



March 20, 2023 7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the February 27, 2023 meeting for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. January 2023 Financial Statement
 - B. February 2023 Financial Statement
 - C. *Warrant
 - #2023-05 March 8, 2023 \$ 119,578.77
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. *Finance Committee – Pioneer Bank Recommendation
 - B. *Finance Committee – Payroll Company Recommendation
 - C. Finance Committee – Notes from Meeting of March 1, 2023
 - D. *Personnel Committee – Health Insurance Benefits Recommendation
 - E. *Personnel Committee – Emergency Closings Recommendation
 - F. Personnel Committee - Notes from Meeting of March 6, 2023
 - G. Ad Hoc Crisis Communications Committee – Notes from Meeting of March 8, 2023
 - H. *B&G Committee – EV Charging Stations
 - I. B&G Committee – Notes from Meeting of March 13, 2023
9. Old Business
10. New Business
 - A. *2022 Annual Report for Public and Association Libraries
 - B. *SALS 2023 Construction Grant
 - C. *Pandemic Operations Plan update

11. Executive Session

* Items so marked are action items



February 27, 2023

7:15 PM

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

Absent: Purushothaman Srinivasan, David Golden.

Guests: Susan Flint, Lisa Oddo, and John Criscone; Cusack & Company CPA LLC

The meeting was called to order at 7:17 PM by Ms. McMunn.

AGENDA: Ms. McMunn presented the February 27, 2023 agenda for approval with two modifications. Presentation of the 2022 Audit will be moved up on the agenda to item 2A. Additionally, the February 22, 2023 warrant will be presented for approval. A **Motion** was made by Mr. Wise, seconded by Mr. Meyer, to approve the agenda as modified. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Madison, seconded by Ms. Dugan to accept the January 23, 2023 minutes as sent. The **Motion** passed unanimously by those present. Mr. DiGianni and Mr. Rodger chose to abstain.

Presentation of the 2022 Audit:

John Criscone of Cusack & Company was present to review the summary results and answer any questions about the 2022 audit. Mr. Criscone noted the audit went very well. Staff was easy to work with and provided all information in a timely manner. He noted it was a very clean audit. All significant transactions have been recognized in the financial statements in the proper period. The financial statement disclosures are neutral, consistent, and clear. They encountered no significant difficulties in dealing with management in performing and completing the audit. Finally, he noted some of the recommendations. The recommendation for this year was to review outstanding checks on the monthly basis to determine if they should be reissued to the vendor or written off. There were two recommendations from last year that are still being completed; to review employee vacation accrual balances and review and update the employee handbook. Management is making the proper updates in all these areas. Mr. Criscone thanked Ms. Gutelius and her staff for all their preparation and cooperation during the audit. The Board of Trustees accepted the 2022 audit as presented.



PUBLIC COMMENT: None

BOARD COMMENT: Mr. Meyer shared information about his positive outreach experience.

TREASURER'S REPORT:

Mr. Cantore presented the Financial Statement for December 2022. The Financial Statement was reviewed and received for audit. The January 2023 report will be presented at the March meeting. Mr. Cantore noted the library received \$2,000 in donations.

The January 25, 2023 warrant for \$612,589.22 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Rodger, to approve the January 25, 2023 warrant. The **Motion** passed unanimously by those present. The reviewer for the January 25, 2023 warrant was Ms. McMunn.

The February 8, 2023 warrant for \$139,037.72 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Wise, to approve the February 8, 2023 warrant. The **Motion** passed unanimously by those present. The reviewer for the February 8, 2023 warrant was Mr. Meyer.

The February 22, 2023 warrant for \$166,301.12 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Ms. Brown, to approve the February 22, 2023 warrant. The **Motion** passed unanimously by those present. The reviewer for the February 22, 2023 warrant was Mr. Meyer.

THE FRIENDS: Mr. Foster gave the following report:

1. The FOL just launched their newly updated website.
2. The Friends are hosting a craft supply give and take event on March 25-26. Donations can only be dropped off on Friday, March 24 from 2-6pm.

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

1. We are scheduling tax appointments for AARP on Monday's and Saturday's.
2. We have all the state and federal tax forms and instructions. They are available on the main floor of the library.
3. Discussions regarding EV Charging Stations continue; however, no decisions have been made.



4. The library will be a polling station again this year for voting for the June primary and the November general election.
5. At the recommendation of the Sherriff's Department staff has been participating in small group walk throughs by department to help with emergency planning. Emergency exits, safe spaces, location of fire extinguishers, AED, and procedures are all reviewed.

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

1. We continue to meet with Synthesis Architects and Accent Furniture. Decisions are being finalized for storage options, flooring, and furniture for the children's library.
2. We are looking at installing perforated vinyl on glass surfaces for offices as a protective/privacy measure.
3. There has been some discussion about installing a rescue window in the Northeast corner of the building. The Building and Grounds Committee will research cost estimates.
4. The upper right quadrant of the website changes every two weeks with a new featured event. Currently Tech Talk is being promoted.
5. Staff is participating in Outreach and recently attended Winterfest and the Kids Expo at Impact Athletics. In April we will participate in Science & Health Discovery Night at Shenendehowa High School.
6. The Teen Vision Board program was covered by The Daily Gazette.
7. The board briefly discussed NARCAN training.

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

1. The SALS annual meeting is scheduled for May 15. Save the date cards were shared with trustees.
2. The Town Center Park extension will be explored through grants and community partners. This is in the initial stages of discussions.
3. Staff is participating in Phishing and Security training through JA. Additional training will take place during the year. This training will help secure our cyber liability insurance.
4. The SALS Construction grant is due April 1. Staff will report on a project proposal at the March meeting.
5. The 2022 End of Year Report was included in the board packet.
6. Ms. Gutelius reviewed the 2023 Director's Goals.
7. Advocacy Day is an entirely virtual event this year. The links have been sent if you are planning to attend.
8. Regular trustee training is required effective January 1, 2023. Ms. Gutelius will get more information about how to document completion or self-reporting.



COMMITTEE REPORTS:

POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan presented the Purchasing Policy and Procedures Manual. Updates were made to the list of authorized purchasers, a date correction, and other minor edits. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the Purchasing Policy and Procedures Manual as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 7.2 Budget Development Review and Adjustment. Updates included a revised title of the Finance and Audit Committee. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 7.2 Budget and Development Review and Adjustment as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 7.3 Check Signing Procedures. The policy was reviewed and updated with minor edits. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 7.3 Check Signing Procedures as amended. The **Motion** passed unanimously by those present.

Finally, Ms. Dugan presented Policy 7.7 Audit. This policy is to ensure external oversight of the management of the library's fiscal procedures. The policy was reviewed and updated to remove the sentence indicating that changing auditors every five years would begin in 2010. Ms. Dugan made the **Motion** on behalf of the

Policy Committee to approve Policy 7.7 Audit as amended. The **Motion** passed unanimously by those present.

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: No Report

BUILDINGS AND GROUNDS: No Report

FINANCE: No Report

LEGISLATION: No Report



OLD BUSINESS: None

NEW BUSINESS: Amendment to the By-Laws

Mr. Cantore presented the By-Laws. Updates included an edit to Article V to define that the Treasurer is the Chair of the Finance and Audit Committee. There was also discussion about revising the language under the Election Process to clarify majority vote of the board regarding a contested race. Mr. Cantore made the **Motion**, seconded by Ms. Dugan, to approve the By-Laws as amended. The **Motion** passed unanimously by those present.

Mr. Digianni noted the new statewide property tax exemption for firefighters and EMS workers. Local governments are beginning to make decisions to opt-in to the program.

There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Cantore, to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 8:15 PM.

The next scheduled Board Meeting is Monday, March 20, 2023 at 7:15pm.

Clifton Park-Halfmoon Public Library
Financial Statement January 2023

Percentage of Year: 8.33%

<i>RECEIPTS</i>	<i>Adopted Budget</i>	<i>Modified</i>		<i>YTD as % of</i>			
	<i>Jan 23</i>	<i>Adj Budget</i>	<i>Budget</i>	<i>January</i>	<i>YTD</i>	<i>Budget</i>	<i>Variance</i>
Governmental Income							
4010 Town of Clifton Park	\$3,261,597.00	\$0.00	\$3,261,597.00	\$0.00	\$0.00	0.00%	-\$3,261,597.00
4020 Town of Halfmoon	\$1,659,423.00	\$0.00	\$1,659,423.00	\$0.00	\$0.00	0.00%	-\$1,659,423.00
4040 LLSA	\$16,283.00	\$0.00	\$16,283.00	\$0.00	\$0.00	0.00%	-\$16,283.00
4030 Bullet Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$4,937,303.00	\$0.00	\$4,937,303.00	\$0.00	\$0.00	0.00%	-\$4,937,303.00
Grants							
4110 SALS Programming	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4150 DFY Municipal	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$0.00	0.00%	-\$3,600.00
4160 Friends - Specified	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	0.00%	-\$9,000.00
4170a Saratoga Arts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170b Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170d Lighting Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170e NCWIT Aspire IT Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4175 Construction Grant Challenge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170 Other Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4190 FEMA Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$12,600.00	\$0.00	\$12,600.00	\$0.00	\$0.00	0.00%	-\$12,600.00
Donations							
4210 Patron Donations	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	0.00%	-\$1,000.00
4220 Friends - Unspecified	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4230 Commemorative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4240 Other Donations	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%	\$2,000.00
Subtotal	\$1,000.00	\$0.00	\$1,000.00	\$2,000.00	\$2,000.00	0.00%	\$1,000.00
Interest							
4310 Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4320 Unrealized Gain/Loss on Investment	\$0.00	\$0.00	\$0.00	\$323.85	\$323.85	0.00%	\$323.85
4330 Bank Interest Income	\$1,000.00	\$0.00	\$1,000.00	\$604.56	\$604.56	60.46%	-\$395.44
Subtotal	\$1,000.00	\$0.00	\$1,000.00	\$928.41	\$928.41	92.84%	-\$71.59
Other Income							
4410 Fines	\$10,000.00	\$0.00	\$10,000.00	\$2,506.55	\$2,506.55	25.07%	-\$7,493.45
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$242.71	\$242.71	4.85%	-\$4,757.29
4431 Emp Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4440 Copier	\$15,500.00	\$0.00	\$15,500.00	\$748.55	\$748.55	4.83%	-\$14,751.45
4450 Other	\$0.00	\$0.00	\$0.00	\$82.36	\$82.36	0.00%	\$82.36
Subtotal	\$30,500.00	\$0.00	\$30,500.00	\$3,580.17	\$3,580.17	11.74%	-\$26,919.83
Total Receipts	\$4,982,403.00	\$0.00	\$4,982,403.00	\$6,508.58	\$6,508.58	0.13%	-\$4,975,894.42
Applied Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total Receipts including Appropriations	\$4,982,403.00	\$0.00	\$4,982,403.00	\$6,508.58	\$6,508.58	0.13%	-\$4,975,894.42

Clifton Park-Halfmoon Public Library
Financial Statement January 2023

Percentage of Year: 8.33%

<i>DISBURSEMENTS</i>	<i>Adopted Budget</i> <i>Jan 23</i>	<i>Adj Budget</i>	<i>Modified</i> <i>Budget</i>	<i>January</i>	<i>YTD</i>	<i>YTD as % of</i> <i>Budget</i>	<i>Variance</i>
Personnel							
7010 Salaries - Personnel	\$2,392,533.00	\$0.00	\$2,392,533.00	\$57,396.81	\$57,396.81	2.40%	\$2,335,136.19
7013 Contracted Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
7200 Insurance	\$140,246.00	\$0.00	\$140,246.00	\$36,646.85	\$36,646.85	26.13%	\$103,599.15
7300 Benefits - Taxes	\$181,636.00	\$0.00	\$181,636.00	\$3,772.52	\$3,772.52	2.08%	\$177,863.48
7400 Benefits - Retirement	\$250,000.00	\$0.00	\$250,000.00	\$56,395.00	\$56,395.00	22.56%	\$193,605.00
7500 Benefits - Pass through	\$0.00	\$0.00	\$0.00	-\$3,768.23	(\$3,768.23)	0.00%	\$3,768.23
Subtotal	\$2,965,415.00	\$0.00	\$2,965,415.00	\$150,442.95	\$150,442.95	5.07%	\$2,814,972.05
Library Materials							
6010 Books	\$161,438.00	\$0.00	\$161,438.00	\$1,649.06	\$1,649.06	1.02%	\$159,788.94
6020 Periodicals	\$14,000.00	\$0.00	\$14,000.00	\$7,812.57	\$7,812.57	55.80%	\$6,187.43
6030 AV	\$57,000.00	\$0.00	\$57,000.00	\$0.00	\$0.00	0.00%	\$57,000.00
6050 Digital Resources	\$113,500.00	\$0.00	\$113,500.00	\$12,135.61	\$12,135.61	10.69%	\$101,364.39
6090 Other	\$0.00	\$0.00	\$0.00	\$211.96	\$211.96	0.00%	-\$211.96
Subtotal	\$345,938.00	\$0.00	\$345,938.00	\$21,809.20	\$21,809.20	6.30%	\$324,128.80
Facility & Equipment							
6110 Bldg Svc Contracts	\$213,022.00	\$0.00	\$213,022.00	\$7,343.49	\$7,343.49	3.45%	\$205,678.51
6130 Office Equip	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$0.00	0.00%	\$5,500.00
6140 Facility Insurance	\$50,000.00	\$0.00	\$50,000.00	\$42,687.00	\$42,687.00	85.37%	\$7,313.00
6150 Repairs - Bldg & Equipment	\$46,000.00	\$0.00	\$46,000.00	\$1,139.61	\$1,139.61	2.48%	\$44,860.39
6160 Equipment Lease Expense	\$28,050.00	\$0.00	\$28,050.00	\$2,431.59	\$2,431.59	8.67%	\$25,618.41
61000 Other Fac & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$342,572.00	\$0.00	\$342,572.00	\$53,601.69	\$53,601.69	15.65%	\$288,970.31
Operations							
6200 Programs	\$46,920.00	\$0.00	\$46,920.00	\$6,040.26	\$6,040.26	12.87%	\$40,879.74
6510 Automation	\$225,000.00	\$0.00	\$225,000.00	\$18,167.18	\$18,167.18	8.07%	\$206,832.82
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$916.05	\$916.05	10.18%	\$8,083.95
6520 Elections	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$0.00	0.00%	\$5,500.00
6521 Insurance - D & O	\$1,111.00	\$0.00	\$1,111.00	\$2,003.00	\$2,003.00	180.29%	-\$892.00
6525 Membership Dues	\$4,500.00	\$0.00	\$4,500.00	\$50.00	\$50.00	1.11%	\$4,450.00
6530 Office & Lib Supplies	\$22,500.00	\$0.00	\$22,500.00	\$1,380.11	\$1,380.11	6.13%	\$21,119.89
6540 Postage & Freight	\$6,500.00	\$0.00	\$6,500.00	\$500.00	\$500.00	7.69%	\$6,000.00
6545 Professional Services	\$33,000.00	\$0.00	\$33,000.00	\$124.00	\$124.00	0.38%	\$32,876.00
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$511.08	\$511.08	4.65%	\$10,488.92
6556 Travel & Continuing Ed	\$15,000.00	\$0.00	\$15,000.00	\$4,033.15	\$4,033.15	26.89%	\$10,966.85
6575 Utilities	\$100,000.00	\$0.00	\$100,000.00	\$19,187.09	\$19,187.09	19.19%	\$80,812.91
6576 Building Security	\$100,980.00	\$0.00	\$100,980.00	\$7,095.74	\$7,095.74	7.03%	\$93,884.26
6581 Other Operational	\$7,085.00	\$0.00	\$7,085.00	\$373.36	\$373.36	5.27%	\$6,711.64
Subtotal	\$588,096.00	\$0.00	\$588,096.00	\$60,381.02	\$60,381.02	10.27%	\$527,714.98
Bonds							
6610 Town of Clifton Park	\$503,782.00	\$0.00	\$503,782.00	\$454,774.10	\$454,774.10	90.27%	\$49,007.90
6620 Town of Halfmoon	\$236,600.00	\$0.00	\$236,600.00	\$0.00	\$0.00	0.00%	\$236,600.00
Subtotal	\$740,382.00	\$0.00	\$740,382.00	\$454,774.10	\$454,774.10	61.42%	\$285,607.90
Other Expense Types							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total Disbursements	\$4,982,403.00	\$0.00	\$4,982,403.00	\$741,008.96	\$741,008.96	14.87%	\$4,241,394.04

Clifton Park-Halfmoon Public Library
Financial Statement January 2023

Percentage of Year: 8.33%

<i>Cash - Bank Balances</i>	
1040 Petty Checking	\$224.25
1050 Petty Cash	\$680.47
1051 Business Checking	\$124,128.15
1052 MM Savings	\$1,322,032.76
1060 Unemployment Fund Bond	\$112,222.96
TTL CASH	\$1,559,288.59
1100 Accounts Receivable	\$1,796.69
12000 Undeposited Funds	\$0.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
TTL ASSETS	\$1,561,085.28
1071 Accrued credit card	\$0.00
2000 Accounts Payable	\$36,791.62
21000 Accrued Pay	\$0.00
24000 Payroll Liab	\$0.00
24100 Accrued Leave and Payroll	\$0.00
24200 Accrued Expense	\$0.00
TTL LIABILITIES	\$36,791.62
TTL EQUITY	\$1,524,293.66
	\$0.00
TTL LIAB & EQUITY	\$1,561,085.28

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$6,508.58
Year to Date Expenses	-\$741,008.96
Net Change	<u>-\$734,500.38</u>

Appropriations	Use of Fund		
	Prior Month Balance	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	\$1,855,630.41	\$262,474.34	\$2,118,104.75
Fund Changes	\$1,996,319.70	\$262,474.34	\$2,258,794.04

Clifton Park-Halfmoon Public Library
Financial Statement January 2023

Percentage of Year: 8.33%

Net Fixed Assets				
	12/31/22	12/31/2021	\$ Change	% Change
LAND	\$ 593,860.00	\$ 593,860.00	0.00	0%
LAND IMPROVEMENTS	\$ 13,781.00	\$ 17,303.00	-3,522.00	-20.35%
COMPUTER EQUIP	\$ -	\$ -	0.00	0.00%
EQUIPMENT	\$ 23,201.00	\$ 33,122.00	-9,921.00	-29.95%
BUILDING	\$ 7,632,665.00	\$ 7,978,994.00	-346,329.00	-4.34%
TOTALS	8,263,507.00	\$ 8,623,279.00	-359,772.00	-4.17%

Reconciliation	
Prior Month Fund Balance	\$1,996,319.70
+ Net change (revenues - expenses)	-\$734,500.38
Subtotal	\$1,261,819.32
- Total Cash	-\$1,559,288.59
Accounts Payable	\$36,791.62
Accounts Receivable	-\$1,796.69
Prepaid Expense	\$0.00
Accrued Payroll	\$0.00
Undeposited Funds	\$0.00
Accrued Leave and Payroll	\$0.00
Accrued Expense	\$0.00
Payroll Liab	\$0.00
Credit Cards	\$0.00
Fixed Assets	\$0.00
Balance	\$0.00

Clifton Park-Halfmoon Public Library
Financial Statement February 2023

Percentage of Year: 16.67%

<i>RECEIPTS</i>	<i>Adopted Budget</i> <i>Jan 23</i>	<i>Adj Budget</i>	<i>Modified</i> <i>Budget</i>	<i>February</i>	<i>YTD</i>	<i>YTD as % of</i> <i>Budget</i>	<i>Variance</i>
Governmental Income							
4010 Town of Clifton Park	\$3,261,597.00	\$0.00	\$3,261,597.00	\$3,261,599.53	\$3,261,599.53	100.00%	\$2.53
4020 Town of Halfmoon	\$1,659,423.00	\$0.00	\$1,659,423.00	\$1,659,423.68	\$1,659,423.68	100.00%	\$0.68
4040 LLSA	\$16,283.00	\$0.00	\$16,283.00	\$0.00	\$0.00	0.00%	-\$16,283.00
4030 Bullet Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$4,937,303.00	\$0.00	\$4,937,303.00	\$4,921,023.21	\$4,921,023.21	99.67%	-\$16,279.79
Grants							
4110 SALS Programming	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4150 DFY Municipal	\$3,600.00	\$0.00	\$3,600.00	\$3,667.00	\$3,667.00	101.86%	\$67.00
4160 Friends - Specified	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	0.00%	-\$9,000.00
4170a Saratoga Arts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170b Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170d Lighting Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170e NCWIT Aspire IT Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4175 Construction Grant Challenge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170 Other Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4190 FEMA Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$12,600.00	\$0.00	\$12,600.00	\$3,667.00	\$3,667.00	29.10%	-\$8,933.00
Donations							
4210 Patron Donations	\$1,000.00	\$0.00	\$1,000.00	\$35.15	\$35.15	3.52%	-\$964.85
4220 Friends - Unspecified	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4230 Commemorative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4240 Other Donations	\$0.00	\$0.00	\$0.00	\$250.00	\$2,250.00	0.00%	\$2,250.00
Subtotal	\$1,000.00	\$0.00	\$1,000.00	\$285.15	\$2,285.15	228.52%	\$1,285.15
Interest							
4310 Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4320 Unrealized Gain/Loss on Investment	\$0.00	\$0.00	\$0.00	\$297.33	\$621.18	0.00%	\$621.18
4330 Bank Interest Income	\$1,000.00	\$0.00	\$1,000.00	\$1,549.01	\$2,153.57	215.36%	\$1,153.57
Subtotal	\$1,000.00	\$0.00	\$1,000.00	\$1,846.34	\$2,774.75	277.48%	\$1,774.75
Other Income							
4410 Fines	\$10,000.00	\$0.00	\$10,000.00	\$2,319.62	\$4,826.17	48.26%	-\$5,173.83
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$415.92	\$658.63	13.17%	-\$4,341.37
4431 Emp Books	\$0.00	\$0.00	\$0.00	-\$16.50	(\$16.50)	0.00%	-\$16.50
4440 Copier	\$15,500.00	\$0.00	\$15,500.00	\$800.65	\$1,549.20	9.99%	-\$13,950.80
4450 Other	\$0.00	\$0.00	\$0.00	\$84.64	\$167.00	0.00%	\$167.00
Subtotal	\$30,500.00	\$0.00	\$30,500.00	\$3,604.33	\$7,184.50	23.56%	-\$23,315.50
Total Receipts	\$4,982,403.00	\$0.00	\$4,982,403.00	\$4,930,426.03	\$4,936,934.61	99.09%	-\$45,468.39
Applied Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total Receipts including Appropriations	\$4,982,403.00	\$0.00	\$4,982,403.00	\$4,930,426.03	\$4,936,934.61	99.09%	-\$45,468.39

Clifton Park-Halfmoon Public Library
Financial Statement February 2023

Percentage of Year: 16.67%

<i>DISBURSEMENTS</i>	<i>Adopted Budget</i> <i>Jan 23</i>	<i>Adj Budget</i>	<i>Modified</i> <i>Budget</i>	<i>February</i>	<i>YTD</i>	<i>YTD as % of</i> <i>Budget</i>	<i>Variance</i>
Personnel							
7010 Salaries - Personnel	\$2,392,533.00	\$0.00	\$2,392,533.00	\$176,161.10	\$233,557.91	9.76%	\$2,158,975.09
7013 Contracted Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
7200 Insurance	\$140,246.00	\$0.00	\$140,246.00	\$7,739.20	\$44,386.05	31.65%	\$95,859.95
7270 Employee Public Relations	\$0.00	\$0.00	\$0.00	\$221.21	\$221.21	0.00%	-\$221.21
7300 Benefits - Taxes	\$181,636.00	\$0.00	\$181,636.00	\$12,845.52	\$16,618.04	9.15%	\$165,017.96
7400 Benefits - Retirement	\$250,000.00	\$0.00	\$250,000.00	\$0.00	\$56,395.00	22.56%	\$193,605.00
7500 Benefits - Pass through	\$0.00	\$0.00	\$0.00	\$775.55	(\$2,992.68)	0.00%	\$2,992.68
Subtotal	\$2,965,415.00	\$0.00	\$2,965,415.00	\$197,742.58	\$348,185.53	11.74%	\$2,617,229.47
Library Materials							
6010 Books	\$161,438.00	\$0.00	\$161,438.00	\$15,137.55	\$16,786.61	10.40%	\$144,651.39
6020 Periodicals	\$14,000.00	\$0.00	\$14,000.00	\$763.50	\$8,576.07	61.26%	\$5,423.93
6030 AV	\$57,000.00	\$0.00	\$57,000.00	\$5,666.66	\$5,666.66	9.94%	\$51,333.34
6050 Digital Resources	\$113,500.00	\$0.00	\$113,500.00	\$9,878.71	\$22,014.32	19.40%	\$91,485.68
60000 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$211.96	0.00%	-\$211.96
Subtotal	\$345,938.00	\$0.00	\$345,938.00	\$31,446.42	\$53,255.62	15.39%	\$292,682.38
Facility & Equipment							
6110 Bldg Svc Contracts	\$213,022.00	\$0.00	\$213,022.00	\$23,139.53	\$30,483.02	14.31%	\$182,538.98
6130 Office Equip	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$0.00	0.00%	\$5,500.00
6140 Facility Insurance	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$42,687.00	85.37%	\$7,313.00
6150 Repairs - Bldg & Equipment	\$46,000.00	\$0.00	\$46,000.00	\$4,246.73	\$5,386.34	11.71%	\$40,613.66
6160 Equipment Lease Expense	\$28,050.00	\$0.00	\$28,050.00	\$2,221.52	\$4,653.11	16.59%	\$23,396.89
61000 Other Fac & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$342,572.00	\$0.00	\$342,572.00	\$29,607.78	\$83,209.47	24.29%	\$259,362.53
Operations							
6200 Programs	\$46,920.00	\$0.00	\$46,920.00	\$1,985.68	\$8,025.94	17.11%	\$38,894.06
6510 Automation	\$225,000.00	\$0.00	\$225,000.00	\$16,445.04	\$34,612.22	15.38%	\$190,387.78
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$592.63	\$1,508.68	16.76%	\$7,491.32
6520 Elections	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$0.00	0.00%	\$5,500.00
6521 Insurance - D & O	\$1,111.00	\$0.00	\$1,111.00	\$0.00	\$2,003.00	180.29%	-\$892.00
6525 Membership Dues	\$4,500.00	\$0.00	\$4,500.00	\$218.00	\$268.00	5.96%	\$4,232.00
6530 Office & Lib Supplies	\$22,500.00	\$0.00	\$22,500.00	\$972.97	\$2,353.08	10.46%	\$20,146.92
6540 Postage & Freight	\$6,500.00	\$0.00	\$6,500.00	\$538.49	\$1,038.49	15.98%	\$5,461.51
6545 Professional Services	\$33,000.00	\$0.00	\$33,000.00	\$13,524.00	\$13,648.00	41.36%	\$19,352.00
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$696.19	\$1,207.27	10.98%	\$9,792.73
6556 Travel & Continuing Ed	\$15,000.00	\$0.00	\$15,000.00	\$310.00	\$4,343.15	28.95%	\$10,656.85
6575 Utilities	\$100,000.00	\$0.00	\$100,000.00	\$10,140.27	\$29,327.36	29.33%	\$70,672.64
6576 Building Security	\$100,980.00	\$0.00	\$100,980.00	\$8,218.33	\$15,314.07	15.17%	\$85,665.93
6581 Other Operational	\$7,085.00	\$0.00	\$7,085.00	\$213.93	\$587.29	8.29%	\$6,497.71
Subtotal	\$588,096.00	\$0.00	\$588,096.00	\$53,855.53	\$114,236.55	19.42%	\$473,859.45
Bonds							
6610 Town of Clifton Park	\$503,782.00	\$0.00	\$503,782.00	\$0.00	\$454,774.10	90.27%	\$49,007.90
6620 Town of Halfmoon	\$236,600.00	\$0.00	\$236,600.00	\$0.00	\$0.00	0.00%	\$236,600.00
Subtotal	\$740,382.00	\$0.00	\$740,382.00	\$0.00	\$454,774.10	61.42%	\$285,607.90
Other Expense Types							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total Disbursements	\$4,982,403.00	\$0.00	\$4,982,403.00	\$312,652.31	\$1,053,661.27	21.15%	\$3,928,741.73

Clifton Park-Halfmoon Public Library
Financial Statement February 2023

Percentage of Year: 16.67%

<i>Cash - Bank Balances</i>	
1040 Petty Checking	\$224.25
1050 Petty Cash	\$714.58
1051 Business Checking	\$109,781.96
1052 MM Savings	\$5,945,935.90
1060 Unemployment Fund Bond	\$112,520.29
TTL CASH	\$6,169,176.98
1100 Accounts Receivable	\$1,829.59
12000 Undeposited Funds	\$0.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
TTL ASSETS	\$6,171,006.57
1071 Accrued credit card	\$0.00
2000 Accounts Payable	\$28,959.19
21000 Accrued Pay	\$0.00
24000 Payroll Liab	\$0.00
24100 Accrued Leave and Payroll	\$0.00
24200 Accrued Expense	\$0.00
TTL LIABILITIES	\$28,959.19
TTL EQUITY	\$6,142,047.38
	\$0.00
TTL LIAB & EQUITY	\$6,171,006.57

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$4,936,934.61
Year to Date Expenses	-\$1,053,661.27
Net Change	\$3,883,273.34

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	-\$20.00	\$0.00
32000 Unappropriated Funds/Unrestricted Net Assets	\$2,118,104.75	\$0.00	\$2,118,104.75
Fund Changes	\$2,258,794.04	-\$20.00	\$2,258,774.04

Clifton Park-Halfmoon Public Library
Financial Statement February 2023

Percentage of Year: 16.67%

Net Fixed Assets				
	12/31/22	12/31/2021	\$ Change	% Change
LAND	\$ 593,860.00	\$ 593,860.00	0.00	0%
LAND IMPROVEMENTS	\$ 13,781.00	\$ 17,303.00	-3,522.00	-20.35%
COMPUTER EQUIP	\$ -	\$ -	0.00	0.00%
EQUIPMENT	\$ 23,201.00	\$ 33,122.00	-9,921.00	-29.95%
BUILDING	\$ 7,632,665.00	\$ 7,978,994.00	-346,329.00	-4.34%
TOTALS	8,263,507.00	\$ 8,623,279.00	-359,772.00	-4.17%

Reconciliation	
Prior Month Fund Balance	\$2,258,794.04
+ Net change (revenues - expenses)	\$3,883,273.34
Subtotal	\$6,142,067.38
- Total Cash	-\$6,169,176.98
Accounts Payable	\$28,959.19
Accounts Receivable	-\$1,829.59
Prepaid Expense	\$0.00
Accrued Payroll	\$0.00
Undeposited Funds	\$0.00
Accrued Leave and Payroll	\$0.00
Accrued Expense	\$0.00
Payroll Liab	\$0.00
Credit Cards	\$0.00
Fixed Assets	\$0.00
Balance	\$0.00



CONNECT AND COLLABORATE

Website & Social Media

- The social media post on Facebook with pictures of Family Fort Night had a large reach, as did the Instagram reel featuring Barb Reese and the current trend of “No Ma’am” videos.
- The *Daily Gazette* is in the top five of outbound links from our homepage.

Communications

- A quick reference guide to programs and services will be created monthly to help staff promote events to patrons.
- A new children/teens brochure has been created for YS staff to use at outreach events.
- After the recent fire alarm, new signs have been posted in the building clearly outlining our no-smoking or vaping policy.

Branding

- We continue to promote our branding throughout the Library. New branded tablecloths have been purchased for in-house use and at outreach events. The FOL also have new tablecloths with their updated logo.

National Art Honor Society

- The second floor mezzanine featured art work from National Art Honor Society students from Shenendehowa HS. The art pieces were on display for about a month.

MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Outreach

- Outreach activities continue to increase. In February, staff had an information table at for the Town of Clifton Park’s Winterfest event at the mall, and staff also attended a children’s event at the Impact Athletics Center in Halfmoon.



Visitors

- Visitor traffic dropped a bit in February compared with January, which is to be expected as February is a shorter month. Traffic is up 30% over February 2022.

SALS 2023 Construction Grant

- A proposal for the 2023 SALS Construction Challenge Grant is included in the package. The grant application is to repurpose the old IT office into a multi-purpose room that can be used as a Sensory Space as well as a meeting room for patrons. See proposal under New Business.

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES

Annual Report & Statistics

- The 2022 Annual Report for Public and Association Libraries was submitted to SALS by the deadline. The report is reviewed by SALS staff and then submitted to the State. Section 10 includes the names, addresses, email addresses, and telephone number of current trustees. Please review your entry to make sure the information is correct. Question 12.41 asks if the Library operated in accordance with all the provisions of Education Law and the Regulations of the Commissioner and assures that the "Annual Report" was reviewed and accepted by the Library Board on March 20, 2023.

Programs

- The Library offered over 125 programs in February including:
 - Multiple ELL classes
 - Several Zoom computer based classes such as *Enhance your Tech, Communication, & Leadership Skills* and *Reach More Members Using Email Lists*.
 - First Friday: Using DNA Tools to Solve Family Mysteries
 - Quilt North Charity Event
 - Rock & Ride at the Library
 - Bilingual Family Story Time: Chinese
 - Coding with Scratch Jr.
 - Pokemon Scavenger Hunt (over 500 participants!)
 - Trivia Night – the Lincoln Highway edition
- The Library's Battle of the Book team won this year's competition against the Shen Elementary school, even though the Library's team only had three members (vs five at the schools). The team was led this year by Ariana Quattrocchi and Samantha Green.



DEVELOP PEOPLE AND THE ORGANIZATION

Therapy Dogs for Staff

- Therapy dog events have been arranged in March for staff only. Employees are invited to stop by and de-stress and visit with a certified Therapy Dog during their lunch break.

Annual National Library Workers Day Luncheon

- A luncheon is planned for National Library Workers Day on Tuesday April 25. Trustees are invited to attend. Additional details regarding the time will be shared closer to the date.

Tax exemption for Volunteer Firefighters and Ambulance Workers

- The deadline for approving an exemption for volunteer firefighters and ambulance workers for the 2024 tax year was March 1. If the Library Board were to approve an exemption, it would be starting in the 2025 tax year.
 - Board would need to choose a percentage between 2 and 10. All other entities that have passed the exemption chose 10%.
 - Board would need to choose a length of certified service of between 2 and 5 years. All other entities have chosen 2 years.
- The Town of Clifton Park assessor was not sure of the impact of this exemption as he doesn't know how many firefighters and ambulance workers there are, what their assessed property value is, or if they would apply.

Pandemic Response Plan

- The Pandemic Response Plan has been updated and is included in the package for Board review and approval. There have been no substantive changes to the plan other than to replace references to COVID with infectious disease.

Library Advocacy Day

- SALS arranged virtual visits with legislators over three days beginning March 1st. Many staff members and trustees from SALS libraries participated including Russ Wise and Mat Cantore.

Prepared by: Alex Gutelius
Library Director

**Clifton Park - Halfmoon Public Library
Program Statistics - February 2023**

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
ZOOM: Intermediate English Language Learning (ELL)	February 09 2023	Adults	10	10			
ZOOM: ELL Civics Conversation Group	February 01 2023	Adults	7	7			
ZOOM: ELL Civics Conversation Group	February 08 2023	Adults	7	7			
ZOOM: ELL Civics Conversation Group	February 15 2023	Adults	5	5			
ZOOM: Intermediate English Language Learning (ELL)	February 02 2023	Adults	10	10			
ZOOM: Intermediate English Language Learning (ELL)	February 16 2023	Adults	11	11			
English Language Learning (ELL) Evening Class	February 06 2023	Adults	9	9			
Beginner English Language Learning (ELL)	February 15 2023	Adults	23	23			
Beginner English Language Learning (ELL)	February 08 2023	Adults	35	35			
English Language Learning (ELL) Evening Class	February 27 2023	Adults	7	7			
Beginner English Language Learning (ELL)	February 07 2023	Adults	38	38			
Beginner English Language Learning (ELL)	February 14 2023	Adults	26	26			
Beginner English Language Learning (ELL)	February 28 2023	Adults	5	5			
Beginner English Language Learning (ELL)	February 01 2023	Adults	26	26			
English Language Learning (ELL) Evening Class	February 13 2023	Adults	11	11			
Keeping Your Child Safe on Social Media	February 28 2023	Adults	4	2		2	
Enhance your Tech Skills with Tech-Talk!	February 15 2023	Adults	3	3			0
HYBRID: Save \$\$\$-Download & Stream for FREE!	February 15 2023	Adults	1				1
HYBRID: Save \$\$\$-Download & Stream for FREE!	February 13 2023	Adults	4	4			
Journaling for Adults	February 08 2023	Adults	18	6			12
HYBRID: Demystifying Shakespeare	February 27 2023	Adults	14	3			11
ZOOM: Mindfulness Meditation	February 17 2023	Adults	18				18
ZOOM: Mindfulness Meditation	February 10 2023	Adults	18				18
ZOOM: Enhance your Tech, Communication, & Leadership Skills	February 13 2023	Adults	3	2			1
ZOOM: Reach More Members Using Email Lists	February 08 2023	Adults					
ZOOM: Become an Expert Communicator	February 22 2023	Adults					
Concert: Alexandra Chang's Harp Hour	February 12 2023	Adults	55	36	4	15	
HYBRID: Daytime Book Group	February 16 2023	Adults	12	11			1
Genealogy Assistance	February 02 2023	Adults	5	5			
Foreign Film: Amundsen (2019)	February 09 2023	Adults	16	16			
Connecting Threads Quilt Group	February 08 2023	Adults	6	6			
First Friday: Using DNA Tools to Solve Family Mysteries	February 03 2023	Adults	10	10			
Adult Craft: Iris Card Folding	February 08 2023	Adults	11	11			
Mysteries & More Book Group	February 14 2023	Adults	9	9			
Poetry Workshop	February 11 2023	Adults	4	4			
Poetry Workshop	February 04 2023	Adults	5	5			
Quilt North Charity Event	February 06 2023	Adults	45	45			
Reading Therapy Dogs	February 15 2023	Children	3	1		2	
Reading Therapy Dogs	February 15 2023	Children	3	1		2	
Reading Therapy Dogs	February 07 2023	Children	2	1		1	
Reading Therapy Dogs	February 07 2023	Children	2	1		1	
Reading Therapy Dogs	February 07 2023	Children	2	1		1	
Reading Therapy Dogs	February 07 2023	Children	2	1		1	
Reading Therapy Dogs	February 15 2023	Children	2	1		1	
Reading Therapy Dogs	February 15 2023	Children	2	1		1	
Baby Story Time	February 10 2023	Children	34	18		16	
Rock & Ride in the Library!	February 22 2023	Children	12	7		5	
Rock & Ride in the Library!	February 22 2023	Children	52	22		30	

**Clifton Park - Halfmoon Public Library
Program Statistics - February 2023**

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Family Story Time	February 06 2023	Children	74	30		44	
Family Story Time	February 02 2023	Children	70	30		40	
Family Story Time	February 16 2023	Children	63	32		31	
Family Story Time	February 09 2023	Children	45	19		26	
Bilingual Family Story Time: Chinese	February 13 2023	Children	47	21		26	
Snowballs: Story & Craft	February 24 2023	Children	31	14	1	16	
Bilingual Family Story Time: Chinese	February 27 2023	Children	28	13		15	
Snowballs: Story & Craft	February 24 2023	Children	26	12	1	13	
Famous Bears Book Club: Polar Bear's Underwear	February 14 2023	Children	7			7	
Battle of the Books: Team Meeting	February 28 2023	Children	4			4	
Pokemon Party	February 16 2023	Children	17	1		16	
Build a Mini Yeti House	February 23 2023	Children	19	5		14	
Library Tour for Homeschool Group	February 14 2023	Children	15	5		10	
Battle of the Books: Team Meeting	February 14 2023	Children	4	1		3	
Create Digital Art with Python Turtle Graphics	February 22 2023	Children	9	1		8	
Create Digital Art with Python Turtle Graphics	February 21 2023	Children	9	1		8	
Coding with ScratchJr	February 08 2023	Children	7			7	
Coding with ScratchJr	February 01 2023	Children	7			7	
Create Digital Art with Python Turtle Graphics	February 23 2023	Children	11	1		10	
Coding with ScratchJr	February 15 2023	Children	7			7	
Pokemon Scavenger Hunt	February 22 2023	Children	560			560	
Make Your Own Valentine!	February 13 2023	Children	455			455	
Build a Fort After Hours!	February 03 2023	Children	39	17	2	20	
Winterfest: Outdoor Story Time at the Library	February 11 2023	Children	31	12		19	
ZOOM: PJ Story Time	February 07 2023	Children	9	3		6	
Family LEGO Build!	February 21 2023	Children	53	24	4	25	
The U.S. and the Holocaust	February 07 2023	General Interest	16	14	1	1	
Saturday Scrabble Meetup	February 25 2023	General Interest	4	4			
Trivia Night	February 08 2023	General Interest	15	15			
A Bridge to Justice: The Life of Franklin H. Williams	February 02 2023	General Interest	2	2			
Teen Take & Make: Heart Buddies	February 07 2023	Grab & Go	121		121		
One-on-One Tech Help	Various	One on One	9	9			
Tech Tutoring	Various	One on One	14	14			
Wednesday Bridges	February 01 2023	Outreach	6	6			
AARP Tax Preparation Help	February 13 2023	Outreach	20	20			
Helping Hands Outreach	February 09 2023	Outreach	75	21		54	
AARP Tax Preparation Help	February 27 2023	Outreach	20	20			
AARP Tax Preparation Help	February 25 2023	Outreach	20	20			
AARP Tax Preparation Help	February 18 2023	Outreach	20	20			
AARP Tax Preparation Help	February 11 2023	Outreach	20	20			
AARP Tax Preparation Help	February 06 2023	Outreach	20	20			
AARP Tax Preparation Help	February 04 2023	Outreach	20	20			
Impact Athletics	February 18 2023	Outreach	100				
Winterfest 2023 Outreach	February 11 2023	Outreach	113	55	20	38	

**Clifton Park - Halfmoon Public Library
Program Statistics - February 2023**

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
VolunTEEN: Advisory Program (VTAP)	February 16 2023	Teens	5		5		
Teen Video Games Night	February 02 2023	Teens	7		7		
The Princess Bride Interactive Movie Adventure	February 23 2023	Teens	6		6		
Middle School Book Club: The Wild Robot	February 07 2023	Teens	7		7		
Teen LEGO Build	February 24 2023	Teens	6		6		
Parent/Teen Hang Out: Mini Masterpieces	February 21 2023	Teens	16	7	9		
Teen Art Cafe	February 04 2023	Teens	3		3		
Beginner Python Programming	February 06 2023	Teens	10		10		
Beginner Python Programming	February 07 2023	Teens	10		10		
On-The-Go Vision Boards	February 22 2023	Teens	6		6		
VIRTUAL: D&D One-Shot 5e Adventure!	February 21 2023	Teens	6				6
VIRTUAL: D&D One-Shot 5e Adventure!	February 28 2023	Teens	4				4
Discord	February 21 2023	Teens Adults					
Discord	February 28 2023	Teens Adults					

Clifton Park-Halfmoon Public Library 2023 Activity Report

[illegible]

		January	February	March	April	May	June	July	August	September	October	November	December	YTD 2022	YTD 2021
Programming	Number of Programs														
	Adult	41	37	0	0	0	0	0	0	0	0	0	0	78	71
	Teen	12	14	0	0	0	0	0	0	0	0	0	0	26	6
	Child 0-5	22	11	0	0	0	0	0	0	0	0	0	0	33	16
	Child 6-11	3	26	0	0	0	0	0	0	0	0	0	0	29	11
	General	5	4	0	0	0	0	0	0	0	0	0	0	9	1
	One-on-One	9	35	0	0	0	0	0	0	0	0	0	0	44	19
	Grab & Go	30	121	0	0	0	0	0	0	0	0	0	0	151	1,006
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	3
	TOTAL	122	248	0	0	0	0	0	0	0	0	0	0	370	1,133
	Attendance														
	Adult	1,265	497	0	0	0	0	0	0	0	0	0	0	1,762	786
	Teen	179	96	0	0	0	0	0	0	0	0	0	0	275	46
	Child 0-5	753	482	0	0	0	0	0	0	0	0	0	0	1,235	338
	Child 6-11	32	1,285	0	0	0	0	0	0	0	0	0	0	1,317	256
	General	78	37	0	0	0	0	0	0	0	0	0	0	115	25
	One-on-One	9	36	0	0	0	0	0	0	0	0	0	0	45	19
	Grab & Go	30	121	0	0	0	0	0	0	0	0	0	0	151	1,006
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	52
	TOTAL	2,346	2,554	0	0	0	0	0	0	0	0	0	0	4,900	2,476
Outreach	Events / Programs	6	12	0	0	0	0	0	0	0	0	0	0	18	0
	Attendance	120	454	0	0	0	0	0	0	0	0	0	0	574	0
Interlibrary Loan	Borrowed	6,805	6,026	0	0	0	0	0	0	0	0	0	0	12,831	10,037
	Loaned	3,231	2,933	0	0	0	0	0	0	0	0	0	0	6,164	6,199
	TOTAL	10,036	8,959	0	0	0	0	0	0	0	0	0	0	18,995	16,236
Reference	Ask Desk	2,422	2,581	0	0	0	0	0	0	0	0	0	0	5,003	3,989
	Children's Library Desk	1,141	1,396	0	0	0	0	0	0	0	0	0	0	2,537	1,673
	Computer Support	319	356	0	0	0	0	0	0	0	0	0	0	675	350
	TOTAL	3,882	4,333	0	0	0	0	0	0	0	0	0	0	8,215	6,012
Museum Passes		25	35	0	0	0	0	0	0	0	0	0	0	60	55
Visitors		22,607	20,027	0	0	0	0	0	0	0	0	0	0	42,634	30,175
Room Use	Hours														
	Library Programs	541	321	0	0	0	0	0	0	0	0	0	0	862	169
	Board/FOL/Staff	59	69	0	0	0	0	0	0	0	0	0	0	127	86
	Outside Organizations	176	158	0	0	0	0	0	0	0	0	0	0	334	235
	Room Checkouts	136	139	0	0	0	0	0	0	0	0	0	0	275	269
	Outside Organization Meetings/Programs (bookings)	60	52	0	0	0	0	0	0	0	0	0	0	112	70
Collection Size (print & media)	Added	912	919	0	0	0	0	0	0	0	0	0	0	1,831	1,723
	Withdrawn	1,407	573	0	0	0	0	0	0	0	0	0	0	1,980	2,477
	TOTAL	156,092	156,255</												

In the fall of 2022, the Library was approached by Pioneer Bank's VP of Municipal Banking, Kathy Mizener, with a proposal to transition the Library's banking services to Pioneer Bank. Pioneer can offer the Library no-fee banking services.

The Library has been using KeyBank for banking services since 2013. Initially there were no fees, as the amount the Library had on deposit, offset any fees. However, as interest rates decreased, the Library has started to pay fees. For 2022 fees totaled \$1,090, 2021 fees totaled \$2,500 and 2020 fees totaled \$3,053.

The Finance Committee met with Kathy Mizener on March 1 to discuss the proposal to transition to Pioneer Bank. Pioneer Bank would not charge the Library any fees, including check-printing fees. It would take several months for the Library to transition from KeyBank to Pioneer Bank. This process would start upon approval from the Board.

Recommendation

It is recommended that the Library Board approve transitioning banking services from KeyBank to Pioneer Bank.

The Library has been using ADP for payroll and time & attendance services since 2013. Over the past several months, the administrative staff, led by Lisa Oddo have been investigating other payroll/time & attendance companies in order to find a company with better customer support and a better payroll process.

The administrative staff met with representatives of GTM and Paychex. Presentations by GTM and Paychex were made to the supervisors. Both systems provided the features needed for payroll and time & attendance services.

Cost Comparison

	GTM	Paychex	ADP
Monthly	\$1,789.00	\$1,075.61	
W2	\$886.00	\$700.00	
Employee Navigator/Month	\$60.00	\$50.00	
Time clock	\$795.00	\$1,525.00	
Badges	\$425.00		
Annual Cost (monthly + Emp Nav)	\$22,188.00	\$13,507.32	
Annual Cost plus add-ons	\$23,074.00	\$15,732.32	\$19,208.50
Implementation Fee	15% of first year filling or \$3461.10	\$1,525.00	

Recommendation

It is recommended that the Library transition from ADP to Paychex for payroll and time & attendance services.



March 1, 2023

7:00 pm

Committee Members in attendance: Mat Cantore, Jason DiGianni, Steve Meyer, Ed Rodger

Staff in attendance: Lisa Oddo; Alex Gutelius

Guest: Kathy Mizener

1. Pioneer Bank

- Kathy Miezner from Pioneer Bank presented a proposal to transition the Library's accounts from Key Bank to Pioneer Banks. Pioneer would provide banking services with no fees.
- Timing of the move was discussed, and it was agreed that earlier in the year would be appropriate.
- The Committee will take a recommendation to the March 20th Board Meeting to transition the Library's banking services from Key Bank to Pioneer Bank.

2. Payroll Services

- Lisa Oddo presented information about the costs and services from three payroll companies, GTM, Paychex and ADP. Staff have met with representatives of GTM and Paychex and agreed that Paychex provided the best services.
- The Paychex proposal is also the least expensive.
- The Committee will take a recommendation to the March 20th Board Meeting to transition the Library to Paychex for payroll and time/attendance services.

3. Tax Exemption for Volunteer Firefighters, Ambulance Workers

- The Committee discussed the new tax exemption for volunteer firefighters and ambulance works
- Alex will contact the Towns of Clifton Park and Halfmoon to find out the details, and how it would impact the library district.

The meeting adjourned at approximately 7:50 PM.

In 2022, the Board was made aware by various staff that health insurance benefits were considered an important component of salaried employees' compensation package, and that the Library was paying a significantly lower percentage towards health insurance premiums compared to neighboring libraries.

A Benefits Committee was created to look at the overall benefits offered to employees, starting with health insurance benefits. Any interested employee was invited to sit on this committee. Initially the committee consisted of three administration staff, one supervisor, and two salaried employees. Over the past few months, the committee has grown and now includes:

- 3 administrators (Alex Gutelius, Lisa Oddo, Rose Christopher)
- 1 supervisor (Rebecca Dyehouse, Librarian II)
- 3 salaried employees (Judy Gerwitz, Principal Clerk; Marybeth Hassett, Librarian I; Jacob Crofoot, Librarian I)
- 1 part-time employee (Tenaya Bannon, Librarian I)

Of the members of the committee, three use the Library's health insurance benefits, two individual plans and one family plan.

Health Insurance Premium

The Benefits Committee met approximately every two months. Members reviewed the Library's current contributions, and gathered information about neighboring libraries' health insurance benefits.

Currently CPH pays 50% of an individual __ health insurance premium, as well as an additional \$250 per month for 2-person and family health insurance. This contribution level is well below comparable libraries:

Saratoga Springs

- 95% of individual premium, and 80% of other tiers

Crandall

- 85% of individual
- 80% of 2-person and family

Bethlehem

- 85% of individual
- 65% of 2-person
- 55% of family

Albany

- 90%/80% for all tiers (based on when hired)

Guilderland

- \$500 per month for individual
- \$750 per month for family

The Benefits Committee reviewed the comparable libraries, and reviewed the costs of increasing the Library's premium contribution at various levels. The Committee recommends that the Library Board increase the contribution level to 60% for all tiers, and continue to increase the percentage in future budget years in order to provide a competitive benefits package.

Library contribution rate	Additional annual cost
60%	\$35,500
75%	\$47,600

- The estimated additional cost for the Library to contribute 60% to health insurance premiums would be approximately \$35,500.
- The estimated additional cost for the Library to contribute 75% to health insurance premiums would be approximately \$47,600.
- Both of these estimates take into consideration that insurance premiums are likely to increase.

Budget Implications

In 2022, \$111,146 was budgeted for health insurance costs, and \$83,347 was spent. Taking into consideration a 15% increase in expenditures over 2022, the projected costs for 2023 would be approximately \$95,849.

In 2023 there is \$120,038 budgeted for health insurance costs. The difference between the actual budget and the projected cost is \$24,189.

In 2022 \$168,820 was budgeted for OASDI but only \$152,156 was expended. Based on the projected payroll expenses, at a rate of 6.2%, we will likely not expend the budgeted amount for 2023 of \$181,636.

The chart below outlines a proposed budget adjustment that would allow for the increased cost of health insurance premiums in the 2023 budget. Budgets in 2024 and beyond would include an additional expenditure of \$35,500 to provide the recommended level of coverage.



Health Insurance Benefits March 2023

	2022 Budget	2022 Actual	2023 Budget	2023 Revision
Health Insurance	\$111,148	\$83,347	\$120,038	\$95,849
60%				\$35,500
				\$131,349
OASDI	\$168,820	\$152,156	\$181,636	\$170,325
Total			\$301,674	\$301,674

Recommendation

It is recommended that the Library Board approve a change in the Library's health insurance benefits, to contribute 60% to health insurance premiums for individual, 2-person, and family plans effective April 1, 2023.

Currently when the Library is closed due to a weather related emergency, salaried employees are paid for the day, but part-time employees are only paid to the end of the shift they are working at the time. The Benefits Committee is recommending that all employees be paid for their scheduled time during the emergency closure. There is no impact to the budget with this change.

Current wording in the Employee Handbook:

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid to salaried employees. Part-time employees will be paid to the end of their shift they are working at the time the library is closed due to emergency conditions.

Proposed new wording:

When operations are officially closed due to emergency, non-pandemic related conditions, the time off from scheduled work will be paid to employees scheduled to work during the time of the emergency closure. To be paid for their full shift, employees must work the proportion of their shift the Library is open.

Recommendation

It is recommended that the Library Board approve paying part-time employees for their scheduled shift when the Library is closed due to emergency, non-pandemic related conditions.



March 6, 2023

5:00 pm

Committee Members in attendance: Ed Rodger, Chair; Megan Brown; Suzanne Dugan.

Absent: Russ Wise

Staff: Alex Gutelius

1. Employee Benefits

- Personnel Committee reviewed the recommendation from the Benefits Committee to increase health insurance premium contribution by the Library to 60%.
- Personnel Committee also discussed a recommendation from the Benefits Committee to pay both salaried and part-time staff members when the Library is closed for non-pandemic related emergencies (such as closures for weather).
- Personnel Committee will take both of these recommendation to the Board for consideration at the March 20, 2023 meeting.

2. Salary Review

- Personnel Committee discussed the need for a salary review in anticipation of the development of the 2024 budget.
- Alex will poll neighboring libraries and will bring back information to the next Personnel Committee meeting.

3. Employee Handbook

- Alex reported that a draft of the revised Employee Handbook has been prepared. Alex, Lisa Oddo and Rose Christopher will be reviewing the revision over the next several weeks. Once that review is completed, the Handbook will be presented to the Personnel Committee for review.

4. Next Meeting Date. The Personnel Committee will be on April 6, 2023 at 5pm.

The Buildings & Grounds Committee has been investigating the installation of EV Charging Stations and solicited quotes from several companies in the past year.

Quotes were received from three companies, Livingston, Chargepoint, and NYREER LLC. For the installation of four Level 2 charging stations, including the electrical infrastructure work that would be required. All three companies provided quotes that included a National Grid infrastructure grant. NYREER and Livingston are local companies, and Chargepoint is based in California.

Livingston \$16,000

Chargepoint \$24,111

NYREER \$55,000 (for six stations, three poles)

The Livingston quote is the least expensive. Other area libraries have worked with Livingston and provided positive references. The Livingston project would include:

- The charging stations would be provided to the public on a cost recovery basis (user will pay for the electricity use).
- Policy will need to be developed for the EV Charging Stations.
- Slightly larger parking spaces will be created to accommodate handicapped vehicles, but not marked as specifically handicapped spaces.

Recommendation

It is recommended that the Library Board approve the Livingston Proposal for four CP203, Level 2 charging stations at a cost of to the Library after the utility rebate of \$16,000.



March 13, 2023

7:00 pm

Committee Members in attendance: Megan Brown, Jason DiGianni, Steve Meyer, Purushothaman Srinivasan

Staff: Jim Foster, Alex Gutelius

1. EV Charging Stations

- Committee reviewed the EV charging station proposal submitted by Livingston.
- Committee will take a recommendation to the Board to sign the proposal from Livingston for 4 charging stations.
- The estimated cost for this project to the Library, after a utility rebate is \$16,000.

2. Egress Window

- Committee was presented with options for installing an egress window that was recommended by sheriff's department to the Safety Committee.
- Before proceeding with this project, additional information will be investigated including:
 - Does the egress window compromise security from outside.
 - Can it be outfitted with an alarm in case of accidental opening
 - Are there other options, such as safety glass that could be installed and then would be broken with some type of tool in the event of an emergency.
- Alex will contact Synthesis for additional information.

3. Parking Lot Resurfacing

- Alex is working with the County to piggyback on their paving contracts in order to re-surface the parking lot.
- It is likely that portions of the parking lot will have to be closed for several days for this project.

4. Construction Projects

- Susan Flint and Lou Ann Stewart are working with Synthesis on the Children's Library project.
- We have not yet heard from the State if the grant application for the front entrance has been approved.

5. Snow on Roof

- Alex is working with a local sales person to get information and pricing on new snow guards for the roof.

Clifton Park-Halfmoon Public Library

Annual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report.

Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7600521415
1.2	Library Name	CLIFTON PARK- HALFMOON PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Clifton Park
1.6	Beginning Fiscal Reporting Year	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2022
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A

1.11	Beginning <u>Local</u> Fiscal Year	01/01/2022
1.12	Ending <u>Local</u> Fiscal Year	12/31/2022
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	475 MOE ROAD
1.15	City	CLIFTON PARK
1.16	Zip Code	12065
1.17	Mailing Address	475 MOE ROAD
1.18	City	CLIFTON PARK
1.19	Zip Code	12065
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 371-8622
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	5183713799
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	agutelius@sals.edu
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.cphlibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	61,063
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Special Legislative District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	12/18/1992
1.30	Date the library was last registered	01/01/1986

1.31	Federal Employer Identification Number	141510789
1.32	County	SARATOGA
1.33	School District	Shenendehowa
1.34	Town/City	Clifton Park
1.35	Library System	Southern Adirondack Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	
1.36b	President/CEO Phone Number	
1.36c	President/CEO Email	

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Alexandra
1.38	Last Name of Library Director/Manager	Gutelius
1.39	NYS Public Librarian Certification Number	24090
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	agutelius@sals.edu
1.44	Fax Number of the Director/Manager	(518) 371-3799
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. Y

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | |
|-----|--|--|
| 1. | Name of municipality or district holding the public vote | Clifton Park-Halfmoon Library District |
| 2. | Indicate the type of municipality or district holding the public vote | Special Legislative District |
| 3. | Date the vote was held (mm/dd/2022) | 09/15/2022 |
| 4. | Was the vote successful? Y/N | Y |
| 5. | What type of public vote was it? | budget vote (special legislative district public library only) |
| 6a. | Most recent prior year approved appropriation from a public vote: | \$4,830,937 |
| 6b. | Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | \$151,466 |
| 6c. | Total proposed appropriation (sum of 6a and 6b): | \$4,982,403 |

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. N

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | |
|----|---|-----|
| 1. | Name of municipality or district holding the public vote | N/A |
| 2. | Indicate the type of municipality or district holding the public vote | |

3. Date the last successful vote was held (mm/dd/yyyy) N/A
4. What type of public vote was it?
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district N/A
2. Is this a written contractual agreement? N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Enter the appropriate code for range of services provided (select one): N/A

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. N

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please [read](#) general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	40,853
2.2	Adult Non-fiction Books	29,426
2.3	Total Adult Books (Total questions 2.1 & 2.2)	70,279
2.4	Children's Fiction Books	34,622
2.5	Children's Non-fiction Books	23,835
2.6	Total Children's Books (Total questions 2.4 & 2.5)	58,457
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	128,736

Other Print Materials

2.8	Total Uncataloged Books	38
2.9	Total Print Serials	259
2.10	All Other Print Materials	2
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	299
2.12	Total Print Materials (Total questions 2.7 and 2.11)	129,035

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	19,020
2.14	Local Electronic Collections	14
2.15	NOVELNY Electronic Collections	15

2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	29
2.17	Audio - Downloadable Units	19,164
2.18	Video - Downloadable Units	64,292
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	5,594
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	108,099

Non-Electronic Materials

2.21	Audio - Physical Units	10,086
2.22	Video - Physical Units	17,091
2.23	Other Circulating Physical Items	399
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	27,576

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	264,710
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	9,580
2.27	All Other Print Materials	2
2.28	Electronic Materials	2,781
2.29	All Other Materials	2,147
2.30	Total Additions (Total questions 2.26 through 2.29)	14,510

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	234,304
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	31,843
3.3	Registered non-resident borrowers	5,692

Please report information on WRITTEN POLICIES as of 12/31/22.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/22.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y

3.13 Does the library have large print books? Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? Y

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA No

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext Yes

electronic scanning and reading software, such as OpenBook No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older 450

3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 60

3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5 118

3.19b Number of Synchronous Program Sessions Targeted at Children Ages 6-11 148

3.20	Number of Synchronous General Interest Program Sessions	41
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	817
3.21a	Number of Synchronous In-Person Onsite Program Sessions	564
3.21b	Number of Synchronous In-Person Offsite Program Sessions	24
3.21c	Number of Synchronous Virtual Program Sessions	229
3.21d	Total number of synchronous programs (3.21a + 3.21b + 3.21c)	817
3.22	One-on-One Program Sessions	125
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	6,107
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	727
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	4,115
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	6,207
3.27	Attendance at Synchronous General Interest Programs	4,559
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).	21,715
3.28a	Synchronous In-Person Onsite Program Attendance	16,523
3.28b	Synchronous In-Person Offsite Program Attendance	1,790
3.28c	Synchronous Virtual Program Attendance	3,402

3.28d	Total synchronous program attendance (3.28a + 3.28b + 3.28c)	21,715
3.29	One-on-One Program Attendance	134
3.29a	Total Number of Asynchronous Program Presentations	6
3.29b	Total Views of Asynchronous Program Presentations within 30 Days	123
3.30	Total Number of Children's Programs (sum of Q3.19a and Q3.19b)	266
3.31	Total Children's Program Attendance (sum of Q3.26a and Q3.26b)	10,322

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

- | | | |
|----|---|-----|
| a. | Program(s) for children | Yes |
| b. | Program(s) for young adults | Yes |
| c. | Program(s) for Adults | Yes |
| d. | Summer Reading at New York Libraries
name and/or logo used | Yes |
| e. | Collaborative Summer Library Program
(CSLP Manual, provided through the New York
State Library, used) | Yes |
| f. | N/A | No |

3.33	Library outlets offering the summer reading program	1
3.34	Children registered for the library's summer reading program	1,345
3.35	Young adults registered for the library's summer reading program	260
3.36	Adults registered for the library's summer reading program	161
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	1,766

3.38 2022	Children's program sessions - Summer	86
3.39 2022	Young adult program sessions - Summer	35
3.40	Adult program sessions - Summer 2022	49
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	170
3.42 2022	Children's program attendance - Summer	6,578
3.43	Young adult program attendance - Summer 2022	386
3.44 2022	Adult program attendance - Summer	780
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	7,744

COLLABORATORS

3.46	Public school district(s) and/or BOCES	1
3.47	Non-public school(s)	0
3.48	Childcare center(s)	1
3.49	Summer camp(s)	0
3.50	Municipality/Municipalities	2
3.51	Literacy provider(s)	0
3.52	Other (describe using the State note)	0
3.53	Total Collaborators (total 3.46 through 3.52)	4

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

3.54 Did the library offer early literacy programs? (Enter Y for Yes, N for No) Y

3.55 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	118
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0

3.57 Total Sessions 118

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	4,115
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0

3.59	Total Attendance	4,115
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3.60 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61	Did the library offer adult literacy programs?	Yes
3.62	Total group program sessions	207

3.63	Total one-on-one program sessions	145
3.64	Total group program attendance	2,494
3.65	Total one-on-one program attendance	152

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.68	Children's program sessions	0
3.69	Young adult program sessions	0
3.70	Adult program sessions	184
3.71	Total program sessions (total 3.68 + 3.69 + 3.70)	184
3.72	One-on-one program sessions	0
3.73	Children's program attendance	0
3.74	Young adult program attendance	0
3.75	Adult program attendance	2,358
3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	2,358
3.77	One-on-one program attendance	0

3.78 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No

d. Other (describe using the Note) No

Please report information on DIGITAL LITERACY for the 2022 calendar year.

DIGITAL LITERACY

3.79 Did the library offer digital literacy programs? Y

3.80 Total group program sessions 26

3.81 Total one-on-one program sessions 145

3.82 Total group program attendance 142

3.83 Total one-on-one program attendance 153

3.84 Did your library offer teen-led activities during the 2022 calendar year? Y

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1 Adult Fiction Books 125,063

4.2 Adult Non-fiction Books 60,992

4.3 **Total Adult Books (Total questions 4.1 & 4.2)** 186,055

4.4 Children's Fiction Books 152,565

4.5 Children's Non-fiction Books 37,469

4.6 **Total Children's Books (Total questions 4.4 & 4.5)** 190,034

4.7 **Total Cataloged Book Circulation (Total question 4.3 & 4.6)** 376,089

CIRCULATION OF OTHER MATERIALS

4.8 Circulation of Adult Other Materials 81,624

4.9 Circulation of Children's Other Materials 22,693

4.10 **Circulation of Other Physical Items (Total questions 4.8, 4.9)** 104,317

4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	480,406
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ELECTRONIC USE

4.12	Use of Electronic Material	105,661
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4.13	Successful Retrieval of Electronic Information	12,665
------	--	--------

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	118,326
------	--	---------

4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	586,067
------	--	---------

4.16	Total Collection Use (Total questions 4.13 & 4.15)	598,732
------	--	---------

4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	212,727
------	---	---------

4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes
------	--	-----

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	42,009
------	------------------------------	--------

4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
-------	---	-------------------

4.20	Does the library offer virtual reference?	Y
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Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	40,657
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	29,051
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	275,031
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Thomas Schlatter
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 371-8622
5.12	IT contact's email address	tschlatter@sals.edu

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	16
6.5	Vacant Librarian (certified)	1

6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	28.5
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	45.50
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	45647
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$125,736
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y

- | | | |
|------|---|---|
| 3. | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Y |
| 4. | Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. | Y |
| 5. | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |
| 6. | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Y |
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | Y |
| 8. | Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: | |
| 8a. | space | Y |
| 8b. | lighting | Y |
| 8c. | shelving | Y |
| 8d. | seating | Y |
| 8e. | power infrastructure | Y |
| 8f. | data infrastructure | Y |
| 8g. | public restroom | Y |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y |
| 10. | Provides | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |

10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	70.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00

8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	70.00
8.10	Annual Total Hours - Main Library	3,640.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,640.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? No

CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? No

CV3 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes

CV4 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? No

CV5 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes

CV6 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes

CV7 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? No

CV8 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

CV9 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 0

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Clifton Park-Halfmoon Public Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	475 Moe Road
4.	Outlet Street Address Status	00 (for no change)
5.	City	Clifton Park
6.	Zip Code	12065
7.	Phone (enter 10 digits only)	(518) 371-8622
8.	Fax Number (enter 10 digits only)	(518) 371-3799
9.	E-mail Address	agutelius@sals.edu
10.	Outlet URL	www.cphlibrary.org
11.	County	Saratoga
12.	School District	Shenendehowa

13.	Library System	SALS
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,640
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	396
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Other (specify using the State note)
22.	Who owns the land on which this outlet is built?	Other (specify using the State note)
23.	Indicate the year this outlet was initially constructed	2006
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2006
25.	Square footage of the outlet	55,000
26.	Number of Internet Computers Used by General Public	45
27.	Number of uses (sessions) of public Internet computers per year	16,776
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	47,392
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	7600521415
38.	<i>FSCSID</i>	NY0616
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2022 to December 31, 2022) 13

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? No

- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? 11
- 10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes
- 10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 5 years

BOARD MEMBER SELECTION

- 10.8 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

- 10.9 First Name Maria
- 10.10 Last Name McMunn
- 10.11 Mailing Address 22 Washington Lane
- 10.12 City Halfmoon
- 10.13 Zip Code (5 digits only) 12065
- 10.14 Phone (enter 10 digits only) (518) 421-6820
- 10.15 E-mail Address mariamcmunn@yahoo.com
- 10.16 Term Begins - Month January
- 10.17 Term Begins - Year (yyyy) 2023
- 10.18 Term Expires - Month December
- 10.19 Term Expires - Year (yyyy) 2027
- 10.20 Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
- 10.21 The date the Oath of Office was taken (mm/dd/yyyy) 01/23/2023

10.22 The date the Oath of Office was filed 02/21/2023
with town or county clerk (mm/dd/yyyy)

10.23 Is this a brand new trustee? N

Please Note: last year's answers for repeating groups cannot be displayed.

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (**but do not include the Board President—this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Megan
3.	Last Name of Board Member	Brown
4.	Mailing Address	39 Willowbrook Terr
5.	City	Halfmoon
6.	Zip Code (5 digits only)	12065
7.	E-mail address	brynns mama1@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2027

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

14. The date the Oath of Office 01/23/2023
(mm/dd/yyyy) was taken

15. The date the Oath of Office was filed 02/21/2023
with town or county clerk (mm/dd/yyyy)

16. Is this a brand new trustee? N

1. Status Filled

2.	First Name of Board Member	Mathew
3.	Last Name of Board Member	Cantore
4.	Mailing Address	37 Sterling Heights Drive
5.	City	Clifton Park
6.	Zip Code (5 digits only)	12065
7.	E-mail address	mathewcantore@gmail.com
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2020
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/23/2023
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15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/21/2023
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16.	Is this a brand new trustee?	N
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1.	Status	Filled
2.	First Name of Board Member	Jason
3.	Last Name of Board Member	DiGianni
4.	Mailing Address	4 Cresthaven Lane
5.	City	Clifton Park
6.	Zip Code (5 digits only)	12065
7.	E-mail address	jdigianni@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January

10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/23/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/21/2023
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Suzanne
3.	Last Name of Board Member	Dugan
4.	Mailing Address	49 Spruce Street
5.	City	Clifton Park
6.	Zip Code (5 digits only)	12065
7.	E-mail address	suzannedugan@nycap.rr.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/23/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/21/2023
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	David
3.	Last Name of Board Member	Golden
4.	Mailing Address	4 Royal Oak Drive
5.	City	Clifton Park
6.	Zip Code (5 digits only)	12065
7.	E-mail address	goldendavid50@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2020
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/19/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/21/2023
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Stephen
3.	Last Name of Board Member	Meyer
4.	Mailing Address	44 Robinwood Drive

5.	City	Clifton Park
6.	Zip Code (5 digits only)	12065
7.	E-mail address	s_j_meyer@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	
		Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/23/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/21/2023
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Thomas
3.	Last Name of Board Member	Madison
4.	Mailing Address	14 Oregon Trail
5.	City	Waterford
6.	Zip Code (5 digits only)	12188
7.	E-mail address	tjmadvisors1@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2026

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/27/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/28/2023
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Edwin
3.	Last Name of Board Member	Rodger
4.	Mailing Address	1 Saratoga Court
5.	City	Rexford
6.	Zip Code (5 digits only)	12148
7.	E-mail address	aerodger@aol.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/30/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/21/2023

16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Purushothaman
3.	Last Name of Board Member	Srinivasan
4.	Mailing Address	1 Castle Pines
5.	City	Clifton Park
6.	Zip Code (5 digits only)	12065
7.	E-mail address	ppurushothaman.s@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/23/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/21/2023
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Russell
3.	Last Name of Board Member	Wise
4.	Mailing Address	1400 Crescent-Vischer Ferry Road
5.	City	Halfmoon
6.	Zip Code (5 digits only)	12065
7.	E-mail address	rewisejr@gmail.com

- | | | |
|-----|---|------------|
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/23/2023 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/21/2023 |
| 16. | Is this a brand new trustee? | N |

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

- | | | |
|----|---|----------------|
| 1. | Trustee Name | Megan Brown |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |
| 1. | Trustee Name | Mat Cantore |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |
| 1. | Trustee Name | Jason DiGianni |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |
| 1. | Trustee Name | Suzanne Dugan |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |
| 1. | Trustee Name | David Golden |

- | | | |
|----|---|--------------------------|
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |
| 1. | Trustee Name | Maria McMunn |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |
| 1. | Trustee Name | Stephen Meyer |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |
| 1. | Trustee Name | Thomas Madison |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |
| 1. | Trustee Name | Edwin Rodger |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |
| 1. | Trustee Name | Purushothaman Srinivasan |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |
| 1. | Trustee Name | Russell Wise |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | |
|----|-----------------|------|
| 1. | Source of Funds | Town |
|----|-----------------|------|

2.	Name of funding County, Municipality or School District	Towns of Clifton Park and Halmoon
3.	Amount	\$4,737,307
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$4,737,307

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$18,093
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0
11.5	Additional State Aid received from the System	\$25,000
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$5,895
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$48,988

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$3,794
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Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$0

OTHER RECEIPTS

11.14	Gifts and Endowments	\$13,778
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11.15	Fund Raising	\$0
11.16	Income from Investments	\$0
11.17	Library Charges	\$40,373
11.18	Other	\$0
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$54,151
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,844,240
11.21	BUDGET LOANS	\$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$1,996,320
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$6,840,560

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report).
ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,099,137
12.2	Other Staff	\$991,711
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$2,090,848
12.4	Employee Benefits Expenditures	\$491,527
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$2,582,375

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$166,409
12.7	Electronic Materials Expenditures	\$117,105
12.8	Other Materials Expenditures	\$54,774
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$338,288

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$25,993
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$25,993
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$230,176

12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$256,169
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MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$20,933
12.19	Telecommunications	\$0
12.20	Postage and Freight	\$4,954
12.21	Professional & Consultant Fees	\$46,169
12.22	Equipment	\$42,565
12.23	Other Miscellaneous	\$448,022
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$562,643

Contracts/Debt Service/Transfers/Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$104,452
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$737,839
12.28	Total (Add Questions 12.26 and 12.27)	\$737,839

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$737,839

12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$4,581,766
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TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0
12.34	From Other Funds (76OF)	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36	Transfer to Other Funds	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$4,581,766
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	\$2,258,794
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$6,840,560

ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy) 03/20/2023

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	02/01/2023
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2022 - 12/31/2022
12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a Capital Fund? Y
Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0

13.2 All Other Revenues from Local Sources \$0

13.3 **Total Revenues from Local Sources** \$0
(Add Questions 13.1 and 13.2)

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35) \$0

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$0

13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$0

13.12 BALANCE IN CAPITAL FUND - \$116,401
Beginning Balance for Fiscal Year Ending 2022
(Same as Question 14.11 of previous year, if fiscal year has not changed)

13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) \$116,401

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$0

Other Disbursements

14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0

14.6 Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) \$0

14.7 **TOTAL PROJECT EXPENDITURES** \$0
(Add Questions 14.1, 14.2 and 14.6)

14.8 **TRANSFER TO OPERATING FUND** \$0
(Same as Question 11.22)

14.9 **NON-PROJECT EXPENDITURES** \$0

14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** \$0
(Add Questions 14.7, 14.8 and 14.9)

14.11 **BALANCE IN CAPITAL FUND -** \$116,401
Ending Balance for the Fiscal Year Ending 2022

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** \$116,401
(Add Questions 14.10 and 14.11; same as Question 13.13)

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	15.75
16.2	Total Librarians	15.75

16.3	All Other Paid Staff	24.94
16.4	Total Paid Employees	40.69
16.5	State Government Revenue	\$46,887
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$60,046
16.8	Total Operating Revenue	\$4,844,240
16.9	Other Operating Expenditures	\$923,264
16.10	Total Operating Expenditures	\$3,843,927
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	129,033
16.12a	Total Physical Items in Collection	156,609
16.13	Total Registered Borrowers	37,535
16.14	Other Capital Revenue and Receipts	\$0
16.15	Number of Internet Computers Used by General Public	45
16.16	Total Uses (sessions) of Public Internet Computers Per Year	16,776
16.17	Wireless Sessions	47,392
16.18	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	7600521415
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	LD
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	CD2
17.7	<i>FSCS ID</i>	NY0616
17.8	<i>SED CODE</i>	520302700061
17.9	<i>INSTITUTION ID</i>	800000038660

SUGGESTED IMPROVEMENTS

Library Name:

CLIFTON PARK-
HALFMOON PUBLIC
LIBRARY

Library System:

Southern Adirondack Library
System

Name of Person Completing Form:

Alexandra Gutelius

Phone Number:

(518) 371-8622

I am satisfied that this resource (Collect)
is meeting library needs:

Neither Agree nor Disagree

Applying this resource (Collect) will
help improve library services to the public:

Neither Agree nor Disagree

Please share with us your suggestions for
improving the *Annual Report*. When providing
feedback, if applicable please indicate the
question number each comment/suggestion refers
to. Thank you!

Clifton Park-Halfmoon Public Library
Pandemic Operations Plan

Date of Plan Approval: March 20, 2023

This plan has been developed in accordance with NY Labor Law §27-c.

PROMULGATION

This plan has been developed in accordance with the amended New York State Labor Law §27-c.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the Director of the Clifton Park-Halfmoon Public Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law §27-c, to address public health emergency planning requirements.

Signed on this day: March 15, 2021

By: Alexandra Gutelius

Signature:



Title:

Library Director

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PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

Purpose

This plan has been developed in accordance with amended New York State Labor Law §27-c. This law requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

History

In March 2020, the outbreak of COVID-19 caused the Library to close the physical location effective March 16, 2020. Virtual services were provided and Library Reopening Services and Library Safety Plans were developed, allowing for a gradual reopening of services based on federal, state and local guidance. A Pandemic Response addendum to the

Library's Disaster plan was approved by the Board of Trustees on March 19, 2020 providing Library employees the ability to work from home during the pandemic.

The Library Reopening Services Plan (initially approved 5/18/2020), the Library Safety Plan (initially approved 6/15/2020), and the Cluster Guidance Plan (approved 12/29/2020) have been incorporated into the Pandemic Operations Plan (the Plan) and were approved by the Library Board of Trustees on March 15, 2021.

Scope

The Pandemic Operations Plan (the Plan) was developed for the Clifton Park-Halfmoon Public Library. This Plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees, patrons, and contractors, and the continuity of our operations that we have promulgated this Plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This Plan has been developed in accordance with law to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#).

The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom,
 - After returning from a public outing,
 - After touching/disposing of garbage,
 - After using public computers, touching public tables and countertops, etc.
- Practice social distancing when possible.
- If you are feeling ill or have a fever, notify your supervisor immediately and go home.
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately.
- Clean and disinfect workstations at the beginning, middle, and end of each shift.
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This Plan was developed based on information, best practices, and guidance available as of publication. The Plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees, contractors, patrons, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per Labor Law § 27-c, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per Labor Law §27-c, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

CONCEPT OF OPERATIONS

The Director of the Clifton Park-Halfmoon Public Library, their designee, or their successor holds the authority to execute and direct the implementation of this Plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Director.

Upon the determination of implementing this Plan, employees of the Clifton Park-Halfmoon Public Library shall be notified, with details provided as soon as possible and necessary, with additional information and updates provided on a regular basis. Library patrons will be notified of pertinent operational changes by way of website updates, email, social media postings, or other means of communication. Other interested parties, such as vendors and contractors will be notified as necessary. The Director will maintain communications with the public and constituents as needed throughout the implementation of this Plan.

The Director of the Clifton Park-Halfmoon Public Library, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Director of the Clifton Park-Halfmoon Public Library, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

ESSENTIAL POSITIONS

The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of the Clifton Park-Halfmoon Public Library. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Position/Title	Justification
Administration <ul style="list-style-type: none">➤ Director➤ Assistant Directors	Overseeing day-to-day library operations Retrieve files Access to physical personnel files
Business Office <ul style="list-style-type: none">➤ Business Manager➤ Account Clerk	Retrieve files Process and pay invoices Retrieve and distribute mail Access to physical personnel files

Communications/PR <ul style="list-style-type: none"> ➤ PR Specialist 	Access to printing equipment
Information Technology <ul style="list-style-type: none"> ➤ Senior IT Technician (Head of IT) ➤ IT Support Specialists 	Hardware and software updates and maintenance Equipment distribution Maintain network operation
Public Service <ul style="list-style-type: none"> ➤ Department Heads ➤ Librarians ➤ Clerks ➤ Pages 	Phone/email support Check materials in and out Materials and ILL processing Reshelving Generate patron bills
Facilities <ul style="list-style-type: none"> ➤ Facilities employees 	Day to day inspection and maintenance of building Cleaning and disinfection of building

REDUCING RISK THROUGH REMOTE WORK AND STAGGERED SHIFTS

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at the work site.

Remote Work Protocols

Non-essential employees able to accomplish their functions remotely will do so to the greatest extent possible. A Telecommuting Policy was approved in November 2020 as a viable, flexible work option. Employees working remotely will follow the Telecommuting Policy under its Emergency Telecommuting provision. Details are included below:

Emergency Telecommuting. This is a one-time-only arrangement whereby, during a crisis or emergency situation at the Library, the employee telecommutes because his or her job responsibilities must still be fulfilled to provide for continuity of operations. Examples of a crisis or emergency situation are a pandemic, natural disaster, weather emergency, or other situation that presents a significant overall threat to the Library staff and facilities.

Equipment

On a case-by-case basis, the Library will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware,

software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The supervisor and IT Department will serve as resources in this matter.

Equipment supplied by the Library will be maintained by the Library. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Library accepts no responsibility for damage or repairs to employee-owned equipment. The Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Library is to be used for business purposes only. The telecommuter must sign an inventory of all library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all library property will be returned to the Library, unless other arrangements have been made.

The Library will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Library may reimburse the employee for other business expenses (mailing letters or packages, etc.) that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. The Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the Library's expectations of information security for employees working at the Library, telecommuting employees will be expected to ensure the protection of library business and patron information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. Injuries sustained by the employee while working at a remote location and in conjunction with his or her regular work duties may be covered by the Library's workers' compensation policy. Telecommuting employees are responsible for notifying their supervisor of such injuries as soon as practicable. The Library is not liable for any injuries sustained by visitors to the employee's remote worksite.

Caregiving

Telecommuting is not designed to be a replacement for appropriate family care. Although an individual employee's schedule may be modified to accommodate family care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees will be required to accurately record all hours worked using the Library's timekeeping system. For those who are not exempt from the overtime requirements of the Fair Labor Standards Act, hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site, but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered.
2. Approval and assignment of changed work hours.
3. Approval of telecommuting.

Staggered scheduling will be at the discretion of Department Heads. Telecommuting requests will follow the Library's Telecommuting Policy.

PERSONAL PROTECTIVE EQUIPMENT

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks.
- Face shields.
- Gloves.
- Disposable gowns and aprons.

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of employees and contractors.

Protocols for providing PPE include the following:

- 1) Identification of need for PPE based upon job duties and work location
- 2) Procurement of PPE

- a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
- b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
- 3) Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Library will procure all equipment following its purchasing policy. Supplies will be purchased in bulk and stored at the Library. The Library will attempt to maintain a 30-day supply of PPE and cleaning supplies. All facilities staff will have immediate access to supplies. Facilities staff will monitor the inventory of PPE and cleaning supplies.

STAFF EXPOSURES, CLEANING, AND DISINFECTION

New York requires that each business or entity develop a written Safety Plan outlining how its workplace will prevent the spread of an infectious disease. The Library's Safety Plan addresses staff exposures, cleaning, and disinfection, and is included below.

LIBRARY REOPENING SAFETY PLAN

The Library Reopening Safety Plan is based on guidance provided by New York State and adapted to meet the needs of the Clifton Park-Halfmoon Public Library. As additional guidance is provided, this plan will be reviewed and updated periodically.

People

Workplace Activity

- During the Library Reopening Services Plan, staffing levels may be limited to only those employees who are necessary for the services being offered.
- During later stages of the Library Reopening Services Plan, staffing levels may be limited to those employees required to support Library services to the public.
- Other employees may continue to work from home.

Physical Distancing

- During the Library reopening, each area of the Library may be limited to no more than 50% of the maximum occupancy set by the Town of Clifton Park Building and Development Department.
- Employees and patrons will maintain a 6 ft. distance from each other whenever possible.
- Where physical distancing is impossible, if mandated by the CDC or other governmental agencies, employees must wear a face covering that covers both their mouth and noseⁱ. Employees may be required to wear a face covering when in any public area of the

Library, when working at a public service desk, and when moving through or working in common staff areas.

- Tightly confined space may be occupied by only one employee at a time (e.g. network room, supply room in TP).
- Employees may be required to wear a face covering at all times when in the Library except if they are alone, seated in an office or room with the door closed.
- Seating in the break room may be limited to ensure social distancing.
- If mandated by the CDC or other governmental agencies patrons will be required to wear a face covering when in the library building. Patrons shall not be permitted to enter the Library without a face coveringⁱ, if medically able to tolerate one, and are over the age of two.

ADA Accommodations

- Employees will not request medical or other documentation from a patron who refuses to comply with Library or government mandates and will provide alternate methods of service including but not limited to:
 - Curbside pickup of Library materials,
 - Telephone reference and reader's advisory service,
 - Technical support via email or telephone.
- Patrons needing disability accommodations while the Library is operating under conditions to reduce the transmission of infectious disease, should call Alex Gutelius, Library Director at 518-348-7512 or write to cphdirector@sals.edu or Alex Gutelius 475 Moe Road, Clifton Park, NY 12065.

Meetings/Trainings

- Staff and department meetings may be held via Zoom.
- When in person meetings or trainings are required, employees must maintain a 6 ft. distance from each other and wear face coverings, if required by law or the Library.

Signage and Social Distancing Markers - Staff Areas

- Employees must adhere to social distancing markers in areas such as the ADP time clock and health screening station.
- Signs and tape may be put in place to reduce bi-directional foot traffic where possible.
- Signs and distance markers will be posted in commonly used areas (circulation desks, ASK desk, YS Desk, Piracci Board Room).
- If recommended, only one person at a time will be allowed in the elevators.

Signage and Social Distancing Markers - Public Areas

- Signage will be posted outside the Library on the doors and on a sidewalk sign with instructions for ordering and pickup and hours of operation.
- Curbside pickup procedures will be no-contact, and social distancing markers will be placed outside the Piracci Board Room, or wherever curbside pick-up is taking place.
- Patrons will pick up materials one at a time while other patrons wait six feet away.
- In the early stages of the Services Reopening Plan, library materials return bins may be placed outside the Piracci Board Room for patrons to return materials and social distancing markers will be placed to keep a 6 ft. distance between patrons. Once the

majority of the back log of materials are returned, the regular library book drops will be utilized. Returned materials may need to be quarantined.

- If mandated by the CDC or other governmental agencies patrons will be reminded to wear face coveringsⁱ when picking up or returning library materials.
- Social distancing markers and/or signage may be placed in the public elevator. Elevator occupancy may be limited to one person or one family group at a time.
- Social distancing markers and stanchions will be used to guide patrons when lining up at a service desk.
- Signage and floor markings may be used to encourage directional traffic in and out of the Library and in book aisles.
- Signage will be placed on the doors of restrooms reminding patrons to practice social distancing.
- Signage will be posted inside and outside of the Library, consistent with DOH guidance, reminding employees and patrons to:
 - Cover nose and mouth with a mask or cloth face covering.
 - Properly store, and when necessary, discard PPE.
 - Adhere to physical distancing instructions.
 - Report symptoms of or exposure to an infectious disease to supervisor.
- Follow hand hygiene and cleaning guidelines.
- Information will be posted informing patrons how to request ADA accommodations.

PLACES

Protective Equipment

- Reusable face coverings may be provided to employees for their use. If required, face coverings must be worn properly and discarded or washed properly. Employees are responsible for washing their own face coverings. Employees may also wear face coverings of their own including homemade cloth face coverings as long as it covers their mouth and nose and meets recommended requirements.
- Disposable gloves will be provided to employees when cleaning or handling materials, or on request.
- PPE will not be provided to patrons.
- Vendors and delivery people may be required to wear a face covering when entering the library building. The Library will not provide PPE to vendors or delivery people.
- Employees will be given training on how to put on, take off, clean (as applicable) and discard PPE.
- Patrons may be required to wear a cloth face coveringⁱ when entering the Library building and the face covering must remain in place at all times while in the building. If a face covering is required, patrons shall not be permitted to enter the Library without a face covering, if medically able to tolerate one, and are over the age of two.
- Plexiglas shields will be installed at all service desks (Welcome, ASK, Circulation and YS).
- Plexiglas shields may be installed between the public computer workstations.

- Plexiglas shields may be installed at all staff workstations including the Circulation, Adult Services, Youth Services, Technical Processing, Local History, and IT work rooms.

Services

- Vending machines may be disabled.
- Water fountains may be disabled.

Hygiene and Cleaning

- Cleaning logs will be maintained, documenting the date, time and scope of cleaning.
- The cleaning logs will be periodically reviewed by the area supervisor.
- The cleaning logs will be kept in the following locations:
 - Circulation workroom bulletin board,
 - Piracci room at sink,
 - ASK desk between workstations,
 - YS desk between workstations,
 - Welcome desk adjacent to workstation (this will also be the location for the public restroom cleaning log).
- Spray bottles of disinfectant cleaner and paper towels will be available for staff use in all staff areas of the Library including public service desks.
- Staff may be required to wash their hands at the beginning and end of their shift and when removing gloves or face coverings.

Shared Workstations

- Shared workstations at the Circulation and Reference desks will be cleaned frequently.
- Items to be cleaned include but not limited to:
 - Keyboard,
 - plastic edge of monitor,
 - mouse,
 - phone,
 - case un-locker,
 - receipt printer,
 - counter area.

Circulation Workroom

- Frequently touched areas of the circulation workroom will be cleaned at the end of each shift.
- Items to be cleaned include but are not limited to:
 - Printers,
 - Copiers,
 - Bathroom door handles,
 - Push bars for the exit doors.

Book Carts

- Staff will wipe down the handles of book carts after moving the cart.

Personal Workstations

- Spray bottles of disinfectant cleaner and paper towels will be available in all staff areas (AS workroom, TP workroom, Administrative hall, YS workroom, IT workroom, Maintenance office and other areas where temporary workstations are set up).
- Employees will be responsible for cleaning off their desk after each shift and storing non-essential items in cabinets or drawers.
- Employees with personal workstations will be responsible for cleaning their workstation on a regular basis.
- Items to be cleaned include but not limited to:
 - Keyboard,
 - Plastic edge of monitor,
 - Mouse,
 - Phone,
 - Receipt printer,
 - Counter area.

Library Materials

- When library materials are returned, they may need to be quarantined before being checked in and re-shelved.
- Employees will wear gloves when handling returned materials.
- Sanitizing wipes will not be used unless materials are dirty.

Public Areas of the Library

- Hand sanitizer will be available for public use.
- Sanitizing wipes will be available on request for the public and will be provided to patrons using the public computers.
- Public and staff restrooms are equipped with soap and paper towels for handwashing. Faucets and paper towel dispensers in the public restrooms are touch free.
- The entire building will be thoroughly cleaned on a daily basis by the Library's contract cleaners each night after closing using products identified as effective against infectious disease.
- Frequently touched surfaces in the public restrooms may be wiped down mid-way through each day when the Library is open to the public by facilities staff.
- Handrails, door handles and push bars and other frequently touched surfaces will be wiped down mid-way through each day when the Library is open to the public by facilities staff. Nanoseptic will be applied to door handles, push bars, and elevator buttons.
- Staff on the ASK Desk and YS Desk will regularly wipe down public workstations, PAC workstations, and the edge of the service desk accessible to the public.
- Staff on the Circulation desk will regularly wipe down the edge of the service desk accessible to public and the credit card terminals.
- Handles on the baskets and carts used by patrons will be wiped down at least once a day.

Common Staff Areas

- Employees using the break room must wipe down surfaces after using them including but not limited to:
 - Fridge door handle,
 - Microwave,
 - Faucets,
 - Kettle handle,
 - Coffee machine buttons,
 - Water cooler buttons,
 - Counters,
 - Lunch table.

Communication

- Information updates will be provided to employees via the Intranet, email, signage, and during staff meetings.
- Information updates for patrons will be posted on the Library's website, social media, via Constant Contact, and through press releases.
- Employees will be given scripts to help when providing patrons with instructions regarding the mitigation measures that are in place while in the building.
- Signage will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE and cleaning and disinfection protocols.
- A log will be maintained of contractors or service providers who will be working at the Library. Contractors and service providers must follow all mandated mitigation procedures.
- The employee health screening log and on site attendance logs will provide a list of employees who are working on site by date. These log will be maintained by the Business Office if required.
- The Library will not keep a log of patrons who enter the Library.
- If an employee tests positive for an infectious illness, the Library Director or Business Manager will notify the Saratoga County Department of Health and follow their directions for notification of other employees or visitors to the building.

PROCESSES

Screening and Testing

- Prior to beginning an on-site shift, a mandatory health screening may be required for employees on the days they are working at the Library.
- Employees may be required to complete a questionnaire that determines if the employee has:
 - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for or who has or had symptoms of an infectious disease
 - tested positive in the past 14 days or
 - has experienced any symptoms in the past 14 days
 - CDC guidance will be followed regarding symptoms of the specific disease that has caused the current pandemic.

- Employees who screen positive for disease symptoms will not be allowed to enter the Library and will be sent home with instructions to contact their healthcare provider for assessment and testing. If required, the Library will notify the Saratoga County Health Department about the suspected case.
- The Library will follow the most up-to-date guidance from the DOH or CDC regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of the infectious disease or after the employee had close or proximate contact with a person with the infectious disease.
- The Library will follow the most up-to-date travel advisory guidance from the DOH, CDC, NYS, or Federal government.
- The screening logs will be reviewed regularly to ensure employees are adhering to the screening requirements. Supervisors will periodically review the logs for their own department/staff members.

Tracing and Tracking

- The Library Director, Business Manager, or HR Staff member will notify the Saratoga County Department of Health and DOH upon being informed of any positive test result by an employee, if required.
- Library administration will cooperate with the local health department to trace all contacts in the Library and will notify the health department, maintaining confidentiality as required by law.
- Supervisors will notify employees that they may have been exposed. Employees will follow the protocols outlined above under Screening and Testing.

Cleaning and Disinfecting

- If an employee tests positive for the infectious disease, the Library will follow CDC guidelines for cleaning and disinfecting.
- The building may close for 24 hours before cleaning and disinfection.
- Contract cleaning staff will clean and disinfect all areas including offices, bathrooms, common areas, and shared workstations used by the ill person.
- If it has been more than 7 days since the person with the suspected/confirmed illness used the facility, additional cleaning and disinfecting may not be necessary.

The Safety Committee will be responsible for continuous compliance with all aspects of the site safety plan. Please contact Alex Gutelius cphdirector@sals.edu or 518-348-7512 with questions or concerns.

Contractor/Service Provider Protocol

- Meeting with Contractors or service providers should take place virtually as often as possible to ensure the protection of both employees and visitors.
- When business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, a health screening form must be completed before an individual enters the Library, if required.

- Alternatively, a contractor/service provider may supply a one-time documentation that their organization requires daily health screenings. Submit this documentation to the Business Manager.
- Employees who have arranged for a contractor or service provider to enter the Library must complete the Contractors/Service Provider log and attach the health screening form to the log (located in the Maintenance Office). If there is any YES response to the screening checklist, visitation or contractor work is forbidden.
- Contractors and service providers that work onsite should limit exposure to employees to the extent feasible by:
 - Ensuring contractors/service providers take a direct route to work area and do not unnecessarily interact with employees.
 - Practice social distancing at all time.
 - Wear a face covering if required.
 - Practice expected hygiene regarding washing hands.

EMPLOYEE AND CONTRACTOR LEAVE

Public health emergencies are extenuating and unanticipated circumstances in which the Clifton Park-Halfmoon Public Library is committed to reducing the burden on our employees. With respect to the *Families First Coronavirus Response Act* passed in response to the COVID-19 pandemic, the Clifton Park-Halfmoon Public Library will offer the benefits provided for under the law while it remains in effect to any employee who qualifies for them.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Clifton Park-Halfmoon Public Library, and as such are not provided with paid leave time by the Clifton Park-Halfmoon Public Library, unless required by law.

DOCUMENTATION OF WORK HOURS AND LOCATIONS

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits. This information may be used by the Clifton Park-Halfmoon Public Library to support contact tracing within the organization and may be shared with local public health officials.

Employees are expected to follow their assigned schedule. Employees are expected to complete the screening questionnaire on the days they are working at the library building, and sign in and out when arriving for and leaving their shifts.

HOUSING FOR ESSENTIAL EMPLOYEES

It is unlikely that housing will be required for essential Library employees. However, in the rare circumstance when housing would be required, hotel rooms are expected to be the most viable option.

ADMINISTRATIVE SUCCESSION PLAN

There may be cases where members of the administration may not be able to carry out their duties in relation to their position at the Clifton Park-Halfmoon Public Library. This is the established line of succession for the administration.

- If the Director (Gutelius) is unable to fulfill the duties of the office, the Assistant Director for Public Service (Foster) will temporarily take the duties of the Director.
- If the Assistant Director (Foster) is unable to fulfill the duties of the office, the Assistant Director for Planning and Communications (Stewart) will temporarily take the duties of the Director.
- They will fulfill these duties until the Director returns from their leave of absence or the Board of Trustees appoints an interim Director or new Director.

CONTINUATION OF SERVICE

The Library will take a staged approach to reduction and reintroduction of service, based on the prevalence of the infectious disease in the community and organizational capacity.

Based on the Center for Disease Control's (CDC) guidance and metrics for operating public-facing institutions, we will continue to provide quality library services while keeping staff and patrons safe. The Library will track metrics for up to 14 days before adjusting the level of library service.

This link provides up-to-date information on current Metrics:

<https://covid.cdc.gov/covid-data-tracker/#county-view>

CONTINUATION OF SERVICES

Based on the Center for Disease Control's (CDC) guidance and metrics for operating public-facing institutions, and using our collective experience from the last two years, we will continue to provide quality library services while keeping staff and patrons safe. The Library may track metrics for up to 14 days before adjusting the level of library service.

This link provides up-to-date information on current Metrics: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Continuation of Service Plan: COVID-19 Metrics and Impacted Services			
	Low	Medium	High
Services	<ul style="list-style-type: none"> • Browse & Borrow Collections • In-person Reference • Indoor Seating • Computers & Copy Room • Computer Assistance • Study Rooms • Meeting Rooms • Curbside Pickup • Appointments • Indoor, Outdoor & Virtual programs • Grab & Go projects 	<ul style="list-style-type: none"> • Browse & Borrow Collections • In-person Reference • Indoor Seating • Computers & Copy Room • Computer Assistance • Study Rooms • Select Meeting Rooms • Curbside Pickup • Appointments • Outdoor & Virtual programs • Indoor Programs (attendance may be capped) • Grab & Go projects 	<ul style="list-style-type: none"> • Browse & Borrow Collections • In-person Reference • Indoor Seating • Computers & Copy Room • Limited Computer Assistance • Study Rooms • Select Meeting Rooms • Curbside Pickup • Appointments – Zoom & phone preferred • Outdoor & Virtual programs • Limited indoor programs at Library's discretion • Grab & Go projects
Masks	The Library will follow CDC guidance, subject to federal, state, and local mandates.		
Food – LIGHT SNACKS	<ul style="list-style-type: none"> • Allowed in Library • Allowed for programs 	<ul style="list-style-type: none"> • Allowed in Library • Not allowed for indoor programs 	<ul style="list-style-type: none"> • Allowed in Library • Not allowed for indoor programs
Suspended Services	All services available	<ul style="list-style-type: none"> • Room A-B cannot be reserved by the public • Very large indoor programs (200+ i.e. author visits, concerts) are suspended 	<ul style="list-style-type: none"> • Room A-B cannot be reserved by the public • Indoor program attendance capped • No Programs in the C.A.R. • School tours suspended
Staffing	Full, but subject to local, state, or federal mandates		
Library Hours	70 hours/week	70 hours/week	70 hours/week

NOTES for Staff:

The Administration and the Safety Committee will regularly monitor metrics to determine if additional guidance or restrictions are necessary.

“Limited Computer Assistance” can include factors like time, social distance, mask compliance of patron, etc.

“Indoor program attendance capped” will differ depending on the room.

- Room A-B should not have more than 60-75 (or fewer) patrons under ‘Substantial’
- Room A-B should not have more than 20-30 patrons under ‘High’
- Other rooms would obviously have fewer patrons – based on size and type of program

At the discretion of the Library Director of the Library Board, the Clifton Park-Halfmoon Public Library may close, reduce its operating hours or limit services temporarily in the event that:

- There are not sufficient employees to maintain basic service levels.
- Public visitation is too low to warrant keeping the Library open.
- Any other condition exists which prevents the Library from operating safely and effectively.

MODIFICATIONS/UPDATES

Initial Adoption Date: 3/15/2021

Modified Date	Description of Modification
4/19/2021	Updated screening questions in accordance with new travel guidelines; updated the DOH quarantine health advisory link most recent guidance.
December 13, 2021	Library Reopening Service Plan has been moved to an appendix; Continuation of Service metrics that were based on NY Forward guidance have been replaced with metrics based on current CDC guidance.
March 20, 2023	Continuation of Service Chart updated with newest plan. Most COVID references changed to “infectious disease” and many recommendations will be based on new guidance.

ⁱ Masks or face coverings must be worn properly, with both the mouth and nose covered.

SALS 2023 Construction Challenge Grant Application Submitted by Clifton Park-Halfmoon Public Library

What are the goals and objectives of your project?

Goal: Create a multi-purpose room that provides a dedicated Sensory Space for patrons that may find the library unpredictable, loud or visually overwhelming

Objectives:

- The Sensory Space will be designed for, but not limited to, users who are sensitive to typical sensory input.
- Sensory rooms are effective in helping to manage stress, negative thoughts, and can de-escalate negative or aggressive behavior.
- Paint the Sensory Space a light warm color; lights will be on dimmer switches; coverings will be placed over the LED lights.
- The Sensory Space will have an interactive sensory wall featuring wall tiles.
- Soft seating will be available.
- The Sensory Space will be a calming, low stress environment that has stimuli and items supporting the learning need for all abilities.
- Bins with age/ability appropriate activities will be available for children and adults.
- When not in use as a designed sensory space, the room will be available for use as a study room, with a round table and chairs. The soft seating will also be available for patrons using the room as a study room.

How will this project change the library building?

The project will create a dedicated space for patrons of all ages and abilities, including those with special needs, allowing patrons to self-regulate and decompress by repurposing an office into the Sensory Space/study room..

How will this project benefit your patrons?

The Sensory Space will be available to individuals, small groups, or families through scheduled program times. Individuals or groups (including families) will be able to reserve time to use the room and activities. A staff member will be available to assist them with the room's features.

When not in use as a Sensory Space, the room will be available on a walk-in basis for individuals and small groups.

What is the timeline for your project?

April/May 2023	-Paint room -Order sensory space items -Update lighting controls
May/June 2023	-Install sensory items -Create use policy for Sensory Space -Advertise new space
June 2023	-Launch new Sensory Space

What tools will you use to evaluate the program quantitatively (i.e. statistics)?

The success of this grant will be measured quantitatively by the number of individuals and groups using the Sensory Space, as well as how often the space is booked.

What tools will you use to measure the program's success qualitatively?

After each use of the room, a staff member will provide a simple survey the individual or group to gather impressions and feedback about the room. The results of these surveys will be used to adjust the room's hours of availability and the items in the room.

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Budget:

In the "details" column, provide information on the item being budgeted for in this category.

Category	Project Funds Requested	In-Kind / Matching	Total	Details
Purchased Services	\$1,000		1,000.00	Electrical work to replace lighting controls with dimmer switches
Equipment	\$1,500		1,500.00	Six (6) 16"x16" wall tiles www.sensoryone.com
Equipment	\$200		200.00	4 gallons of paint
Equipment	\$171		170.65	Bubble wall mirror DF332-526
Equipment	\$146		145.98	2 bean bag chairs by Posh Creations
Equipment	\$339.98		339.98	2 soft floor rockers
Equipment	\$39.99		39.99	flourescent light covers
Equipment	\$719.96		719.96	4 liquid floor tiles SE401 www.lakeshorelearningstore.com
Equipment	\$59.99		59.99	Cuddly puppy weighted lap pad CA202 www.lakeshorelearningstore.com
Equipment	\$128.95		128.95	Children's Factory CF705-392 Cozy Woodland Set of 12 soft blocks

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Equipment	\$59.99		59.99	Til and Turn Liquid Sensory Windows www.lakeshorelearningstore.com
Equipment	\$59.99		59.99	Cuddly puppy weighted lap pad CA202 www.lakeshorelearningstore.com
Equipment	\$39.99		39.99	Rosetta Star Projector
Equipment	\$35.00		35.00	Quarter dome security mirror
Equipment	\$250.00	250.00	500.00	Miscellaneous sensory toys for adults
Equipment	\$250.00	200.00	450.00	42" round table with dry erase top
Equipment	\$0.00	1,400.00	1,400.00	4 task chairs
Total	\$5,000	\$ 1,850.00	\$ 6,850	

Library Director Signature: _____

Board President Signature: _____

Date: _____

Submit all documents as PDFs through our online application portal.

Hand-written applications will not be accepted.