



August 21, 2023 7:15 PM

Board Meeting

The regular meeting will be preceded by a joint FOL/Library Board Meeting at 6:00pm. The Library Board Meeting will begin at approximately 7:15pm.

1. *Agenda: Approval or Changes
2. *Minutes of the July 17, 2023 meeting for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. July 2023 Financial Statement
 - B. *Warrants
 - #2023-14 July 26, 2023 \$233,995.96
 - #2023-15 August 9, 2023 \$228,247.13
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
 - Notes from April 20, 2023 Committee Meeting
 - *Policy 3.7 Use of the Library by Tutors
 - *Policy 3.10 Appropriate Use of the Children's Library
 - *Policy 8.1 Cooperation with other Libraries and Schools
 - *Policy 8.2 Acceptance of Gifts to the Library
 - B. B&G Committee and Finance Committee notes from meeting on August 14, 2023
9. Old Business
10. New Business
 - A. *Approve appointment of Katilyn Heniges, Librarian I
 - B. *Approve appointments of Mitra Gouneh, Declan Purcell, Evan Ralston, Anthony Sweeney, Pages
 - C. *State Aid for Library Construction Grant Application
 - D. *Public Participation at Board Meetings Policy
 - E. *United Against Book Bans Resolution
11. Executive Session



July 17, 2023

7:15 PM

Present: Brown, Megan; Dugan, Suzanne; Golden, Dave; Madison, Tom; McMunn, Maria; Rodger, Ed; Wise, Russell. Also present were Alex Gutelius, Jim Foster, Lou Ann Stewart, and Lisa Oddo.

Absent: Jason DiGianni, Stephen Meyer, Puroshothaman Srinivasan

Videoconference: Mathew Cantore

Guests: Art Hunsinger, Clifton Park Fire District, John Meehan, West Crescent Fire District, Marty Schanz, Vischer Ferry Fire District and Sara Dallas, SALS

The meeting was called to order at 7:18 PM by Ms. McMunn.

AGENDA: Ms. McMunn presented the July 17, 2023 agenda for approval. A **Motion** was made by Ms. Brown, seconded by Mr. Wise, to approve the agenda as sent. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Rodger, seconded by Mr. Wise, to accept the June 12, 2023, minutes as amended with a minor edit and spelling correction. The **Motion** passed unanimously by those present. Ms. Dugan and Mr. Golden chose to abstain.

PUBLIC COMMENT: Art Hunsinger, John Meehan, and Marty Schanz spoke to the Board about the volunteer firefighter tax exemption. They are requesting the Board pass a resolution to approve the tax exemption for volunteer firefighters and EMS.

BOARD COMMENT: Mr. Rodger thanked Ms. Stewart for her dedicated library service and wished her well on her retirement.

SALS Overview: Sara Dallas presented an overview of the services SALS provides to its 34 member libraries. They provide IT support, delivery system for ILL, continuing education, and consulting. The JA (Joint Automation) fees for CPH will increase by approximately \$1,200 in 2024. Ms. Dallas reminded trustees they are required to attend 2 hours of trustee training each year, and there are many offerings to choose from. Ms. Dallas reminded the Board to review their policies regularly to ensure they are current. She asked the Board to consider signing on as a partner for Unite Against Book Bans.



TREASURER'S REPORT:

Mr. Cantore presented the Financial Statement for June 2023. He noted we are on target for this point in the year. The June Financial Statement was reviewed and received for audit.

The June 8, 2023, warrant for \$126,310.68 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Rodger, to approve the June 8, 2023, warrant. The **Motion** passed unanimously by those present.

The reviewer for the June 8, 2023, warrant was Mr. Meyer.

The June 22, 2023 warrant for \$2,047,284.64 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Wise, to approve the June 22, 2023, warrant. The **Motion** passed unanimously by those present.

The reviewer for the June 22, 2023, warrant was Mr. Meyer. It was noted this warrant included the transfer of funds from Key Bank to Pioneer Bank.

The July 10, 2023 warrant for \$214,327.27 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Ms. Brown, to approve the July 10, 2023, warrant. The **Motion** passed unanimously by those present.

The reviewer for the July 10, 2023, warrant was Mr. Golden. It was noted this warrant included the updates to the flooring and the cabinets in the children's library, and the EV charging stations.

THE FRIENDS: Mr. Foster gave the following report:

1. The Friends are gearing up for their Get Out the Vote campaign.
2. The Friends are paying for the EV charging stations.
3. The Joint Board meeting is scheduled for August 21 at 7:15 pm.

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

1. Foot traffic has increased, and the Library has been very busy.
2. Programming for adults with disabilities has been very popular. The Inclusive Games program and the therapy dog visits are seeing increasing attendance numbers.
3. A Naloxbox is mounted on the wall behind the welcome desk next to the AED machine. It contains medication (Narcan) provided by the Saratoga County Department of Health.
4. We continue to offer exam proctoring and our Notary service has increased considerably. We had 176 Notary requests in the first half of this year.

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

1. The summer brochure is out and is filled with programming for all ages. This brochure covers July and August. We will go back to a monthly brochure in September.
2. The Library Stories feature on our website has been very popular.



3. The Library hosted a story time on Saturday, July 1 with SouthPaw the mascot for the Tri-City Valley Cats. It was very well attended.
4. The library has a quarter page ad in the *Halfmoon Navigator*, and a staff member submitted an article for *Clifton Park Neighbors* about working as a page at the library.
5. The Library Book Cart Drill Team (Dynamic Deweys) social media post from the July 4th parade received a lot of positive feedback.
6. We have a new "Library Vote Today" banner. It is visually eye catching and does not have a date so it can be used each year on the day of the vote.
7. Construction in the children's library is progressing. The flooring in the activity room has been installed. The cabinets were installed, the coat tree relocated, and reading nook furniture arrived.

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

1. The Joint Board meeting with the FOL will be on August 21 with dinner at 6pm, followed by the Board meeting at 7:15pm.
2. We will discuss a resolution for the firefighter's tax exemption at a future board meeting.
3. Ms. Gutelius attended Open Meetings Law training. She reminded trustees to look for training to meet their two-hour requirement.
4. A low battery warning triggered the fire alarm when we opened Monday morning.
5. Ms. Gutelius noted we will be looking at reviewing and updating our policies and discussed First Amendment audits.

COMMITTEE REPORTS:

AD HOC CRISIS COMMUNICATIONS COMMITTEE:

Ms. McMunn presented notes from the May committee meeting. They reviewed the Toolkit handout and focused on Process Map, Supply Chain Risk Perspectives, and Risk Register. They identified several possible crisis scenarios to discuss. Once the risk register is complete Ms. Gutelius will share with the staff for comments.

POLICY COMMITTEE: No Report

PUBLIC RELATIONS: Mr. Madison gave the following report:

Mr. Madison presented the Committee Notes from the June meeting. They discussed the printed Budget mailer and the cost associated with it and the impact on voter turnout. The cost to mail the brochure to 27,000 households in the tax district is \$6,000. We will continue to have budget information available in the library, and use newspaper ads, and social media to get information out to the public. The committee is working on the Trustee message.



Mr. Madison made the **Motion** on behalf of the PR Committee to discontinue sending printed budget mailers to residents. The **Motion** passed unanimously by those present.

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: No Report

BUILDINGS AND GROUNDS: No Report

FINANCE AND AUDIT: No Report

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS: None

There being no further business, Ms. Brown made the **Motion**, seconded by Ms. Dugan, to adjourn the meeting. The **Motion** passed unanimously by those present, and the meeting adjourned at 8:31PM.

The next scheduled Board Meeting is Monday, August 21, 2023, at 7:15pm.

Clifton Park-Halfmoon Public Library
Financial Statement July 2023

Percentage of Year: 58.33%

<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>July</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	\$0.00	\$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	\$0.00	\$13,669.00	108.48%	\$1,069.00
Donations							
4210 Patron Donations	\$1,000.00	\$0.00	\$1,000.00	\$50.00	\$186.98	18.70%	-\$813.02
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	\$50.00	\$850.00	0.00%	\$850.00
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	\$100.00	\$3,286.98	328.70%	\$2,286.98
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	\$0.00	\$3,210.99	0.00%	\$3,210.99
4330 Bank Interest Income	\$1,000.00	\$0.00	\$1,000.00	\$2,085.82	\$11,161.98	1116.20%	\$10,161.98
Subtotal	\$1,000.00	\$0.00	\$1,000.00	\$2,085.82	\$14,372.97	1437.30%	\$13,372.97
Other Income							
4410 Fines	\$10,000.00	\$0.00	\$10,000.00	\$2,519.03	\$16,522.52	165.23%	\$6,522.52
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$365.80	\$2,644.91	52.90%	-\$2,355.09
4431 Emp Books	\$0.00	\$0.00	\$0.00	\$34.68	\$50.44	0.00%	\$50.44
4440 Copier	\$15,500.00	\$0.00	\$15,500.00	\$709.05	\$6,012.61	38.79%	-\$9,487.39
4450 Other	\$0.00	\$0.00	\$0.00	\$131.64	\$640.43	0.00%	\$640.43
Subtotal	\$30,500.00	\$0.00	\$30,500.00	\$3,760.20	\$25,870.91	84.82%	-\$4,629.09
Total Receipts	\$4,982,403.00	\$0.00	\$4,982,403.00	\$5,946.02	\$4,978,223.07	99.92%	-\$4,179.93
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	\$5,946.02	\$4,978,223.07	99.92%	-\$4,179.93

Clifton Park-Halfmoon Public Library
Financial Statement July 2023

Percentage of Year: 58.33%

<i>DISBURSEMENTS</i>	<i>Adopted Budget</i> <i>Jan 23</i>	<i>Adj Budget</i>	<i>Modified</i> <i>Budget</i>	<i>July</i>	<i>YTD</i>	<i>YTD as % of</i> <i>Budget</i>	<i>Variance</i>
Personnel							
7010 Salaries - Personnel	\$2,392,533.00	\$0.00	\$2,392,533.00	\$176,663.01	\$1,190,478.36	49.76%	\$1,202,054.64
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	\$18,021.97	\$109,587.85	78.14%	\$30,658.15
7270 Employee Public Relations	\$0.00	\$0.00	\$0.00	\$59.06	\$2,995.73	0.00%	-\$2,995.73
7300 Benefits - Taxes	\$181,636.00	\$0.00	\$181,636.00	\$12,941.48	\$86,750.46	47.76%	\$94,885.54
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	\$2,213.54	(\$2,031.17)	0.00%	\$2,031.17
Subtotal	\$2,965,415.00	\$0.00	\$2,965,415.00	\$209,899.06	\$1,444,576.23	48.71%	\$1,520,838.77
Library Materials							
6010 Books	\$161,438.00	\$0.00	\$161,438.00	\$25,819.18	\$87,445.38	54.17%	\$73,992.62
6020 Periodicals	\$14,000.00	\$0.00	\$14,000.00	\$828.75	\$12,935.97	92.40%	\$1,064.03
6030 AV	\$57,000.00	\$0.00	\$57,000.00	\$3,792.67	\$26,799.75	47.02%	\$30,200.25
6050 Digital Resources	\$113,500.00	\$0.00	\$113,500.00	\$12,559.51	\$68,993.96	60.79%	\$44,506.04
60000 Other	\$0.00	\$0.00	\$0.00	\$24.95	\$570.25	0.00%	-\$570.25
Subtotal	\$345,938.00	\$0.00	\$345,938.00	\$43,025.06	\$196,745.31	56.87%	\$149,192.69
Facility & Equipment							
6110 Bldg Svc Contracts	\$213,022.00	\$0.00	\$213,022.00	\$18,736.20	\$121,158.64	56.88%	\$91,863.36
6130 Office Equip	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$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	\$108,663.91	\$147,879.49	321.48%	-\$101,879.49
6160 Equipment Lease Expense	\$28,050.00	\$0.00	\$28,050.00	\$2,234.00	\$16,147.22	57.57%	\$11,902.78
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	\$129,634.11	\$338,518.85	98.82%	\$4,053.15
Operations							
6200 Programs	\$46,920.00	\$0.00	\$46,920.00	\$3,689.47	\$27,428.28	58.46%	\$19,491.72
6510 Automation	\$225,000.00	\$0.00	\$225,000.00	\$14,853.60	\$121,072.01	53.81%	\$103,927.99
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$1,051.40	\$5,184.90	57.61%	\$3,815.10
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	\$2,318.80	\$4,521.80	100.48%	-\$21.80
6530 Office & Lib Supplies	\$22,500.00	\$0.00	\$22,500.00	\$968.79	\$12,691.96	56.41%	\$9,808.04
6540 Postage & Freight	\$6,500.00	\$0.00	\$6,500.00	\$1,678.65	\$3,409.99	52.46%	\$3,090.01
6545 Professional Services	\$33,000.00	\$0.00	\$33,000.00	\$21,385.72	\$73,259.82	222.00%	-\$40,259.82
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$1,075.74	\$6,038.72	54.90%	\$4,961.28
6556 Travel & Continuing Ed	\$15,000.00	\$0.00	\$15,000.00	\$165.00	\$9,693.76	64.63%	\$5,306.24
6575 Utilities	\$100,000.00	\$0.00	\$100,000.00	\$6,635.59	\$62,260.39	62.26%	\$37,739.61
6576 Building Security	\$100,980.00	\$0.00	\$100,980.00	\$7,933.49	\$58,969.22	58.40%	\$42,010.78
6581 Other Operational	\$7,085.00	\$0.00	\$7,085.00	\$196.75	\$1,662.03	23.46%	\$5,422.97
Subtotal	\$588,096.00	\$0.00	\$588,096.00	\$61,953.00	\$388,195.88	66.01%	\$199,900.12
Bonds							
6610 Town of Clifton Park	\$503,782.00	\$0.00	\$503,782.00	\$49,007.55	\$503,781.65	100.00%	\$0.35
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	\$49,007.55	\$715,737.90	96.67%	\$24,644.10
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	\$493,518.78	\$3,083,774.17	61.89%	\$1,898,628.83

Clifton Park-Halfmoon Public Library
Financial Statement July 2023

Percentage of Year: 58.33%

<i>Cash - Bank Balances</i>	
1040 Petty Checking	\$224.25
1050 Petty Cash	\$714.58
1051 Key Checking	\$128,999.86
1052 Key MM Savings	\$2,265,896.59
1055 Pioneer Checking	\$229,353.13
1056 Pioneer MM Savings	\$1,520,430.96
1060 Unemployment Fund Bond	\$115,110.10
TTL CASH	\$4,260,729.47
1100 Accounts Receivable	\$1,796.69
12000 Undeposited Funds	\$0.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
TTL ASSETS	\$4,262,526.16
1071 Accrued credit card	\$0.00
2000 Accounts Payable	\$109,303.22
21000 Accrued Pay	\$0.00
24000 Payroll Liab	\$0.00
24100 Accrued Leave and Payroll	\$0.00
24200 Accrued Expense	\$0.00
TTL LIABILITIES	\$109,303.22
TTL EQUITY	\$4,153,222.94
	\$0.00
TTL LIAB & EQUITY	\$4,262,526.16

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$4,978,223.07
Year to Date Expenses	-\$3,083,774.17
Net Change	\$1,894,448.90

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 July 2023

Percentage of Year: 58.33%

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)	\$1,894,448.90
Subtotal	\$4,153,222.94
- Total Cash	-\$4,260,729.47
Accounts Payable	\$109,303.22
Accounts Receivable	-\$1,796.69
Prepaid Expense	\$0.00
Accrued Payroll	\$0.00
Undeposited Funds	\$0.00
Accrued Leave and Payroll	\$0.00
Accrued Expense	\$0.00
Payroll Liab	\$0.00
Credit Cards	\$0.00
Fixed Assets	\$0.00
Balance	\$0.00



CONNECT AND COLLABORATE

Social Media

We looked at social media and website data over the last 5 years:

- We've had a significant increase in followers on social media:
 - December 2019 - 558 Instagram followers
 - July 2023 - 1,448 followers
 - A 159% increase in three and a half years.
- May 2020 - 3,499 Facebook Page Likes
 - July 2023 - 4,819 Facebook Page Likes
 - A 37% increase in three years.
- We've also had an increase in our website traffic:
 - June 2019-June 2023 - 155.78% increase in visits to the website
 - June 2019-June 2023 - 292.78% increase in visits to our program and events calendar
- Social media has also brought users to our website
 - June 2019 vs. June 2023 - 100.94% increase in users visiting our website from Facebook
 - June 2019 vs. June 2023 - 1050% increase in users visiting our website from Instagram

Program Feedback

We had a wonderful reply on our Facebook post about the Midsummer Celebration. A patron wrote along with a picture of her son sitting at the performance:

"An absolutely wonderful program! Our family really enjoyed this and now we have a beautiful memory of this night. The Storycrafters' performance was so original and entertaining! Our family feels so grateful to have a library that sponsors wonderful enrichment programs and activities for children and families. Thank you!"

Shelter Agreement

The Shelter Agreement with the Shenendehowa School District has been renewed. Since 2013, the Library has agreed to provide shelter to the Arongen and Shatekon students and staff in the event of an emergency



requiring an evacuation of the school buildings. As part of the agreement, the Library agrees to participate in an Emergency Evacuation Drill. The drills are performed on a rotating basis. The last time the Library participated in a drill was in October 2018. When a drill take place, the Library closes to the public for approximately 1 hour on a weekday morning.

Two Towns

Halfmoon

On July 31, several staff member attended a Focus Group Zoom Meeting for the Town of Halfmoon. Halfmoon is updating their Comprehensive Plan and is reaching out to community members and organizations for input. We were in a meeting for History, Culture, and Community Organizations. In addition to library staff members, there were representatives from MJ Engineering and Land Surveying, the company that is working with Halfmoon to update the plan, a representative from Halfmoon Celebrations, members of the Comprehensive Plan Committee, and Halfmoon staff members.

The facilitators asked questions like:

- How are things going in the Town of Halfmoon?
- Are there gaps? Do we have trouble with engagement?
- Challenges, opportunities and wishes?

There will be additional opportunities for community members and groups to participate in the process. Updates can be found on the website planhalfmoon.com. They anticipate that the new plan will be completed in mid-2024.

Clifton Park

The Town of Clifton Park has formed a Clifton Park Celebration Committee to plan and organize public tributes to the town's 200th Birthday in 2028, as well as the Erie Canal Bicentennial in 2025, the 250th Anniversary of the American Revolution in 2026, and the 250th Anniversary of the Battle of Saratoga in 2027. The Town is looking for a member of the Library Board to become a member. We also hope to have a staff member participate on this committee.



MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Outreach

Outreach has increased significantly in 2023. To date, there have been 51 outreach visits (compared to 8 this time last year), and staff have interacted with nearly 2,000 people compared to 150 in 2022. During the summer, staff make monthly visits to Cheryl's Lodge to bring the Summer Reading Program to the children in Halfmoon Heights. Staff also participate in town events, farmers markets, and visit childcare centers and senior centers.

Visitors

Foot traffic continues to increase. The foot traffic counter is located at the front entrance, so programs that are outside are not counted. There is a slight dip in visitor numbers from June to July, however the bulk of our summer programs for children are being held outside. Year-to-date, visitor numbers are up 25% compared to 2022.

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES

Programs and Activities

Summer programs have been extremely popular. Passive programs such as the Outdoor Animal Scavenger Hunt and Guess the Animal of the Week have attracted hundreds of participants. Teen programming has also included passive programs such as the Cup of Kindness Interactive Display and Harry Potter Games.

Some of the most popular programs in July include:

- Fri-YAY! Make Your Own Sundae (360)
- Celebrate Midsummer with the Storycrafters (151)
- Summer Story Time (attracting between 60 and 100 participants twice a week)
- Wacky Wednesday programs
- Stories with Southpaw (159)

We have developed a collection of in-house adult activities. They were originally located near the compass rose, but were not getting a lot of use, and were moved to the second floor. This has resulted in them being used nearly every day by special needs adult groups and others. Patrons are able



to use these games and activities without having to ask to borrow them, which removes some barriers to use.

The program statistics seem a bit skewed. As we have moved to more in-person programs and fewer grab-and-go, it appears the numbers are declining. Grab-and-go programs are counted as per NY State guidance. For example, a grab-and-go craft for 25 is counted as 25 programs and 25 attendees. If grab-and-go programs are subtracted from the program numbers, there has been a 41% increase in the number of programs offered YTD compared to 2022, and a 96% increase in attendance.

DEVELOP PEOPLE AND THE ORGANIZATION

Children's Library Renovations

The construction work in the Children's Library has halted for the most part until the carpeting arrives. Once it is installed, the staff desks and new cabinetry will be re-installed. We are waiting on the delivery of the wall storage book case units.

Inclement Weather / Emergency Closing Procedures

The Library has extensive internal documentation on procedures to follow in the event of a weather emergency, power outage or other reason that necessitates the closing of the building. After a few power outages this spring and summer, some changes have been made to staff procedures based on safety evaluations:

- When there is a power outage at the Library, we will close the building immediately. Staff will direct patrons to leave the building.
- If the power comes back on while patrons are leaving, the building will re-open
- If the power remains out for approximately 45 minutes, staff will be sent home.

Previous procedures for staff included evaluating the National Grid website for approximate times for restoration of power. The new procedures take into consideration that generally when there is a power outage, it is cloudy or overcast which can make parts of the building very dark (despite emergency lighting). The new procedures make it easier for less experienced



staff to manage the decision making process during a power outage if it occurs in the evening or on the weekend when fewer supervisors are working.

New York State Retirement

We received the estimate for the 2023 NY State Retirement invoice. The estimate, due December 15, 2023 is \$246,309. The 2023 budget for retirement is \$250,000.

Prepared by: Alex Gutelius
Library Director

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Daytime Book Group	July 20 2023	Adults	5	5			
ZOOM: Create Digital Flipbooks	July 26 2023	Adults	8				8
ZOOM: Create Stunning Presentations in Canva	July 12 2023	Adults	7				7
Job Searching in the Digital Age	July 18 2023	Adults	2	2			
Using Job Search Engines	July 20 2023	Adults	3	3			
Android: Phone or Tablet Q&A	July 06 2023	Adults	4	4			
Connecting Threads Quilt Group	July 12 2023	Adults	5	5			
Inspiration Place: Summer Series	July 12 2023	Adults	16	16			
Mysteries & More Book Group	July 11 2023	Adults	5	5			
ELL Summer Conversation Group	July 05 2023	Adults	29	29			
ELL Summer Conversation Group	July 12 2023	Adults	22	22			
ELL Summer Conversation Group	July 19 2023	Adults	21	21			
ELL Summer Conversation Group	July 26 2023	Adults	21	21			
ELL Summer Conversation Group	July 17 2023	Adults	22	22			
ELL Summer Conversation Group	July 24 2023	Adults	15	15			
ELL Summer Conversation Group	July 31 2023	Adults	25	24	1		
Jigsaw Puzzle Swap	July 01 2023	Adults	36	35	1		
Inclusible Adult Games	July 18 2023	Adults	10	10			
ZOOM: Mindfulness Meditation	July 14 2023	Adults	22				22
ZOOM: Mindfulness Meditation	July 21 2023	Adults	18				18
ZOOM: Mindfulness Meditation	July 28 2023	Adults	17				17
Foreign Film: The Phantom of the Open (2021)	July 13 2023	Adults	6	6			
Book-to-Movie: Emma (2020)	July 14 2023	Adults	2	2			
Concert on the Lawn: Marty Wendell	July 20 2023	Adults	25	20	3	2	
Journaling for Adults	July 05 2023	Adults	21	8			13
Wonderful Walkers	July 07 2023	Children	30	14		16	
Baby Story Time	July 07 2023	Children	27	14		13	
Stories with SouthPaw!	July 01 2023	Children	159	59		100	
Music & Motion	July 28 2023	Children	56	23		33	
Ready-Set-Code for Early Learners	July 20 2023	Children	7			7	
Ready-Set-Code for Early Learners	July 18 2023	Children	7			7	
Ready-Set-Code for Early Learners	July 19 2023	Children	5			5	
Ozobots: Roller Coaster Adventure	July 31 2023	Children	11		1	10	
Reading Therapy Dogs	July 11 2023	Children	1			1	
Reading Therapy Dogs	July 11 2023	Children	1			1	
Reading Therapy Dogs	July 11 2023	Children	1			1	
Reading Therapy Dogs	July 11 2023	Children	0			0	
Reading Therapy Dogs	July 18 2023	Children	3	1		2	
Reading Therapy Dogs	July 18 2023	Children	3	1		2	
Reading Therapy Dogs	July 18 2023	Children	3	1		2	
Reading Therapy Dogs	July 18 2023	Children	2	1		1	
Tuesday Crafternoon: Fingerprint Art	July 18 2023	Children	55	25	3	27	
Tuesday Crafternoon: Paint without a Brush	July 11 2023	Children	26	8		18	
Tuesday Crafternoon: Thank You Cards	July 25 2023	Children	24	9		15	
Color a Paper Balloon	July 08 2023	Children					
Guess the Animal of the Week!	July 28 2023	Children	98			98	
Wacky Wednesday: Outdoor Water Fun	July 05 2023	Children	120	40		80	
Wacky Wednesday: Oversized Games	July 12 2023	Children	60	20		40	

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Guess the Animal of the Week!	July 07 2023	Children	36			36	
Wacky Wednesday: Blanket Bingo	July 26 2023	Children	44	18		26	
Guess the Animal of the Week!	July 21 2023	Children	157			157	
Guess the Animal of the Week!	July 14 2023	Children	110			110	
Wacky Wednesday: Pool Noodle Games	July 19 2023	Children					
Summer Story Time	July 10 2023	Children	101	40		61	
Summer Story Time	July 24 2023	Children	104	45		59	
Summer Story Time	July 31 2023	Children	84	30		54	
Summer Story Time	July 06 2023	Children	70	22		48	
Summer Story Time	July 20 2023	Children	76	35		41	
Summer Story Time	July 13 2023	Children	70	32		38	
Summer Story Time	July 27 2023	Children	63	25		38	
Summer Story Time	July 17 2023	Children	68	30		38	
Summer Story Time	July 03 2023	Children	63	27		36	
Family LEGO Build!	July 21 2023	Children	52	22		30	
Outdoor Animal Scavenger Hunt	July 03 2023	Children	274			274	
Outdoor Animal Scavenger Hunt	July 10 2023	Children	250			250	
Outdoor Animal Scavenger Hunt	July 17 2023	Children	250			250	
Outdoor Animal Scavenger Hunt	July 24 2023	Children	158			158	
Outdoor Animal Scavenger Hunt	July 31 2023	Children	124			124	
Book Big Top	July 02 2023	Teens					
Read it Forward: The Inheritance Games	July 01 2023	Teens					
Middle School Book Club: City Spies	July 11 2023	Teens	7		7		
Teen Craft Corner: Straw Rocket "Fireworks"	July 05 2023	Teens					
VolunTEEN: Summer Reading	July 20 2023	Teens	15		15		
Harry Potter Games	July 31 2023	Teens					
Cup of Kindness Interactive Display	July 03 2023	Teens					
D&D Adventure Club!	July 19 2023	Teens	7	2	5		
Javascript Whack-a-Mole	July 17 2023	Teens	11		11		
Javascript Whack-a-Mole	July 18 2023	Teens	12		12		
Javascript Whack-a-Mole	July 19 2023	Teens	12		12		
Javascript Whack-a-Mole	July 20 2023	Teens	10		10		
Fri-YAY! Make Your Own Sundae	July 21 2023	General	360	100	35	225	
Muddaddy Flats Food Truck	July 25 2023	General	165	103	12	50	
Celebrate Midsummer with The Storycrafters!	July 25 2023	General	151	68	10	73	
Jigsaw Puzzle Challenge: Come One, Come All!	July 18 2023	General	18	11	7		
HYBRID: Free Draw with an Illustrator!	July 28 2023	General	13	5	5		3
Halfmoon Farmer's Market	July 19 2023	Outreach	29	29			
Cheryl's Lodge Outreach	July 25 2023	Outreach	11	3	2	6	
Cheryl's Lodge Outreach	July 18 2023	Outreach	8	3	1	4	
Outreach Visit to Childtime	July 10 2023	Outreach	48	10		38	
Childtime Outreach	July 07 2023	Outreach	44	7		37	
Red Cross Community Blood Drive	July 27 2023	Outreach					
One-on-One Tech Help	various	Adults	2	2			
Tech Tutoring	varous	Adults	6	6			

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	246	0	0	0	0	0	1401	1,303		
	Purged*																
	TOTAL	37,567	37,501	37,343	37,373	37,074	36,972	36,908	0	0	0	0	0	36,908	38,406		
Circulation	Fiction	Adult	8,676	8,212	9,492	8,783	8,910	9,415	10,397	0	0	0	0	0	63,885	63,151	
		Young Adult	1,383	1,469	1,599	1,623	1,475	1,719	2,089	0	0	0	0	0	11,357	10,785	
		Juvenile	13,544	13,746	15,697	13,990	12,450	15,186	17,374	0	0	0	0	0	101,987	95,915	
	Non-fiction	Adult	5,351	5,138	5,924	5,474	5,543	5,295	5,750	0	0	0	0	0	38,475	37,271	
		Young Adult	13	12	8	8	12	15	25	0	0	0	0	0	93	117	
		Juvenile	2,036	1,851	2,085	2,055	1,767	1,737	1,992	0	0	0	0	0	13,523	12,176	
	Audio	Adult	1,199	1,210	1,591	1,326	1,287	1,259	1,381	0	0	0	0	0	9,253	10,720	
		Young Adult	0	18	29	43	0	21	27	0	0	0	0	0	138	258	
		Juvenile	436	492	447	483	402	507	687	0	0	0	0	0	3,454	2,653	
	DVD	Adult	4,240	4,119	4,519	3,843	3,882	4,025	4,426	0	0	0	0	0	29,054	31,722	
		Juvenile	978	976	1,180	1,087	852	1,093	1,454	0	0	0	0	0	7,620	8,097	
		Digital Media	eaudiobooks	3,795	3,464	3,722	3,479	3,441	3,502	3,666	0	0	0	0	0	25,069	23,112
		ebooks	3,852	3,461	4,025	3,677	3,726	3,800	3,875	0	0	0	0	0	26,416	27,452	
		Music	110	94	110	110	113	104	113	0	0	0	0	0	754	682	
		Serials*	1,258	1,050	1,133	1,144	1,048	1,071	918	0	0	0	0	0	7,622	7,257	
		Comics (hoopla)	65	24	71	69	69	83	88	0	0	0	0	0	469	530	
		Streaming Video/TV (hoopla)	358	356	304	336	260	239	285	0	0	0	0	0	2,138	2,526	
	Other	Serials	473	415	593	469	507	539	606	0	0	0	0	0	3,602	4,036	
		CD-ROM / Wii	490	480	504	465	418	522	619	0	0	0	0	0	3,498	2,530	
		Uncatalogued	33	18	34	42	41	49	46	0	0	0	0	0	263	312	
		Non-traditional	25	207	222	182	164	222	235	0	0	0	0	0	1,257	813	
		Print	31,003	30,428	34,805	31,933	30,157	33,367	37,627	0	0	0	0	0	229,320	221,214	
		AV	6,853	6,815	7,766	6,782	6,423	6,905	7,975	0	0	0	0	0	49,519	53,486	
		Digital	9,438	8,449	9,365	8,815	8,657	8,799	8,945	0	0	0	0	0	62,468	61,559	
		Other	1,021	1,120	1,353	1,158	1,130	1,332	1,506	0	0	0	0	0	8,620	7,691	
		TOTAL	48,315	46,812	53,289	48,688	46,367	50,403	56,053	0	0	0	0	0	349,927	343,950	
		Technology	Database Usage	1,457	2,041	2,076	1,827	1,855	2,144	2,244	0	0	0	0	0	13,644	6,795
			Computer Use (sessions)	1,427	1,395	1,502	1,454	1,385	1,504	1,540	0	0	0	0	0	10,207	9,425
			Wireless Use	4,626	4,211	4,816	4,626	4,589	5,550	4,315	0	0	0	0	0	32,733	25,970
PAC Use			15,211	13,396	14,902	13,877	13,778	14,160	15,395	0	0	0	0	0	100,719	101,199	
Website Visits			27,115	24,705	26,650	23,857	23,411	27,264	39,240	0	0	0	0	0	192,242	157,158	
iPad/Laptop/Device Use	4		13	19	11	17	0	5	0	0	0	0	0	69	78		
Fax 24/7 Use	0		0	0	0	0	0	0	0	0	0	0	0	0	110		

**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	<i>Number of Programs</i>														
	Adult	41	37	44	38	51	36	25	0	0	0	0	0	272	257
	Teen	12	14	8	17	13	14	12	0	0	0	0	0	90	27
	Child 0-5	22	11	12	13	8	8	2	0	0	0	0	0	76	77
	Child 6-11	3	26	5	19	19	18	40	0	0	0	0	0	130	58
	General	5	4	2	2	2	5	5	0	0	0	0	0	25	11
	One-on-One	9	35	13	14	11	13	8	0	0	0	0	0	103	56
	Grab & Go	30	121	30	35	31	32	0	0	0	0	0	0	279	2,727
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	6
	TOTAL	122	248	114	138	135	126	92	0	0	0	0	0	975	3,219
	<i>Attendance</i>														
	Adult	1,265	497	782	554	667	470	367	0	0	0	0	0	4,602	3,343
	Teen	179	96	109	276	145	205	74	0	0	0	0	0	1,084	257
	Child 0-5	753	482	657	574	361	387	57	0	0	0	0	0	3,271	2,561
	Child 6-11	32	1,285	467	279	956	1,438	2,796	0	0	0	0	0	7,253	2,102
	General	78	37	329	43	241	794	699	0	0	0	0	0	2,221	1,005
	One-on-One	9	36	13	14	11	14	8	0	0	0	0	0	105	64
	Grab & Go	30	121	30	35	31	32	0	0	0	0	0	0	279	2,727
	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	4,001	0	0	0	0	0	18,815	12,161
Outreach	Events / Programs	6	12	10	9	3	5	6	0	0	0	0	0	51	8
	Attendance	120	454	260	683	117	188	140	0	0	0	0	0	1,962	150
Interlibrary Loan	Borrowed	6,805	6,026	7,032	6,363	6,439	6,335	6,774	0	0	0	0	0	45,774	37,400
	Loaned	3,231	2,933	3,536	2,988	3,035	3,070	3,053	0	0	0	0	0	21,846	21,337
	TOTAL	10,036	8,959	10,568	9,351	9,474	9,405	9,827	0	0	0	0	0	67,620	58,737
Reference	Ask Desk	2,422	2,581	2,589	2,204	2,055	2,101	1,035	0	0	0	0	0	14,987	14,731
	Children's Library Desk	1,141	1,396	1,300	1,208	1,038	1,676	1,752	0	0	0	0	0	9,511	7,815
	Computer Support	319	356	361	320	235	305	118	0	0	0	0	0	2,014	1,468
	TOTAL	3,882	4,333	4,250	3,732	3,328	4,082	2,905	0	0	0	0	0	26,512	24,014
Museum Passes		25	35	33	39	39	77	82	0	0	0	0	0	330	275
Visitors		22,607	20,027	24,201	20,718	20,894	26,328	24,457	0	0	0	0	0	159,232	126,808
Room Use	<i>Hours</i>														
	Library Programs	541	321	484	221	260	379	178	0	0	0	0	0	2,384	946
	Board/FOL/Staff	59	69	79	62	50	81	63	0	0	0	0	0	461	382
	Outside Organizations	176	158	138	437	69	152	91	0	0	0	0	0	1,220	925
	Room Checkouts	136	139	176	144	202	148	150	0	0	0	0	0	1,095	1,101
	Outside Organization Meetings/Programs (bookings)	60	52	45	45	48	42	31	0	0	0	0	0	323	215
Collection Size (print & media)	Added	912	919	1,064	899	1,008	722	1,055	0	0	0	0	0	6,579	6,571
	Withdrawn	1,407	573	1,052	1,947	2,426	966	805	0	0	0	0	0	9,176	7,402
	TOTAL	156,092	156,255	156,311	155,294	153,650	153,796	153,685	0	0	0	0	0	153,796	167,396



April 20, 2023

6:00 pm

The meeting was called to order at 6pm.

Committee Members in attendance: Suzanne Dugan, Chair; Megan Brown; Steve Meyer.

Staff: Jim Foster; Alex Gutelius

Absent: Purushothaman Srinivasan

1. Policy 3.7 Use of the Library by Tutors
 - A minor modification was made in the responsibilities, removing the word volunteer.
2. Policy 8.1 Cooperation with other Libraries and Schools
 - The policy was reviewed; no changes were made.
3. Policy 8.2 Acceptance of Gifts to the Library
 - The policy was reviewed; no changes were made.
4. Policy 3.10 Appropriate Use of the Children's Library
 - A stipulation was added that those over 14 must select resources and then use this in other areas of the building.
 - An age restriction was added to the toy area.
 - Some additional formatting changes.

The meeting adjourned at 7pm.

POLICY 3.7 USE OF THE LIBRARY BY TUTORS

Need for this Policy:

The Library premises are available for patron use to meet their needs in accessing information and for use of library materials and equipment. As part of its educational mission, the Library permits tutoring on the premises in accordance with this policy.

A policy is required in order to maintain an atmosphere in which all patrons may use the Library without being disturbed by those engaged in teaching activities.

Policy:

Tutor groups will be limited to a maximum of 2 students per tutor per session. The use of the Library space is not to be used as a classroom or office for tutors to work from, but as a safe and quiet workspace for students to receive instruction.

Students and tutors may work in the Library so long as Policy 3.1 (Rules of Conduct for Library Users) is upheld.

Students must be under their tutor's supervision at all times.

Responsibilities:

It is the responsibility of the Director to issue detailed procedures for the use of the Library by ~~volunteer~~ tutors and to ensure adherence to this policy.

Initial Adoption Date: 2/15/2001

Modified Date	Description of Modification
09/19/2005	
07/17/2006	
02/23/2009	Modified to remove the restriction on paid tutors
02/26/2018	Modified to remove suggestion to use study rooms
<u>8/21/2023</u>	<u>Modified to remove "volunteer" from Responsibilities</u>

POLICY 3.10 APPROPRIATE USE OF THE CHILDREN'S LIBRARY

Need for this Policy:

In an effort to ensure the safety of children and maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the Children's Library is required.

Policy:

1. The materials, services and equipment in the Clifton Park-Halfmoon Public Library Children's Library are intended for the use of children, their parents and caregivers, and others needing children's materials and services for some specific purpose.
2. Appropriate use of the Children's room includes:
 - a. Use by children from birth to age fourteen (14).
 - b. Use by a parent or caregiver while attending a child or selecting materials for a child.
 - c. Use by a teacher, day care provider, researcher, etc. in developing curricula or other resources related to children's literature or materials.
 - d. Use by a patron over age 14 when materials suitable to the patron's particular needs are not available in the other areas of the Library.
 - e. Tour groups, visiting librarians, library volunteers, teachers, city officials, trades people, or others visiting the Children's area for business-related purposes.
1. All other patrons must use the other areas of the library.

Responsibilities:

It is the responsibility of the Director and his/her staff to enforce this policy.

Initial Adoption Date: 4/21/2008

Modified Date	Description of Modification
09/19/2016	Removed unnecessary language; revised name to Children's Library (from Children's Room);
12/13/2021	Added selecting material for child to section 2b.

POLICY 3.10 APPROPRIATE USE OF THE CHILDREN'S LIBRARY

Need for this Policy:

In an effort to ensure the safety of children and maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the Children's Library is required.

Policy:

1. The materials, services and equipment in the Clifton Park-Halfmoon Public Library Children's Library are intended for the use of children, their parents and caregivers, and others needing children's materials and services for some specific purpose.
2. Appropriate use of the Children's room includes: use by children from birth to age fourteen (14) and use by a parent or caregiver while attending a child. Children ten (10) years of age or younger must be accompanied by a parent or caregiver, per Policy 3.2.
3. The Children's Library can also be used for selecting materials and resources by:
 - a. A teacher, day care provider, researcher etc. developing curricula or other resources related to children's literature or materials.
 - b. A patron over age 14 or caregiver selecting materials or resources appropriate to a patron's developmental needs.

Note: under these circumstances, materials or resources should be selected, then taken to an area outside the Children's Library to be used.

4. The toy area of the Children's Library is designated for use by children from birth to age 14 and their caregivers. There are games and activities available in other areas of the Library.
5. The Children's Library can be used by other adults with express permission from the director or their designee.

2.—

- a. ~~Use by children from birth to age fourteen (14).~~
- b. ~~Use by a parent or caregiver while attending a child or selecting materials for a child.~~
- c. ~~Use by a teacher, day care provider, researcher, etc. in developing _____ curricula or other resources related to children's literature or materials.~~
- d. ~~Use by a patron over age 14 when materials suitable to the patron's particular needs are not available in the other areas of the Library.~~
 - a. ~~Tour groups, visiting librarians, library volunteers, teachers, city officials, trades people, or others visiting the Children's area for business-related purposes.~~

~~3.6.~~ All other patrons must use the other areas of the library.

Responsibilities:

It is the responsibility of the Director and his/her staff to enforce this policy.

Initial Adoption Date: 4/21/2008

Modified Date	Description of Modification
09/19/2016	Removed unnecessary language; revised name to Children's Library (from Children's Room);
12/13/2021	Added selecting material for child to section 2b.
<u>8/21/2023</u>	<u>Formatting revisions; added stipulation that those over age 14 must select resources and then use in other areas of the building; added age restriction to toy area</u>

POLICY 3.10 APPROPRIATE USE OF THE CHILDREN'S LIBRARY

Need for this Policy:

In an effort to ensure the safety of children and maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the Children's Library is required.

Policy:

1. The materials, services and equipment in the Clifton Park-Halfmoon Public Library Children's Library are intended for the use of children, their parents and caregivers, and others needing children's materials and services for some specific purpose.
2. Appropriate use of the Children's room includes use by children from birth to age fourteen (14) and use by a parent or caregiver while attending a child. Children ten (10) years of age or younger must be accompanied by a parent or caregiver, per Policy 3.2.
3. The Children's Library can also be used for selecting materials and resources by:
 - a. A teacher, day care provider, researcher etc. developing curricula or other resources related to children's literature or materials.
 - b. A patron over age 14 or caregiver selecting materials or resources appropriate to a patron's developmental needs.

Note: under these circumstances, materials or resources should be selected, then taken to an area outside the Children's Library to be used.

4. The toy area of the Children's Library is designated for use by children from birth to age 14 and their caregivers. There are games and activities available in other areas of the Library.
5. The Children's Library can be used by other adults with express permission from the director or their designee.
6. All other patrons must use the other areas of the library.

Responsibilities:

It is the responsibility of the Director and his/her staff to enforce this policy.

Initial Adoption Date: 4/21/2008

Modified Date	Description of Modification
09/19/2016	Removed unnecessary language; revised name to Children's Library (from Children's Room);
12/13/2021	Added selecting material for child to section 2b.
5/22/2023	Formatting revisions; added stipulation that those over age 14 must select resources and then use in other areas of the building; added age restriction to toy area

POLICY 8.1 COOPERATION WITH OTHER LIBRARIES AND SCHOOLS

Need for this Policy:

A formal statement is useful to encourage cooperation among institutions, libraries and services to benefit the general public.

Policy:

The Library will cooperate with other libraries and organizations that provide resources and services for the people of the community. The Library should act as a point of entry into national and regional networks of libraries and information resources and play a strong coordinating and leadership role in responding to local needs.

Responsibility:

The Board should encourage cooperative and reciprocal efforts to share resources and services with other libraries and schools.

The Director is responsible for determining the feasibility of, and for implementing, cooperative proposals.

Initial Adoption Date: 3/15/1985.

Modified Date	Description of Modification
5/22/1986	
9/19/2005	
9/19/2016	Reviewed; no changes
<u>8/21/2023</u>	<u>Reviewed: no changes</u>

POLICY 8.2 ACCEPTANCE OF GIFTS TO THE LIBRARY

Need for this Policy:

A consistent policy regarding the acceptance of gifts to the Library is vital to the understanding and relationship between the Library and the public it serves.

Policy:

When a donor wishes to give the Library books, A/V materials, art objects, or other objects, it is with the understanding that the Library will decide which items will be accepted, which items will be used by the Library, and which will be given away or sold by the Friends. The prospective donor shall be notified that, although the gift is accepted, it may not become a part of the Library's collection.

The Library keeps no record of the final disposition of these gifts, nor will the Library certify the value of any of these gifts.

If the gift is accepted, a note of acknowledgement will be provided to each donor thanking the donor for the gift received, but will not state the monetary value of the gift.

An individual or organization can give commemorative books and may request a book title or a subject category. All donations are recorded and the donor is sent an acknowledgement letter telling which items were purchased. A book plate will acknowledge the person honored.

The Library recognizes that various groups or individuals may wish to make monetary contributions to the Library. Gifts to the Library will be acknowledged with a letter thanking the donor(s). Donors wishing to have some other form of recognition will be asked to present their requests to the Board. The Board will evaluate such requests and make a decision on a case by case basis.

Responsibilities:

The Director will be responsible for acceptance, acknowledgement, and record keeping of all donations.

Initial Adoption Date: 3/13/1985

Modified Date	Description of Modification
04/07/1999	
09/19/2005	
09/18/2006	
02/26/2018	Minor wording changes
<u>8/21/2023</u>	<u>Reviewed; no changes</u>



August 14, 2023

7:00 pm

The meeting was called to order at 7pm.

B&G Committee members in attendance: Jason DiGianni and Purushothaman Srinivasan

Absent B&G Committee members: Megan Brown and Steve Meyer.

Finance Committee members in attendance: Mat Cantore, Chair, Jason DiGianni, and Ed Rodger

Absent Finance Committee member: Steve Meyer

Staff: Alex Gutelius

1. 2023 Construction Grant Application – Children’s Library Phase 3
 - The committees reviewed the scope of the Children’s Library Renovation Phase 3 project and the timeline of the Construction Grant
 - The committees reviewed the capital project funding spreadsheet.
 - Alex will bring children’s programming statistics from pre and post pandemic to the Board meeting.
 - The committee agreed with the recommendation by staff to recommend to the Board approving the renovation project and the Construction Grant application.

The meeting adjourned at 7:40pm.

Construction Grant Information

The State of New York makes funds available annually for public library construction projects. \$34 million in capital funds have been approved for FY 2023-2024. These funds can provide up to 90% of approved costs for construction, renovation or rehabilitation of public libraries or public library system headquarters.

SALS has been allocated \$962,584 to be distributed among all projects in SALS libraries for FY 2023-2024. Generally, there are more applications than available money. The SALS Board makes every effort to award funding at the 75% state aid level. The grant applications are competitive and applicants must provide evidence of the availability of funds to pay for the cost of the project, minus the amount allocated through State Aid for Library Construction.

The timeline and approval process for NY State construction grant funding is lengthy and requires several levels of review and approval:

- Libraries must submit a grant application through their public library system (SALS).
- CPH Library Board must approve the grant application prior to submission to SALS (August 21st meeting).
- Completed grant applications must be sent to SALS and entered in the online grant application system by September 5, 2023..
- SALS Board reviews grants and submits applications to the New York State Library/Division of Library Development.
- The State Library will review project applications and submit approved project applications and supporting documents to the Dormitory Authority of the State of New York (DASNY) for review and final approval (approx.. spring/summer 2024).
- There is a four-year allowance for project completion. The official time period for the expenditure of allocated funds is July 1, 2023 through June 30, 2027.

Children’s Library Renovation, Phase 3 – Project 1B

Library staff are recommending that a construction grant be submitted to complete the renovation of the Children’s Library (Phase 3)

This year Phases 1&2 of the renovation have been completed. The CAR has been updated, new staff space created and existing staff spaces updated, and a new storage closet has been constructed. The Phase 1&2 project was done without applying for a state construction grant.

Phase 3 of the Children’s Library Renovation would include:

Creation of a Educational Activities Area

- Create a defined area in the back of the Children’s Library for educational activities and smaller programs.
- Includes new seating for parents and children.

Creation of a Tech Area

- Update the computer/tablet area for children with modular tables that are child sized and adjustable.

Creation of a Lactation Room

- Build a lactation room for nursing/pumping mothers.
- Will include casework, sink and new furniture.
- Would also serve as a lactation room for staff (if desired).
- The room will be constructed near the entrance to the Children’s Library and include space for a stroller, parent and child.
- New York State passed legislation in December of 2022 that requires employers to designate a room or location to allow employees to pump breast milk. While the Library currently has a room in the staff area for this purpose, a lactation room would be designed for this purpose.

Other

- Move shelving to accommodate the new functional areas.
- Replace carpeting.
- Replace worn seating.

Costs/Funding

The estimated cost of this project \$326,101 and includes a cost escalation allowance.

The Construction Grant will provide up to 75%, or \$244,576, of the total project cost. Fund balance would be used for the remaining \$81,252 of the costs.

Library Fund Balance

- \$140,000 in Library Construction fund balance.
- \$2,118,104 in Unappropriated fund balance
- \$342,045 was added to the general fund at the end of FY 2021
- \$262,474 was added to the general fund at the end of FY 2022
- Historically the Board has aimed to keep approximately 3 months expenditure in reserve; for 2023 that would be approximately \$1,515,279 (including the February Town of Clifton Park bond payment of \$454,774).

Project Timeline

The SALS Board will review the grant applications from member libraries and make recommendations to DLD.

Approval from the State can take up to a year.

Grant Application Paperwork

Alex Gutelius and Lisa Oddo will complete the grant application.

Recommendation

Staff recommend that the Board approve Children’s Library Renovation, Phase 3 project and the submission of the construction grant application for the Children’s Library Renovation, Phase 3 project.

Prepared by: Alex Gutelius, Director

CPH Library
Capital Projects

Order by Priority	Space Planning Report number	Project	Project Description	Estimated Cost	Funding Sources				Est.Target Date (Fiscal Year)
					Construction Fund	Fund Balance	State Aid (75/25)	Other Funding	
1	3C	Expanded Children's Staff Area	convert supply room to staff workspace; move supply room items to new storage area	174,169	140,000	4,169	0	30,000	2023
2	2A	Reconfigured Main Entrance	Reconfigured Main Entrance	398,034		99,509	298,526		2024
3	1B	Reconfigured Children's Library and new lactation room	move play areas to back of room; more seating areas; create lactation room	326,101		81,525	244,576		2024/2025
4	Maintenance	Parking Lot re-surfacing	Parking Lot re-surfacing	120,000		120,000	N/A		2023
5	Technology	RFID	RFID tagging and hardware; cost includes paying company to tag	130,000		130,000			2023/2024
				1,148,304	140,000	435,203	543,101	30,000	
6	Maintenance	Curb Cut	Rework curb condition at east end of front sidewalk to provide accessible dropped curb	25,000		6,250	18,750		2025
7	Maintenance	Replace Snow Slide System	Replace and enhance the performance of snow slide system	48,000		48,000			2025
				73,000		54,250	18,750		
8	1A	Consolidated Adult Print Collections	Consolidated Adult Print Collections to create more seating space	311,260		77,815	233,445		2025
				311,260		77,815	233,445		
9	3A	Additional Second Floor Meeting Space	additional meeting spaces for patrons	333,112		83,278	249,834		2025
				333,112		83,278	249,834		
				1,865,676	140,000	650,546	1,045,130		

New Policy for Consideration

Public Participation at Board Meetings

The Clifton Park-Halfmoon Public Library Board of Trustees values public input. Meetings of the Library Board are open to the public and members of the public have the right to attend and offer comments, subject to certain conditions and limitations.

All board members, library staff, and members of the public should speak one at a time in a civil and courteous manner. All attendees will refrain from behavior which will disrupt the public meeting.

Public Participation

A period for public comment is included at each regular meeting of the Board.

During this period, Board will actively listen and consider each speaker's comments, and will not respond at the meeting but will take such comments under advisement and, as appropriate, may refer such comments to a committee or add them to a Board meeting agenda for future consideration.

Members of the public will:

- Be required to sign in on the appropriate form to determine the order of speaking.
- Be requested to state their name, address, group or organization affiliation (if any), and identify the agenda item and/or Clifton Park-Halfmoon Public Library matter on which they will comment.
- Be granted 3 minutes to speak during the period for public comment

Recording and Broadcasting Public Portions of Board Meetings

The Library Board meeting may be photographed or filmed by the Library or members of the public and these recordings may be shared. The presiding officer may designate a location for recording equipment, restrict the movements of individuals who are using the recording equipment or take other steps necessary to preserve the decorum and order of the meeting and facilitate the conduct of library business.

The Clifton Park-Halmoon Public Library is committed to supporting the community's free access to information of all kinds. This is evident through the Library Board's Materials Selection Policy that states:

The Library Board endorses and declares that it will adhere to the principles of intellectual freedom adopted by the American Library Association.

Library Bill of Rights

ala.org/advocacy/intfreedom/librarybill

Freedom to Read

ala.org/advocacy/intfreedom/freedomreadstatement

Freedom to View

ala.org/advocacy/intfreedom/freedomviewstatement

Interpretations of the Library Bill of Rights

ala.org/advocacy/intfreedom/librarybill/interpretations

Unite Against Book Banks is a national campaign to protect the rights of everyone to access information. Efforts to censor or ban books are increasing across the country, and it is important to be prepared for book challenges, and also to take proactive steps to voice opposition to book bans.

The attached resolution has been developed by Unite Against Book Bans (uniteagainsbookbans.org). By passing this resolution, the Library Board is helping to support the freedom for everyone to read, view and listen to the materials of their choice.



Resolution Against Book Bans

WHEREAS, reading is a foundational skill, critical to future learning and to exercising our democratic freedoms; and

WHEREAS, libraries provide access to books that offer teachable moments for readers of all ages and expand our understanding of people with different backgrounds, ideas, and beliefs; and

WHEREAS, books are tools for understanding complex issues; and

WHEREAS, limiting young people's access to books does not protect them from life's complex and challenging issues; and

WHEREAS, young people deserve to see themselves reflected in a library's collection; and

WHEREAS, librarians are professionals trained to not impose their own thoughts and opinions on which ideas are right, but to make knowledge and ideas available so that people have the freedom to choose what to read; and

WHEREAS, removing and banning books from public libraries or public schools is a slippery slope to government censorship and the erosion of our country's commitment to freedom of expression; and

WHEREAS, a large majority of Americans across the political spectrum oppose book bans; and

WHEREAS, librarians are professionals trained to not impose their own thoughts and opinions on which ideas are right, but to make knowledge and ideas available so that people have the freedom to choose what to read;

WHEREAS, book bans harm communities; then

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Clifton Park-Halfmoon Public Library endorse the following statement:

Individuals should be trusted to make their own decisions about what they read and believe. Further, parents should not be making decisions for other parents' children about what they read.

We are united against book bans.

THEREFORE, BE IT FURTHER RESOLVED that we as the Board of Trustees of the Clifton Park-Halfmoon Public Library will act to protect the rights of everyone to access a variety of books, in schools, in libraries, in bookstores, online, and elsewhere.