



April 17, 2023 7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the March 20, 2023 meeting for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. March 2023 Financial Statement
 - B. *Warrant
 - #2023-06 March 24, 2023 \$ 163,942.45
 - #2023-07 April 6, 2023 \$ 351,726.28
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. *Policy Committee – Policy #3.3 Library Services to Non-Residents
9. Old Business
 - A. *Finance Committee – Pioneer Bank Recommendation
10. New Business
 - A. Annual Report
11. Executive Session

* Items so marked are action items



March 20, 2023

7:15 PM

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

Absent: David Golden, Tom Madison

Guests: Susan Flint

The meeting was called to order at 7:16 PM by Ms. McMunn.

AGENDA: Ms. McMunn presented the March 20, 2023 agenda for approval with one modification. Library Tag Line will be added to New Business Item 10D. A **Motion** was made by Ms. Brown, seconded by Mr. Srinivasan, to approve the agenda as modified. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Cantore, seconded by Mr. Meyer, to accept the February 27, 2023 minutes as sent. The **Motion** passed unanimously by those present. Mr. Srinivasan chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: Ms. McMunn noted the passing of former Board of Trustees President Arnie Elman and his contribution to the Library Board.

TREASURER'S REPORT:

Mr. Cantore presented the Financial Statement for January and February 2023. On the January Financial Statement it was noted Line Item 6521 Insurance was higher due to a claim. On the February Financial Statement a date change was noted. The Bond payment is included and the utilities budget line is running high. The January and February Financial Statements were reviewed and received for audit.

The March 8, 2023 warrant for \$119,578.77 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Wise, to approve the March 8, 2023 warrant. The **Motion** passed unanimously by those present. The reviewer for the March 8, 2023 warrant was Mr. Srinivasan.

THE FRIENDS: Mr. Foster gave the following report:

1. The Friends are hosting a craft supply give and take event on March 25-26. Donations may be dropped off only on Friday, March 24 from 2-6pm.



2. TTOB is planning a luncheon on April 16 at 12:30pm at the Halfmoon Senior Center.
3. The Friends are planning a Plant Sale in May.
4. A Used Book Sale is scheduled for June 2-4.
5. The Friends are planning a two travel opportunities dates and information will be coming soon.

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

1. We hosted a St. Patrick's Day celebration with Diane Payette.
2. The Dulcimer Concert on Sunday, March 19 was very well attended.
3. We are working on an author event for May. More details will be coming soon.
4. We have been in touch with some of our Outreach organizations to see how the library can better serve them.

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

1. PR created a quick reference sheet to help staff answer patron questions at the service desks.
2. PR created a library resources handout for staff to use at outreach events.
3. PR has branded post it notes to be given out at events to promote the library.
4. Sample privacy window coverings were placed near the circulation department. We are reviewing our options. No decisions have been made yet.
5. Ms. Stewart shared samples of furniture and fabric choices that were selected for the Children's Library.

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

1. The SALS annual meeting is scheduled for May 15.
2. Ms. Gutelius noted it was three years ago today that the library closed due to the pandemic.
3. Staff proximity cards were not working after the power outage. It was determined that it was not a software issue, rather a board that needs to be replaced. The part has been ordered and will be repaired.
4. We will have a luncheon for staff on April 25 for National Library Workers Day.
5. Thank you to the Trustees that attended Library Advocacy Day.
6. The caution tape near the front of the building was to alert people to possible falling snow from the roof of the library. Board members discussed ways to alert patrons that did not include the use of caution tape.
7. We will be nominating the Summer Program at Cheryl's Lodge for SALS Program of the Year.



COMMITTEE REPORTS:

POLICY COMMITTEE: No Report

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: Mr. Rodger gave the following report:

Mr. Rodger presented the Health Insurance Benefits recommendation. The health insurance benefits were reviewed as part of the salaried employees' compensation package. A Benefits Committee was created to look at the overall benefits for employees. It was determined that CPH contribution level is well below comparable libraries. Mr. Rodger made the **Motion** on behalf of the Personnel Committee to change the Library's health insurance benefits, to contribute 60% to health insurance premiums for individual, 2-person, and family plans effective April 1, 2023. The **Motion** passed unanimously by those present.

Next, Mr. Rodger presented the Emergency Closing Recommendation. The Benefits Committee is recommending that all employees be paid for their scheduled time during an emergency closure. These emergency closures are usually weather related. Mr. Rodger made the **Motion** on behalf of the Personnel Committee to approve paying part-time employees for their scheduled shift when the Library is closed due to emergency, non-pandemic related conditions. The **Motion** passed unanimously by those present.

Finally, Mr. Rodger presented the notes from the March 6 Personnel Committee meeting. They discussed working on a salary review in anticipation of the development of the 2024 budget. They will also review the draft of the Employee Handbook.

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

Ms. Brown presented the recommendation for the EV Charging Stations. The committee has been investigating the installation of the EV Charging Stations and solicited several quotes. The Livingston quote was the least expensive and other area libraries have worked with them and provided positive references. Ms. Brown made the **Motion** on behalf of the Buildings & Grounds committee to approve the Livingston proposal for four CP203, Level 2 charging stations at no cost to the Library after the utility rebate of \$16,000. The **Motion** passed unanimously by those present.

Ms. Brown presented the notes from the March 13 Building and Grounds Committee meeting. They discussed an egress window, parking lot resurfacing, construction projects, and snow guards for the roof.



FINANCE AND AUDIT: Mr. Cantore gave the following report:

Mr. Cantore presented the Banking Recommendation. The library is looking to transition the Library's banking services from Key Bank to Pioneer Bank as they offer no-fee banking services. The Pioneer Banking recommendation was deferred to April so that additional information can be obtained regarding bank stability.

Next, Mr. Cantore presented the Payroll Company Recommendation. The Library has been using the services of ADP for payroll and time and attendance since 2013. Staff has been researching other company options with better customer support and a better payroll process. Mr. Cantore made the **Motion** on behalf of the Finance and Audit Committee to transition from ADP to Paychex for payroll and time and attendance services. The **Motion** passed unanimously by those present. It was noted this change will align with any possible banking changes.

Finally, Mr. Cantore presented the notes from the March 1 Finance and Audit Committee meeting. They discussed the Tax Exemption for Volunteer Firefighters and Ambulance workers. Ms. Gutelius will contact the Towns of Clifton Park and Halfmoon for details and how it may impact the library.

LEGISLATION: Mr. Wise gave the following report:

Library advocacy day was successful. NYS aid for libraries is in the budget and we are hopeful for additional increases in the final budget.

AD HOC CRISIS COMMUNICATIONS COMMITTEE:

Ms. McMunn noted the committee is looking to identify some crisis scenarios so the board can be proactive and not reactive in a time of crisis. Staff will be providing recommendations for topics for the Board to consider. Ms. McMunn will report back when she has more information on topics.

OLD BUSINESS: None

NEW BUSINESS:

Annual Report for Public and Association Libraries for 2022

Ms. Gutelius presented the Annual Report for Public and Association Libraries for 2022. Mr. Rodger made the **Motion**, seconded by Mr. Wise, to approve the Annual Report for Public and Association Libraries for 2022. The **Motion** passed unanimously by all present.



SALS 2023 Construction Grant

Ms. Gutelius presented the SALS Construction Challenge Grant for \$5,000 to create a multi-purpose room with a dedicated Sensory Space. The goal is to create a designated space for patrons that may find the library unpredictable, loud, or visually overwhelming. When not in use as a sensory space the room will be available on a walk in basis for individuals or small groups. Ms. Brown made the **Motion**, seconded by Mr. Cantore, to approve the application for the SALS Construction Grant. The **Motion** passed unanimously by those present. Mr. Wise chose to abstain.

Pandemic Operations Plan Update

Ms. Gutelius presented the Pandemic Operations Plan. This plan has been developed in accordance with NYS Labor Law 27-c. Changes included an updated Continuation of Service Chart with the newest plan. Most COVID references were changed to “infectious disease” and many recommendations will be based on new guidance. Mr. Meyer made the **Motion**, seconded by Mr. Srinivasan, to approve the Pandemic Operations Plan as amended. The **Motion** passed unanimously by those present.

Library Tag Line

Ms. Stewart presented the change to the Library Tag Line. The current Tag Line is Meet, Learn, Do. This has been updated to Discover, Learn, Do. A **Motion** was made by Mr. DiGianni, seconded by Mr. Wise, to accept the new Tag Line of Discover, Learn, Do. The **Motion** carried with two members opposed.

There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Srinivasan, to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 8:42 PM.

The next scheduled Board Meeting is Monday, April 17, 2023 at 7:15pm.

Clifton Park-Halfmoon Public Library
Financial Statement March 2023

Percentage of Year: 25.00%

<i>RECEIPTS</i>	<i>Adopted Budget</i> <i>Jan 23</i>	<i>Adj Budget</i>	<i>Modified</i> <i>Budget</i>	<i>March</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	\$0.00	\$3,261,599.53	100.00%	\$2.53
4020 Town of Halfmoon	\$1,659,423.00	\$0.00	\$1,659,423.00	\$0.00	\$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	\$0.00	\$4,921,023.21	99.67%	-\$16,279.79
Grants							
4110 SALS Programming	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%	\$1,500.00
4150 DFY Municipal	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$3,667.00	101.86%	\$67.00
4160 Friends - Specified	\$9,000.00	\$0.00	\$9,000.00	\$3,000.00	\$3,000.00	33.33%	-\$6,000.00
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	\$4,500.00	\$8,167.00	64.82%	-\$4,433.00
Donations							
4210 Patron Donations	\$1,000.00	\$0.00	\$1,000.00	\$1.50	\$36.65	3.67%	-\$963.35
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	\$0.00	\$2,250.00	0.00%	\$2,250.00
Subtotal	\$1,000.00	\$0.00	\$1,000.00	\$1.50	\$2,286.65	228.67%	\$1,286.65
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	\$3,192.55	\$3,813.73	0.00%	\$3,813.73
4330 Bank Interest Income	\$1,000.00	\$0.00	\$1,000.00	\$1,964.31	\$4,117.88	411.79%	\$3,117.88
Subtotal	\$1,000.00	\$0.00	\$1,000.00	\$5,156.86	\$7,931.61	793.16%	\$6,931.61
Other Income							
4410 Fines	\$10,000.00	\$0.00	\$10,000.00	\$2,646.25	\$7,472.42	74.72%	-\$2,527.58
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$435.92	\$1,094.55	21.89%	-\$3,905.45
4431 Emp Books	\$0.00	\$0.00	\$0.00	\$16.50	\$0.00	0.00%	\$0.00
4440 Copier	\$15,500.00	\$0.00	\$15,500.00	\$1,010.80	\$2,560.00	16.52%	-\$12,940.00
4450 Other	\$0.00	\$0.00	\$0.00	\$64.76	\$231.76	0.00%	\$231.76
Subtotal	\$30,500.00	\$0.00	\$30,500.00	\$4,174.23	\$11,358.73	37.24%	-\$19,141.27
Total Receipts	\$4,982,403.00	\$0.00	\$4,982,403.00	\$13,832.59	\$4,950,767.20	99.37%	-\$31,635.80
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	\$13,832.59	\$4,950,767.20	99.37%	-\$31,635.80

**Clifton Park-Halfmoon Public Library
Financial Statement March 2023**

Percentage of Year: 25.00%

<i>DISBURSEMENTS</i>	<i>Adopted Budget Jan 23</i>	<i>Adj Budget</i>	<i>Modified Budget</i>	<i>March</i>	<i>YTD</i>	<i>YTD as % of Budget</i>	<i>Variance</i>
Personnel							
7010 Salaries - Personnel	\$2,392,533.00	\$0.00	\$2,392,533.00	\$172,929.58	\$406,487.49	16.99%	\$1,986,045.51
7013 Contracted Services	\$1,000.00	\$0.00	\$1,000.00	\$400.00	\$400.00	40.00%	\$600.00
7200 Insurance	\$140,246.00	\$0.00	\$140,246.00	\$11,322.63	\$55,708.68	39.72%	\$84,537.32
7270 Employee Public Relations	\$0.00	\$0.00	\$0.00	\$802.29	\$1,023.50	0.00%	-\$1,023.50
7300 Benefits - Taxes	\$181,636.00	\$0.00	\$181,636.00	\$12,566.16	\$29,184.20	16.07%	\$152,451.80
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	\$3,576.23	\$583.55	0.00%	-\$583.55
Subtotal	\$2,965,415.00	\$0.00	\$2,965,415.00	\$201,596.89	\$549,782.42	18.54%	\$2,415,632.58
Library Materials							
6010 Books	\$161,438.00	\$0.00	\$161,438.00	\$10,004.57	\$26,791.18	16.60%	\$134,646.82
6020 Periodicals	\$14,000.00	\$0.00	\$14,000.00	\$532.55	\$9,108.62	65.06%	\$4,891.38
6030 AV	\$57,000.00	\$0.00	\$57,000.00	\$3,628.56	\$9,295.22	16.31%	\$47,704.78
6050 Digital Resources	\$113,500.00	\$0.00	\$113,500.00	\$6,401.45	\$28,415.77	25.04%	\$85,084.23
60000 Other	\$0.00	\$0.00	\$0.00	\$163.28	\$375.24	0.00%	-\$375.24
Subtotal	\$345,938.00	\$0.00	\$345,938.00	\$20,730.41	\$73,986.03	21.39%	\$271,951.97
Facility & Equipment							
6110 Bldg Svc Contracts	\$213,022.00	\$0.00	\$213,022.00	\$23,855.23	\$54,338.25	25.51%	\$158,683.75
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	\$1,221.00	\$43,908.00	87.82%	\$6,092.00
6150 Repairs - Bldg & Equipment	\$46,000.00	\$0.00	\$46,000.00	\$1,150.63	\$6,536.97	14.21%	\$39,463.03
6160 Equipment Lease Expense	\$28,050.00	\$0.00	\$28,050.00	\$2,433.34	\$7,086.45	25.26%	\$20,963.55
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	\$28,660.20	\$111,869.67	32.66%	\$230,702.33
Operations							
6200 Programs	\$46,920.00	\$0.00	\$46,920.00	\$130.17	\$8,156.11	17.38%	\$38,763.89
6510 Automation	\$225,000.00	\$0.00	\$225,000.00	\$20,442.68	\$55,054.90	24.47%	\$169,945.10
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$1,014.17	\$2,522.85	28.03%	\$6,477.15
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	\$400.00	\$668.00	14.84%	\$3,832.00
6530 Office & Lib Supplies	\$22,500.00	\$0.00	\$22,500.00	\$3,083.39	\$5,436.47	24.16%	\$17,063.53
6540 Postage & Freight	\$6,500.00	\$0.00	\$6,500.00	\$70.80	\$1,109.29	17.07%	\$5,390.71
6545 Professional Services	\$33,000.00	\$0.00	\$33,000.00	\$17,467.45	\$31,115.45	94.29%	\$1,884.55
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$1,436.39	\$2,643.66	24.03%	\$8,356.34
6556 Travel & Continuing Ed	\$15,000.00	\$0.00	\$15,000.00	\$904.00	\$5,247.15	34.98%	\$9,752.85
6575 Utilities	\$100,000.00	\$0.00	\$100,000.00	\$8,725.27	\$38,052.63	38.05%	\$61,947.37
6576 Building Security	\$100,980.00	\$0.00	\$100,980.00	\$0.00	\$15,314.07	15.17%	\$85,665.93
6581 Other Operational	\$7,085.00	\$0.00	\$7,085.00	\$233.29	\$820.58	11.58%	\$6,264.42
Subtotal	\$588,096.00	\$0.00	\$588,096.00	\$53,907.61	\$168,144.16	28.59%	\$419,951.84
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	\$304,895.11	\$1,358,556.38	27.27%	\$3,623,846.62

**Clifton Park-Halfmoon Public Library
Financial Statement March 2023**

Percentage of Year: 25.00%

<i>Cash - Bank Balances</i>	
1040 Petty Checking	\$224.25
1050 Petty Cash	\$714.58
1051 Business Checking	\$194,374.92
1052 MM Savings	\$5,568,608.10
1060 Unemployment Fund Bond	\$115,712.84
TTL CASH	\$5,879,634.69
1100 Accounts Receivable	\$7,412.98
12000 Undeposited Funds	\$0.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
TTL ASSETS	\$5,887,047.67
1071 Accrued credit card	\$0.00
2000 Accounts Payable	\$36,062.81
21000 Accrued Pay	\$0.00
24000 Payroll Liab	\$0.00
24100 Accrued Leave and Payroll	\$0.00
24200 Accrued Expense	\$0.00
TTL LIABILITIES	\$36,062.81
TTL EQUITY	\$5,850,984.86
	\$0.00
TTL LIAB & EQUITY	\$5,887,047.67

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$4,950,767.20
Year to Date Expenses	-\$1,358,556.38
Net Change	<u>\$3,592,210.82</u>

Appropriations	Prior Month Balance	Use of Fund	
		Balance	Current Balance
3006 Library Construction	\$140,669.29	\$0.00	\$140,669.29
3000/3002 Automation App Fund	\$0.00	\$0.00	\$0.00
32000 Unappropriated Funds/Unrestricted Net Assets	\$2,118,104.75	\$0.00	\$2,118,104.75
Fund Changes	\$2,258,774.04	\$0.00	\$2,258,774.04

Clifton Park-Halfmoon Public Library
Financial Statement March 2023

Percentage of Year: 25.00%

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	\$2,258,774.04
+ Net change (revenues - expenses)	\$3,592,210.82
Subtotal	\$5,850,984.86
- Total Cash	-\$5,879,634.69
Accounts Payable	\$36,062.81
Accounts Receivable	-\$7,412.98
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

Branding

- We continue to promote our branding throughout the Library. New outdoor flags were purchased for the light poles. They read “Discover. Learn. Do.”



Book Carts



For the past several years, staff have been naming book carts. The most recent one is “The Very Hungry Cartapillar”.

A patron expressed an interest in naming a cart, so a contest was held on Facebook and Instagram asking for cart name suggestions. Once the suggestions were narrowed down to four names, a vote was held and “Dolly Cart’n” was the winner!



MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Outreach

- For the first time since the pandemic began, a school visit took place in March. 100 second grade children from Okte Elementary school visited the Library. The students participated in a scavenger hunt around the library, enjoyed a story time and were able to borrow books to use in their classroom.
- A Red Cross Community Blood Drive was held at the Library at the end of March.



Visitors

- Visitor traffic has increased steadily over the past year. The highest month for foot traffic since the pandemic began was November 2022 with 24,639 visitors, followed closely by March 2023 with 24,201 visitors, an increase of 17% compared to March 2022. Year to date there has been a 31% increase over 2022.

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES

Collection Use

- For the first quarter of 2023, overall circulation increased by 2% compared to 2022. Certain collections have experienced higher use such as:
 - Juvenile fiction up by 8%
 - Juvenile audio (including Playaways and Wonderbooks) up by 42%
 - Computer game (including Launch Pads) up by 47%

Programs

- There were 114 programs at the Library in March. Some of the most popular include:
 - Mini-golf (after hours) 183 participants (more than twice the number from 2022)
 - Middle schools Jazz Concert
 - Twice-weekly story time programs are attended by 50+ people
 - The monthly Jigsaw Puzzle Swap is very popular (68 people in March)
 - Music programs are re-gaining their pre-pandemic audience. 138 people attended the Dulcimer concert

Patrons with Learning, Cognitive, or Developmental Disabilities

- Jim has been in contact with several organizations that work with people with disabilities, to see how the Library can provide appropriate services to a generally under-served population of our community. Library staff is collecting materials and creating programs that are developmentally appropriate for adults with disabilities. This includes the plans for a sensory room for both children and adults, and for staff training specific to this topic.



DEVELOP PEOPLE AND THE ORGANIZATION

Multifactor Authentication

- Multifactor authentication for email access has been rolled out to all employees with email access. An application for cyber liability insurance has been submitted to Travelers Insurance.

Building Safety Walkthroughs

- Building safety checklist and walk-throughs have been completed by most staff members. An Active Attacker drill will be scheduled for the spring and we will continue with regular Fire Drills.

Narcan Training

- The Saratoga County Health Department has been scheduled in August to provide Narcan training and distribute kits to both patron and staff.

Polling Location

- The Library will be a polling location for early voting in Saratoga County in June and late October/early November. The Library will also be the location for a BOCES public vote on July 11.

Children's Library Project

- Selections for flooring, furniture and storage has been completed for the Children's Library. The orders will take from 4-8 weeks to be delivered. Synthesis is revising overall project cost estimates and will be sharing a new construction schedule and timeline.

Prepared by: Alex Gutelius
Library Director

Clifton Park - Halfmoon Public Library
Program Statistics - March 2023

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Beginner English Language Learning (ELL)	March 07 2023	Adults	33	33			
Beginner English Language Learning (ELL)	March 21 2023	Adults	19	19			
Beginner English Language Learning (ELL)	March 01 2023	Adults	23	23			
Beginner English Language Learning (ELL)	March 08 2023	Adults	26	26			
Beginner English Language Learning (ELL)	March 15 2023	Adults	24	24			
Beginner English Language Learning (ELL)	March 22 2023	Adults	18	18			
Concert: New York Dulcimer Orchestra	March 19 2023	Adults	139	127	8	4	
Connecting Threads Quilt Group	March 08 2023	Adults	5	5			
English Language Learning (ELL) Evening Class	March 06 2023	Adults	11	11			
English Language Learning (ELL) Evening Class	March 13 2023	Adults	14	14			
English Language Learning (ELL) Evening Class	March 20 2023	Adults	14	14			
First Friday: The Prestons of East Street	March 03 2023	Adults	19	19			
Foreign Film: Another Round (2020)	March 09 2023	Adults	12	12			
Genealogy Assistance	March 02 2023	Adults	5	5			
HYBRID: Are You Ready to Cut the Cable Cord?	March 22 2023	Adults	16	13			3
HYBRID: Daytime Book Group	March 16 2023	Adults	7	7			
HYBRID: Demystifying Shakespeare	March 06 2023	Adults	11	1			10
HYBRID: Demystifying Shakespeare	March 13 2023	Adults	13	2			11
HYBRID: Demystifying Shakespeare	March 20 2023	Adults	13	1			12
HYBRID: Demystifying Shakespeare	March 27 2023	Adults	12	1			11
Inspiration Place: Abstract Winter	March 07 2023	Adults	16	16			
Is What You Are Reading True?	March 21 2023	Adults	10	10			
Jigsaw Puzzle Swap	March 11 2023	Adults	62	62			
Journaling for Adults	March 01 2023	Adults	20	6			14
Mysteries & More Book Group	March 21 2023	Adults	6	6			
National Craft Month: Adult Crafternoon	March 15 2023	Adults	3	3			
Parenting for Success Beyond High School	March 22 2023	Adults	16	16			
Saturday Scrabble Meetup	March 25 2023	Adults	4	4			
Staff Therapy Dogs	March 29 2023	Adults	25	25			
Using Your iPad/iPhone	March 21 2023	Adults	12	12			
Wednesday Bridges	March 01 2023	Adults	5	5			
Wednesday Movie Matinee: Elvis (2022)	March 08 2023	Adults	36	36			
ZOOM: Intermediate English Language Learning (ELL)	March 02 2023	Adults	12	12			
ZOOM: Intermediate English Language Learning (ELL)	March 09 2023	Adults	22	22			
ZOOM: Mindfulness Meditation	March 24 2023	Adults	18				18
ZOOM: Mindfulness Meditation	March 31 2023	Adults	21				21
ZOOM: Take Control of Your Email	March 22 2023	Adults	6				6
ZOOM: U.S. Citizenship Class	March 01 2023	Adults	14	14			
ZOOM: U.S. Citizenship Class	March 08 2023	Adults	11	11			
ZOOM: U.S. Citizenship Class	March 15 2023	Adults	7	7			
ZOOM: U.S. Citizenship Class	March 22 2023	Adults	10	10			
ZOOM: U.S. Citizenship Class	March 29 2023	Adults	12	12			
Adult Grab & Go: Mosaic Tile Coaster	March 04 2023	Grab & Go	30	30			
One-on-One Tech Help	March 23 2023	One-on-One	8	8			
Tech Tutoring	Various	One-on-One	5	5			

Clifton Park - Halfmoon Public Library
Program Statistics - March 2023

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Baby Story Time	March 03 2023	Children	37	20		17	
Music & Motion	March 17 2023	Children	78	36		42	
Mercy Watson Rainbow Toast	March 17 2023	Children	19	5	2	12	
Family Story Time	March 06 2023	Children	61	25		36	
Family Story Time	March 13 2023	Children	50	22		28	
Bilingual Family Story Time: Chinese	March 20 2023	Children	47	22		25	
Family Story Time	March 27 2023	Children	49	23		26	
Family Story Time	March 02 2023	Children	68	30		38	
Family Story Time	March 09 2023	Children	55	25		30	
Family Story Time	March 16 2023	Children	58	21		37	
Family Story Time	March 23 2023	Children	63	29		34	
Family Story Time	March 30 2023	Children	72	32		40	
Family LEGO Build!	March 21 2023	Children	23	9	1	13	
Battle of the Books Ice Cream Celebration!	March 28 2023	Children					
Lucky Clover Art	March 17 2023	Children					
St. Patrick's Day Celebration!	March 11 2023	Children	136	80		56	
Search, Find, & Move!	March 08 2023	Children	308			308	
Mini-Golf in the Library!	March 24 2023	General Interest	182	95	15	72	
Shenendehowa Middle School Jazz Bands	March 24 2023	General Interest	147	82	51	14	
Okte Field Trip - Shenendehowa	March 10 2023	Outreach	100	10		90	
Red Cross Community Blood Drive	March 28 2023	Outreach					
AARP Tax Preparation Help	March 06 2023	Outreach	20	20			
AARP Tax Preparation Help	March 13 2023	Outreach	20	20			
AARP Tax Preparation Help	March 20 2023	Outreach	20	20			
AARP Tax Preparation Help	March 27 2023	Outreach	20	20			
AARP Tax Preparation Help	March 04 2023	Outreach	20	20			
AARP Tax Preparation Help	March 11 2023	Outreach	20	20			
AARP Tax Preparation Help	March 18 2023	Outreach	20	20			
AARP Tax Preparation Help	March 25 2023	Outreach	20	20			
Therapy Dogs for Teens	March 17 2023	Teens	6	3	3		
Teen Game Time: High School	March 04 2023	Teens	1		1		
Teen Video Games Night	March 02 2023	Teens	13		12	1	
Teen Craft Corner: March Madness Game	March 07 2023	Teens	75		75		
Middle School Book Club: The Wild Robot Escapes	March 07 2023	Teens	5		5		
CraftTEEN: Wire Button Tree	March 15 2023	Teens	4		4		
VIRTUAL: D&D One-Shot 5e Adventure!	March 07 2023	Teens Adults	5				5
Game Night: Be Prepared	March 28 2023	Teens Adults	3	3			

Clifton Park-Halfmoon Public Library

2023 Activity Report

		January	February	March	April	May	June	July	August	September	October	November	December	YTD 2023	YTD 2022	
Borrowers	New	226	197	180	0	0	0	0	0	0	0	0	0	603	485	
	Purged*															
	TOTAL	37,567	37,501	37,343	0	0	0	0	0	0	0	0	0	37,343	38,746	
Circulation	Fiction	Adult	8,676	8,212	9,492	0	0	0	0	0	0	0	0	26,380	25,561	
		Young Adult	1,383	1,469	1,599	0	0	0	0	0	0	0	0	4,451	3,813	
		Juvenile	13,544	13,746	15,697	0	0	0	0	0	0	0	0	0	42,987	39,767
	Non-fiction	Adult	5,351	5,138	5,924	0	0	0	0	0	0	0	0	0	16,413	16,072
		Young Adult	13	12	8	0	0	0	0	0	0	0	0	0	33	56
		Juvenile	2,036	1,851	2,085	0	0	0	0	0	0	0	0	0	5,972	6,055
	Audio	Adult	1,199	1,210	1,591	0	0	0	0	0	0	0	0	0	4,000	4,685
		Young Adult	0	18	29	0	0	0	0	29	0	0	0	0	47	98
		Juvenile	436	492	447	0	0	0	0	0	0	0	0	0	1,375	995
	DVD	Adult	4,240	4,119	4,519	0	0	0	0	0	0	0	0	0	12,878	14,474
		Juvenile	978	976	1,180	0	0	0	0	0	0	0	0	0	3,134	3,302
		Digital Media	eaudiobooks	3,795	3,464	3,722	0	0	0	0	0	0	0	0	10,981	10,001
		ebooks	3,852	3,461	4,025	0	0	0	0	0	0	0	0	0	11,338	11,780
		Music	110	94	110	0	0	0	0	0	0	0	0	0	314	279
		Serials*	1,258	1,050	1,133	0	0	0	0	1,050	0	0	0	0	3,441	3,180
		Comics (hoopla)	65	24	71	0	0	0	0	0	0	0	0	0	160	246
		Streaming Video/TV (hoopla)	358	356	304	0	0	0	0	0	0	0	0	0	1,018	1,228
	Other	Serials	473	415	593	0	0	0	0	0	0	0	0	0	1,481	1,632
		CD-ROM / Wii	490	480	504	0	0	0	0	0	0	0	0	0	1,474	1,003
		Uncatalogued	33	18	34	0	0	0	0	0	0	0	0	0	85	145
		Non-traditional	25	207	222	0	0	0	0	0	0	0	0	0	454	350
		Print	31,003	30,428	34,805	0	0	0	0	0	0	0	0	0	96,236	91,323
		AV	6,853	6,815	7,766	0	0	0	0	0	0	0	0	0	21,434	23,554
		Digital	9,438	8,449	9,365	0	0	0	0	0	9,365	0	0	0	27,252	26,714
		Other	1,021	1,120	1,353	0	0	0	0	0	0	0	0	0	3,494	3,130
		TOTAL	48,315	46,812	53,289	0	0	0	0	0	0	0	0	0	148,416	144,721
Technology		Database Usage	1,407	1,959	2,076	0	0	0	0	0	0	0	0	0	5,442	2,914
	Computer Use (sessions)	1,427	1,395	1,502	0	0	0	0	0	0	0	0	0	4,324	3,985	
	Wireless Use	4,626	4,211	4,816	0	0	0	0	0	0	0	0	0	13,653	10,223	
	PAC Use	15,211	13,396	14,902	0	0	0	0	0	0	0	0	0	43,509	43,951	
	Website Visits	27,115	24,705	26,650	0	0	0	0	0	0	0	0	0	78,470	68,447	
	iPad/Laptop/Device Use	4	13	19	0	9	0	0	0	0	0	0	0	45	34	
	Fax 24/7 Use	0	0	0	0	0	0	0	0	0	0	0	0	0	7	

		January	February	March	April	May	June	July	August	September	October	November	December	YTD 2023	YTD 2022
Programming	Number of Programs														
	Adult	41	37	44	0	0	0	0	0	0	0	0	0	122	123
	Teen	12	14	8	0	0	0	0	0	0	0	0	0	34	9
	Child 0-5	22	11	12	0	0	0	0	0	0	0	0	0	45	28
	Child 6-11	3	26	5	0	0	0	0	0	0	0	0	0	34	12
	General	5	4	2	0	0	0	0	0	0	0	0	0	11	1
	One-on-One	9	35	13	0	0	0	0	0	0	0	0	0	57	27
	Grab & Go	30	121	30	0	0	0	0	0	0	0	0	0	181	2,010
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	4
	TOTAL	122	248	114	0	0	0	0	0	0	0	0	0	484	2,214
	Attendance														
	Adult	1,265	497	782	0	0	0	0	0	0	0	0	0	2,544	1,425
	Teen	179	96	109	0	0	0	0	0	0	0	0	0	384	62
	Child 0-5	753	482	657	0	0	0	0	0	0	0	0	0	1,892	531
	Child 6-11	32	1,285	467	0	0	0	0	0	0	0	0	0	1,784	278
	General	78	37	329	0	0	0	0	0	0	0	0	0	444	25
	One-on-One	9	36	13	0	0	0	0	0	0	0	0	0	58	27
	Grab & Go	30	121	30	0	0	0	0	0	0	0	0	0	181	2,010
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	53
	TOTAL	2,346	2,554	2,387	0	0	0	0	0	0	0	0	0	7,287	4,411
Outreach	Events / Programs	6	12	10	0	0	0	0	0	0	0	0	0	28	181
	Attendance	120	454	260	0	0	0	0	0	0	0	0	0	834	3,222
Interlibrary Loan	Borrowed	6,805	6,026	7,032	0	0	0	0	0	0	0	0	0	19,863	15,350
	Loaned	3,231	2,933	3,536	0	0	0	0	0	0	0	0	0	9,700	9,720
	TOTAL	10,036	8,959	10,568	0	0	0	0	0	0	0	0	0	29,563	25,070
Reference	Ask Desk	2,422	2,581	2,589	0	0	0	0	0	0	0	0	0	7,592	6,571
	Children's Library Desk	1,141	1,396	1,300	0	0	0	0	0	0	0	0	0	3,837	2,924
	Computer Support	319	356	361	0	0	0	0	0	0	0	0	0	1,036	623
	TOTAL	3,882	4,333	4,250	0	0	0	0	0	0	0	0	0	12,465	10,118
Museum Passes		25	35	33	0	0	0	0	0	0	0	0	0	93	80
Visitors		22,607	20,027	24,201	0	0	0	0	0	0	0	0	0	66,835	50,824
Room Use	Hours														
	Library Programs	541	321	484	0	0	0	0	0	0	0	0	0	1,346	310
	Board/FOL/Staff	59	69	79	0	0	0	0	0	0	0	0	0	206	193
	Outside Organizations	176	158	138	0	0	0	0	0	0	0	0	0	472	346
	Room Checkouts	136	139	176	0	0	0	0	0	0	0	0	0	451	533
Outside Organization Meetings/Programs (bookings)		60	52	45	0	0	0	0	0	0	0	0	0	157	105
Collection Size (print & media)	Added	912	919	1,064	0	0	0	0	0	0	0	0	0	2,895	2,857
	Withdrawn	1,407	573	1,052	0	0</									

POLICY 3.3 LIBRARY SERVICE TO NON-RESIDENTS

Need for This Policy:

To advise non-district residents of certain restrictions that may apply to their borrowing of materials and use of services. Non-district residents include REGULAR, TEMPORARY, and OUTSIDE MVLS/SALS card holders.

Policy:

Non-district residents have the following restrictions:

- Not permitted to borrow museum passes
- Not permitted to place holds on new materials
- May be denied borrowing of electronic content and devices

In addition, temporary residents are restricted to borrowing a total of two (2) physical items.

The Director or designee shall publish on the website the categories of materials that are restricted. At the discretion of the Director, residents of the District will be given priority registration for selected programs which require attendance to be limited.

Responsibilities:

It shall be the responsibility of the Director to ensure compliance with this Policy and to maintain and display an up-to-date list of restricted materials for patrons.

Initial Adoption Date: 1/10/1997

Modified Date	Description of Modification
9/19/2005	
6/20/2016	Definition of non-district residents: updated communication method for list of restricted materials.
3/21/2022	Updated restrictions
<u>4/17/2023</u>	<u>Added devices to items that may be restricted</u>

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.