



May 22, 2023 7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the April 17, 2023 meeting for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. April 2023 Financial Statement
 - B. *Warrant
 - #2023-08 April 24, 2023 \$138,540.75
 - #2023-09 May 9, 2023 \$168,879.96
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
 - EV Charging Station Policy
 - B. Finance Committee
 - Draft 2024 Budget Discussion
9. Old Business
10. New Business
 - A. NALOBX Proposal
11. Executive Session

* Items so marked are action items



April 17, 2023

7:15 PM

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

Absent: Dave Golden

Guests: Susan Flint

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

AGENDA: Ms. McMunn presented the April 17, 2023 agenda for approval with one modification. Approval of Substitute Librarian added to Committee Reports Item 8B. A **Motion** was made by Mr. Wise, seconded by Ms. Brown, to approve the agenda as modified. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Ms. Brown, seconded by Mr. DiGianni, to accept the March 20, 2023 minutes with a few edits. The Library's Health Insurance benefit will contribute 60% to health insurance premiums for individual, 2-person, and family plans effective April 1, 2023. Joe Gaug was absent from the previous meeting and Lisa Oddo was present. The **Motion** passed unanimously by those present.

PUBLIC COMMENT: None

BOARD COMMENT: None

TREASURER'S REPORT:

Mr. Cantore presented the Financial Statement for March 2023. It was noted utilities are still trending up. That line item may need to be adjusted later in the year if that trend continues. The March Financial Statement was reviewed and received for audit.

The March 24, 2023, warrant for \$163,942.45 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Wise, to approve the March 24, 2023, warrant. The **Motion** passed unanimously by those present. The reviewer for the March 24, 2023, warrant was Mr. Srinivasan.

The April 6, 2023, warrant for \$351,726.28 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Madison, to approve the April 6, 2023, warrant. The **Motion** passed unanimously by those present. The reviewer for the April 6, 2023, warrant was Mr. Rodger. It was noted this warrant included the Town of Halfmoon bond payment.



THE FRIENDS: Mr. Foster gave the following report:

1. TTOB hosted a luncheon on April 16 at 12:30pm at the Halfmoon Senior Center.
2. The Friends are looking for library projects or initiatives to support financially that align with our long-term goals. We will be talking with staff about ideas to submit to the FOL.

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

1. Work continues with Livingston to set up charging stations at the library.
2. The Saratoga County Health department has been scheduled in August to provide Narcan training and distribute kits to patrons and staff.
3. Library staff are planning developmentally appropriate programming for adults with disabilities to address an underserved population of our community.
4. Safety Training walk-throughs for staff are almost complete. A safety training video was made by staff to be shown to new employees. It will also be used as refresher training at staff meetings.

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

1. The new "Discover. Learn. Do." flags have been installed outside on the light poles leading up to the main entrance.
2. We have a newly branded banner to take to outreach events.
3. The library had a ¼ page ad in the *Halfmoon Navigator*.
4. The website this month features patron and staff stories.
5. We started sending Happy Anniversary emails to patrons on the first anniversary of getting their library card.
6. The public book cart naming contest was very popular with "Dolly Cart'n" winning with the most votes. "The Very Hungry Cartapillar" was the winner of the staff naming contest for the Youth Services book cart.
7. Purchase Orders were submitted for furniture, flooring, and storage for the children's library. The construction schedule timeline will be adjusted based on when items begin to arrive, and contractors are available.

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

1. Please make your dinner selection tonight for the SALS annual meeting on May 15.
2. Multifactor Authentication for email access was rolled out to all employees with email access. An application for cyber liability insurance has been submitted to Travelers Insurance.
3. We will have a luncheon for staff on April 25 for National Library Workers Day.



4. Ms. Gutelius will forward an email for Trustees Handbook training. This training will qualify for your required annual training hours.
5. Ms. Gutelius noted the article in the *Times Union* about the Lake Luzerne library and their plans for a drag queen story time.
6. Ms. Gutelius referred to the SALS statement regarding programming. In part, the Southern Adirondack Library System believes diverse, accessible, culturally inclusive programming benefits everyone and is worthy of public support and funding. Individuals are encouraged to decide what programs they attend, and materials they borrow, and parents may choose to guide their children's viewing and reading. It is not up to individuals to decide what others may enjoy or find beneficial.
7. Pride month activities are planned for June.

COMMITTEE REPORTS:

POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan presented Policy 3.3 Library Service to Non-Residents. This policy is to advise non-district residents of certain restrictions that may apply to their borrowing of materials and use of services. This policy was updated to add devices to items that may be restricted. This policy change was to support the changes being made to the lending of hot spots. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 3.3 Library Service to Non-Residents as amended. The **Motion** passed unanimously by those present.

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: Mr. Rodger gave the following report:

Mr. Rodger presented a staff appointment for approval by the Board of Trustees. Mr. Rodger made the **Motion**, seconded by Ms. Dugan, to approve the appointment of Grace Benedict as a substitute librarian. The **Motion** passed unanimously by those present.

BUILDINGS AND GROUNDS: No Report

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

Mr. Cantore presented the Banking Recommendation. The library is looking to transition our banking services from Key Bank to Pioneer Bank as they offer no-fee banking services. This process will take several months. Mr. Cantore made the **Motion**, seconded by Ms. Dugan, to



approve transitioning banking services from Key Bank to Pioneer Bank. The **Motion** passed unanimously by those present.

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS:

Annual Report for 2022

Ms. Gutelius presented the Annual Report for 2022. A minor wording change was made on the last page to reflect Gain/Loss. The report will be available on our website and paper copies in the library. Copies will also be available at both towns and the Senior Centers. 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 8:00PM.

The next scheduled Board Meeting is Monday, May 22, 2023, at 7:15pm.

Clifton Park-Halfmoon Public Library
Financial Statement April 2023

Percentage of Year: 33.33%

<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>April</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	\$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	\$3,000.00	0.00%	\$3,000.00
4150 DFY Municipal	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$3,667.00	101.86%	\$67.00
4160 Friends - Specified	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$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	\$1,500.00	\$9,667.00	76.72%	-\$2,933.00
Donations							
4210 Patron Donations	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$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	\$0.00	\$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	\$0.00	\$3,813.73	0.00%	\$3,813.73
4330 Bank Interest Income	\$1,000.00	\$0.00	\$1,000.00	\$1,728.16	\$5,846.04	584.60%	\$4,846.04
Subtotal	\$1,000.00	\$0.00	\$1,000.00	\$1,728.16	\$9,659.77	965.98%	\$8,659.77
Other Income							
4410 Fines	\$10,000.00	\$0.00	\$10,000.00	\$1,876.25	\$9,348.67	93.49%	-\$651.33
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$425.93	\$1,520.48	30.41%	-\$3,479.52
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	\$906.26	\$3,466.26	22.36%	-\$12,033.74
4450 Other	\$0.00	\$0.00	\$0.00	\$108.44	\$340.20	0.00%	\$340.20
Subtotal	\$30,500.00	\$0.00	\$30,500.00	\$3,316.88	\$14,675.61	48.12%	-\$15,824.39
Total Receipts	\$4,982,403.00	\$0.00	\$4,982,403.00	\$6,545.04	\$4,957,312.24	99.50%	-\$25,090.76
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	\$6,545.04	\$4,957,312.24	99.50%	-\$25,090.76

Clifton Park-Halfmoon Public Library
Financial Statement April 2023

Percentage of Year: 33.33%

<i>DISBURSEMENTS</i>	<i>Adopted Budget</i> <i>Jan 23</i>	<i>Adj Budget</i>	<i>Modified</i> <i>Budget</i>	<i>April</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	\$170,363.26	\$576,850.75	24.11%	\$1,815,682.25
7013 Contracted Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$400.00	40.00%	\$600.00
7200 Insurance	\$140,246.00	\$0.00	\$140,246.00	\$12,843.19	\$68,551.87	48.88%	\$71,694.13
7270 Employee Public Relations	\$0.00	\$0.00	\$0.00	\$1,291.38	\$2,314.88	0.00%	-\$2,314.88
7300 Benefits - Taxes	\$181,636.00	\$0.00	\$181,636.00	\$12,491.73	\$41,675.93	22.94%	\$139,960.07
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	-\$2,769.43	(\$2,185.88)	0.00%	\$2,185.88
Subtotal	\$2,965,415.00	\$0.00	\$2,965,415.00	\$194,220.13	\$744,002.55	25.09%	\$2,221,412.45
Library Materials							
6010 Books	\$161,438.00	\$0.00	\$161,438.00	\$26,654.48	\$53,445.66	33.11%	\$107,992.34
6020 Periodicals	\$14,000.00	\$0.00	\$14,000.00	\$1,124.00	\$10,232.62	73.09%	\$3,767.38
6030 AV	\$57,000.00	\$0.00	\$57,000.00	\$3,961.57	\$13,256.79	23.26%	\$43,743.21
6050 Digital Resources	\$113,500.00	\$0.00	\$113,500.00	\$6,902.49	\$35,318.26	31.12%	\$78,181.74
60000 Other	\$0.00	\$0.00	\$0.00	\$8.99	\$384.23	0.00%	-\$384.23
Subtotal	\$345,938.00	\$0.00	\$345,938.00	\$38,651.53	\$112,637.56	32.56%	\$233,300.44
Facility & Equipment							
6110 Bldg Svc Contracts	\$213,022.00	\$0.00	\$213,022.00	\$16,225.81	\$70,564.06	33.13%	\$142,457.94
6130 Office Equip	\$5,500.00	\$0.00	\$5,500.00	\$2,360.00	\$2,360.00	42.91%	\$3,140.00
6140 Facility Insurance	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$43,908.00	87.82%	\$6,092.00
6150 Repairs - Bldg & Equipment	\$46,000.00	\$0.00	\$46,000.00	\$708.18	\$7,245.15	15.75%	\$38,754.85
6160 Equipment Lease Expense	\$28,050.00	\$0.00	\$28,050.00	\$2,205.58	\$9,292.03	33.13%	\$18,757.97
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	\$21,499.57	\$133,369.24	38.93%	\$209,202.76
Operations							
6200 Programs	\$46,920.00	\$0.00	\$46,920.00	\$4,668.76	\$12,824.87	27.33%	\$34,095.13
6510 Automation	\$225,000.00	\$0.00	\$225,000.00	\$14,489.81	\$69,544.71	30.91%	\$155,455.29
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$519.87	\$3,042.72	33.81%	\$5,957.28
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	\$75.00	\$743.00	16.51%	\$3,757.00
6530 Office & Lib Supplies	\$22,500.00	\$0.00	\$22,500.00	\$1,935.74	\$7,372.21	32.77%	\$15,127.79
6540 Postage & Freight	\$6,500.00	\$0.00	\$6,500.00	\$30.70	\$1,139.99	17.54%	\$5,360.01
6545 Professional Services	\$33,000.00	\$0.00	\$33,000.00	\$229.90	\$31,345.35	94.99%	\$1,654.65
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$1,513.50	\$4,157.16	37.79%	\$6,842.84
6556 Travel & Continuing Ed	\$15,000.00	\$0.00	\$15,000.00	\$2,475.97	\$7,723.12	51.49%	\$7,276.88
6575 Utilities	\$100,000.00	\$0.00	\$100,000.00	\$7,894.45	\$45,947.08	45.95%	\$54,052.92
6576 Building Security	\$100,980.00	\$0.00	\$100,980.00	\$16,771.75	\$32,085.82	31.77%	\$68,894.18
6581 Other Operational	\$7,085.00	\$0.00	\$7,085.00	\$290.85	\$1,111.43	15.69%	\$5,973.57
Subtotal	\$588,096.00	\$0.00	\$588,096.00	\$50,896.30	\$219,040.46	37.25%	\$369,055.54
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	\$211,956.25	\$211,956.25	89.58%	\$24,643.75
Subtotal	\$740,382.00	\$0.00	\$740,382.00	\$211,956.25	\$666,730.35	90.05%	\$73,651.65
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	\$517,223.78	\$1,875,780.16	37.65%	\$3,106,622.84

Clifton Park-Halfmoon Public Library
Financial Statement April 2023

Percentage of Year: 33.33%

<i>Cash - Bank Balances</i>	
1040 Petty Checking	\$224.25
1050 Petty Cash	\$714.58
1051 Business Checking	\$187,032.53
1052 MM Savings	\$5,089,558.44
1060 Unemployment Fund Bond	\$115,712.84
TTL CASH	\$5,393,242.64
1100 Accounts Receivable	\$1,829.58
12000 Undeposited Funds	\$0.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
TTL ASSETS	\$5,395,072.22
1071 Accrued credit card	\$0.00
2000 Accounts Payable	\$54,766.10
21000 Accrued Pay	\$0.00
24000 Payroll Liab	\$0.00
24100 Accrued Leave and Payroll	\$0.00
24200 Accrued Expense	\$0.00
TTL LIABILITIES	\$54,766.10
TTL EQUITY	\$5,340,306.12
	\$0.00
TTL LIAB & EQUITY	\$5,395,072.22

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$4,957,312.24
Year to Date Expenses	-\$1,875,780.16
Net Change	\$3,081,532.08

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	\$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 April 2023

Percentage of Year: 33.33%

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	\$2,258,774.04
+ Net change (revenues - expenses)	\$3,081,532.08
Subtotal	\$5,340,306.12
- Total Cash	-\$5,393,242.64
Accounts Payable	\$54,766.10
Accounts Receivable	-\$1,829.58
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

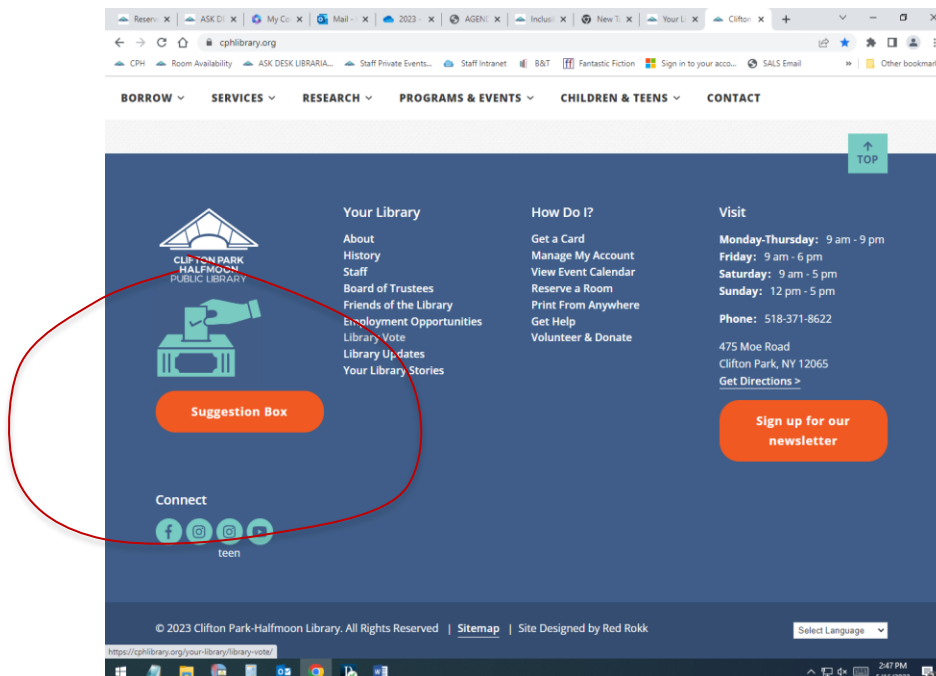
CONNECT AND COLLABORATE

Sharing Library Stories

- The PR Department has been active in collecting and sharing patron stories about library experiences. There are several stories posted on the website that can be found through the Library's homepage or by accessing the stories at <https://cphlibrary.org/your-library-stories/>. The first two stories that were featured last month received 249 and 230 clicks respectively.
- During National Library Week a library banner and recording equipment was set up outside a daytime story time, an evening program and an ELL class to offer patrons the opportunity to talk to us. We used the ALA graphic for a sign stating *There's More To the Story, Share Yours with Us!* There was a chance for patrons to win a gift card for sharing their story through ALA. We shared the stories on their behalf with the hashtag for a chance to win. We collected several stories to share at a future time.

Suggestion Box

- A physical suggestion box was re-introduced last year (after being removed during the pandemic), and in the past month a suggestion box link was added to the bottom of the Library's homepage.





MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Digital Screens

- The Library has been contacted by the Shenendehowa High School East librarian to add CPH library program content to the digital screens High School East. We will provide information about events aimed at 9-12th graders.

Outreach

- The Library participated in Shenendehowa's Science and Health Discovery Night in April and met with nearly 500 children and their parents.
- Staff made a presentation at Coburg Village on E-Resources.

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES

Collection Use

- Circulation of most collections continues to increase in use. Overall circulation has increased by 2.7%. Print use has increased by 5.8% and digital collections by 2.5%.

Programs

- There were 138 programs at the Library in April. Some of the most popular include:
 - Beach Party Story Time
 - Scavenger Hunts in the Children's Library
 - Spring Into Writing Contest for teens
 - Family Story Time
 - Musical concerts including the Musicats Quartet and the Kaitlyn Faye Quartet



Patrons with Learning, Cognitive, or Developmental Disabilities

- Our first programs designed specifically for adults with special needs are beginning in May and include movies, therapy dogs, and Inclusive adult games. These programming ideas have been well-received by both aides and supervisors of the organizations who visit the Library with their clients.

DEVELOP PEOPLE AND THE ORGANIZATION

Safety Committee

- The Safety Committee continues to meet quarterly and is updating the scope and objectives of the committee as we move beyond the pandemic.

Workplace Inspections

- The Library will be conducting quarterly workplace inspections. A small committee was formed to create a walkthrough checklist. There are six “zones” of the building, and a group of three staff members will conduct the inspections. The checklists and items that require corrective action will be posted on the bulletin board in the staff break room, and on the staff Intranet. A sample checklist has been attached for reference.

Children's Library Project

- Construction work on the Children's Library will begin the week of May 22nd. The initial work will include the renovations of the CAR and existing staff office, creation of a new storage room, followed by the conversion of an existing storage closet into staff offices.

EV Charging Stations

- The installation of EV Charging Stations began the week of May 15th.

Prepared by: Alex Gutelius
Library Director

Clifton Park-Halfmoon Public Library Workplace Inspection Checklist

Date:	Zone:	Inspected by:
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Library Safety Checklist		Yes	No	N/A
1	Are floor surfaces clean, dry, and free from debris?			
2	Are carpets well secured and free from worn or frayed spots?			
3	Are aisles and doorways free of objects to permit unobstructed visibility or exit?			
4	Are emergency exits marked and free from obstructions?			
5	Are emergency lights working?			
6	Is there a Fire Safety Emergency Evacuation Map posted?			
7	Are stairways clear and unblocked?			
8	Are power strips connected directly to a main receptacle?			
9	Are phone lines, electrical cords, extension cords secured under desks or along baseboards?			
10	Are extension cords and power strips in good repair?			
11	Are keyboards and monitors placed directly in front of the operator?			
12	Do chairs have sturdy rungs and legs?			
13	Are heavy items (i.e. paper) stored on lower and middle shelves of cabinets?			
14	Are storage shelves loaded properly?			
15	Is there a step-stool or ladder available to reach the top shelves?			
16	Are chemicals labeled?			
17	Are MSDS's available for products?			
18	Is the employee break room neat and clean?			
19	Do paper cutters have guards in place and is the torsion spring adjust to hold the blade up?			
20	Are fire extinguishers inspected annually?			
21	Are all lighting fixtures in working order with no burned out bulbs?			
22	Is equipment with sharp edges protected?			
23	Are paper recycling or wastebaskets placed where they cannot create a tripping hazard?			
24	Are washrooms acceptable and clean?			
25	Is the AED machine (defibrillator) green light flashing indicating charged battery?			
26	Is there ventilation where chemicals are handled?			
27	Is personal protective equipment being used as required?			
28	Are eyewash bottles clean and full of saline solution?			
29	Are First Aid kits fully stocked?			
30	Does the Safety Board (located in the staff break room) have required items posted?			
31	Is the elevator inspection up-to-date?			
32	Are the stairway handrails in good operating condition and not loose?			
33	are items stored at least 18 inches from the ceiling?			
34	Are ceilings safe -- projectors secure, no loose, stained tiles, etc?			

[illegible]

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Concert: Kaitlyn Fay Quartet	April 01 2023	Adults	64	60	2	2	
Beginner English Language Learning (ELL)	April 26 2023	Adults	25	25			
Beginner English Language Learning (ELL)	April 19 2023	Adults	26	26			
Beginner English Language Learning (ELL)	April 25 2023	Adults	22	22			
Beginner English Language Learning (ELL)	April 18 2023	Adults	22	22			
Concert: The Musicats Quartet	April 30 2023	Adults	61	44	7	10	
Connecting Threads Quilt Group	April 12 2023	Adults	5	5			
Creating Characters People Loveâ€”Or At Least Remember.	April 18 2023	Adults	10	8			2
Creating Characters People Loveâ€”Or At Least Remember.	April 25 2023	Adults	6	6			
Creating Characters People Loveâ€”Or At Least Remember.	April 11 2023	Adults	9	9			
Creating Characters People Loveâ€”Or At Least Remember.	April 04 2023	Adults	8	8			
Elder Law Basics	April 21 2023	Adults	12	12			
English Language Learning (ELL) Evening Class	April 17 2023	Adults	6	6			
English Language Learning (ELL) Evening Class	April 24 2023	Adults	8	8			
First Friday: Wild Adirondack Journey	April 07 2023	Adults	35	35			
Foreign Film: I Carry You with Me (2020)	April 13 2023	Adults	11	11			
Genealogy Assistance	April 06 2023	Adults	5	5			
How to Choose a New Computer	April 17 2023	Adults	15	15			
HYBRID: Daytime Book Group	April 20 2023	Adults	10	9			1
Journaling for Adults	April 12 2023	Adults	22	5			17
Memories to Memoirs	April 12 2023	Adults	15	15			
Memories to Memoirs	April 26 2023	Adults	15	15			
Memories to Memoirs	April 19 2023	Adults	15	15			
Mysteries & More Book Group	April 11 2023	Adults	3	3			
Saturday Scrabble Meetup	April 22 2023	Adults	0	0			
Songwriting Workshop & Discussion	April 27 2023	Adults	5	5			
Why Does My Computer Keep Asking About Cookies?	April 25 2023	Adults	10	10			
ZOOM: Create and Edit PDFs	April 26 2023	Adults	6				6
ZOOM: Discover New Canva Tools	April 12 2023	Adults	2				2
ZOOM: Intermediate English Language Learning (ELL)	April 27 2023	Adults	9	9			
ZOOM: Intermediate English Language Learning (ELL)	April 20 2023	Adults	10	10			
ZOOM: Mindfulness Meditation	April 14 2023	Adults	17				17
ZOOM: Mindfulness Meditation	April 21 2023	Adults	16				16
ZOOM: Mindfulness Meditation	April 28 2023	Adults	15				15
ZOOM: Mindfulness Meditation	April 07 2023	Adults	15				15
ZOOM: U.S. Citizenship Class	April 26 2023	Adults	5	5			
ZOOM: U.S. Citizenship Class	April 19 2023	Adults	6	6			
ZOOM: U.S. Citizenship Class	April 05 2023	Adults	8	8			
AARP Tax Preparation Help	April 08 2023	Outreach	20	20			
AARP Tax Preparation Help	April 10 2023	Outreach	20	20			
AARP Tax Preparation Help	April 15 2023	Outreach	20	20			
AARP Tax Preparation Help	April 03 2023	Outreach	20	20			
AARP Tax Preparation Help	April 01 2023	Outreach	20	20			
Wednesday Bridges	April 05 2023	Outreach	5	5			
Helping Hands Outreach	April 04 2023	Outreach	88	21		67	
Shen Science & Health Discovery Night	April 21 2023	Outreach	470	150	75	245	
Coburg E-Resources Presentation	April 06 2023	Outreach	20	20			

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Adult Grab & Go: Paper Quilling	April 01 2023	Adults	35	35			
Bookmark Craft for Kids	April 05 2023	Children	596			596	
Design a Bookmark Contest	April 29 2023	General	107	10	12	85	
Telling Trails Tour with Author Iris Jackson	April 22 2023	General	10	5	4	1	
Family LEGO Build!	April 11 2023	General	33	15	3	15	
One-on-One Tech Help	Various	Adults	10	10			
Tech Tutoring	Various	Adults	4	4			
Baby Story Time	April 21 2023	Children	32	17		15	
Parachute Play!	April 13 2023	Children	20	8		12	
Terrific Trees: Story & Craft	April 13 2023	Children	7	2	2	3	
Terrific Trees: Story & Craft	April 13 2023	Children	14	4	2	8	
Beach Party Story Time	April 10 2023	Children	98	46		52	
Bilingual Family Story Time: Korean	April 17 2023	Children	23	11		12	
Family Story Time	April 06 2023	Children	77	35		42	
Family Story Time	April 20 2023	Children	59	26		33	
Family Story Time	April 03 2023	Children	53	25		28	
Family Story Time	April 24 2023	Children	47	21		26	
Family Story Time	April 27 2023	Children	53	28		25	
Music & Motion	April 14 2023	Children	60	20		40	
Wonderful Walkers	April 21 2023	Children	31	16		15	
Famous Bears Book Club: Paddington's Prize Picture	April 18 2023	Children	9	3		6	
Meet Dash and Dot!	April 19 2023	Children	12			12	
Meet Dash and Dot!	April 26 2023	Children	12			12	
Rubik's Cube for Beginners	April 14 2023	Children	11	3	1	7	
Reading Therapy Dogs	April 04 2023	Children	3	1		2	
Reading Therapy Dogs	April 19 2023	Children	3	1		2	
Reading Therapy Dogs	April 04 2023	Children	3	1	1	1	
Reading Therapy Dogs	April 04 2023	Children	2	1		1	
Reading Therapy Dogs	April 04 2023	Children	2	1		1	
Reading Therapy Dogs	April 19 2023	Children	2	1		1	
Reading Therapy Dogs	April 19 2023	Children	2	1		1	
Reading Therapy Dogs	April 19 2023	Children	2	1		1	
Can You Find? Scavenger Hunt	April 08 2023	Children	59			59	
Can You Find? Scavenger Hunt	April 15 2023	Children	46			46	
Can You Find? Scavenger Hunt	April 22 2023	Children	41			41	
Can You Find? Scavenger Hunt	April 29 2023	Children	25			25	
Can You Find? Scavenger Hunt	April 01 2023	Children	21			21	
Sensory Sunday Story Time	April 16 2023	Children	12	6	2	4	

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	188	0	0	0	0	0	0	0	0	791	655		
	Purged*																
	TOTAL	37,567	37,501	37,343	37,373	0	0	0	0	0	0	0	0	37,373	38,530		
Circulation	Fiction	Adult	8,676	8,212	9,492	8,783	0	0	0	0	0	0	0	35,163	33,811		
		Young Adult	1,383	1,469	1,599	1,623	0	0	0	0	0	0	0	6,074	5,122		
		Juvenile	13,544	13,746	15,697	13,990	0	0	0	0	0	0	0	56,977	52,804		
	Non-fiction	Adult	5,351	5,138	5,924	5,474	0	0	0	0	0	0	0	21,887	21,243		
		Young Adult	13	12	8	8	0	0	0	0	0	0	0	41	71		
		Juvenile	2,036	1,851	2,085	2,055	0	0	0	0	0	0	0	8,027	8,063		
	Audio	Adult	1,199	1,210	1,591	1,326	0	0	0	0	0	0	0	5,326	6,365		
		Young Adult	0	18	29	43	0	0	0	0	0	0	0	90	147		
		Juvenile	436	492	447	483	0	0	0	0	0	0	0	1,858	1,409		
	DVD	Adult	4,240	4,119	4,519	3,843	0	0	0	0	0	0	0	16,721	18,863		
		Juvenile	978	976	1,180	1,087	0	0	0	0	0	0	0	4,221	4,558		
		Digital Media	eaudiobooks	3,795	3,464	3,722	3,479	0	0	0	0	0	0	0	14,460	13,267	
		ebooks	3,852	3,461	4,025	3,677	0	0	0	0	0	0	0	15,015	15,533		
		Music	110	94	110	110	0	0	0	0	0	0	0	424	389		
		Serials*	1,258	1,050	1,133	1,144	0	0	0	0	0	0	0	4,585	4,112		
		Comics (hoopla)	65	24	71	69	0	0	0	0	0	0	0	229	323		
		Streaming Video/TV (hoopla)	358	356	304	336	0	0	0	0	0	0	0	1,354	1,540		
	Other	Serials	473	415	593	469	0	0	0	0	0	0	0	0	1,950	2,252	
		CD-ROM / Wii	490	480	504	465	0	0	0	0	0	0	0	0	1,939	1,336	
		Uncatalogued	33	18	34	42	0	0	0	0	0	0	0	0	127	183	
		Non-traditional	25	207	222	182	0	0	0	0	0	0	0	0	636	460	
		Print	31,003	30,428	34,805	31,933	0	0	0	0	0	0	0	0	128,169	121,113	
		AV	6,853	6,815	7,766	6,782	0	0	0	0	0	0	0	0	28,216	31,342	
		Digital	9,438	8,449	9,365	8,815	0	0	0	0	0	0	0	0	36,067	35,164	
		Other	1,021	1,120	1,353	1,158	0	0	0	0	0	0	0	0	4,652	4,231	
		TOTAL	48,315	46,812	53,289	48,688	0	0	0	0	0	0	0	0	197,104	191,850	
		Technology	Database Usage	1,407	1,959	2,076	1,791	0	0	0	0	0	0	0	0	7,233	3,970
			Computer Use (sessions)	1,427	1,395	1,502	1,454	0	0	0	0	0	0	0	0	5,778	5,470
	Wireless Use		4,626	4,211	4,816	4,626	0	0	0	0	0	0	0	0	18,279	13,949	
PAC Use	15,211		13,396	14,902	13,877	0	0	0	0	0	0	0	0	57,386	57,513		
Website Visits	27,115		24,705	26,650	23,857	0	0	0	0	0	0	0	0	102,327	89,803		
iPad/Laptop/Device Use	4		13	19	11	9	0	0	0	0	0	0	0	56	47		
Fax 24/7 Use	0		0	0	0	0	0	0	0	0	0	0	0	0	0		

Clifton Park-Halfmoon Public Library 2023 Activity Report

		January	February	March	April	May	June	July	August	September	October	November	December	YTD 2023	YTD 2022	
Programming	Number of Programs															
	Adult	41	37	44	38	0	0	0	0	0	0	0	0	160	173	
	Teen	12	14	8	17	0	0	0	0	0	0	0	0	51	11	
	Child 0-5	22	11	12	13	0	0	0	0	0	0	0	0	58	37	
	Child 6-11	3	26	5	19	0	0	0	0	0	0	0	0	53	18	
	General	5	4	2	2	0	0	0	0	0	0	0	0	13	4	
	One-on-One	9	35	13	14	0	0	0	0	0	0	0	0	71	33	
	Grab & Go	30	121	30	35	0	0	0	0	0	0	0	0	216	2,343	
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
	TOTAL	122	248	114	138	0	0	0	0	0	0	0	0	622	2,623	
	Attendance															
	Adult	1,265	497	782	554	0	0	0	0	0	0	0	0	3,098	2,039	
	Teen	179	96	109	276	0	0	0	0	0	0	0	0	660	81	
	Child 0-5	753	482	657	574	0	0	0	0	0	0	0	0	2,466	694	
	Child 6-11	32	1,285	467	279	0	0	0	0	0	0	0	0	2,063	503	
	General	78	37	329	43	0	0	0	0	0	0	0	0	487	89	
	One-on-One	9	36	13	14	0	0	0	0	0	0	0	0	72	33	
	Grab & Go	30	121	30	35	0	0	0	0	0	0	0	0	216	2,343	
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	53	
	TOTAL	2,346	2,554	2,387	1,775	0	0	0	0	0	0	0	0	9,062	5,835	
	Outreach	Events / Programs	6	12	10	9	0	0	0	0	0	0	0	0	37	181
		Attendance	120	454	260	683	0	0	0	0	0	0	0	0	1,517	3,222
	Interlibrary Loan	Borrowed	6,805	6,026	7,032	6,363	0	0	0	0	0	0	0	0	26,226	20,145
		Loaned	3,231	2,933	3,536	2,988	0	0	0	0	0	0	0	0	12,688	12,749
TOTAL		10,036	8,959	10,568	9,351	0	0	0	0	0	0	0	0	38,914	32,894	
Reference	Ask Desk	2,422	2,581	2,589	2,204	0	0	0	0	0	0	0	0	9,796	8,584	
	Children's Library Desk	1,141	1,396	1,300	1,208	0	0	0	0	0	0	0	0	5,045	4,011	
	Computer Support	319	356	361	320	0	0	0	0	0	0	0	0	1,356	836	
	TOTAL	3,882	4,333	4,250	3,732	0	0	0	0	0	0	0	0	16,197	13,431	
Museum Passes		25	35	33	39	0	0	0	0	0	0	0	0	132	120	
Visitors		22,607	20,027	24,201	20,718	0	0	0	0	0	0	0	0	87,553	68,088	
Room Use	Hours															
	Library Programs	541	321	484	221	0	0	0	0	0	0	0	0	1,567	447	
	Board/FOL/Staff	59	69	79	62	0	0	0	0	0	0	0	0	267	227	
	Outside Organizations	176	158	138	437	0	0	0	0	0	0	0	0	908	464	
	Room Checkouts	136	139	176	144	0	0	0	0	0	0	0	0	595	681	
	Outside Organization Meetings/Programs (bookings)	60	52	45	45	0	0	0	0	0	0	0	0	202	141	
Collection Size (print & media)	Added	912	919	1,064	899	0	0	0	0	0	0	0	0	3,794	3,706	
	Withdrawn	1,407	573	1,052	1,947	0	0	0	0	0	0	0	0	4,979	4,814	
	TOTAL	156,092	156,255	156,311	155,294	0	0	0	0	0	0	0	0	155,294	156,924	

EV Charging Station Policy

Need for this Policy

The Clifton Park-Halfmoon Public Library provides Level 2 EV Charging Stations in the parking lot for use by patrons and others to charge electric vehicles. The purpose of this policy is to provide information and guidelines regarding the use of the EV Charging Stations.

Location

The EV Charging Stations are located in parking spots that provide the closest access to the electric utilities in the northeast section of the parking lot. There are four spaces dedicated for this purpose.

Use of the EV Charging Stations

The EV Charging Stations are available for use 24 hours per day. The parking spaces are intended for use only by people who are charging their electric vehicle.

The Library is not liable for any damages that might occur by using the charging stations.

Fees

The EV Charging Stations are provided on a cost recovery basis. User fees may change depending on the current cost of electricity. The Library may choose, at its discretion, to subsidize the cost of charging, either on an ongoing basis or for specific events.

Disputes regarding fees, billing or technical issues will be handled by Livingston 24/7 Customer Support.

Responsibilities

It is the responsibility of the Library Director or their designee to enforce this policy.

Clifton Park-Halfmoon Public Library
DRAFT 2024 Budget

RECEIPTS		2022	2023	2024	
		<u>Final</u>	<u>Adopted</u>	<u>Proposed</u>	
TAX LEVY					
4010	Clifton Park	3,191,276	3,261,597		
4020	Halfmoon	<u>1,546,031</u>	<u>1,659,423</u>		
	Total Tax Levy	4,737,307	4,921,020	3.88%	5,131,551 4.28%
OTHER GOVERNMENTAL SOURCES					
4150	DFY Municipal	3,794	3,600	3,600	
4040	LLSA	18,093	16,283	16,283	
4030	Bullet Aid	<u>25,000</u>			
	Total Other Gov't Sources	46,887	19,883	19,883	
GRANTS					
4170	Construction Grant	5000			
4030	Cultural/Misc	<u>-</u>	<u>-</u>	<u>-</u>	
	Total Grants	5,000	-	-	
DONATIONS					
4210	Donations	2,068	1,000	1,000	
4220	Friends - Unspecified				
4160	Friends - Specified	11,710	9,000	9,000	
4170	Saratoga Arts	895			
4230	Commemorative	<u>250</u>	<u>-</u>	<u>-</u>	
	Total Gifts	14,923	10,000	10,000	
INTEREST					
4330	Key Bank/Pioneer	2,569	1,000	3,000	
	Investment Loss/Gain	<u>(17,438)</u>	<u>-</u>	<u>-</u>	
	Total Interest	(14,869)	1,000	3,000	
MISC					
4410	Fines	25,098	10,000	10,000	
4420	Lost & Damaged	4,347	5,000	7,500	
4431	Employee Books	23			
4440	Copier/Printing	10,101	15,500	10,500	
4450	Other	<u>804</u>	<u>-</u>	<u>-</u>	
	Total Misc	40,373	30,500	28,000	
	Fund Balance	-			
TOTAL RECEIPTS		<u><u>4,829,620</u></u>	<u><u>4,982,403</u></u>	<u><u>5,192,434</u></u>	4.22%

Clifton Park-Halfmoon Public Library
DRAFT 2024 Budget

DISBURSEMENTS		2022	2023	2024	
		Final	Adopted	Proposed	
PERSONNEL					
7010	Total Salaries	2,089,798	2,392,533	2,553,103	
7200	Benefits - Health Ins; Work.Comp.	99,547	151,557	160,841	
7300	Benefits - Taxes OASDI	152,157	170,325	178,717	
7400	Benefits - Retirement - ERS	239,016	250,000	250,000	
7500	Benefits - Pass through	808			
	Benefits - Subtotal	491,528	571,882	589,558	
	Passthrough				
	Total Personnel	2,581,325	2,964,415	3,142,661	6.01%
7013	Independent Contractor	1,050	1,000	1,000	
MATERIALS					
6011	Books	147,981	161,438	160,000	
6020	Periodicals	18,429	14,000	18,000	
6030	AV	54,774	57,000	55,000	
6050	Digital Resources	117,105	113,500	120,000	
60000	Other				
	Total Materials	338,288	345,938	353,000	2.04%
FACILITY & EQUIPMENT					
6110	Building Service Contracts	189,750	213,022	217,282	
6130	Office Equipment	16,122	5,500	10,000	
6140	Facility Insurance	40,427	50,000	46,000	
6150	Repairs - Building & Equipment	25,993	46,000	42,000	
6160	Equipment Lease Expenses	26,443	28,050	28,611	
61000	Other				
	Total Facility & Equipment	298,734	342,572	343,893	0.39%
OPERATIONS					
6200	Programs	41,879	46,920	47,858	
6510	Automation	222,602	225,000	225,000	
6515	Custodial Supplies	8,657	9,000	9,000	
6520	Elections	5,814	5,500	5,610	
6521	Insurance - D&O	1,111	1,111	2,003	
6525	Membership	4,529	4,500	5,000	
6530	Office & Library Supplies	20,993	22,500	21,500	
6540	Postage	4,954	6,500	6,500	
6545	Professional Services	46,169	33,000	33,660	
6551	PR & Printing	16,760	11,000	11,000	
6556	Travel & Continuing Education	16,015	15,000	16,000	
6575	Utilities	110,775	100,000	120,000	
6576	Building Security	103,487	100,980	106,729	
6581	Other Operational	5976	7085	5,000	
	Total Operations	609,721	588,096	614,860	4.55%
BONDS					

Clifton Park-Halfmoon Public Library
DRAFT 2024 Budget

Town of Clifton Park	496,885	503,782	495,413	
Town of Halfmoon	240,994	236,600	241,606	
Total Bonds	737,879	740,382	737,020	-0.45%
TOTAL DISBURSEMENTS	4,566,997	4,982,403	5,192,434	4.22%



OVERVIEW

- A Salary/Benefit Recommendation from Personnel Committee has been provided to the Finance Committee.
- The projected costs for 2024 were compared to previous year's actual expenditures, and the first quarter of 2022 to continue to reduce the variance in some budget lines.
- Proposed budget expenditures does not include space planning considerations.
- At this time, we don't have confirmation of the tax base growth factor, or the inflation rate. A factor of 1.012 was used for the tax base growth factor, and 1.02 for the inflation rate.
- Equalization rates for both towns decreased.
- There is \$39,958 of tax cap carryover from 2023.
- Estimated tax rate based on the May 1 tentative tax assessment rolls.

Towns

- Assessments for Clifton Park are increasing by approximately \$2M and Halfmoon by \$22M based on tentative rolls.
- Clifton Park equalization rate is decreasing to 39 (from 46) and Halfmoon equalization rate is decreasing to 42.5 (from 46.50).

RECEIPTS

Local Library Services Aid (LLSA)

- 4040 LLSA it is anticipated that we will receive LLSA in the amount of \$16,283.

Donations

- 4160 Annual **\$5,000** AV donation from FOL and **\$4,000** offset for elimination of used book kiosk revenue in 2014.

Interest

- In 2022 the Library earned \$2,569 in interest.
- 4330 Bank Interest \$3,000.

Miscellaneous

- 4410 Fine income \$10,000
- CPH is one of only 6 libraries in SALS charging fines.



DISBURSEMENTS

Personnel

- 7010 Salaries – see Personnel Committee Recommendation.

Independent Contractor

- 7013 Independent contractor \$1,000.

Materials

- 6000's Expenditures continue to shift from physical to digital.

Facility & Equipment

- 6130 Office Equipment – replacements needed for staff chairs \$10,000
- 6150 Facility Insurance reduced based on actual 2023 expenditures plus a 5% increase.
- 6160 Repairs – average of last several years.

Operations

- 6525 Membership anticipate NYLA increase **\$5,000**
- 6575 Utilities line increased.
- 6576 Security costs increased to actual cost; for full time security hours an additional \$18,296 would be required.

Bonds

- Bond schedule for Clifton Park of principal and interest payments. **\$495,413.**
- Halfmoon bond payment of principal and interest payments. **\$241,606**

Prepared by: Alex Gutelius, Library Director

Salary and cost of living increase information was collected from area libraries with similar communities/metrics including:

- Crandall (Glens Falls)
- Bethlehem
- Saratoga
- Guilderland
- Albany
- East Greenbush

The salary data received was reviewed and the chart below includes the positions for which a full comparison was available.

Position	Clifton Park	Average	CPH/Average
Library Clerk	\$17.00	\$16.49	1.03
Senior Library Clerk	\$19.00	\$20.45	.93
Librarian I	\$27.00	\$28.30	.95
Librarian II	\$31.00	\$31.97	.97
Library Assistant	\$20.40	\$21.66	.94
Business Manager	\$28.13	\$32.34	.87

The average used in the calculations above excluded the highest and lowest salary for each position. The comparison indicates that most CPH positions are within 5% of the average area salary, although most positions are under the average. In line with our general goal of keeping CPH on par with our neighbors, appropriate increases are required.

We will continue to poll other libraries annually for salary updates. Changes are made every year and it is crucial that we maintain the salary levels and not fall behind. For example, in 2023 Saratoga and Crandall both increased their minimum salary for full-time Librarian I to \$30.40 (up from \$27.16 and \$24.42 respectively). This was done in response to the increase in the minimum salary range under FLSA (increased to \$1,064.25 per week, or \$55,341 annually) effective December 31, 2022.

Inflation

The rate of inflation has increased dramatically over the past two years. The Northeast CPI is up 4.3% from March 2022 to March 2023, this is down from 5.9% in February.

Cost of Living Increases

A review of cost of living increases for the 2023 fiscal year indicates a variety of increases:

- Crandall 3% ATB with merit increases
- Saratoga Springs 5% for 2023/2024 budget year; also made mid-year increases around the exempt threshold
- East Greenbush 3% ATB;
- Guilderland 4% ATB;
- Colonie 2.4% per contract; 2.75% for 2024 per contract
-

- Actions by other libraries plus inflation increase lead us to call for 5% COL/inflation increase for positions not otherwise adjusted.

Staff Feedback

Staff are aware of the starting salaries of neighboring libraries, particularly for full-time librarians. Postings for Saratoga Springs and Bethlehem full-time Librarian I are offering \$30.40 per hour. In addition, supervisors are reporting that salaries and benefits are being discussed at annual reviews. A recent posting for a full-time Librarian I at CPH (digital services) received only two applications. We suspect salary may have been a factor.

Salary Change Recommendations

Pages

- Very little data on page wages (Current CPH salary is \$15.00)
- Crandall and SSPL \$15.25 and \$15.38 respectively
- Minimum wage increased \$1 per hour to \$14.20, a 7.5% increase
- minimum wage data will not be available until the fall of 2023 for 2024, but a 7.5% increase would put the state minimum wage at \$15.27
- **Recommend a 5% increase to CPH would raise pages to \$15.75**

Library Clerk

- CPH is above the average
- Bethlehem pays clerks significantly more (\$19.39 per hour vs \$17 at CPH)
- **Recommend a 5% COL increase to \$17.85**

Senior Library Clerk

- CPH is below the average
- **Recommend increasing Senior Library Clerk starting salary to \$20.50 (7.8%) to meet general average**

Librarian I

- Changes to the FLSA in 2023 have put the FLSA salary threshold to \$1,064.25 per week for exempt workers. This has caused several libraries to increase their Librarian I salary rate to \$30.40 per hour.
- CPH starting rate for Librarian I is \$27 per hour.
- **Recommend increasing full-time Librarian I starting rate to \$30.40 (12.6%) per hour, to match Saratoga Springs and Crandall.**
- Salaried employees have more responsibility than substitutes, who only work in the desk.
- **Recommend creating a substitute Librarian I category at a lower rate than full-time, \$28.35 per hour (5% higher than current starting rate)**

Librarian II

- CPH is below the average
- **Recommending increasing the starting rate to \$32 per hour (3.2%)**

Library Assistant

- CPH is below the average
- **Recommend increasing the starting rate to \$22 per hour (7.8% increase) community average rounded up**

Business Manager

- CPH is below the average
- **Recommend increasing the starting rate to \$33 per hour (7.8% increase) community average rounded up**

Health Insurance

- The proposals include an increase in the library contribution to 70% (At last board meeting we approved a library contribution of 60% for the current budget year, retroactive to April 1, 2023. This recommendation for the 2024 budget year would bring us closer to our final goal of a 75% contribution.
- This is an estimated increase of approximately \$8,100.

Recommendation

The cost of the recommendations outlined above with employment taxes and benefits

	2023		2024	
	adjustments & 3.5%		5%	
Part-time	\$ 56,986		\$ 25,037	
Salaried	\$ 110,547		\$ 135,533	
	\$ 2,225,000		\$ 2,392,533	
Total	\$ 2,392,533	3.70%	\$ 2,553,103	6.71%
Benefits/Taxes				
Retirement	\$ 250,000		\$ 250,000	
Health Insurance	\$ 131,349		\$ 139,525	
Workers Comp/Disability	\$ 20,208		\$ 21,316	
OASDI	\$ 170,325		\$ 178,717	
Benefits/Taxes	\$ 571,882	-1.23%	\$ 589,558	3.09%
Total Salaries/Benefits	\$ 2,964,415	2.71%	\$ 3,142,661	6.01%
			\$ 178,246	

