



June 12, 2023 7:15 PM

Board Meeting

1. \*Agenda: Approval or Changes
2. \*Minutes of the May 22, 2023 meeting for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
  - A. May 2023 Financial Statement
  - B. \*Warrant
    - #2023-10 May 24, 2023 \$170,813.33
    - #2023-11 June 8, 2023 \$ amount to be provided at meeting
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 4.3 Circulation of Materials
  - B. Finance Committee
    - \*2024 Budget
9. Old Business
10. New Business
  - A. Approve appointment of Ethan Benoit as Information Technology Support Technician
  - B. Approve appointment of Briana O'Keefe as Librarian I
11. Executive Session

\* Items so marked are action items



May 22, 2023

7:15 PM

**Present:** Brown, Megan; DiGianni, Jason; Dugan, Suzanne; 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:** Mathew Cantore, David Golden, Tom Madison

**Guests:** Rebecca Dyehouse

The meeting was called to order at 7:15 PM by Ms. McMunn.

**AGENDA:** Ms. McMunn presented the May 22, 2023 agenda for approval. A **Motion** was made by Mr. Wise, seconded by Ms. Brown, to approve the agenda as presented. The **Motion** passed unanimously by those present.

**MINUTES:**

A **Motion** was made by Ms. Brown, seconded by Mr. Srinivasan, to accept the April 17, 2023, with a correction to the spelling of Grace Benedick's name. The **Motion** passed unanimously by those present.

**PUBLIC COMMENT:** None

**BOARD COMMENT:** Mr. Rodger expressed how honored and pleased he was to receive the SALS Trustee of the Year award. He thanked the board for their support in putting forward his nomination.

Mr. Rodger also shared with the Board that the Library Foundation will be meeting on June 10, 2023 at 10am at the Library.

Mr. Wise noted that the SALS Annual meeting was well attended, with ten people representing the Clifton Park-Halfmoon Public Library, and 130 in attendance overall.

Ms. Brown thanked the staff for their work on getting the EV Charging Stations installed.

**TREASURER'S REPORT:**

Mr. Meyer presented the Financial Statement for April 2023 and noted that all expenditures are on track for the year. The Finance Statement was reviewed and received for audit.

The April 24, 2023, warrant for \$138,540.75 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Wise, to approve the April 24, 2023, warrant. The **Motion** passed unanimously by those present. The reviewer for the April 24, 2023, warrant was Mr. Rodger.



The May 9, 2023, warrant for \$168,879.96 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown, to approve the May 9, 2023, warrant. The **Motion** passed unanimously by those present. The reviewer for the May 9, 2023, warrant was Mr. Madison.

Mr. Srinivasan inquired about the banking change. The Business Office is working with Pioneer to make the transition over the next few months.

**THE FRIENDS:** Mr. Foster gave the following report:

1. The Plant Sale went well on Saturday, May 20<sup>th</sup>.
2. The next Used Book Sale will be held June 2<sup>nd</sup> – 4<sup>th</sup>.
3. The Friends have sponsored a new museum pass: Storm King Art Center.

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

1. EV Charging Posts and ports have been installed. They will be made active pending Board approval of the policy.
2. We've moved some tables around in the Library to make best use of our furniture resources.
3. Our first programs designed specifically for adults with special needs in mind went well – a movie and therapy dogs. More events are planned.
4. Saratoga County Health Department will be coming in August to train and distribute opioid overdose rescue kits to the public. Information about the Library installing a Nalobox coming under new business.

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

1. We have been actively pursuing patron stories and then featuring them on the Library homepage. The current story is about the reunion of two Ukrainian women who went to university together and met decades later in our Beginner ELL class.
2. We have added an online suggestion box to our website.
3. The Shenendehowa High School East librarian will add information about upcoming Library events for 9-12<sup>th</sup> graders onto the high school building electronic monitors.
4. Construction began May 22 in the Children's Library. We have signage throughout the building and information prominently displayed on our website. We will offer many social media posts throughout the project.



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

1. Ms. Gutelius reported that the cost to print and mail the budget brochures in 2022 was \$7,200. There does not appear to be any requirement for the Library to mail budget information to each household. The PR Committee will be asked to review if the Library will continue to mail an information brochure to each household.

**COMMITTEE REPORTS:**

**POLICY COMMITTEE:** Ms. Dugan gave the following report:

Ms. Dugan presented the EV Charging Station Policy. The board discussed the policy and made a few changes to the policy as presented. Ms. Dugan made the **Motion**, seconded by Ms. Brown to approve the EV Charging Station Policy 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 AND AUDIT:**

Mr. Meyer presented the draft 2024 Draft Budget Recommendation. Mr. Meyer gave an overview of the draft budget. The draft budget includes the salary/benefit information submitted by the Personnel Committee. The tax base growth factor and inflation factor are not yet known. The overall increase in expenditures from 2023 is \$210,031 or 4.22%. The levy increase is \$210,530 or 4.28%. Trustees discussed various aspects of the proposal including the increase in Lost & Damaged funds, size and rate of the personnel increases.

The Board requested additional information including the size of the Library's staff complement compared with other comparable libraries, past personnel increases, the rate of the personnel increase vs. the budget increases and the overall expenditures vs. the levy increases.



**LEGISLATION:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

Mr. Foster presented the Opioid Overdose Rescue Kit Proposal. The proposal is for the Library to obtain an opioid overdose rescue box and sign an MOU with the Saratoga County Department of Health to stock the box with Narcan kits and train any interested staff in how to use the kits.

Mr. Meyer made the **Motion**, seconded by Mr. Wise to approve the recommendation and purchase the rescue box at a cost of \$275. The **Motion** was approved with Ms. Brown abstaining.

There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Srinivasan, to adjourn the meeting. The **Motion** passed unanimously and the meeting concluded at 8:45 PM.

The next scheduled Board Meeting is Monday, June 12, 2023, at 7:15 PM.

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

Percentage of Year: 41.67%

<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>May</i>	<i>YTD</i>	<i>Budget</i>	<i>Variance</i>
<b>Governmental Income</b>							
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
<b>Subtotal</b>	<b>\$4,937,303.00</b>	<b>\$0.00</b>	<b>\$4,937,303.00</b>	<b>\$0.00</b>	<b>\$4,921,023.21</b>	<b>99.67%</b>	<b>-\$16,279.79</b>
<b>Grants</b>							
4110 SALS Programming	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$3,792.00	\$3,792.00	0.00%	\$3,792.00
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
<b>Subtotal</b>	<b>\$12,600.00</b>	<b>\$0.00</b>	<b>\$12,600.00</b>	<b>\$3,792.00</b>	<b>\$13,459.00</b>	<b>106.82%</b>	<b>\$859.00</b>
<b>Donations</b>							
4210 Patron Donations	\$1,000.00	\$0.00	\$1,000.00	\$95.68	\$132.33	13.23%	-\$867.67
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	\$800.00	\$800.00	0.00%	\$800.00
4240 Other Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0.00%	\$2,250.00
<b>Subtotal</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$895.68</b>	<b>\$3,182.33</b>	<b>318.23%</b>	<b>\$2,182.33</b>
<b>Interest</b>							
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	\$1,673.64	\$7,519.68	751.97%	\$6,519.68
<b>Subtotal</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$1,673.64</b>	<b>\$11,333.41</b>	<b>1133.34%</b>	<b>\$10,333.41</b>
<b>Other Income</b>							
4410 Fines	\$10,000.00	\$0.00	\$10,000.00	\$2,065.15	\$11,413.82	114.14%	\$1,413.82
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$359.87	\$1,880.35	37.61%	-\$3,119.65
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	\$974.75	\$4,441.01	28.65%	-\$11,058.99
4450 Other	\$0.00	\$0.00	\$0.00	\$85.10	\$425.30	0.00%	\$425.30
<b>Subtotal</b>	<b>\$30,500.00</b>	<b>\$0.00</b>	<b>\$30,500.00</b>	<b>\$3,484.87</b>	<b>\$18,160.48</b>	<b>59.54%</b>	<b>-\$12,339.52</b>
<b>Total Receipts</b>	<b>\$4,982,403.00</b>	<b>\$0.00</b>	<b>\$4,982,403.00</b>	<b>\$9,846.19</b>	<b>\$4,967,158.43</b>	<b>99.69%</b>	<b>-\$15,244.57</b>
<b>Applied Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>Total Receipts including Appropriations</b>	<b>\$4,982,403.00</b>	<b>\$0.00</b>	<b>\$4,982,403.00</b>	<b>\$9,846.19</b>	<b>\$4,967,158.43</b>	<b>99.69%</b>	<b>-\$15,244.57</b>

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

Percentage of Year: 41.67%

<i>DISBURSEMENTS</i>	<i>Adopted Budget</i> <i>Jan 23</i>	<i>Adj Budget</i>	<i>Modified</i> <i>Budget</i>	<i>May</i>	<i>YTD</i>	<i>YTD as % of</i> <i>Budget</i>	<i>Variance</i>
<b>Personnel</b>							
7010 Salaries - Personnel	\$2,392,533.00	\$0.00	\$2,392,533.00	\$173,785.51	\$750,636.26	31.37%	\$1,641,896.74
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	\$15,236.51	\$83,788.38	59.74%	\$56,457.62
7270 Employee Public Relations	\$0.00	\$0.00	\$0.00	\$511.90	\$2,826.78	0.00%	-\$2,826.78
7300 Benefits - Taxes	\$181,636.00	\$0.00	\$181,636.00	\$12,773.55	\$54,449.48	29.98%	\$127,186.52
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	\$48.17	(\$2,137.71)	0.00%	\$2,137.71
<b>Subtotal</b>	<b>\$2,965,415.00</b>	<b>\$0.00</b>	<b>\$2,965,415.00</b>	<b>\$202,355.64</b>	<b>\$946,358.19</b>	<b>31.91%</b>	<b>\$2,019,056.81</b>
<b>Library Materials</b>							
6010 Books	\$161,438.00	\$0.00	\$161,438.00	\$188.22	\$53,633.88	33.22%	\$107,804.12
6020 Periodicals	\$14,000.00	\$0.00	\$14,000.00	\$1,392.05	\$11,624.67	83.03%	\$2,375.33
6030 AV	\$57,000.00	\$0.00	\$57,000.00	\$6,060.12	\$19,316.91	33.89%	\$37,683.09
6050 Digital Resources	\$113,500.00	\$0.00	\$113,500.00	\$14,677.31	\$49,995.57	44.05%	\$63,504.43
60000 Other	\$0.00	\$0.00	\$0.00	\$73.54	\$457.77	0.00%	-\$457.77
<b>Subtotal</b>	<b>\$345,938.00</b>	<b>\$0.00</b>	<b>\$345,938.00</b>	<b>\$22,391.24</b>	<b>\$135,028.80</b>	<b>39.03%</b>	<b>\$210,909.20</b>
<b>Facility &amp; Equipment</b>							
6110 Bldg Svc Contracts	\$213,022.00	\$0.00	\$213,022.00	\$13,178.86	\$83,742.92	39.31%	\$129,279.08
6130 Office Equip	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$2,360.00	42.91%	\$3,140.00
6140 Facility Insurance	\$50,000.00	\$0.00	\$50,000.00	\$3,229.00	\$47,137.00	94.27%	\$2,863.00
6150 Repairs - Bldg & Equipment	\$46,000.00	\$0.00	\$46,000.00	\$13,721.66	\$20,966.81	45.58%	\$25,033.19
6160 Equipment Lease Expense	\$28,050.00	\$0.00	\$28,050.00	\$2,251.58	\$11,543.61	41.15%	\$16,506.39
61000 Other Fac & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
<b>Subtotal</b>	<b>\$342,572.00</b>	<b>\$0.00</b>	<b>\$342,572.00</b>	<b>\$32,381.10</b>	<b>\$165,750.34</b>	<b>48.38%</b>	<b>\$176,821.66</b>
<b>Operations</b>							
6200 Programs	\$46,920.00	\$0.00	\$46,920.00	\$5,322.98	\$18,147.85	38.68%	\$28,772.15
6510 Automation	\$225,000.00	\$0.00	\$225,000.00	\$18,262.21	\$87,806.92	39.03%	\$137,193.08
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$496.83	\$3,539.55	39.33%	\$5,460.45
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	\$0.00	\$743.00	16.51%	\$3,757.00
6530 Office & Lib Supplies	\$22,500.00	\$0.00	\$22,500.00	\$3,026.85	\$10,399.06	46.22%	\$12,100.94
6540 Postage & Freight	\$6,500.00	\$0.00	\$6,500.00	\$45.83	\$1,185.82	18.24%	\$5,314.18
6545 Professional Services	\$33,000.00	\$0.00	\$33,000.00	\$20,378.75	\$51,724.10	156.74%	-\$18,724.10
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$107.25	\$4,264.41	38.77%	\$6,735.59
6556 Travel & Continuing Ed	\$15,000.00	\$0.00	\$15,000.00	\$1,543.28	\$9,266.40	61.78%	\$5,733.60
6575 Utilities	\$100,000.00	\$0.00	\$100,000.00	\$5,192.73	\$51,139.81	51.14%	\$48,860.19
6576 Building Security	\$100,980.00	\$0.00	\$100,980.00	\$8,276.97	\$40,362.79	39.97%	\$60,617.21
6581 Other Operational	\$7,085.00	\$0.00	\$7,085.00	\$195.60	\$1,307.03	18.45%	\$5,777.97
<b>Subtotal</b>	<b>\$588,096.00</b>	<b>\$0.00</b>	<b>\$588,096.00</b>	<b>\$62,849.28</b>	<b>\$281,889.74</b>	<b>47.93%</b>	<b>\$306,206.26</b>
<b>Bonds</b>							
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	\$211,956.25	89.58%	\$24,643.75
<b>Subtotal</b>	<b>\$740,382.00</b>	<b>\$0.00</b>	<b>\$740,382.00</b>	<b>\$0.00</b>	<b>\$666,730.35</b>	<b>90.05%</b>	<b>\$73,651.65</b>
<b>Other Expense Types</b>							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>Total Disbursements</b>	<b>\$4,982,403.00</b>	<b>\$0.00</b>	<b>\$4,982,403.00</b>	<b>\$319,977.26</b>	<b>\$2,195,757.42</b>	<b>44.07%</b>	<b>\$2,786,645.58</b>

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

Percentage of Year: 41.67%

<i>Cash - Bank Balances</i>	
1040 Petty Checking	\$224.25
1050 Petty Cash	\$714.58
1051 Business Checking	\$176,634.93
1052 MM Savings	\$4,764,068.33
1060 Unemployment Fund Bond	\$115,712.84
<b>TTL CASH</b>	<b>\$5,057,354.93</b>
1100 Accounts Receivable	\$1,829.58
12000 Undeposited Funds	\$0.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
<b>TTL ASSETS</b>	<b>\$5,059,184.51</b>
1071 Accrued credit card	\$0.00
2000 Accounts Payable	\$29,009.46
21000 Accrued Pay	\$0.00
24000 Payroll Liab	\$0.00
24100 Accrued Leave and Payroll	\$0.00
24200 Accrued Expense	\$0.00
<b>TTL LIABILITIES</b>	<b>\$29,009.46</b>
<b>TTL EQUITY</b>	<b>\$5,030,175.05</b>
	\$0.00
<b>TTL LIAB &amp; EQUITY</b>	<b>\$5,059,184.51</b>

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$4,967,158.43
Year to Date Expenses	-\$2,195,757.42
<b>Net Change</b>	<b>\$2,771,401.01</b>

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
<b>Fund Changes</b>	<b>\$2,258,774.04</b>	<b>\$0.00</b>	<b>\$2,258,774.04</b>

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

Percentage of Year: 41.67%

<b>Net Fixed Assets</b>				
	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%
<b>TOTALS</b>	<b>8,263,507.00</b>	<b>\$ 8,623,279.00</b>	<b>-359,772.00</b>	<b>-4.17%</b>

<b>Reconciliation</b>	
Prior Month Fund Balance	\$2,258,774.04
+ Net change (revenues - expenses)	\$2,771,401.01
Subtotal	\$5,030,175.05
- Total Cash	-\$5,057,354.93
Accounts Payable	\$29,009.46
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

### ALA 2023 PR xChange Award

- Lou Ann Stewart submitted a number of entries for the PR xChange Awards, which recognize the very best public relations materials produced by libraries. Out of 215 entries from across the US and Canada, CPH won in the “born digital” category for the video “2022, A Year in Review!”  
<https://www.youtube.com/watch?v=fPWua2gNPTs>

### Library Newsletter

- The first edition of the “CPH Library Insider” newsletter has been produced. The purpose of the newsletter is to highlight the value and benefits of the Library to the community. Each issue will include building and services updates, staff expertise, and collections. The newsletter will be issued four times per year in February, May, August and November.
- The newsletter will be published on the website, included in Constant Contact emails and social media posts, and will be available in print at the Circulation and ASK Desks.

## MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

### Board Room

- A new screen and projector have been installed in the Board Room to make the room more useful for patrons and staff for presentations or virtual meetings. IT staff are investigating various webcam options.

### Outreach

- There were two school group tours in May, a group of special needs children from Okte, and a group of special needs students from High School East.
- Feedback from school staff members was fantastic for both tours:
  - *From OKTE: I can't thank you enough, it was by far one of the best/prepared field trips we have been on. Thank you for welcoming our students and team and supporting their needs!*



## Outdoor Space

- To support summer reading programming, an large tent will be installed for the summer on the back lawn of the Library. Staff are planning to hold as many programs as possible outside (weather permitting), and the tent will provide much needed shade for staff and patrons.
- In addition, the tent supports the carnival summer reading theme of Come One, Come All.

## Summer Reading Program

- The theme that has been chosen for the 2023 summer reading program is Come One, Come All, a carnival theme. Staff are decorating the Library with carnival themed decorations.
- CPH will be participating in an initiative with Mechanicville, Waterford, Stillwater, Malta and Round Lake libraries to encourage patrons to visit each library over the summer. Patrons can pick up a map at any library and when they visit a participating library they will receive a stamp on their map and a small prize. Patrons who visit all six libraries can turn their map in for a chance to win a grand prize – a set of gift cards for local businesses supplied by each library.

## **CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES**

### Services

- Use of databases has increased significantly in 2023, mostly due to the New York Times, and Newbank access to the Times Union and Daily Gazette.
- The use of Wi-Fi has increased by 27% in 2023, which is consistent with a 28% increase in foot traffic.
- Pre-booked use of program rooms has increased by 38% for a total of 250 uses in 2023.



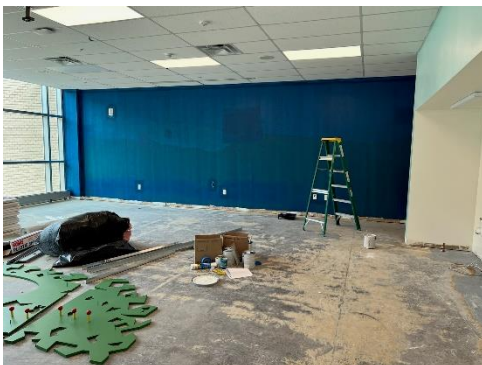
## Programs

- There were 135 programs at the Library in May. Some of the most popular include:
  - Jigsaw puzzle swap
  - ELL classes
  - Therapy dogs for adults
  - Ladybug scavenger hunt for children
  - Ladybug release and story time
  - Free comic book day

## DEVELOP PEOPLE AND THE ORGANIZATION

### Children's Library Project

- Construction has progressed in the Children's Library. The painting of the CAR, existing staff office, hallway and new storage room will be complete by June 9, and the flooring will be installed beginning June 12. Here are a few photos of the progress.





## Website Hosting

- In 2018 the Library contracted with RedRokk to update our website, and we subsequently paid a monthly support and hosting fee to RedRokk. In January 2023 we experienced a situation where the website went down for several hours due to required updates to our site not having been performed. We reached out to RedRokk but received no response. We have finalized moving our hosting subscription from RedRokk to directly with FlyWheel (the hosting service), and our monthly cost will be \$20 less because there is no intermediary.

Prepared by: Alex Gutelius  
Library Director

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
ZOOM: U.S. Citizenship Class	May 10 2023	Adults	10				10
ZOOM: U.S. Citizenship Class	May 17 2023	Adults	10				10
ZOOM: U.S. Citizenship Class	May 03 2023	Adults	6				6
ZOOM: Managing Photos on your Phone	May 17 2023	Adults	6				6
ZOOM: Intermediate English Language Learning (ELL)	May 11 2023	Adults	9				9
ZOOM: Intermediate English Language Learning (ELL)	May 25 2023	Adults	6				6
ZOOM: Intermediate English Language Learning (ELL)	May 18 2023	Adults	8				8
ZOOM: Intermediate English Language Learning (ELL)	May 04 2023	Adults	7				7
ZOOM: Creating Tables in Word	May 24 2023	Adults	1				1
Who is Tracking Your Online Behavior?	May 23 2023	Adults	8	8			
Wednesday Bridges	May 03 2023	Adults	5	5			
Using Fact-Checking Sites	May 10 2023	Adults	4	4			
U.S. Citizenship Class Celebration	May 24 2023	Adults	8	7		1	
Therapy Dogs for Adults	May 17 2023	Adults	31	27	2	2	
Tech Tutoring	Various	Adults	7	7			
Songwriting Workshop & Discussion	May 25 2023	Adults	2	2			
Right Under Your Nose	May 03 2023	Adults	10	10			
Poetry with Parameters	May 30 2023	Adults	1	1			
Poetry with Parameters	May 23 2023	Adults	2	2			
Poetry with Parameters	May 16 2023	Adults	4	3			1
One-on-One Tech Help	Various	Adults	4	4			
Mysteries & More Book Group	May 09 2023	Adults	6	6			
Mindfulness in Nature	May 19 2023	Adults	14	14			
Memories to Memoirs	May 03 2023	Adults	7	7			
Memories to Memoirs	May 10 2023	Adults	8	8			
Journaling for Adults	May 03 2023	Adults	27	12			15
Jigsaw Puzzle Swap	May 06 2023	Adults	60	60			
Inclusable Adult Games	May 23 2023	Adults	5	5			
Genealogy Assistance	May 04 2023	Adults	5	5			
Foreign Film: Ruben Brandt, Collector (2018)	May 11 2023	Adults	9	9			
First Friday: Cold Case Analysis	May 05 2023	Adults	25	25			
English Language Learning (ELL) Evening Class	May 08 2023	Adults	8	8			
English Language Learning (ELL) Evening Class	May 15 2023	Adults	7	7			
English Language Learning (ELL) Evening Class	May 22 2023	Adults	7	7			
English Language Learning (ELL) Evening Class	May 01 2023	Adults	7	7			
Ellii Workshop for ELL Students	May 04 2023	Adults	5	5			
Daytime Book Group	May 18 2023	Adults	14	14			
Connecting Threads Quilt Group	May 10 2023	Adults	5	5			
Concert: Sonny and Perley	May 07 2023	Adults	33	28	5		
Book-to-Movie	May 12 2023	Adults	9	9			
Beginner English Language Learning (ELL)	May 17 2023	Adults	25	25			
Beginner English Language Learning (ELL)	May 23 2023	Adults	23	23			
Beginner English Language Learning (ELL)	May 02 2023	Adults	20	20			
Beginner English Language Learning (ELL)	May 09 2023	Adults	24	24			
Beginner English Language Learning (ELL)	May 16 2023	Adults	26	26			
Beginner English Language Learning (ELL)	May 10 2023	Adults	30	30			
Beginner English Language Learning (ELL)	May 30 2023	Adults	19	19			
Beginner English Language Learning (ELL)	May 03 2023	Adults	23	23			

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Beginner English Language Learning (ELL)	May 24 2023	Adults	29	29			
Beginner English Language Learning (ELL)	May 31 2023	Adults	29	28		1	
Affordable Home Internet	May 16 2023	Adults	2	2			
Affordable Connectivity Program (ACP)	May 18 2023	Adults	3	3			
Adult Craft: Iris Card Folding	May 11 2023	Adults	13	13			
ZOOM: PJ Story Time	May 09 2023	Children	4			4	4
Wonderful Walkers	May 12 2023	Children	19	10		9	
Ready-Set-Code for Early Learners	May 17 2023	Children	12			12	
Ready-Set-Code for Early Learners	May 03 2023	Children	10			10	
Ready-Set-Code for Early Learners	May 10 2023	Children	12			12	
Reading Therapy Dogs	May 11 2023	Children	2	2		2	
Reading Therapy Dogs	May 23 2023	Children	10	6		4	
Music & Motion	May 19 2023	Children	28	12		16	
Mother's Day Art Cart	May 08 2023	Children	78			78	
May The Fourth Be With You!	May 04 2023	Children	17		2	15	
Learn To Draw: Graphic Novel Style	May 06 2023	Children	47	16		31	
Ladybug Scavenger Hunt	May 07 2023	Children	96			96	
Ladybug Scavenger Hunt	May 22 2023	Children	159			159	
Ladybug Scavenger Hunt	May 01 2023	Children	166			166	
Ladybug Scavenger Hunt	May 15 2023	Children	105			105	
Ladybug Release and Story Time	May 18 2023	Children	87	42		45	
Flower Garden Story and Craft	May 25 2023	Children	24	7		17	
Famous Bears Book Club: Chu's Day	May 23 2023	Children	8	1		7	
Family Story Time	May 25 2023	Children	55	25		30	
Family Story Time	May 08 2023	Children	30	13		17	
Family Story Time	May 04 2023	Children	56	26		30	
Family Story Time	May 11 2023	Children	30	14		16	
Family Story Time	May 01 2023	Children	66	28		38	
Family Story Time	May 22 2023	Children	40	19		21	
Books for Babies	May 07 2023	Children	62			62	
Bilingual Family Story Time: Korean	May 15 2023	Children	33	15		18	
Baby Story Time	May 12 2023	Children	22	11		11	
Therapy Dogs for Teens	May 18 2023	Teens	12	4	8		
Teen Video Game Night	May 04 2023	Teens	6		6		
Teen Craft Corner: Paper Hyacinth	May 02 2023	Teens					
Middle School Book Club: Space Case	May 02 2023	Teens	8		8		
DIY Interactive Movie: The Princess Bride	May 27 2023	Teens					
CraftTEEN: Bead Bonanza	May 17 2023	Teens	3		3		
Baby Yoda: I Spy for Teens	May 04 2023	Teens	21		21		
Ira Marcks: Learn The Art of Making Graphic Novels	May 06 2023	Teens Adults	20	7	13		
Introduction to Chinese Language & Culture	May 08 2023	Teens Adults	22	15	4	3	
Introduction to Chinese Language & Culture	May 01 2023	Teens Adults	15	15			
Introduction to Chinese Language & Culture	May 15 2023	Teens Adults	16	16			
Introduction to Chinese Language & Culture	May 22 2023	Teens Adults	15	8	7		
D&D Adventure Club!	May 24 2023	Teens Adults	7	2	5		
Free Comic Book Day	May 06 2023	General	240	80	80	80	

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

<b>Title</b>	<b>Date</b>	<b>Primary Event Type</b>	<b>Attendance</b>	<b>Adults</b>	<b>Teens</b>	<b>Children</b>	<b>Online Views</b>
Family LEGO Build!	May 30 2023	General	21	11	1	9	
Adult Grab & Go: Cyanotype Nature Prints	May 06 2023	Grab & Go	31	31			
Helping Hands Outreach	May 04 2023	Outreach	58	12		46	
Okte field trip	May 26 2023	Outreach	38	20		18	
HSE special needs group tour	May 16 2023	Outreach	21	8	13		

## 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	135	0	0	0	0	0	0	0	926	789	
	Purged*															
	TOTAL	37,567	37,501	37,343	37,373	37,074	0	0	0	0	0	0	0	37,074	38,190	
Circulation	Fiction	Adult	8,676	8,212	9,492	8,783	8,910	0	0	0	0	0	0	0	44,073	42,486
		Young Adult	1,383	1,469	1,599	1,623	1,475	0	0	0	0	0	0	0	7,549	6,492
		Juvenile	13,544	13,746	15,697	13,990	12,450	0	0	0	0	0	0	0	69,427	64,718
	Non-fiction	Adult	5,351	5,138	5,924	5,474	5,543	0	0	0	0	0	0	0	27,430	26,290
		Young Adult	13	12	8	8	12	0	0	0	0	0	0	0	53	87
		Juvenile	2,036	1,851	2,085	2,055	1,767	0	0	0	0	0	0	0	9,794	9,963
	Audio	Adult	1,199	1,210	1,591	1,326	1,287	0	0	0	0	0	0	0	6,613	7,670
		Young Adult	0	18	29	43	0	0	0	0	0	0	0	0	90	182
		Juvenile	436	492	447	483	402	0	0	0	0	0	0	0	2,260	1,724
	DVD	Adult	4,240	4,119	4,519	3,843	3,882	0	0	0	0	0	0	0	20,603	23,022
		Juvenile	978	976	1,180	1,087	852	0	0	0	0	0	0	0	5,073	5,586
	Digital Media	eaudiobooks	3,795	3,464	3,722	3,479	3,441	0	0	0	0	0	0	0	17,901	16,571
		ebooks	3,852	3,461	4,025	3,677	3,726	0	0	0	0	0	0	0	18,741	19,437
		Music	110	94	110	110	113	0	0	0	0	0	0	0	537	492
		Serials*	1,258	1,050	1,133	1,144	1,048	0	0	0	0	0	0	0	5,633	5,132
		Comics (hoopla)	65	24	71	69	69	0	0	0	0	0	0	0	298	394
		Streaming Video/TV (hoopla)	358	356	304	336	260	0	0	0	0	0	0	0	1,614	1,884
	Other	Serials	473	415	593	469	507	0	0	0	0	0	0	0	2,457	2,895
		CD-ROM / Wii	490	480	504	465	418	0	0	0	0	0	0	0	2,357	1,638
		Uncatalogued	33	18	34	42	41	0	0	0	0	0	0	0	168	226
		Non-traditional	25	207	222	182	164	0	0	0	0	0	0	0	800	565
		Print	31,003	30,428	34,805	31,933	30,157	0	0	0	0	0	0	0	158,326	150,035
		AV	6,853	6,815	7,766	6,782	6,423	0	0	0	0	0	0	0	34,639	38,220
		Digital	9,438	8,449	9,365	8,815	8,657	0	0	0	0	0	0	0	44,724	43,910
		Other	1,021	1,120	1,353	1,158	1,130	0	0	0	0	0	0	0	5,782	5,324
		TOTAL	48,315	46,812	53,289	48,688	46,367	0	0	0	0	0	0	0	243,471	237,489
Technology	Database Usage	1,407	1,959	2,076	1,791	1,757	0	0	0	0	0	0	0	8,990	4,832	
	Computer Use (sessions)	1,427	1,395	1,502	1,454	1,385	0	0	0	0	0	0	0	7,163	6,746	
	Wireless Use	4,626	4,211	4,816	4,626	4,589	0	0	0	0	0	0	0	22,868	17,952	
	PAC Use	15,211	13,396	14,902	13,877	13,778	0	0	0	0	0	0	0	71,164	71,273	
	Website Visits	27,115	24,705	26,650	23,857	23,411	0	0	0	0	0	0	0	125,738	109,093	
	iPad/Laptop/Device Use	4	13	19	11	9	0	0	0	0	0	0	0	56	56	
	Fax 24/7 Use	0	0	0	0	0	0	0	0	0	0	0	0	0	111	

		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	51	0	0	0	0	0	0	0	211	202
	Teen	12	14	8	17	13	0	0	0	0	0	0	0	64	13
	Child 0-5	22	11	12	13	8	0	0	0	0	0	0	0	66	60
	Child 6-11	3	26	5	19	19	0	0	0	0	0	0	0	72	27
	General	5	4	2	2	2	0	0	0	0	0	0	0	15	6
	One-on-One	9	35	13	14	11	0	0	0	0	0	0	0	82	43
	Grab & Go	30	121	30	35	31	0	0	0	0	0	0	0	247	2,508
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	6
	TOTAL	122	248	114	138	135	0	0	0	0	0	0	0	757	2,865
	Attendance														
	Adult	1,265	497	782	554	667	0	0	0	0	0	0	0	3,765	2,355
	Teen	179	96	109	276	145	0	0	0	0	0	0	0	805	97
	Child 0-5	753	482	657	574	361	0	0	0	0	0	0	0	2,827	1,229
	Child 6-11	32	1,285	467	279	956	0	0	0	0	0	0	0	3,019	684
	General	78	37	329	43	241	0	0	0	0	0	0	0	728	244
	One-on-One	9	36	13	14	11	0	0	0	0	0	0	0	83	45
	Grab & Go	30	121	30	35	31	0	0	0	0	0	0	0	247	2,508
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	102
	TOTAL	2,346	2,554	2,387	1,775	2,412	0	0	0	0	0	0	0	11,474	7,264
Outreach	Events / Programs	6	12	10	9	3	0	0	0	0	0	0	0	40	181
	Attendance	120	454	260	683	117	0	0	0	0	0	0	0	1,634	3,222
Interlibrary Loan	Borrowed	6,805	6,026	7,032	6,363	0	0	0	0	0	0	0	0	26,226	24,701
	Loaned	3,231	2,933	3,536	2,988	0	0	0	0	0	0	0	0	12,688	15,527
	TOTAL	10,036	8,959	10,568	9,351	0	0	0	0	0	0	0	0	38,914	40,228
Reference	Ask Desk	2,422	2,581	2,589	2,204	2,055	0	0	0	0	0	0	0	11,851	10,389
	Children's Library Desk	1,141	1,396	1,300	1,208	1,038	0	0	0	0	0	0	0	6,083	4,897
	Computer Support	319	356	361	320	235	0	0	0	0	0	0	0	1,591	1,058
	TOTAL	3,882	4,333	4,250	3,732	3,328	0	0	0	0	0	0	0	19,525	16,344
Museum Passes		25	35	33	39	39	0	0	0	0	0	0	0	171	154
Visitors		22,607	20,027	24,201	20,718	20,894	0	0	0	0	0	0	0	108,447	84,674
Room Use	Hours														
	Library Programs	541	321	484	221	260	0	0	0	0	0	0	0	1,827	591
	Board/FOL/Staff	59	69	79	62	50	0	0	0	0	0	0	0	317	266
	Outside Organizations	176	158	138	437	69	0	0	0	0	0	0	0	977	699
	Room Checkouts	136	139	176	144	202	0	0	0	0	0	0	0	797	837
Outside Organization Meetings/Programs (bookings)		60	52	45	45	48	0	0	0	0	0	0	0	250	180
Collection Size (print & media)	Added	912	919												

SPRING 2023



# CPH LIBRARY INSIDER



## Librarian's Technical Expertise Helps Patrons at Every Age and Skill Level

The response to Technology Librarian Kim Nemeth's programs has been very positive since she started them at the Library last fall.

"I just attended...[a] class to support my understanding of my computer--it was awesome and I am looking forward to future classes," one attendee wrote on a comment card.

"Wow, Kim is articulate, knowledgeable, and teaches from a good curriculum," another wrote.

Kim has a bachelor's in business administration, a certificate in information systems, and a master's in library science. She began her career as a computer programmer in the New York State Department of Tax and Finance, worked as a computer lab aide at Gowana Middle School in Clifton Park, and was a librarian at Maple Hill Middle School in Schodack and Saratoga Springs High School.

Technology--understanding it and teaching it--has been a central focus throughout her career. She hopes to introduce more people to it at the Library, where the programs are geared to each level of learning.

### Grades K-5

Young children can learn pre-coding skills by using Dash and Dot programmable robots that teach the thought process behind coding, such as how to give directions (move right, move left three squares, etc.) and ScratchJr, which gives them an opportunity to get creative with interactive stories and games.

"They are not writing lines of coding text, but are learning the scientific language and thought process of coding," Kim says.

### Grades 6-12

This is when children and teens actually begin to write code using Python and HTML.

"Once students understand how to write code, they can begin to use it to create apps, games, and websites," she says.

Many teens are also enthusiastic about video game nights.

"People think of video games as 'just a game,' but there's so much social and emotional learning happening when they are playing and taking turns with the controllers," Kim says. "When it's not their turn, they're sitting in the back eating and talking to people they didn't know when they first got there. A lot of parents are very happy with that."

### Adults

Library patrons in college or working in their careers may be fairly comfortable with technology, so programs are geared to help them get more out of their computers, phones, and tablets and include topics about using the internet and other digital resources.

*Continued*

**You can find computer and technology classes in the monthly Program Brochure and under the Programs & Events tab on our website.**



## Director's Message

Welcome to the inaugural edition of our quarterly library newsletter. In the coming months, we will let you know about exciting changes to our building, new services and resources, and some information we think you will find interesting.

You may have noticed we recently updated our welcome flags as you enter the Library property with brightly colored reminders to Discover, Learn, and Do. This reflects the many opportunities you have to expand your knowledge and experiences at the Library.

We hope you enjoy this behind-the-scenes look at your local library. If there's something you're interested in finding out about or have a question you'd like to see answered in a future edition, please send an email to:  
**[cph-news@sals.edu](mailto:cph-news@sals.edu)**.

*Abigail*

## 2023 Winter Reading Challenge

- 650 adults, teens, and children participated
- 230+ books read

**SUMMER READING  
BEGINS JUNE 21!**

## Looking for Your Next Book to Read?

The Library has multiple ways you can discover new-to-you books.

### In the Library:

It starts, of course, with our librarians, who are always eager to share book recommendations. Don't hesitate to approach them for ideas and be sure to check out the displays they have specially curated for you.

You'll also find:

- **Book Page**—A free monthly magazine that features reviews of new books for all ages as well as author interviews and notes on upcoming releases.
- **The New York Times Best Seller List**—The most popular books in the U.S., based on sales in the past week.
- **Staff Picks Brochure**—Library staff members recommend their favorites.

### On the Website:

[www.cphlibrary.org](http://www.cphlibrary.org)

- **Borrow > Find Your Next Read > Novelist**—A fun way to explore genres, mood/style, award-winners, and age-appropriate books. Its *Explore Pages* delves deeper into specific topics, such as authors, book club resources, books in the media, and themes.
- **Borrow > Find Your Next Read > Book Discussion Titles**—Current and past titles from the Library's book clubs.
- **Services > Book Matchmaker**—Fill out the form and a librarian will suggest 3-5 books based on your answers.

*Happy reading!*

Kim introduced Tech-Talk, a free database of career-building articles, videos, and webinars that focus on technology, communication, and leadership skills. She also offers informational programs to help build computer literacy skills, such as social media, fake news, cookies, and understanding your digital footprint.

### Seniors

Kim was recently certified as a Senior Planet trainer to help seniors (age 60+) use technology to meet their personal goals. Sponsored by AARP, Senior Planet is a national nonprofit that harnesses technology to help older Americans save money, improve their health, and make new friends.

"It's to help them build confidence and walk away empowered to try things on their own. I want people to be comfortable when they ask questions," she says. "It's teaching you to use technology the way you want to use it to enhance your life."

### One-on-One Technology Appointments

The Library also offers one-on-one appointments to help patrons overcome a technology hurdle.



"These sessions are for patrons with unique problems that need specific, practical help," Kim says. "Then they should take advantage of all of the other technology programs we offer to help them grow their skills and understanding."

Kim says she is looking forward to offering more programs in the future and is pleased she can use her technical expertise to help CPH Library patrons.

"People have been so appreciative that they have somewhere to go to get help--especially when they might not understand what they need," she says. "I help them learn the correct terminology and work through what they are trying to accomplish."

## Building Updates

**EV Charging Stations:** Four charging ports, made possible by a grant from National Grid and a generous contribution from the Friends of the Library, have been installed in the parking lot. There is no financial impact on library district tax payers. The pay-per-use charging stations will be available soon and the general public will have 24/7 access.

**Children's Library Renovation:** Please excuse our appearance as we make improvements to the Children's Library. We will do our best to minimally impact your use of library space and the Children's Library will remain open during this time.

**DISCOVER. LEARN. DO.**

475 Moe Road, Clifton Park

518-371-8622

[www.cphlibrary.org](http://www.cphlibrary.org)



### POLICY 4.3 CIRCULATION OF MATERIALS

#### Need for this Policy:

The Library needs a single policy to formalize the loan periods and amounts of Library material which may circulate.

#### Policy:

##### 3 Day Loan Period

- Museum Passes
- Movie Express

##### 7 Day Loan Period

- Magazines
- Newer movies
- Children's Holiday books
- Test prep books
- Finch robots
- Activities
- Video games
- Book Express books

##### 14 Day Loan Period

- New and popular adult books
- Early literacy kits
- Older movies, television shows, etc.

##### 28 Day Loan Period

- All other materials in the general collection including audiobooks, music, educational movies, Large Type books, Children's books, and software.

Reference books and materials do not circulate.

Materials, except those noted below, may be renewed ~~three times~~ three times if no other patron has a hold on them.

- 1 renewal – Video games
- No renewal – Book and Movie express, Activities, Finch robots, Museum passes

Accounts are limited to 99 items checked out at any given time, except as noted below:

- 3 item loan limit – Video games
- 2 item loan limit – Early literacy kits, Activities (board games, flashcards, etc.)
- 1 item loan limit – Finch Robots, Museum Passes

The Director may impose temporary changes to the loan period and to the amount of material borrowed

#### Responsibilities:

It is the responsibility of the Director to make recommendations to the Board for changes to this policy.

Initial Adoption Date: 1/22/1985

Modified Date	Description of Modification
5/22/1986	
12/17/1986	
6/11/1999	
9/19/2005	
11/21/2016	Updated list of 7 day loan items and 14 day loan items
11/16/2020	Updated items under each loan period; reversed order of loan periods.



**Clifton Park-Halfmoon Public Library**  
**DRAFT 2024 Budget**

RECEIPTS		2022	2023	2024	2024	
		Final	Adopted	Proposed	Proposed REV 6/9/2023	
TAX LEVY						
4010	Clifton Park	3,191,276	3,261,597			
4020	Halfmoon	1,546,031	1,659,423			
Total Tax Levy		4,737,307	4,921,020	5,131,551	4.28%	5,103,252 3.70%
OTHER GOVERNMENTAL SOURCES						
4150	DFY Municipal	3,794	3,600	3,600		3,600
4040	LLSA	18,093	16,283	16,283		16,283
4030	Bullet Aid	25,000				
Total Other Gov't Sources		46,887	19,883	19,883		19,883
GRANTS						
4170	Construction Grant	5000				
4030	Cultural/Misc	-	-	-		-
Total Grants		5,000	-	-		-
DONATIONS						
4210	Donations	2,068	1,000	1,000		1,000
4220	Friends - Unspecified					
4160	Friends - Specified	11,710	9,000	9,000		9,000
4170	Saratoga Arts	895				
4230	Commemorative	250	-	-		-
Total Gifts		14,923	10,000	10,000		10,000
INTEREST						
4330	Key Bank/Pioneer	2,569	1,000	3,000		5,000
Total Interest		2,569	1,000	3,000		5,000
MISC						
4410	Fines	25,098	10,000	10,000		20,000
4420	Lost & Damaged	4,347	5,000	7,500		5,000
4431	Employee Books	23				
4440	Copier/Printing	10,101	15,500	10,500		10,500
4450	Other	804	-	-		-
Total Misc		40,373	30,500	28,000		35,500
Fund Balance		-				
TOTAL RECEIPTS		4,847,058	4,982,403	5,192,434	4.22%	5,173,635 3.84%

**Clifton Park-Halfmoon Public Library**  
**DRAFT 2024 Budget**

DISBURSEMENTS		2022	2023	2024	2024	
		Final	Adopted	Proposed	Proposed	REV 6/9/2023
<b>PERSONNEL</b>						
7010	Total Salaries	2,089,798	2,392,533	2,553,103		2,543,103
7200	Benefits - Health Ins; Work.Comp.	99,547	151,557	160,841		160,841
7300	Benefits - Taxes OASDI	152,157	170,325	178,717		175,000
7400	Benefits - Retirement - ERS	239,016	250,000	250,000		250,000
7500	Benefits - Pass through	808				
	Benefits - Subtotal	491,528	571,882	589,558		585,841
	Passthrough					
	Total Personnel	2,581,325	2,964,415	3,142,661	6.01%	3,128,944 5.55%
7013	Independent Contractor	1,050	1,000	1,000		1,000
<b>MATERIALS</b>						
6011	Books	147,981	161,438	160,000		160,000
6020	Periodicals	18,429	14,000	18,000		18,000
6030	AV	54,774	57,000	55,000		55,000
6050	Digital Resources	117,105	113,500	120,000		120,000
60000	Other					
	Total Materials	338,288	345,938	353,000	2.04%	353,000 2.04%
<b>FACILITY &amp; EQUIPMENT</b>						
6110	Building Service Contracts	189,750	213,022	217,282		221,628
6130	Office Equipment	16,122	5,500	10,000		10,000
6140	Facility Insurance	40,427	50,000	46,000		46,000
6150	Repairs - Building & Equipment	25,993	46,000	42,000		32,000
6160	Equipment Lease Expenses	26,443	28,050	28,611		29,183
61000	Other					
	Total Facility & Equipment	298,734	342,572	343,893	0.39%	338,811 -1.10%
<b>OPERATIONS</b>						
6200	Programs	41,879	46,920	47,858		47,858
6510	Automation	222,602	225,000	225,000		225,000
6515	Custodial Supplies	8,657	9,000	9,000		9,000
6520	Elections	5,814	5,500	5,610		5,610
6521	Insurance - D&O	1,111	1,111	2,003		2,003
6525	Membership	4,529	4,500	5,000		5,000
6530	Office & Library Supplies	20,993	22,500	21,500		21,500
6540	Postage	4,954	6,500	6,500		6,500
6545	Professional Services	46,169	33,000	33,660		33,660
6551	PR & Printing	16,760	11,000	11,000		11,000
6556	Travel & Continuing Education	16,015	15,000	16,000		16,000
6575	Utilities	110,775	100,000	120,000		120,000
6576	Building Security	103,487	100,980	106,729		106,729
6581	Other Operational	5976	7085	5,000		5,000
	Total Operations	609,721	588,096	614,860	4.55%	614,860 4.55%
<b>BONDS</b>						
	Town of Clifton Park	496,885	503,782	495,413		495,413
	Town of Halfmoon	240,994	236,600	241,606		241,606
	Total Bonds	737,879	740,382	737,020	-0.45%	737,020 -0.45%
<b>TOTAL DISBURSEMENTS</b>		<u>4,566,997</u>	<u>4,982,403</u>	<u>5,192,434</u>	4.22%	<u>5,173,635</u> 3.84%