, 2022 and January 5, 2023 meetings for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. *Warrants
 - #2022-24 December 22, 2022 \$300,343.87
 - #2023-01 January 9, 2023 \$150,645.40
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
 - A. *B&G Committee – Janitorial Contract Recommendation
9. Old Business
10. New Business
 - A. *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



January 5, 2023 7:15 PM

Organizational Meeting

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

Absent: Mat Cantore, David Golden

The meeting was called to order at 7:22 pm by Ms. McMunn.

AGENDA: Ms. McMunn presented the January 5, 2023 agenda for approval. Ms. Brown made the **Motion**, seconded by Mr. Meyer, to approve the agenda. The **Motion** passed unanimously by those present.

The Oaths of Office will be taken and notarized at the January 23, 2023 board meeting.

NEW BUSINESS:

The slate of officers for 2023 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. Madison made the **Motion**, seconded by Mr. Purushothaman, to close the floor to nominations. Mr. Wise then made the **Motion**, seconded by Mr. Meyer, 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 2023.

Mr. Rodger thanked the officers for volunteering for another year.

Ms. Dugan made the **Motion**, seconded by Mr. Purushothaman, that Joe Gaug be reappointed as Counsel for 2023. The **Motion** passed unanimously by those present.

Ms. Brown made the **Motion**, seconded by Ms. Dugan, that Alex Gutelius be reappointed as Clerk for 2023. **Motion** passed unanimously by those present.

A **Motion** was made by Ms. Brown, seconded by Ms. Dugan, that Barbara Reese be reappointed as Recording Secretary to the Board for 2023. The **Motion** passed unanimously by those present



Mr. Wise made the **Motion**, seconded by Ms. Dugan, that the Annual Budget Vote and Trustee Election be held on September 14, 2023. **Motion** passed unanimously by those present.

The Board Meeting Schedule for 2023 was presented and found to be acceptable.

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

The Board Calendar for 2023 was presented and found to be acceptable.

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

The next order of business was the Designation of Depositories.

Mr. Meyer made the **Motion**, seconded by Mr. Purushothaman, 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 2023 with deposits not to exceed \$6.5M. 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.

Resolutions to change the authorized users on the bank accounts and Fidelity account were not required as the officers elected were the same as in 2022. .

No revisions to the Fidelity Account are required.

Ms. Gutelius reviewed the process for standing committee assignments.

The schedule for the monthly claims was distributed via email.



There being no further business, Ms. Brown made the **Motion**, seconded by Ms. Dugan, to adjourn the organizational meeting. **Motion** passed unanimously by those present and the meeting adjourned at 7:34 pm.



December 19, 2022

7:15 PM

Present: Brown, Megan; Cantore, Mat; DiGianni, Jason; Dugan, Suzanne; McMunn, Maria; Meyer, Stephen; Rodger, Ed; Wise, Russell; Srinivasan, Purushothaman. Also present were Alex Gutelius, Jim Foster, Lou Ann Stewart, and Joe Gaug, Attorney.

Absent: Tom Madison, David Golden

Guest: None

The meeting was called to order at 7:18 PM by Ms. McMunn.

AGENDA: Ms. McMunn presented the December 19, 2022 agenda for approval with two additions. Under Committee Reports item 8E Ad Hoc Crisis Communications Committee and Under New Business item 10B Nominating Committee. A **Motion** was made by Mr. Wise, seconded by Mr. DiGianni, to approve the agenda as modified. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Ms. Brown, seconded by Ms. Dugan, to accept the November 21, 2022 minutes with one correction on page 3. The **Motion** passed unanimously by those present, with Mr. Cantore and Mr. Srinivasan abstaining from the vote.

PUBLIC COMMENT: None

BOARD COMMENT:

Ms. McMunn noted that Library operations ran well in December, despite the absence of several administrative staff. She thanked staff for their support in keeping the Library running smoothly.

Mr. Wise thanked Ms. McMunn for her leadership as Board President over the past year.

TREASURER'S REPORT:

Mr. Cantore presented the Financial Statement for November 21, 2022. The Financial Statement was reviewed and received for audit.



The November 21, 2022 warrant for \$360,819.65 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Ms. Dugan, to approve the November 21, 2022 warrant. The **Motion** passed unanimously by those present.

The reviewer for the November warrant was Ms. Dugan.

The December 7, 2022 warrant for \$122,887.77 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Ms. Brown, to approve the December 7, 2022 warrant. The **Motion** passed unanimously by those present.

The reviewer for the December warrant was Ms. Brown.

FRIENDS OF THE LIBRARY REPORT: Mr. Foster gave the following report:

1. The kick off for the 2023 Two Towns One Book programming will be on January 22, featuring Jerry Peppers, the New York Director of the Lincoln Highway Association.
2. On February 8th, the Library will host a Trivia Night on the topic of all things related to the Lincoln Highway.

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

1. Program room use continues to be robust.
2. Not So Common Players will be here the first two weeks of January.
3. We are getting ready for tax season. Volunteers are being trained by AARP. Forms have been ordered.
4. New security company – Allied Universal – will begin on January 3, 2023.

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

1. Based on the updates to our Privacy and Confidentiality and Filming policies, we have updated the Library's Programs & Events webpage to include a Photo Policy page for patrons. In addition, we have placed signs in Program Rooms A&B and the Children's Library with information about our photo policies.
2. We modified the information showing on our in-house Broadcast screens to better delineate between daily Library programs and outside room reservations made by the public.
3. On social media, the Facebook post highlighting the December Program Brochure was tops with our patrons, and we are back to printing over 500 copies monthly to keep up with demand.



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

1. The Library received the \$25,000 bullet aid check from Mary Beth Walsh. These funds are allocated for the Children's Library renovation project.
2. The cleaning contract RFP was issued in November and the walkthrough was held on December 8. Bids for this contract are due on January 6, 2023 at 10:00 am, and a recommendation will be made to the Board at the regular January Board Meeting.
3. The Not So Common Players are returning to the Library for the first two weeks in January. They will be putting on a production featuring the music from Guys and Dolls.
4. The Toys for Tots donations were collected on December 19. There was an overwhelming number of toys donated by the community.
5. Ms. Gutelius reported that her end of year goals report will be emailed to the Board when it is completed.

COMMITTEE REPORTS:

NOMINATION COMMITTEE:

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 5, 2023 at 7:15pm. Nominations from the floor can be made at that time.

PERSONNEL COMMITTEE: Mr. Rodger gave the following report:

The Personnel Committee's activities for 2022 included developing a salary and benefit recommendation for the 2023 budget, establishing a benefits review committee including three staff members and completing the Director's annual evaluation. Recommendations for 2023 activities were also include in the memo from the Personnel Committee.

FINANCE: Mr. Cantore gave the following report:



The Finance Committee met in 2022 to review the 2023 budget and prepare a recommendation for the Board. The Finance Committee has also reviewed some fiscal policies that will be presented to the Board for approval in January 2023.

BUILDING AND GROUNDS: Ms. Brown gave the following report

The Building & Grounds committee met in person as necessary, and also conducted business via email. The B&G Committee review the Security and Grounds Maintenance Contracts, the Children's Library Renovation Project, and the Construction Grant application. The B&G Committee will be bringing information and recommendations to the Board in 2023 regarding EV charging stations and parking lot resurfacing.

LONG RANGE PLANNING: Mr. Wise gave the following report:

The Long Range Planning Committee reviewed the Strategic Plan and decided the plan continued to support library operations in a post-pandemic situation. The LRP Committee also helped to plan and implement the Board Retreat in October, focusing on crisis communications.

PUBLIC RELATIONS:

A written report from Mr. Madison was shared with the Board that reviewed the highlights of 2022 activities and goals for 2023.

POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan reviewed the activities of the Policy Committee for 2022, which included referring several policies to the Personnel and Finance Committees for review. Also included is the Policy Review Chart, which provides annual guidance to the Policy Committee to ensure policies are reviewed at least every 5 years.

LEGISLATION:

The Legislative Committee did not meet in 2022, but trustees and staff attended Advocacy Day earlier in the year.



OLD BUSINESS: None

NEW BUSINESS:

Mr. Rodger presented the staff appointments for Board approval.

A **Motion** was made by Mr. Rodger, seconded by Ms. Dugan, to approve the appointment of Trina Austen as a Clerk. The **Motion** passed unanimously by those present.

At 7:55 pm Mr. Rodger made the **Motion**, seconded by Mr. Wise, to end Regular Session and enter into Executive Session for the purpose of discussion the Director's Review. The **Motion** passed unanimously and Executive Session was entered at 7:56 pm.

At 8:14 pm Ms. Brown made the **Motion**, seconded by Mr. Srinivasan, to adjourn Executive Session and return to Regular Session. The **Motion** passed unanimously by those present.

Mr. Rodger made the **Motion**, seconded by Ms. Brown, to adopt the Personnel Committee's evaluation of the Director's performance for 2022, 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 8:17 pm.

The next scheduled Board Meeting is Thursday, January 5, 2022 at 7:15pm.



CONNECT AND COLLABORATE

Website & Social Media

- A 2022 “Year in Review” video was created by PR staff and is posted on the website homepage.

Communications

- The program brochure has been updated with the January edition to make it cleaner and easier to read. A copy is attached to this report.
- The Library has been featured in several news stories lately. CBS 6 covered a Family Lego Build program that was offered during the week between Christmas and New Years. Channel 13 also did a story about the Lego program in January that was on their morning news on January 9.

MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Outreach

- AARP has been training volunteers for their tax assistance program that will launch in February and run through mid-April. The volunteers receive a week and a half of training. Tax forms are starting to arrive and will be put out for the public shortly.
- The Not So Common Players were here for six performances of the concert version of Guys and Dolls over the first two weekends in January. It is a challenge to accommodate the group as they take up Program Rooms A-D for two full weeks, but patrons enjoy the show.

Library Visitors

- Foot traffic for 2022 increased by 63% compared to 2021. We are averaging about 20,000 visitors a month with some fluctuations. The foot traffic count does not include numbers from programs that are offered outside in the good weather, as patrons don't always enter the building. But those numbers are reflected in our program attendance statistics.



Virtual Programming

- The Library is providing a new technology training service called Tech Talk www.tech-talk.com. This service provides access to technology and communications skills training programs. Patrons can also subscribe to a weekly newsletter that includes a technology tip, a communications tip, and other articles and videos. Programming will be provided to patrons either totally virtually (patron at home, signs up for webinar), or at other times we will present the program here at the library (virtual presenter) and then participants will have the opportunity to try out their newly learned technology skills with the assistance of a librarian.

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES

Programs

- The Library offered 933 programs in 2022, and also provided 3,101 Grab & Go program bags for a total of 4,034 programs. 19,856 people attended the programs.
- The majority of the programs were offered in person, but we continue to provide a few hybrid programs such as Demystifying Shakespeare and some computer training programs.
- Passive programming is extremely popular. In December the Snowflakes and Snowpeople Scavenger Hunt had over 200 participants and the Holiday Scavenger Hunt had 350 participants.

Statistics

- Overall circulation increased by 6.6% in 2022. Circulation of print materials was up by 8.9%, while AV and digital materials numbers remained fairly flat. The "other" category includes magazines, computer games and non-traditional items and this category increased in use by 26%, likely because of the very popular hotspots.
- We issued 2,490 new library cards in 2022 (up from 1,446 in 2021).
- The website numbers are a bit misleading. In 2021 we were reporting page views, but the State annual report asks for sessions, so we are now using that figure. As an example, in December we had 22,027 sessions, but 92,426 page views.
- Programming statistics have also changed due to the State reporting requirements. In 2021 we reported a Grab & Go program as one program, and the number of bags given away as the number of participants. The state is now asking us to report Grab & Go program numbers as the number of items distributed.



- Reference questions in 2022 by 44%. This corresponds to the increase in foot traffic.

ELL Program

- In September 2021, we hired a dedicated (part-time) staff member to manager our ELL program. Ali has done a terrific job, and her ELL classes are very popular. I would like to share an excerpt from an email we got from one of the ELL volunteers that works with Ali in her classes.

I just wanted to email to tell you what a wonderful job Ali does. The size and scope of the program definitely warranted a dedicated staffer, and she is so well organized. Her weekly emails contain many links and articles that I wouldn't know about otherwise and have increased the quality of my teaching. She always responds to tutors' and students' emails very quickly, and I'm sure she gets a lot of them. Most of all, her kindness and positivity make the classes a safe space for our students—more important than ever now that we are getting students fleeing a war. She knows everyone's names and stories, and is encouraging and upbeat. When I first started tutoring (I was not a teacher by trade), I underestimated how nervous my students would be. They are terrified of getting something wrong, even though we tell them again and again that it's part of learning a language. Ali makes the classes fun and welcoming—there is so much laughter, and I see students who wouldn't even make eye contact at first now raising their hands. She has been such a positive addition to our program and I know that student AND volunteer attendance is up because of it. It's wonderful to see our students learning, but also making new friendships with us and each other. A few have said to me , "I came to America with no friends or family for my husband's job. I was so lonely. Now this is the best part of my week." What is happening at our library goes beyond language to true human connection.

DEVELOP PEOPLE AND THE ORGANIZATION

Benefits

- The Library's health insurance plan runs from March 1 through February 28. We have reviewed the renewal proposal from our broker, and the increases for 2023/2024 are an average of 10%. We will be having a benefits meeting with salaried staff in early February to share the information with them.
- The Benefits Committee met in January to discuss health insurance and the percentage that the Library contributes. Information and a recommendation will be forthcoming for the Personnel and Finance Committees to review. The Benefits Committee is also looking at making recommendations for



changes to the Employee Handbook regarding post-retirement health insurance benefits.

JA Agreement

- A copy of the JA Agreement between the Library and SALS/MVLS has been included for your review. The Board is required to review and approve the agreement annually.

OATS – Older Adults Technology Services

- The Library is participating in a new program through SALS called Senior Planet Older Adults Technology Services (OATS), which will provide technology classes for older adults. Our Technology Librarian, Kim Nemeth will be the program lead and trainer for CPH. Kim will attend train-the-trainer session and between March 2023 and July 2024 offer at least 15 classes. We are required to sign an MOU (copy attached). More information about the Senior Planet OATS program can be found at <https://seniorplanet.org/about/who-is-oats>

Prepared by: Alex Gutelius
Library Director

**Clifton Park - Halfmoon Public Library
Program Statistics - December 2022**

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Adult Grab & Go: 2023 Watercolor Desk Calendar	December 03 2022	Grab & Go	35	35			
Concert: Amy Powers	December 11 2022	Adults	13	11	1	1	
Connecting Threads Quilt Group	December 14 2022	Adults	7	7			
ELL Conversation Group: Daytime	December 20 2022	Adults	15	14		1	
ELL Conversation Group: Daytime	December 06 2022	Adults	16	16			
ELL Conversation Group: Daytime	December 13 2022	Adults	17	17			
ELL Conversation Group: Daytime Session	December 08 2022	Adults	9	9			
ELL Conversation Group: Daytime Session	December 15 2022	Adults	14	14			
ELL Conversation Group: Evening	December 05 2022	Adults	8	8			
ELL Conversation Group: Evening	December 12 2022	Adults	11	11			
ELL Conversation Group: Evening	December 19 2022	Adults	20	19	1		
First Friday: Mark Lawson Antiques	December 02 2022	Adults	45	45			
Foreign Film: Woman at War (2019)	December 08 2022	Adults	12	12			
Genealogy Assistance	December 01 2022	Adults	5	5			
HYBRID: Are You Ready to Cut the Cable Cord?	December 01 2022	Adults	23	12			11
HYBRID: Daytime Book Group	December 15 2022	Adults	4	3			1
HYBRID: Demystifying Shakespeare: Henry IV, Part 2	December 12 2022	Adults	10	2			8
HYBRID: Demystifying Shakespeare: Henry IV, Part 2	December 05 2022	Adults	12	5			7
HYBRID: Demystifying Shakespeare: Henry IV, Part 2	December 19 2022	Adults	9	3			6
HYBRID: Downsizing & Organizing	December 06 2022	Adults	36	16			20
Journaling for Adults	December 07 2022	Adults	16	7			9
Mysteries & More Book Group	December 13 2022	Adults	4	4			
One-on-One Tech Help	December 27 2022	Adults	1	1			
Scrabble and Chess Night	December 15 2022	Adults	2	1	1		
Tech Talk webinar	December 21 2022	Adults					
Tech Tutoring	Various	Adults	13	13			
Using an Android Phone or Tablet	December 13 2022	Adults	6	6			
ZOOM: Discover the Enneagram	December 02 2022	Adults	22				22
ZOOM: Discover the Enneagram	December 23 2022	Adults	20				20
ZOOM: Discover the Enneagram	December 16 2022	Adults	18				18
ZOOM: U.S. Citizenship Preparatory Class	December 07 2022	Adults	7	7			
ZOOM: U.S. Citizenship Preparatory Class	December 07 2022	Adults	11	11			
ZOOM: Winter Solstice Meditation	December 21 2022	Adults	41				41
Baby Story Time	December 09 2022	Children	40	22		18	
Battle of the Books: Team Meeting	December 13 2022	Children	5			5	
Bilingual Family Story Time: Spanish	December 15 2022	Children	22	10		12	
Family Story Time	December 08 2022	Children	47	19		28	
Family Story Time	December 05 2022	Children	39	16		23	
Family Story Time	December 19 2022	Children	42	21		21	
Family Story Time	December 22 2022	Children	35	16		19	
Family Story Time at Halfmoon Town Hall	December 12 2022	Children	7	3		4	
Famous Bears in Literature Book Club: Readers' Choice	December 13 2022	Children	8	1		7	
Happy Noon Year!	December 31 2022	Children	75	35		40	
Holiday Scavenger Hunt	December 12 2022	Children	69			69	
Holiday Scavenger Hunt	December 19 2022	Children	144			144	
Holiday Scavenger Hunt	December 05 2022	Children	138			138	

**Clifton Park - Halfmoon Public Library
Program Statistics - December 2022**

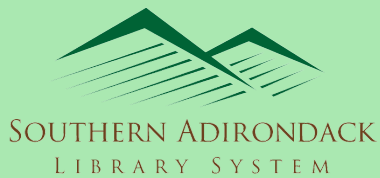
Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Music & Motion	December 16 2022	Children	8	3		5	
New Year's Pop Up Cards	December 27 2022	Children	11			11	
Pinecone Bird Feeder	Various	Children	30	12		18	
Program Your Own Video Game with Code Ninjas!	December 28 2022	Children	9			9	
Program Your Own Video Game with Code Ninjas!	December 28 2022	Children	12			12	
Reading Therapy Dogs	December 07 2022	Children	3	1		2	
Reading Therapy Dogs	December 13 2022	Children	2	1		1	
Reading Therapy Dogs	December 13 2022	Children	2	1		1	
Reading Therapy Dogs	December 07 2022	Children	2	1		1	
Reading Therapy Dogs	December 07 2022	Children	2	1		1	
Reading Therapy Dogs	December 13 2022	Children	4		4		
Snowflakes & Snowpeople Scavenger Hunt	December 31 2022	Children	214	107		107	
Stories with Ms. Ciera	December 29 2022	Children	78	34		44	
Take & Make: Paper Plate Polar Bears	December 28 2022	Grab & Go	100			100	
ZOOM: PJ Story Time	December 06 2022	Children	17	6		11	
Holiday Family LEGO Build!	December 27 2022	General	48	20	3	25	
"Tis the Season Craft: Beeswax Celebration Candle	December 14 2022	General	37	25	5	7	
Helping Hands Outreach	December 16 2022	Outreach	50				
Baby Sock Snowmen	December 29 2022	Teens	16	3	13		
Middle School Book Club: The Storm Runner	December 27 2022	Teens	6		6		
VolunTEEN: Advisory Program (VTAP)	December 15 2022	Teens	3		3		
Teen Book Club: A Good Idea by C. Moracho	December 15 2022	Teens	1		1		
Teen Take & Make: Bead Snowflakes	December 06 2022	Teens	67		67		
Teen Video Games Night	December 01 2022	Teens	4		4		
VolunTEEN Book Review Stats	December 31 2022	Teens	78		78		

**Clifton Park-Halfmoon Public Library
2022 Activity Report**

		January	February	March	April	May	June	July	August	September	October	November	December	YTD 2022	YTD 2021
Borrowers	New	161	137	187	170	134	220	294	227	286	195	198	281	2490	1,446
	Purged*														
	TOTAL	39,137	39,056	38,746	38,530	38,190	38,127	38,046	37,917	37,777	37,687	37,613	37,551	37,551	39,212
Circulation	<i>Fiction</i>	Adult	8,881	7,980	8,700	8,250	8,675	9,783	10,882	9,072	8,671	8,232	8,403	108,351	97,711
		Young Adult	1,319	1,159	1,335	1,309	1,370	2,041	2,252	2,139	1,535	1,440	1,203	18,430	17,878
		Juvenile	12,451	12,826	14,490	13,037	11,914	14,346	16,851	17,420	13,834	13,630	13,458	166,126	154,183
	<i>Non-fiction</i>	Adult	5,571	4,919	5,582	5,171	5,047	5,431	5,550	5,707	5,233	5,006	4,824	62,735	57,513
		Young Adult	22	16	17	15	16	16	14	13	14	18	10	11	182
		Juvenile	1,910	1,922	2,223	2,008	1,900	1,926	2,087	2,251	1,772	1,743	1,647	1,506	22,895
	<i>Audio</i>	Adult	1,508	1,326	1,851	1,680	1,305	1,508	1,542	1,641	1,404	1,424	1,331	1,387	17,907
		Young Adult	35	33	30	49	35	29	47	38	43	16	16	22	393
		Juvenile	268	323	404	414	351	479	450	512	346	388	448	456	4,839
	<i>DVD</i>	Adult	5,127	4,540	4,807	4,389	4,159	4,165	4,535	4,576	4,242	4,057	4,246	4,239	53,082
		Juvenile	955	1,124	1,223	1,256	1,028	1,106	1,405	1,492	993	982	1,073	1,022	13,659
	<i>Digital Media</i>	eaudiobooks	3,598	3,205	3,198	3,266	3,304	3,215	3,326	3,496	3,281	3,331	3,200	3,346	39,766
		ebooks	4,093	3,670	4,017	3,753	3,904	3,730	4,285	4,232	3,821	3,702	3,501	3,576	46,284
		Music	86	101	92	110	103	94	96	109	110	107	140	103	1,251
		Serials*	1,104	959	1,117	932	1,020	936	1,189	1,212	1,143	1,306	1,122	1,180	13,220
		Comics (hoopla)	84	88	74	77	71	45	91	135	79	54	50	69	917
	Streaming Video/TV (hoopla)	402	388	438	312	344	288	354	329	276	307	454	331	4,223	4,738
	<i>Other</i>	Serials	473	479	680	620	643	543	598	627	537	509	443	455	6,607
		CD-ROM / Wii	215	385	403	333	302	380	512	496	391	377	461	397	4,652
		Uncatalogued	52	43	50	38	43	38	48	45	43	35	41	38	514
		Non-traditional	94	111	145	110	105	114	134	147	140	110	169	187	1,566
		Print	30,154	28,822	32,347	29,790	28,922	33,543	37,636	38,352	31,460	30,508	29,499	27,686	378,719
		AV	7,893	7,346	8,315	7,788	6,878	7,287	7,979	8,259	7,028	6,867	7,114	7,126	89,880
		Digital	9,367	8,411	8,936	8,450	8,746	8,308	9,341	9,513	8,710	8,807	8,467	8,605	105,661
		Other	834	1,018	1,278	1,101	1,093	1,075	1,292	1,315	1,111	1,031	1,114	1,077	13,339
		TOTAL	48,248	45,597	50,876	47,129	45,639	50,213	56,248	57,439	48,309	47,213	46,194	44,494	587,599
Technology	Database Usage	927	980	1,007	1,056	862	944	1,019	1,017	1,009	1,264	1,276	1,304	12,665	13,215
	Computer Use (sessions)	1,197	1,148	1,640	1,485	1,276	1,305	1,374	1,581	1,511	1,547	1,296	1,416	16,776	10,076
	Wireless Use	3,063	3,178	3,982	3,726	4,003	4,118	3,900	4,235	4,251	4,451	4,645	3,840	47,392	28,668
	PAC Use	15,455	13,690	14,806	13,562	13,760	13,999	15,927	16,514	14,415	14,454	14,017	13,352	173,951	177,196
	Website Visits	23,900	20,909	23,638	21,356	20,100	22,014	25,241	25,222	23,441	24,033	23,150	22,027	275,031	513,464
	iPad/Laptop/Device Use	22	12	11	13	9	10	12	16	12	12	11	6	146	99
	Fax 24/7 Use	23	19	30	21	17	23	0	0	0	0	0	0	133	92

**Clifton Park-Halfmoon Public Library
2022 Activity Report**

		January	February	March	April	May	June	July	August	September	October	November	December	YTD 2022	YTD 2021
Programming	<i>Number of Programs</i>														
	Adult	29	42	52	50	29	32	23	22	38	76	26	31	450	447
	Teen	3	3	3	2	2	4	10	8	2	9	7	7	60	53
	Child 0-5	8	8	12	9	23	6	11	5	6	9	11	10	118	241
	Child 6-11	0	11	1	6	9	11	20	32	11	12	17	18	148	
	General	1	0	0	3	2	0	5	1	4	5	3	2	26	
	One-on-One	8	11	8	6	10	8	10	6	7	16	21	14	125	
	Grab & Go	1,036	609	365	333	165	192	27	13	95	65	66	135	3,101	
	Asynchronous	0	3	1	0	2	0	0	0	0	0	0	0	6	
	TOTAL	1,085	687	442	409	242	253	106	87	163	192	151	217	4,034	741
	<i>Attendance</i>														
	Adult	284	502	639	614	316	612	316	296	473	896	691	468	6,107	3,983
	Teen	22	24	16	19	16	38	122	187	10	54	44	175	727	727
	Child 0-5	149	189	193	163	535	895	437	188	242	345	420	359	4,115	7,809
	Child 6-11	0	256	22	225	181	112	1,306	1,802	94	541	203	1,465	6,207	
	General	25	0	0	64	155	0	761	400	499	215	239	85	2,443	
	One-on-One	8	11	8	6	12	8	11	6	8	16	26	14	134	
	Grab & Go	1,036	609	365	333	165	192	27	13	95	65	66	135	3,101	
	Asynchronous	0	52	1	21	49	0	0	0	0	0	0	0	123	
	TOTAL	1,524	1,643	1,244	1,445	1,429	1,857	2,980	2,892	1,421	2,132	1,689	2,701	22,957	12,519
Outreach	Events / Programs	0	0	0	0	0	4	4	0	1	1	3	6	19	11
	Attendance	0	0	0	0	0	115	35	0	13	1,125	258	150	1,696	643
Interlibrary Loan	Borrowed	5,335	4,702	5,313	4,795	4,556	5,404	7,295	7,524	7,177	6,827	6,229	6,111	71,268	73,873
	Loaned	3,225	2,974	3,521	3,029	2,778	2,966	2,844	2,952	2,960	2,818	2,880	3,113	36,060	41,644
	TOTAL	8,560	7,676	8,834	7,824	7,334	8,370	10,139	10,476	10,137	9,645	9,109	9,224	107,328	115,517
Reference	Ask Desk	1,849	2,140	2,582	2,013	1,805	2,024	2,318	2,331	2,164	2,116	2,117	1,874	25,333	19,472
	Children's Library Desk	783	890	1,251	1,087	886	1,254	1,664	1,666	1,031	1,028	1,082	1,117	13,739	8,758
	Computer Support	158	192	273	213	223	220	190	288	292	292	301	295	2,937	877
	TOTAL	2,790	3,222	4,106	3,313	2,914	3,498	4,172	4,285	3,487	3,436	3,500	3,286	42,009	29,107
Museum Passes		23	32	25	40	34	41	80	94	52	43	23	35	522	246
Visitors		15,039	15,136	20,649	17,264	16,586	20,514	21,620	23,783	20,451	21,600	24,639	17,023	234,304	143,580
Room Use	<i>Hours</i>														
	Library Programs	69	100	141	137	144	220	135	417	196	252	281	202	2,293	413
	Board/FOL/Staff	48	38	107	34	39	64	53	47	100	55	68	37	688	351
	Outside Organizations	90	145	111	118	235	166	60	121	132	142	139	138	1,595	398
	Room Checkouts	141	128	264	148	156	146	118	142	141	170	145	145	1,844	865
	Outside Organization Meetings/Programs (bookings)	29	41	35	36	39	20	15	19	38	33	47	44	396	90
Collection Size (print & media)	Added	822	901	1,134	849	895	1,038	932	936	849	896	1,471	845	11,568	11,904
	Withdrawn	1,600	877	728	1,609	865	570	1,153	1,249	733	977	1,220	1,681	13,262	10,770
	TOTAL	157,977	157,623	157,852	156,923	157,092	157,674	157,396	156,751	156,923	157,352	157,510	156,343	157,510	158,379



Memorandum

OF UNDERSTANDING

SALS HAS BEEN AWARDED \$56,000 TO IMPLEMENT SENIOR PLANET'S OATS PROGRAM. PLEASE COMPLETE AND RETURN THIS MEMORANDUM OF UNDERSTANDING TO SALS BY FEBRUARY 1, 2023.

THERE IS AN ADDITIONAL SENIOR PLANET LICENSING PROGRAM COMMITMENT FORM THAT WILL BE SUBMITTED SEPARATELY.

THIS MOU OUTLINES THE EXPECTATIONS AND RESPONSIBILITIES OF ALL PARTIES.

Senior Planet Responsibilities

- Provide license, training & funding for participating member libraries

SALS Responsibilities

- Implement and administer the Senior Planet grant
- Assemble Technology Kits for use by member libraries
- Schedule deliveries of Technology Kits to member libraries in a timely manner
- Ensure all necessary records and reports for the cohort are submitted to Senior Planet
- Support member libraries in implementing the OATS program (e.g. provide press release templates, training to support initiative)



Southern Adirondack
Library System



22 Whitney Pl
Saratoga Springs, NY



www.sals.edu



518-584-7300

MOU CONTINUED

Participating Library Responsibilities

- Fill two positions to implement the grant (may be done by one or two people):
 - Program lead: Handling all administrative duties (scheduling programs, requesting tech kits, attending monthly cohort meetings, statistical information, and reporting on programs, including collecting anecdotal stories from participants)
 - Trainer: Attending the train-the-trainer series, implementing 15 programs at the library for seniors, attending monthly cohort meetings, ensuring tech kits are returned promptly
- Trainer attends the OATS train-the-trainer series beginning on February 14 or 15, 2023, and completes all out-of-class work
- Implement 15 programs at the library for seniors
- Attend monthly virtual SALS cohort meetings
- Attend four mandatory Senior Planet trainer trainings each year to maintain trainer status
- Ensure tech kits are returned promptly
- File all required reports
- Use the SALS elearning platform to:
 - Access links to OATs documentation
 - Access links to technology kit scheduling
 - Additional resources
- Participating libraries will be given a \$3,000 stipend to cover the costs of up to two staff per library to help implement the program. The first \$1,500 stipend will be given upon completion of the MOU between participating libraries and SALS; the second \$1,500 stipend will be released after staff complete the train-the-trainer sessions. Trainers should be paid a minimum of \$20 an hour for training, reporting & program delivery.
- Completion of the Senior Planet OATS's Licensing Program Commitment Form (link to form will be shared in email).

TIMELINE & DEADLINES

FEBRUARY 2023

- Complete & submit SALS MOU by February 1
- Complete & submit OATS Commitment by February 1
- Once paperwork is submitted, libraries receive \$1,500 from SALS
- Register & attend Train-the-Trainer weekly session (75 minutes).
 - Tuesday Option: 12 pm February 14th – March 14th
 - Wednesday Option: 5 pm February 15 – March 15

MARCH 2023

- Conclude the Train-the-Trainer sessions with Senior Planet
- Complete a practice teaching session prior to the first public class
- Landscape Review: Identify potential community partners to help promote the program
- After completing the Train-the-Trainer sessions, participating libraries will receive \$1,500 from SALS

APRIL 2023

- Establish class schedule (Each library must host a minimum of 15 sessions before July 15, 2024)
- Create marketing plan to promote classes
 - Social media
 - Press release
- Send press release to local press, ask partner organizations to spread the word, recruit adult learners

MAY 2023

- 2 pm May 17, 2023: Senior Planet Quarterly Meeting
- Promote class on social media & with press release
- Host public class
- Collect qualitative & quantitative data on program

JUNE & JULY 2023

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program

AUGUST 2023

- 2 pm August 16, 2023: Senior Planet Quarterly Meeting
- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program

TIMELINE & DEADLINES



SEPTEMBER 2023

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program



OCTOBER 2023

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program
- Prepare & send out PR release about first six months of program



NOVEMBER 2023

- 2 pm November 15: Senior Planet Quarterly Meeting
- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program



DECEMBER 2023 & JANUARY/FEBRUARY 2024

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program



MARCH 2024

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program
- Prepare & send out PR release about first year of program



APRIL, MAY & JUNE 2024

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program



JULY 2024

- Host public class
- Write PR about impact of program
- All final reports must be submitted no later than July 15, 2024.

End of program: July 31, 2024

DEADLINES

- **February 1, 2023:** Submit signed SALS MOU
- **February 1, 2023:** Submit signed Senior Planet Commitment Form
- **February 5, 2023:** Participating libraries with submitted paperwork receive \$1,500
- **February 1, 2023:** Choose which Train-the-Trainer sessions to attend
- **February 14 or 15, 2023:** Begin Senior Planet Train-the-Trainer program
- **April 1, 2023:** Participating libraries that successfully complete Senior Planet training receive final \$1,500
- **July 15, 2024:** Final reports must be submitted to Senior Planet

AGREEMENT

The _____ Library agrees to the terms as outlined in the MOU with SALS above to participate in the Senior Planet OATS program.

Failure to meet the deadlines or complete the training will result in the termination of this MOU and the forfeiture of the allocated funds.

Project Coordinator:

Date:

Director:

Date:

Board President:

Date:

Janitorial Services Contract Recommendation

January 2023

The current Janitorial Services Contract with K&P Facilities Maintenance expires on February 28, 2023. Janitorial services are provided daily, after hours, and include vacuuming, cleaning of bathrooms, dusting, garbage removal, etc. We currently pay \$5,040 per month.

A request for bids for the Janitorial Services Contract was issued on November 28, 2022. The Notice to Bidders was published in the Times Union for a week beginning on November 30, 2022. A site visit was held on December 8, 2022, and bids were due by January 5, 2023.

Two companies submitted a bid by the due date. The bids were opened in public at 10:30am by Lisa Oddo and Alex Gutelius.

		K&P Facilities Maintenance	Vanguard
Monthly price for all services as specified for each year of the contract.	2023/2024	Monthly Price \$ 6,300	Monthly Price \$ 15,540
	2024/2025	\$ 6,300	\$ 16,158
	2025/2026	\$ 6,300	\$ 16,801
Hourly rate for all work done outside item #1	Per Hour	\$ 35.00	\$ 33.60
Hourly rate for all work done during holidays on a non-emergency basis	Per Hour	\$ 40.00	\$40.00
Hourly Rate for all work done on an emergency basis.	Per Hour	\$ 45.00	\$44.00
Percent of MSRP for all materials supplied outside the specifications		25%	115% of MSRP see note below

Vanguard note: Generally, our company pays significantly less than MSRP for consumable supplies and materials. If we have to pay MSRP, then the Library will be charged 115% of MSRP. However, it will likely be economically beneficial for the Library to allow Parity-Whats, Inc. to make a 23% Gross Margin, which will likely be far lower than 115% of MSRP.

The bid submissions were evaluated to make sure all the specifications in the bid document were met. The lowest responsive bidder was K&P Facilities Maintenance. K&P have been providing janitorial services to the Library for the past 7 years, and we have been very pleased with their service. The 2023 K&P bid is 25% higher than the current rate of \$5,040 per month but significantly lower than the other submission.

Recommendation

It is recommended that the Library contract with K&P Facilities Maintenance at an annual cost of \$75,600 beginning March 1, 2023 through February 28, 2026.

Prepared by: Alex Gutelius, Library Director

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**

Board of Trustee President

Date: _____

MVLS Board President
()

Date: _____

SALS Board President
()

Date: _____

Revised March 2, 2021