



July 17, 2023 7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the June 12, 2023 meeting for approval.
3. Public Comment
4. Board Comment
5. Sara Dallas, SALS Executive Director
6. Treasurer's Report
 - A. June 2023 Financial Statement
 - B. *Warrant
 - #2023-11 June 8, 2023 \$ 126,310.68
 - #2023-12 June 22, 2023 \$ 2,047,284.64
 - #2023-13 July 10, 2023 \$ 214,327.27
7. Friends' Report
8. Director's Report
 - A. Public Service -Jim Foster
 - B. Planning / Communication -Lou Ann Stewart
 - C. General Updates -Alex Gutelius
9. Committee Reports
 - A. PR Committee
 - Meeting Notes June 20, 2023
 - *Budget Mailer Recommendation
 - B. Ad Hoc Crisis Communications
 - Meeting Notes May 18, 2023
10. Old Business
11. New Business
12. Executive Session

* Items so marked are action items



June 12, 2023

7:15 PM

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

Absent: Suzanne Dugan, David Golden, Tom Madison

Guests: Susan Flint

The meeting was called to order at 7:19 PM by Ms. McMunn.

AGENDA: Ms. McMunn presented the June 12, 2023 agenda for approval. A **Motion** was made by Ms. Brown, seconded by Mr. DiGianni, to approve the agenda as amended to remove the June 8th warrant. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Rodger, seconded by Mr. Srinivasan, to accept the May 22, 2023, as presented. The **Motion** passed unanimously by those present, except for Mat Cantore who abstained.

PUBLIC COMMENT: None

BOARD COMMENT: None

TREASURER'S REPORT:

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

The May 24, 2023 warrant for \$170,813.33 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Wise, to approve the May 24, 2023, warrant. The **Motion** passed unanimously by those present. The reviewer for the May 24, 2023, warrant was Mr. Madison.

Mr. Cantore reported that there were three donations in May including \$800 from Edward Rezny for adult programming, \$49.80 from Amazon Smile, and \$46 in anonymous donations.



THE FRIENDS: Ms. Gutelius gave the following report:

1. The Friends of the Library Used Book Sale took place the first weekend of June and made just over \$5,200.
2. The Friends of the Library Board approved paying the outstanding \$16,000 cost for the installation of the EV Charging Stations.

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

1. A training session for staff is being offered on June 13 on the topic of helping to meet the needs of adult patrons with disabilities.
2. The Summer Reading theme this year is Come One Come All, a carnival based theme. The Library has been decorated and the Summer Reading Club begins on June 21, with the official launch program on June 28 featuring an illusionist.
3. A tent will be installed on the back lawn of the Library for summer programs. It will be there from the end of June to the end of August.
4. Library staff members will be participating in the July 4th parade. The Dynamic Deweys, the book cart drill team will be performing.

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

1. Construction in the Children's Library is progressing according to schedule. We anticipate an early August completion of all work.
2. The first issue of the quarterly "CPH Library Insider" newsletter is available to the public. It will feature new stories on our collections, staff expertise and building updates. The intent is to share the value of the Library with our community.
3. The Library won an ALA PR xChange award for our "2022, a Year in Reivew!" video created by Amanda Menneto. The Library will be recognized at the ALA Annual Conference later this month in Chicago.

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

1. The EV Charging Stations will be online later this week. The electrical inspection has been completed, and we will meet with Livingston to set up the software and settings.



2. We have completed the recommendations from the Workplace Safety and Loss Prevention Program, which included updating the Safety & Security Manual and Employee Handbook, clarifying the responsibilities of management and staff for safety in the handbook, updating the incident/accident report form to include a root cause/corrective action section, and establishing a safety walkthrough quarterly. The next step is for our insurance carrier to do another survey and then they will report back to the Department of Labor.
3. The updated Employee Handbook is nearing completion. It will be shared with the supervisors, and then brought to the Personnel Committee and the Board for review and approval.
4. A panel of wood has been removed near the adult fiction section because it was becoming loose. We are working with Dick White to review the original installation submittals and get it repaired as well as have all the other panels inspected.
5. We have two Librarian I vacancies due to staff resignations.
6. The Library will be an early voting location for the state and local primaries from June 17 through June 25.

COMMITTEE REPORTS:

POLICY COMMITTEE: Ms. Brown gave the following report:

Ms. Brown presented Policy 4.3 Circulation of Materials. The recommendation is to allow for three renewals of materials if no other patron has a hold on the item. This change will improve the workflow at the Circulation desk and will also align our policy with other large libraries. Ms. Brown made the **Motion**, on behalf of the Policy Committee to accept Policy 4.3 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. Cantore presented the revised version of the draft 2024 Draft Budget Recommendation. In order to be compliant with the tax cap, several adjustments were made to the budget presented in May including increasing bank interest to \$5,000; increasing fines to \$20,000; decreasing lost & damages to \$5,000; reducing salaries to \$2,543,103; reducing employment taxes to \$175,000; reducing building repair to \$32,000.

Mr. Cantor made the **Motion** on behalf of the Finance Committee to approve the 2024 Budget Recommendation as presented. The **Motion** passed unanimously by those present.

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS:

Mr. Rodger presented the staff appointments for Board approval.

A **Motion** was made by Mr. Rodger, seconded by Ms. Brown, to approve the appointment of Ethan Benoit as Information Technology Support Technician. The **Motion** passed unanimously by those present.

A **Motion** was made by Mr. Rodger, seconded by Ms. Brown, to approve the appointment of Briana O'Keefe as Librarian I. The **Motion** passed unanimously by those present.

There being no further business, Ms. Brown made a **Motion**, seconded by Mr. Srinivasan, to adjourn the meeting. The **Motion** passed unanimously and the meeting concluded at 8:08 PM.

The next scheduled Board Meeting is Monday, July 17, 2023, at 7:15 PM.

Clifton Park-Halfmoon Public Library
Financial Statement June 2023

Percentage of Year: 50.00%

<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>June</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	\$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	\$210.00	\$3,210.00	35.67%	-\$5,790.00
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	\$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
Subtotal	\$12,600.00	\$0.00	\$12,600.00	\$210.00	\$13,669.00	108.48%	\$1,069.00
Donations							
4210 Patron Donations	\$1,000.00	\$0.00	\$1,000.00	\$4.65	\$136.98	13.70%	-\$863.02
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	\$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
Subtotal	\$1,000.00	\$0.00	\$1,000.00	\$4.65	\$3,186.98	318.70%	\$2,186.98
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	-\$602.74	\$3,210.99	0.00%	\$3,210.99
4330 Bank Interest Income	\$1,000.00	\$0.00	\$1,000.00	\$1,556.48	\$9,076.16	907.62%	\$8,076.16
Subtotal	\$1,000.00	\$0.00	\$1,000.00	\$953.74	\$12,287.15	1228.72%	\$11,287.15
Other Income							
4410 Fines	\$10,000.00	\$0.00	\$10,000.00	\$2,589.67	\$14,003.49	140.03%	\$4,003.49
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$398.76	\$2,279.11	45.58%	-\$2,720.89
4431 Emp Books	\$0.00	\$0.00	\$0.00	\$15.76	\$15.76	0.00%	\$15.76
4440 Copier	\$15,500.00	\$0.00	\$15,500.00	\$862.55	\$5,303.56	34.22%	-\$10,196.44
4450 Other	\$0.00	\$0.00	\$0.00	\$83.49	\$508.79	0.00%	\$508.79
Subtotal	\$30,500.00	\$0.00	\$30,500.00	\$3,950.23	\$22,110.71	72.49%	-\$8,389.29
Total Receipts	\$4,982,403.00	\$0.00	\$4,982,403.00	\$5,118.62	\$4,972,277.05	99.80%	-\$10,125.95
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	\$5,118.62	\$4,972,277.05	99.80%	-\$10,125.95

Clifton Park-Halfmoon Public Library
Financial Statement June 2023

Percentage of Year: 50.00%

<i>DISBURSEMENTS</i>	<i>Adopted Budget</i> <i>Jan 23</i>	<i>Adj Budget</i>	<i>Modified</i> <i>Budget</i>	<i>June</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	\$263,179.09	\$1,013,815.35	42.37%	\$1,378,717.65
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	\$7,777.50	\$91,565.88	65.29%	\$48,680.12
7270 Employee Public Relations	\$0.00	\$0.00	\$0.00	\$109.89	\$2,936.67	0.00%	-\$2,936.67
7300 Benefits - Taxes	\$181,636.00	\$0.00	\$181,636.00	\$19,359.50	\$73,808.98	40.64%	\$107,827.02
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	-\$2,107.00	(\$4,244.71)	0.00%	\$4,244.71
Subtotal	\$2,965,415.00	\$0.00	\$2,965,415.00	\$288,318.98	\$1,234,677.17	41.64%	\$1,730,737.83
Library Materials							
6010 Books	\$161,438.00	\$0.00	\$161,438.00	\$7,992.32	\$61,626.20	38.17%	\$99,811.80
6020 Periodicals	\$14,000.00	\$0.00	\$14,000.00	\$482.55	\$12,107.22	86.48%	\$1,892.78
6030 AV	\$57,000.00	\$0.00	\$57,000.00	\$3,690.17	\$23,007.08	40.36%	\$33,992.92
6050 Digital Resources	\$113,500.00	\$0.00	\$113,500.00	\$6,438.88	\$56,434.45	49.72%	\$57,065.55
60000 Other	\$0.00	\$0.00	\$0.00	\$87.53	\$545.30	0.00%	-\$545.30
Subtotal	\$345,938.00	\$0.00	\$345,938.00	\$18,691.45	\$153,720.25	44.44%	\$192,217.75
Facility & Equipment							
6110 Bldg Svc Contracts	\$213,022.00	\$0.00	\$213,022.00	\$18,679.52	\$102,422.44	48.08%	\$110,599.56
6130 Office Equip	\$5,500.00	\$0.00	\$5,500.00	\$3,836.50	\$6,196.50	112.66%	-\$696.50
6140 Facility Insurance	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$47,137.00	94.27%	\$2,863.00
6150 Repairs - Bldg & Equipment	\$46,000.00	\$0.00	\$46,000.00	\$18,248.77	\$39,215.58	85.25%	\$6,784.42
6160 Equipment Lease Expense	\$28,050.00	\$0.00	\$28,050.00	\$2,369.61	\$13,913.22	49.60%	\$14,136.78
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	\$43,134.40	\$208,884.74	60.98%	\$133,687.26
Operations							
6200 Programs	\$46,920.00	\$0.00	\$46,920.00	\$5,590.96	\$23,738.81	50.59%	\$23,181.19
6510 Automation	\$225,000.00	\$0.00	\$225,000.00	\$18,411.49	\$106,218.41	47.21%	\$118,781.59
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$593.95	\$4,133.50	45.93%	\$4,866.50
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	\$1,460.00	\$2,203.00	48.96%	\$2,297.00
6530 Office & Lib Supplies	\$22,500.00	\$0.00	\$22,500.00	\$1,324.11	\$11,723.17	52.10%	\$10,776.83
6540 Postage & Freight	\$6,500.00	\$0.00	\$6,500.00	\$545.52	\$1,731.34	26.64%	\$4,768.66
6545 Professional Services	\$33,000.00	\$0.00	\$33,000.00	\$150.00	\$51,874.10	157.19%	-\$18,874.10
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$698.57	\$4,962.98	45.12%	\$6,037.02
6556 Travel & Continuing Ed	\$15,000.00	\$0.00	\$15,000.00	\$262.36	\$9,528.76	63.53%	\$5,471.24
6575 Utilities	\$100,000.00	\$0.00	\$100,000.00	\$4,484.99	\$55,624.80	55.62%	\$44,375.20
6576 Building Security	\$100,980.00	\$0.00	\$100,980.00	\$10,672.94	\$51,035.73	50.54%	\$49,944.27
6581 Other Operational	\$7,085.00	\$0.00	\$7,085.00	\$158.25	\$1,465.28	20.68%	\$5,619.72
Subtotal	\$588,096.00	\$0.00	\$588,096.00	\$44,353.14	\$326,242.88	55.47%	\$261,853.12
Bonds							
6610 Town of Clifton Park	\$503,782.00	\$0.00	\$503,782.00	\$0.00	\$454,774.10	90.27%	\$49,007.90
6620 Town of Halfmoon	\$236,600.00	\$0.00	\$236,600.00	\$0.00	\$211,956.25	89.58%	\$24,643.75
Subtotal	\$740,382.00	\$0.00	\$740,382.00	\$0.00	\$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	\$394,497.97	\$2,590,255.39	51.99%	\$2,392,147.61

Clifton Park-Halfmoon Public Library
Financial Statement June 2023

Percentage of Year: 50.00%

<i>Cash - Bank Balances</i>	
1040 Petty Checking	\$224.25
1050 Petty Cash	\$714.58
1051 Key Checking	\$141,994.62
1052 Key MM Savings	\$2,442,092.92
1055 Pioneer Checking	\$500,000.00
1056 Pioneer MM Savings	\$1,500,260.29
1060 Unemployment Fund Bond	\$115,110.10
TTL CASH	\$4,700,396.76
1100 Accounts Receivable	\$18,235.69
12000 Undeposited Funds	\$0.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
TTL ASSETS	\$4,718,632.45
1071 Accrued credit card	\$0.00
2000 Accounts Payable	\$77,836.75
21000 Accrued Pay	\$0.00
24000 Payroll Liab	\$0.00
24100 Accrued Leave and Payroll	\$0.00
24200 Accrued Expense	\$0.00
TTL LIABILITIES	\$77,836.75
TTL EQUITY	\$4,640,795.70
	\$0.00
TTL LIAB & EQUITY	\$4,718,632.45

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$4,972,277.05
Year to Date Expenses	-\$2,590,255.39
Net Change	\$2,382,021.66

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 June 2023

Percentage of Year: 50.00%

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

Reconciliation	
Prior Month Fund Balance	\$2,258,774.04
+ Net change (revenues - expenses)	\$2,382,021.66
Subtotal	\$4,640,795.70
- Total Cash	-\$4,700,396.76
Accounts Payable	\$77,836.75
Accounts Receivable	-\$18,235.69
Prepaid Expense	\$0.00
Accrued Payroll	\$0.00
Undeposited Funds	\$0.00
Accrued Leave and Payroll	\$0.00
Accrued Expense	\$0.00
Payroll Liab	\$0.00
Credit Cards	\$0.00
Fixed Assets	\$0.00
Balance	\$0.00



CONNECT AND COLLABORATE

Social Media

- The Summer Reading Kick-off event with the Magic Rocks Illusionist brought a higher reach than usual on our Instagram stories. The reach on Instagram stories is normally in the 180's, but this event saw a reach of over 260 and brought us new Instagram followers.
- Posts and stories on the Library's participation in the Clifton Park Fourth of July Parade got great engagement. One fan wrote, "I thought this was great! Way to represent."

Print Promotions

- The July/August summer brochure was published in late June and already over 500 copies have been printed and distributed.
- The Library has a quarter page ad in the summer Halfmoon Navigator.
- The Clifton Park Neighbors magazine featured an article about the summer reading program.

Patron Feedback

We often receive verbal thanks from patrons, but this past month we received a few written comments.

- From a mother at Wonderful Walkers:
I wanted to tell you what a great time we had today at wonderful walkers. Cole really enjoyed himself as did I. It's a wonderful opportunity for the two of us to bond and you make it an enjoyable time. Thank you again for all that you do for our youth and your commitment to their literacy.
- From a written comment card:
We love the kids programming and seasonal décor – thank you!

MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Summer Reading Decorations

Staff chose the theme of "Come One, Come All" for the Summer Reading Program this year. The carnival-based theme lends itself very well to decorating.



Program Room Use / Outdoor Space

Program room use has continued to increase over the past year. Room bookings have increased by 50%, while walk in use of the rooms has remained steady with nearly 1,000 checkouts year-to-date. The tent has been very well received, and has been used for outdoor programs as well as by patrons for picnics.

Foot traffic in the building in June was the most since the pandemic. Year-to-date foot traffic has increased by 28% compared to 2022.

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES

Programs

Summer programs are being offered both inside and outside this year depending on the weather and the performance.

- The Summer Reading kick-off show, featuring an illusionist drew crowds of over 360 people for both the afternoon and evening performances.
- Passive programs like the animal of the week and the scavenger hunts are very popular with children and families.
- The Father's Day art craft had 134 participants.
- The summer story time programs, and music and motion are drawing upwards of 100 participants. Story time is being held outdoors when possible, but Music & Motion is an indoor program.



Outreach

Staff are making an effort to attend local events and locations to share information about the Library including the Town of Clifton Park concerts, the Halfmoon Farmer's Market, the town pools.

July 4th Parade

The Library participated in the July 4th parade this year, and the Dynamic Deweys made their return after 6 years. We had six people pushing carts and another three staff members, along with two trustees (plus their families) to hand out 500 mini-Frisbees and many pounds of candy.



DEVELOP PEOPLE AND THE ORGANIZATION

Nalobox

The Nalobox has arrived, along with the Narcan medication from the Saratoga County Health Department. Once the MOU has been signed with the County, the box will be made available. On July 7th the Health Department provided training on the use of Narcan for staff members. There will be additional training for the public in August.

Children's Library Renovations

The renovation work on the Children's Library is progressing. The new storage closet is nearly complete. Cabinets and window treatments are being installed in the Children's Activity Room (CAR), and some of the furniture for the Reading Nook has arrived.



Prepared by: Alex Gutelius
Library Director

Clifton Park - Halfmoon Public Library
Program Statistics - June 2023

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Beginner English Language Learning (ELL)	June 21 2023	Adults	22	20		2	
What's Bugging Your Trees?!	June 12 2023	Adults	18	16		2	
The Improv Duo, Judi & Steve	June 11 2023	Adults	28	26	1	1	
ZOOM: Intermediate English Language Learning (ELL)	June 15 2023	Adults	9	8		1	
Beginner English Language Learning (ELL)	June 14 2023	Adults	26	24	1	1	
ZOOM: Excel Advanced	June 28 2023	Adults	4				4
Journaling for Adults	June 21 2023	Adults	26	9			17
ZOOM: Cloud Storage Options	June 14 2023	Adults	12				12
Saturday Scrabble Meetup	June 17 2023	Adults	4	4			
ZOOM: Summer Solstice Meditation	June 21 2023	Adults	7	7			7
Genealogy Assistance	June 01 2023	Adults	5	5			
Staff Therapy Dogs	June 27 2023	Adults	15	15			
ZOOM: Intermediate English Language Learning (ELL)	June 01 2023	Adults	8	8			
ZOOM: Intermediate English Language Learning (ELL)	June 08 2023	Adults	7	7			
Connecting Threads Quilt Group	June 14 2023	Adults	5	5			
Foreign Film: The Duke (2021)	June 08 2023	Adults	25	25			
English Language Learning (ELL) Evening Class	June 12 2023	Adults	7	7			
Beginner English Language Learning (ELL)	June 06 2023	Adults	23	23			
English Language Learning (ELL) Evening Class	June 05 2023	Adults	7	7			
Beginner English Language Learning (ELL)	June 07 2023	Adults	22	22			
Beginner English Language Learning (ELL)	June 20 2023	Adults	19	19			
Beginner English Language Learning (ELL)	June 13 2023	Adults	19	19			
What is Your Digital Footprint?	June 13 2023	Adults	8	8			
Smartphone Photography	June 14 2023	Adults	13	13			
Therapy Dogs for Adults	June 14 2023	Adults	15	15			
Google Maps	June 05 2023	Adults	9	9			
iPhone and iPad Q&A	June 06 2023	Adults	4	4			
Google Maps	June 07 2023	Adults	8	8			
Wednesday Movie Matinee: Paint (2023)	June 14 2023	Adults	7	7			
Google Photos	June 16 2023	Adults	11	11			
Inclisible Adult Games	June 20 2023	Adults	21	21			
Songwriting Workshop & Discussion	June 22 2023	Adults	2	2			
Concert on the Lawn: Cosby Gibson & Tom Staudle	June 22 2023	Adults	23	23			
Mysteries & More Book Group	June 13 2023	Adults	9	9			
Daytime Book Group	June 15 2023	Adults	9	9			
Book-to-Movie	June 09 2023	Adults	13	13			
Pop-up Stories	June 15 2023	Children	30	10		20	
Music & Motion	June 30 2023	Children	103	43		60	
Family Story Time	June 08 2023	Children	68	31		37	
Family Story Time	June 01 2023	Children	62	30		32	
Family Story Time	June 05 2023	Children	39	17		22	
Bilingual Family Story Time: Korean	June 12 2023	Children	38	18		20	
Wonderful Walkers	June 09 2023	Children	27	12		15	
Baby Story Time	June 09 2023	Children	20	9		11	
Famous Bears Book Club: Bruce's Big Fun Day	June 13 2023	Children	7			7	
Create Your Own Fairy House	June 15 2023	Children	30	12		18	
Fairy House Scavenger Hunt	June 01 2023	Children	866			866	

Clifton Park - Halfmoon Public Library
Program Statistics - June 2023

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Reading Therapy Dogs	June 22 2023	Children	4	2		2	
Reading Therapy Dogs	June 06 2023	Children	3	1		2	
Reading Therapy Dogs	June 06 2023	Children	3	1		2	
Reading Therapy Dogs	June 22 2023	Children	3	1		2	
Reading Therapy Dogs	June 22 2023	Children	4	2		2	
Reading Therapy Dogs	June 06 2023	Children	2	1		1	
Reading Therapy Dogs	June 06 2023	Children	2	1		1	
Mini LEGO Robots	June 27 2023	Children	36	10	2	24	
Father's Day Art Cart	June 11 2023	Children	134			134	
Guess the Animal of the Week!	June 23 2023	Children	79			79	
Guess the Animal of the Week!	June 30 2023	Children	32			32	
Color a Paper Balloon	June 20 2023	Children					
Summer Story Time	June 29 2023	Children	118	45	3	70	
Summer Story Time	June 26 2023	Children	89	29		60	
Family LEGO Build!	June 20 2023	Children	26	12		14	
Adult Grab & Go: Suncatcher Window Sticker	June 03 2023	Grab & Go	32	32			
Tech Tutoring	Various	One-on-One	5	5			
One-on-One Tech Help	Various	One-on-One	9	9			
Shatekon field trip	June 15 2023	Outreach	45	10		35	
Cheryl's Lodge SRC Preview	June 30 2023	Outreach	8	2	3	3	
Shatekon field trip	June 16 2023	Outreach	29	9		20	
Barney Road Pool Outreach	June 22 2023	Outreach	56	35	3	18	
Halfmoon Farmer's Market	June 14 2023	Outreach	50				
Book Big Top	June 21 2023	Teens					
Teen Craft Corner: Wax Paper Suncatcher	June 06 2023	Teens	50		50		
Read it Forward: The Inheritance Games	June 21 2023	Teens					
Teen Writing Workshop: Creating Setting	June 13 2023	Teens	4		4		
Therapy Dogs for Teens	June 15 2023	Teens	21	5	16		
Middle School Book Club: Wild River	June 06 2023	Teens	7		7		
Shadow Art for Teens	June 29 2023	Teens	18		18		
Pride Picnic for Teens	June 27 2023	Teens	10		10		
VolunTEEN: Summer Reading Application	June 01 2023	Teens	9		9		
VolunTEEN: Summer Reading Application	June 08 2023	Teens	10		10		
Author Event: JR Szpila	June 10 2023	Teens Adults	40	33		7	
HYBRID: Free Draw with an Illustrator!	June 30 2023	Teens Adults	10	2	4		4
Trivia Night: Superheroes and Comic Books	June 06 2023	Teens Adults	13	9	4		
D&D Adventure Club!	June 21 2023	Teens Adults	3		3		
Pride Month Craft: Custom Pins	June 07 2023	Teens Adults	10	3	7		
Residential Pollinators	June 29 2023	General	42	18	6	18	
Magic Rocks Illusionist	June 28 2023	General	360	170	20	170	
Magic Rocks Illusionist	June 28 2023	General	360	170	20	170	
Introduction to Chinese Language & Culture	June 12 2023	General	16	7	9		
Introduction to Chinese Language & Culture	June 05 2023	General	16	9	7		

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	229	0	0	0	0	0	0	1155	1,009		
	Purged*																
	TOTAL	37,567	37,501	37,343	37,373	37,074	36,972	0	0	0	0	0	0	36,972	38,127		
Circulation	Fiction	Adult	8,676	8,212	9,492	8,783	8,910	9,415	0	0	0	0	0	0	53,488	52,269	
		Young Adult	1,383	1,469	1,599	1,623	1,475	1,719	0	0	0	0	0	0	9,268	8,533	
		Juvenile	13,544	13,746	15,697	13,990	12,450	15,186	0	0	0	0	0	0	84,613	79,064	
	Non-fiction	Adult	5,351	5,138	5,924	5,474	5,543	5,295	0	0	0	0	0	0	32,725	31,721	
		Young Adult	13	12	8	8	12	15	0	0	0	0	0	0	68	103	
		Juvenile	2,036	1,851	2,085	2,055	1,767	1,737	0	0	0	0	0	0	11,531	11,889	
	Audio	Adult	1,199	1,210	1,591	1,326	1,287	1,259	0	0	0	0	0	0	7,872	9,178	
		Young Adult	0	18	29	43	0	21	0	0	0	0	0	0	111	211	
		Juvenile	436	492	447	483	402	507	0	0	0	0	0	0	2,767	2,203	
	DVD	Adult	4,240	4,119	4,519	3,843	3,882	4,025	0	0	0	0	0	0	24,628	27,187	
		Juvenile	978	976	1,180	1,087	852	1,093	0	0	0	0	0	0	6,166	6,692	
	Digital Media	eaudiobooks	3,795	3,464	3,722	3,479	3,441	3,502	0	0	0	0	0	0	21,403	19,786	
		ebooks	3,852	3,461	4,025	3,677	3,726	3,800	0	0	0	0	0	0	22,541	23,167	
		Music	110	94	110	110	113	104	0	0	0	0	0	0	641	586	
		Serials*	1,258	1,050	1,133	1,144	1,048	1,071	0	0	0	0	0	0	6,704	6,068	
		Comics (hoopla)	65	24	71	69	69	83	0	0	0	0	0	0	381	439	
		Streaming Video/TV (hoopla)	358	356	304	336	260	239	0	0	0	0	0	0	1,853	2,172	
	Other	Serials	473	415	593	469	507	539	0	0	0	0	0	0	2,996	3,438	
		CD-ROM / Wii	490	480	504	465	418	522	0	0	0	0	0	0	2,879	2,018	
		Uncatalogued	33	18	34	42	41	49	0	0	0	0	0	0	217	264	
		Non-traditional	25	207	222	182	164	222	0	0	0	0	0	0	1,022	679	
		Print	31,003	30,428	34,805	31,933	30,157	33,367	0	0	0	0	0	0	191,693	183,578	
		AV	6,853	6,815	7,766	6,782	6,423	6,905	0	0	0	0	0	0	41,544	45,507	
		Digital	9,438	8,449	9,365	8,815	8,657	8,799	0	0	0	0	0	0	53,523	52,218	
		Other	1,021	1,120	1,353	1,158	1,130	1,332	0	0	0	0	0	0	7,114	6,399	
		TOTAL	48,315	46,812	53,289	48,688	46,367	50,403	0	0	0	0	0	0	293,874	287,702	
		Technology	Database Usage	1,407	1,959	2,076	1,791	1,802	2,114	0	0	0	0	0	0	11,149	5,776
Computer Use (sessions)	1,427		1,395	1,502	1,454	1,385	1,504	0	0	0	0	0	0	8,667	8,051		
Wireless Use	4,626		4,211	4,816	4,626	4,589	5,550	0	0	0	0	0	0	28,418	22,070		
PAC Use	15,211		13,396	14,902	13,877	13,778	14,160	0	0	0	0	0	0	85,324	85,272		
Website Visits	27,115		24,705	26,650	23,857	23,411	27,264	0	0	0	0	0	0	153,002	131,917		
iPad/Laptop/Device Use	4		13	19	11	17	0	0	0	0	0	0	0	64	66		
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	36	0	0	0	0	0	0	247	234
	Teen	12	14	8	17	13	14	0	0	0	0	0	0	78	17
	Child 0-5	22	11	12	13	8	8	0	0	0	0	0	0	74	66
	Child 6-11	3	26	5	19	19	18	0	0	0	0	0	0	90	38
	General	5	4	2	2	2	5	0	0	0	0	0	0	20	6
	One-on-One	9	35	13	14	11	13	0	0	0	0	0	0	95	51
	Grab & Go	30	121	30	35	31	32	0	0	0	0	0	0	279	2,700
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	6
	TOTAL	122	248	114	138	135	126	0	0	0	0	0	0	883	3,118
	Attendance														
	Adult	1,265	497	782	554	667	470	0	0	0	0	0	0	4,235	2,967
	Teen	179	96	109	276	145	205	0	0	0	0	0	0	1,010	135
	Child 0-5	753	482	657	574	361	387	0	0	0	0	0	0	3,214	2,124
	Child 6-11	32	1,285	467	279	956	1,438	0	0	0	0	0	0	4,457	796
	General	78	37	329	43	241	794	0	0	0	0	0	0	1,522	244
	One-on-One	9	36	13	14	11	14	0	0	0	0	0	0	97	53
	Grab & Go	30	121	30	35	31	32	0	0	0	0	0	0	279	2,700
	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	3,340	0	0	0	0	0	0	14,814	9,121
Outreach	Events / Programs	6	12	10	9	3	5	0	0	0	0	0	0	45	4
	Attendance	120	454	260	683	117	188	0	0	0	0	0	0	1,822	115
Interlibrary Loan	Borrowed	6,805	6,026	7,032	6,363	6,439	6,335	0	0	0	0	0	0	39,000	30,105
	Loaned	3,231	2,933	3,536	2,988	3,035	3,070	0	0	0	0	0	0	18,793	18,493
	TOTAL	10,036	8,959	10,568	9,351	9,474	9,405	0	0	0	0	0	0	57,793	48,598
Reference	Ask Desk	2,422	2,581	2,589	2,204	2,055	2,101	0	0	0	0	0	0	13,952	12,413
	Children's Library Desk	1,141	1,396	1,300	1,208	1,038	1,676	0	0	0	0	0	0	7,759	6,151
	Computer Support	319	356	361	320	235	305	0	0	0	0	0	0	1,896	1,278
	TOTAL	3,882	4,333	4,250	3,732	3,328	4,082	0	0	0	0	0	0	23,607	19,842
Museum Passes		25	35	33	39	39	77	0	0	0	0	0	0	248	195
Visitors		22,607	20,027	24,201	20,718	20,894	26,328	0	0	0	0	0	0	134,775	105,188
Room Use	Hours														
	Library Programs	541	321	484	221	260	379	0	0	0	0	0	0	2,206	811
	Board/FOL/Staff	59	69	79	62	50	81	0	0	0	0	0	0	398	330
	Outside Organizations	176	158	138	437	69	152	0	0	0	0	0	0	1,129	865
	Room Checkouts	136	139	176	144	202	148	0	0	0	0	0	0	945	983
Outside Organization Meetings/Programs (bookings)		60	52	45	45	48	42	0	0	0	0</				



June 20, 2023

6:30 pm

Committee Members in Attendance: Tom Madison, Chair; Mat Cantore; Suzanne Dugan

Absent: David Golden

Staff in Attendance: Alex Gutelius; Lou Ann Stewart

1. Budget Mailer

- The committee discussed the pros and cons of continuing to mail an information brochure about the annual budget to 27,000 households in the library tax district.
- The cost of printing and mailing the brochure is over \$6,000 and in 2022 just over 700 people came to vote.
- There are other methods of sharing information about the budget vote including social media promotions, paid ads in the newspaper and conspicuous lawn signs.
- Trustees and FOL members can be asked to share the information with their circle of contacts
- A print brochure would still be available in the library, and can be printed on demand. It is also posted on the website.
- A larger, more informational brochure could be printed in house and made available at the Library and online.
- If we returned to a larger print mailer, we should include the Library's hours.
- The Committee will recommend to the Board to discontinue mailing a printed information brochure to each household in the library tax district.

2. Trustee Message

- Committee members discussed the proposed message from the Trustees including:
 - The Library continues to provide excellent service.
 - The Library continues to meet the demands of the community.
 - The Library offers new and innovative services and programs.
 - Highlight things the Library does that the community may not know about.
 - The Library is continually making improvements including the Children's Library renovations, the first in a multi-phased update.
 - Include quotes from patron stories.
 - Our mission is to be "green" and eliminating the mailer fulfils that.

3. Next Meeting Date TBD

Attendees

Mat Cantore, Jason DiGianni, Maria McMunn, Steve Meyer
Alex Gutelius, Lou Ann Stewart

Absent: Russ Wise

Notes

- Reviewed Toolkit handout focusing on:
 - Process map
 - Supply Chain Risk Perspectives
 - Risk Register
- Reviewed the www.knowledge-swami.com Risk Management graphic focusing on the Risk Management Process section. We should use it as our guide.
- Need to develop a handbook/playbook that is more than scripts to follow in a crisis. Should include who to inform and points to address.
- Reviewed crisis scenarios identified by supervisors

Crisis Scenarios

1. Death of patron at the Library
2. Death of Library employee
3. Death of Library administrator
4. Public health crisis/emergency
5. An act of violence occurs at the Library
6. An accident occurs at the Library
7. Inappropriate action by someone
8. Terrorist/criminal attack
9. Cyber attack/data breach
10. Protest
11. Hostage situation
12. Challenges to Library policies or actions
13. Negative media
14. Building closure
15. Building closure due to damage
16. Reputational attack
17. Interruption of operations by failure of third party
18. Financial crisis
19. Internal criminal activities
20. Staffing crisis
21. Board crisis

Follow-up

- Steve will create a Risk Register using the crisis scenarios identified.
- Maria will create a "Circle of Risk."
- Once the Risk Register is complete, Alex and Lou Ann will circulate to staff for comments.
- Consider pre-identifying an outside PR firm to have on retainer.

Next Meeting

- Assign impact and likelihood to crisis situations.
- Consider mitigation activities.