



September 18, 2023

7:15 PM

Board Meeting

1. \*Agenda: Approval or Changes
2. \*Minutes of the August 21, 2023 meeting for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
  - A. August 2023 Financial Statement
  - B. \*Warrants
    - #2023-16 August 25, 2023 \$229,685.81
    - #2023-17 September 8, 2023 \$148,298.19
6. Friends' Report
7. Director's Report
  - A. Public Service -Jim Foster
  - B. Planning / Communication -Alex Gutelius
  - C. General Updates -Alex Gutelius
    - 2024 Closed Dates
    - 2024 Meeting Dates
8. Committee Reports
  - A. Policy Committee
    - Policy Committee Meeting Notes 8-29-2023
    - \*Policy 4.4 Library Charges and Fees
    - \*Policy 4.5 Computer and Internet Use
    - \*Policy 4.6 Wireless Internet use
    - \*Policy 3.19 Policy on Public Participation in Library Meetings
    - \*New Reconsideration Policy and Procedures
    - \*Policy 4.2 Materials Selection Policy
9. Old Business
10. New Business
  - A. \*Approve appointment of Abigail Butcher, Page and Anne Thompson, Clerk
  - B. \*Staff Development Night Proposal
11. Executive Session

\* Items so marked are action items



August 21, 2023

7:15 PM

The regular meeting was preceded by a joint FOL/Library Board meeting. Ms. Gutelius opened the meeting at 6:38 pm. Ms. Gutelius thanked everyone for coming and the meeting began with brief introductions and titles/roles in the organizations.

FOL members present: Browne, Kathy; Conklin, Linda; Gorab, Michele; Koretsky, Rhona; Jozwiak, John; Jozwiak, Wilma; Langlois, Lanna; MacEnroe, Trish; Robbins, Jo Anne; Verostek, Mary.

Library Board members present: Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; McMunn, Maria; Meyer, Stephen; Rodger, Ed; Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius, Jim Foster, and Lou Ann Stewart.

Ms. McMunn thanked the FOL for all the support they give the Library during the year. They support many services and materials for the library. They provided funding for the EV Charging stations, and the reading nook in the children's library. They provide funding for AV materials, Launchpads, and Wonderbooks. Additionally, they sponsor the TTOB activities and the Get out the Vote campaign. Everything they do enhances our services to our patrons and we appreciate their support.

First, Ms. Jozwiak gave a brief update on FOL activities. They had a very busy year and could not have done all the work without the support of their wonderful volunteers. There is great collaboration with the FOL, the Library Board of Trustees, and staff.

Next, Ms. Robbins gave an update on the Get out the Vote plan for this year. Sign locations around town are already set. Lawn signs for board members are in the lobby for pick up tonight. We are hoping to grow voter turnout. Our *Book Friendly* publication features three pages about the importance of voting and public libraries. We will have a raffle the day of the vote for an Amazon Fire tablet, family board games, a free FOL membership, and a library bag to fill at a used book sale. The Shenendehowa PTA council will send out an email about the vote to all parents in the Shenendehowa school district. Dr. Robinson agreed to put information about the library budget vote on the electronic sign on the Shenendehowa campus. Constant Contact emails will go out regularly with a thank you message sent the day after the vote. A quarter page ad will run in the *Local First* publication. The GOTV information will run on the electronic signs in Stewarts Shops. We will run an advertisement in the *Times Union* about the vote. Refreshments will be provided by the FOL the day of the vote. Ms. Gutelius noted we did not send a budget mailer to households in the district this year. There are



two Clifton Park trustee seats up for re-election, and she is working with Saratoga County for the ballots.

Voting is now open for the 2023 Two Towns-One Book selection. *Small World* by: Jonathan Evison; *Remarkably Bright Creatures* by: Shelby Van Pelt; *The Nature of Fragile Things* by: Susan Meissner; *Lessons in Chemistry* by: Bonnie Garmus; *Horse* by: Geraldine Brooks. Voting is online and the winner will be announced on the day of the vote. The display on the main floor features the contenders. TTOB events will begin in January.

Finally, Ms. Gutelius thanked the FOL for all their hard work in preparation for the budget vote and for all they do to support the library. Ms. Gutelius noted foot traffic has increased 25% from the same time last year. Over 2,000 children and teens picked up Summer Reading packets and attendance at all our programs have increased. Construction for the Children's Library is wrapping up and staff areas will be completed soon. We received the construction grant money from last year, so we can move ahead with replacing the front doors. We plan to submit another grant for phase 3 of the children's library. Phase 3 will include carpeting, a larger play area, a new technology area, and a lactation room. The joint meeting ended at 7:00pm.

A brief recess was held with the Library Board reconvening at 7:15pm in the Piracci Board Room and the FOL reconvening in Program Room A-B.

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

Absent: Megan Brown, Dave Golden, and Tom Madison

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

**AGENDA:** Ms. McMunn presented the August 21, 2023 agenda for approval. Mr. Wise made the **Motion**, seconded by Mr. DiGianni, to approve the agenda. The **Motion** passed unanimously by those present.

**MINUTES:** A **Motion** was made by Ms. Dugan, seconded by Mr. Cantore, to accept the July 17, 2023 minutes as sent with one minor spelling edit. The **Motion** passed unanimously by those present. Mr. DiGianni, Mr. Meyer, and Mr. Srinivasan chose to abstain.



**PUBLIC COMMENT:** None

**BOARD COMMENT:** Ms. McMunn thanked Lou Ann Stewart for her many years of service to the Library and wished her good luck in her retirement.

**TREASURER'S REPORT:**

Mr. Cantore presented the Financial Statement for July 2023. The Financial Statement was reviewed and received for audit. There was discussion about how to allocate the funds for the Children's Library renovations. Mr. Meyer requested the financial statement break out line items 6150 and 6150A for easier viewing on the financial statement. The Board was reminded they will have to revisit the discussion about fines and come to a decision. Mr. Cantore noted we received a patron donation of \$50 honoring Rochelle and Jack Treiber to be used for ELL, and a commemorative donation of \$50 as memorial for Wayne Smith.

The July 26, 2023 warrant for \$233,995.96 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Rodger, to approve the July 26, 2023 warrant. The **Motion** passed unanimously by those present. The reviewer for the July warrant was Mr. Golden.

The August 9, 2023 warrant for \$228,247.13 was presented to approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Wise, to approve the August 9, 2023 warrant. The **Motion** passed unanimously by those present. The reviewer for the August warrant was Mr. Wise.

**THE FRIENDS:** Ms. Stewart gave the following report:

1. The TTOB selections include: *Small World* by: Jonathan Evison; *Remarkably Bright Creatures* by: Shelby Van Pelt; *The Nature of Fragile Things* by: Susan Meissner; *Lessons in Chemistry* by: Bonnie Garmus; *Horse* by: Geraldine Brooks.
2. The Used Book Sale is scheduled for September 29-October 1.
3. The Friends travel group is headed to Costa Rica in January.

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

1. Foot traffic in the library has increased 25% from the same time last year.
2. The Summer Reading Carnival had 550 attendees. The event included carnival games, popcorn, face painting, and Kona Ice.



3. We had 40 people attend the Naloxone training hosted by Saratoga County Health department.
4. We updated our procedures regarding power outages. If power goes out we will make an announcement that the library is closed. There are many areas of the library that get very dark, and it presents a safety issue.

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

1. We will be installing small broadcast screens outside of the program rooms to make it easier for patrons to locate events.
2. PR staff continue to work on the quarterly newsletter *The Insider*.
3. A look back at social media statistics and use has shown a significant increase in Instagram followers, and Facebook likes as well as increased website traffic.

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

1. The 2024 Budget vote and Trustee election information was shared with the Board. This will also be posted on our website and paper copies will be available in the library.
2. "Library Vote Today" lawn signs are available tonight. Large banners with "Library Vote Today" will be placed out the day of the vote and can be reused each year.
3. We will have a short exit survey asking patrons how they heard about the budget vote.
4. The Shelter Agreement with the Shenendehowa School District has been renewed.
5. Staff attended the Town of Halfmoon Focus Group Zoom meeting about their comprehensive plan.
6. The Town of Clifton Park has formed a Celebration Committee to begin planning the town's 200<sup>th</sup> birthday in 2028. Mr. Cantore will be part of this committee.
7. We will discuss the Firefighter tax exemption at the next board meeting.
8. We received our estimate for the NYS retirement plan.

#### **COMMITTEE REPORTS:**

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

Ms. Dugan presented and submitted the notes from the April 20 Policy Committee meeting.

Ms. Dugan presented Policy 3.7 Use of the Library by Tutors. The library permits tutoring on the premises in accordance with this policy. This policy was modified to remove "volunteer" from responsibilities. Ms. Dugan made the **Motion** on



behalf of the Policy Committee to approve Policy 3.7 Use of the Library by tutors as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 8.1 Cooperation with Other Libraries and Schools. This policy is to encourage cooperation among institutions that benefit the general public. The policy was reviewed and no changes were made. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 8.1 Cooperation with Other Libraries and Schools as presented. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 8.2 Acceptance of Gifts to the Library. This policy is to make clear the acceptance of gifts to the Library. The policy was modified to remove the wording “or sold by the Friends.” Ms. Dugan made the **Motion**, seconded by Mr. Cantore, to approve Policy 8.2 Acceptance of Gifts to the Library as amended. The **Motion** passed unanimously by those present.

Finally, Ms. Dugan presented Policy 3.10 Appropriate Use of the Children’s Library. This policy is to ensure the safety of children and maintain an atmosphere of constructive library use. This policy was updated to include a stipulation that those over 14 must select resources and then use them in other areas of the building. Additions also included an age restriction to the toy area and some formatting revisions. Ms. Dugan made the **Motion**, seconded by Mr. DiGianni to approve Policy 3.10 Appropriate Use of the Children’s Library 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:** Mr. DiGianni gave the following report:

Mr. DiGianni presented committee notes from the August 14 Building and Grounds meeting and Finance Committee meeting. 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. Mr. DiGianni made the **Motion** on behalf of the Building and Grounds Committee and the Finance Committee to approve Phase 3 of the Children’s Library Renovation project and the submission of the construction grant application for Phase 3 of the Children’s Library Renovation project. The **Motion** passed unanimously by those present.



**FINANCE AND AUDIT:** No Report

**LEGISLATION:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

Ms. McMunn presented staff appointments for approval.

A **Motion** was made by Mr. Rodger, seconded by Mr. DiGianni, to approve the appointment of Kaitlyn Heniges as Librarian I. The **Motion** passed unanimously by those present.

A **Motion** was made by Mr. Rodger, seconded by Mr. Srinivasan, to approve the appointment of Mitra Gouneh, Declan Purcell, Evan Ralston, and Anthony Sweeney as Pages. The **Motion** passed unanimously by those present.

Next, Mr. Cantore presented a new policy for consideration. Public Participation at Board Meetings. This policy outlines rules for members of the public who wish to speak during the Public Comment portion of the meeting. Board members discussed the new policy and agreed in part that members of the public should speak one at a time when recognized by the presiding officer, be granted three minutes to speak, and refrain from using abusive language. A **Motion** was made by Mr. Cantore, seconded by Ms. Dugan, to adopt this policy tonight and refer it to the Policy Committee. The **Motion** passed unanimously by those present.

Finally, the Board of Trustees reviewed the Unite Against Book Bans Resolution. This resolution states in part that individuals should be trusted to make their own decisions about what they read and believe. We are united against book bans. Mr. Wise made the **Motion**, seconded by Mr. Meyer to approve the Resolution Unite Against Book Bans with a few minor edits. The **Motion** passed unanimously by those present.

There being no further business, Mr. Meyer made the **Motion**, seconded by Mr. DiGianni to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 8:43 PM.

The next scheduled Board Meeting is Monday, September 18, 2023 at 7:15pm.



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

Percentage of Year: 66.67%

<i>RECEIPTS</i>	<i>Adopted Budget</i>	<i>Modified</i>		<i>YTD as % of</i>			
	<i>Jan 23</i>	<i>Adj Budget</i>	<i>Budget</i>	<i>August</i>	<i>YTD</i>	<i>Budget</i>	<i>Variance</i>
<b>Governmental Income</b>							
4010 Town of Clifton Park	\$3,261,597.00	\$0.00	\$3,261,597.00	\$0.00	\$3,261,599.53	100.00%	\$2.53
4020 Town of Halfmoon	\$1,659,423.00	\$0.00	\$1,659,423.00	\$0.00	\$1,659,423.68	100.00%	\$0.68
4040 LLSA	\$16,283.00	\$0.00	\$16,283.00	\$18,132.00	\$18,132.00	111.36%	\$1,849.00
4030 Bullet Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
<b>Subtotal</b>	<b>\$4,937,303.00</b>	<b>\$0.00</b>	<b>\$4,937,303.00</b>	<b>\$18,132.00</b>	<b>\$4,939,155.21</b>	<b>100.04%</b>	<b>\$1,852.21</b>
<b>Grants</b>							
4110 SALS Programming	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
4150 DFY Municipal	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$3,667.00	101.86%	\$67.00
4160 Friends - Specified	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$3,210.00	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
<b>Subtotal</b>	<b>\$12,600.00</b>	<b>\$0.00</b>	<b>\$12,600.00</b>	<b>\$0.00</b>	<b>\$13,669.00</b>	<b>108.48%</b>	<b>\$1,069.00</b>
<b>Donations</b>							
4210 Patron Donations	\$1,000.00	\$0.00	\$1,000.00	\$10.30	\$197.28	19.73%	-\$802.72
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	\$900.00	0.00%	\$900.00
4240 Other Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0.00%	\$2,250.00
<b>Subtotal</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$60.30</b>	<b>\$3,347.28</b>	<b>334.73%</b>	<b>\$2,347.28</b>
<b>Interest</b>							
4310 Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4320 Unrealized Gain/Loss on Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$3,210.99	0.00%	\$3,210.99
4330 Bank Interest Income	\$1,000.00	\$0.00	\$1,000.00	\$2,023.64	\$13,185.62	1318.56%	\$12,185.62
<b>Subtotal</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$2,023.64</b>	<b>\$16,396.61</b>	<b>1639.66%</b>	<b>\$15,396.61</b>
<b>Other Income</b>							
4410 Fines	\$10,000.00	\$0.00	\$10,000.00	\$2,668.81	\$19,191.33	191.91%	\$9,191.33
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$422.16	\$3,067.07	61.34%	-\$1,932.93
4431 Emp Books	\$0.00	\$0.00	\$0.00	\$0.00	\$50.44	0.00%	\$50.44
4440 Copier	\$15,500.00	\$0.00	\$15,500.00	\$943.80	\$6,956.41	44.88%	-\$8,543.59
4450 Other	\$0.00	\$0.00	\$0.00	\$95.54	\$735.97	0.00%	\$735.97
<b>Subtotal</b>	<b>\$30,500.00</b>	<b>\$0.00</b>	<b>\$30,500.00</b>	<b>\$4,130.31</b>	<b>\$30,001.22</b>	<b>98.36%</b>	<b>-\$498.78</b>
<b>Total Receipts</b>	<b>\$4,982,403.00</b>	<b>\$0.00</b>	<b>\$4,982,403.00</b>	<b>\$24,346.25</b>	<b>\$5,002,569.32</b>	<b>100.40%</b>	<b>\$20,166.32</b>
<b>Applied Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>Total Receipts including Appropriations</b>	<b>\$4,982,403.00</b>	<b>\$0.00</b>	<b>\$4,982,403.00</b>	<b>\$24,346.25</b>	<b>\$5,002,569.32</b>	<b>100.40%</b>	<b>\$20,166.32</b>



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

Percentage of Year: 66.67%

<i>DISBURSEMENTS</i>	<i>Adopted Budget</i> <i>Jan 23</i>	<i>Adj Budget</i>	<i>Modified</i> <i>Budget</i>	<i>August</i>	<i>YTD</i>	<i>YTD as % of</i> <i>Budget</i>	<i>Variance</i>
<b>Personnel</b>							
7010 Salaries - Personnel	\$2,392,533.00	\$0.00	\$2,392,533.00	\$178,938.81	\$1,369,417.17	57.24%	\$1,023,115.83
7013 Contracted Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$400.00	40.00%	\$600.00
7200 Insurance	\$140,246.00	\$0.00	\$140,246.00	\$12,030.09	\$121,617.94	86.72%	\$18,628.06
7270 Employee Public Relations	\$0.00	\$0.00	\$0.00	\$171.80	\$3,167.53	0.00%	-\$3,167.53
7300 Benefits - Taxes	\$181,636.00	\$0.00	\$181,636.00	\$13,115.58	\$99,866.04	54.98%	\$81,769.96
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	-\$110.42	(\$2,141.59)	0.00%	\$2,141.59
<b>Subtotal</b>	<b>\$2,965,415.00</b>	<b>\$0.00</b>	<b>\$2,965,415.00</b>	<b>\$204,145.86</b>	<b>\$1,648,722.09</b>	<b>55.60%</b>	<b>\$1,316,692.91</b>
<b>Library Materials</b>							
6010 Books	\$161,438.00	\$0.00	\$161,438.00	\$1,212.72	\$88,658.10	54.92%	\$72,779.90
6020 Periodicals	\$14,000.00	\$0.00	\$14,000.00	\$591.00	\$13,526.97	96.62%	\$473.03
6030 AV	\$57,000.00	\$0.00	\$57,000.00	\$3,450.82	\$30,250.57	53.07%	\$26,749.43
6050 Digital Resources	\$113,500.00	\$0.00	\$113,500.00	\$8,798.68	\$77,792.64	68.54%	\$35,707.36
60000 Other	\$0.00	\$0.00	\$0.00	\$10.99	\$581.24	0.00%	-\$581.24
<b>Subtotal</b>	<b>\$345,938.00</b>	<b>\$0.00</b>	<b>\$345,938.00</b>	<b>\$14,064.21</b>	<b>\$210,809.52</b>	<b>60.94%</b>	<b>\$135,128.48</b>
<b>Facility &amp; Equipment</b>							
6110 Bldg Svc Contracts	\$213,022.00	\$0.00	\$213,022.00	\$9,250.60	\$130,409.24	61.22%	\$82,612.76
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	\$18,599.28	\$166,478.77	361.91%	-\$120,478.77
6160 Equipment Lease Expense	\$28,050.00	\$0.00	\$28,050.00	\$2,234.44	\$18,381.66	65.53%	\$9,668.34
61000 Other Fac & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
<b>Subtotal</b>	<b>\$342,572.00</b>	<b>\$0.00</b>	<b>\$342,572.00</b>	<b>\$30,084.32</b>	<b>\$368,603.17</b>	<b>107.60%</b>	<b>-\$26,031.17</b>
<b>Operations</b>							
6200 Programs	\$46,920.00	\$0.00	\$46,920.00	\$6,364.99	\$33,793.27	72.02%	\$13,126.73
6510 Automation	\$225,000.00	\$0.00	\$225,000.00	\$17,235.19	\$138,307.20	61.47%	\$86,692.80
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$1,615.25	\$6,800.15	75.56%	\$2,199.85
6520 Elections	\$5,500.00	\$0.00	\$5,500.00	\$39.24	\$39.24	0.71%	\$5,460.76
6521 Insurance - D & O	\$1,111.00	\$0.00	\$1,111.00	\$0.00	\$2,003.00	180.29%	-\$892.00
6525 Membership Dues	\$4,500.00	\$0.00	\$4,500.00	\$75.00	\$4,596.80	102.15%	-\$96.80
6530 Office & Lib Supplies	\$22,500.00	\$0.00	\$22,500.00	\$3,868.49	\$16,560.45	73.60%	\$5,939.55
6540 Postage & Freight	\$6,500.00	\$0.00	\$6,500.00	\$60.95	\$3,470.94	53.40%	\$3,029.06
6545 Professional Services	\$33,000.00	\$0.00	\$33,000.00	\$150.00	\$73,409.82	222.45%	-\$40,409.82
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$1,779.96	\$7,818.68	71.08%	\$3,181.32
6556 Travel & Continuing Ed	\$15,000.00	\$0.00	\$15,000.00	\$1,228.85	\$10,922.61	72.82%	\$4,077.39
6575 Utilities	\$100,000.00	\$0.00	\$100,000.00	\$7,483.34	\$69,743.73	69.74%	\$30,256.27
6576 Building Security	\$100,980.00	\$0.00	\$100,980.00	\$10,128.40	\$69,097.62	68.43%	\$31,882.38
6581 Other Operational	\$7,085.00	\$0.00	\$7,085.00	\$256.37	\$1,918.40	27.08%	\$5,166.60
<b>Subtotal</b>	<b>\$588,096.00</b>	<b>\$0.00</b>	<b>\$588,096.00</b>	<b>\$50,286.03</b>	<b>\$438,481.91</b>	<b>74.56%</b>	<b>\$149,614.09</b>
<b>Bonds</b>							
6610 Town of Clifton Park	\$503,782.00	\$0.00	\$503,782.00	\$0.00	\$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
<b>Subtotal</b>	<b>\$740,382.00</b>	<b>\$0.00</b>	<b>\$740,382.00</b>	<b>\$0.00</b>	<b>\$715,737.90</b>	<b>96.67%</b>	<b>\$24,644.10</b>
<b>Other Expense Types</b>							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>Total Disbursements</b>	<b>\$4,982,403.00</b>	<b>\$0.00</b>	<b>\$4,982,403.00</b>	<b>\$298,580.42</b>	<b>\$3,382,354.59</b>	<b>67.89%</b>	<b>\$1,600,048.41</b>

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

Percentage of Year: 66.67%

<i>Cash - Bank Balances</i>	
1040 Petty Checking	\$224.25
1050 Petty Cash	\$714.58
1051 Key Checking	\$201,255.57
1052 Key MM Savings	\$2,002,625.58
1055 Pioneer Checking	\$98,144.12
1056 Pioneer MM Savings	\$1,487,908.82
1060 Unemployment Fund Bond	\$115,110.10
<b>TTL CASH</b>	<b>\$3,905,983.02</b>
1100 Accounts Receivable	\$1,796.69
12000 Undeposited Funds	\$0.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
<b>TTL ASSETS</b>	<b>\$3,907,779.71</b>
1071 Accrued credit card	-\$20.13
2000 Accounts Payable	\$28,811.07
21000 Accrued Pay	\$0.00
24000 Payroll Liab	\$0.00
24100 Accrued Leave and Payroll	\$0.00
24200 Accrued Expense	\$0.00
<b>TTL LIABILITIES</b>	<b>\$28,790.94</b>
<b>TTL EQUITY</b>	<b>\$3,878,988.77</b>
	\$0.00
<b>TTL LIAB &amp; EQUITY</b>	<b>\$3,907,779.71</b>

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$5,002,569.32
Year to Date Expenses	-\$3,382,354.59
<b>Net Change</b>	<b>\$1,620,214.73</b>

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

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

Percentage of Year: 66.67%

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

<b>Reconciliation</b>	
Prior Month Fund Balance	\$2,258,774.04
+ Net change (revenues - expenses)	\$1,620,214.73
Subtotal	\$3,878,988.77
- Total Cash	-\$3,905,983.02
Accounts Payable	\$28,811.07
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	-\$20.13
Fixed Assets	\$0.00
Balance	\$0.00

Children's Reno - Month: August 2023					
Account	Account	Budget Jan	Month	YTD Total	Percent of
		2023	Amount		YTD Budget
6150 Repairs - Bldg & Equipment					
	Children's Library Reno 2023		\$ 17,994.54	\$ 141,598.01	307.82%
	Regular 6150 Repairs		\$ 604.74	\$ 24,880.76	54.09%
	Total	\$ 46,000.00	\$ 18,599.28	\$ 166,478.77	361.91%
6540 Postage & Freight					
	Children's Library Reno 2023		\$ -	\$ 1,620.89	24.94%
	Regular 6540 Postage		\$ 60.95	\$ 1,850.05	28.46%
	Total	\$ 6,500.00	\$ 60.95	\$ 3,470.94	53.40%
6545 Professional Services					
	Children's Library Reno 2023		\$ -	\$ 50,517.82	153.08%
	Regular 6545 Professional Svcs		\$ 150.00	\$ 22,892.00	69.37%
	Total	\$ 33,000.00	\$ 150.00	\$ 73,409.82	222.45%



## CONNECT AND COLLABORATE

### Social Media

One of our popular programs this summer was the Storycrafters. The performers shared this story with the Library:

*Barry was shopping in Trader Joe's in Albany, about an hour from our house. An employee approached him with a bouquet of flowers. "You don't know me but my family and I saw your performance with your wife last night at [Clifton Park-Halfmoon Public Library](#) and it was really special. You are both really gifted storytellers." Then, he gave Barry the bouquet.  
We are super touched for that kind compliment and gesture of thanks.*

The most popular social media posts in August included the Uncharted Wild program, the Touch a Truck program, and the end of summer reading Carnival.

### Website

Use of the Library's website has increased by 28% compared to 2023. Factors driving the increase include use of the digital newspapers, and the popularity of the Summer Reading posts.

## MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

### Children's Library Renovations

The correct carpeting has been installed in the Children's Library staff offices. The furniture will be installed on September 15, and the staff will move into the new and renovated offices the following week.

The YS Staff are planning to hold smaller programs in the Children's Activity Room beginning in October. This will be the first time since the pandemic that programs are held in the CAR. Larger programs without pre-registration will continue to be held in Program Rooms A&B.



Once the furniture in the old IT office is moved back to the new Children's Library staff offices, the project to turn the IT office into a sensory room will begin.

## CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES

### Summer Reading Program

The Summer Reading Program was very successful this year. 2,177 children and teens registered for the program this year, which is the highest number since at least 2010. 284 patrons participated in the Adult Summer Reading Program.

The theme for the summer was "Come one, Come all", and patrons embraced the theme, attending programs in record numbers. The programs with the highest attendance this summer were the Summer Reading kickoff program with an Illusionist, The Storycrafters, Touch and Truck and the final Carnival.





## Programming

Programming statistics are up significantly from 2022. There is an 39% increase in the number of programs offered to date (excluding Grab & Go) and a 41% increase in attendance.

The most well attended programs this month included:

- Library Carnival and Kona Ice
- Wacky Wednesday : Touch a Truck
- Uncharted Wild programs
- Outdoor scavenger hunt for children

The effort to provide more programming for adults with disabilities was successful this summer, and these types of programs will continuing in the fall including movies, therapy dogs, and Inlusible games.

## **DEVELOP PEOPLE AND THE ORGANIZATION**

### Staffing Changes

In August there is typically a changeover of student pages as graduating seniors head off to college, and new student pages are hired. Seven new pages, one clear and several libraries have either been hired, or shifted their roles over the summer.

### Intern

The Library will be hosting an library school intern this fall who will be working in the Adult Services department. The Friends of the Library will provide the interne with a \$1,000 stipend upon completion of her internship.

Prepared by: Alex Gutelius  
Library Director

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Daytime Book Group	August 17 2023	Adults	6	6			
HYBRID: Exploring Artificial Intelligence in Everyday Life	August 09 2023	Adults	10	10			
YouTube	August 30 2023	Adults	5	5			
Online Rx Drug Resources	August 22 2023	Adults	5	5			
Online Health Resources	August 07 2023	Adults	6	6			
iPhone and iPad Q&A	August 09 2023	Adults	4	4			
Inspiration Place: Summer Series	August 23 2023	Adults	14	13		1	
Connecting Threads Quilt Group	August 09 2023	Adults	7	7			
Mysteries & More Book Group	August 08 2023	Adults	4	4			
ELL Summer Conversation Group	August 09 2023	Adults	20	20			
ELL Summer Conversation Group	August 23 2023	Adults	17	17			
ELL Summer Conversation Group	August 02 2023	Adults	21	21			
ELL Summer Conversation Group	August 16 2023	Adults	18	18			
ELL Summer Conversation Group	August 14 2023	Adults	17	14	3		
ELL Summer Conversation Group	August 07 2023	Adults	22	22			
Introduction to Tarot	August 03 2023	Adults	11	11			
Introduction to Tarot	August 01 2023	Adults	11	11			
Therapy Dogs for Adults	August 16 2023	Adults	15	15			
Narcan Training and Distribution	August 15 2023	Adults	37	37			
Book-to-Movie: Mrs. Harris Goes to Paris (2022)	August 11 2023	Adults	17	16		1	
Foreign Film: Aquarela (2018)	August 10 2023	Adults	9	9			
Concert on the Lawn: Amy Powers	August 24 2023	Adults	24	18	3	3	
Journaling for Adults	August 09 2023	Adults	17	6			11
Telling Your Story	August 08 2023	Adults	8	8			
Telling Your Story	August 15 2023	Adults	8	8			
Telling Your Story	August 22 2023	Adults	8	8			
Telling Your Story	August 29 2023	Adults	8	8			
ZOOM: Mindfulness Meditation	August 18 2023	Adults	23				23
ZOOM: Mindfulness Meditation	August 11 2023	Adults	17				17
ZOOM: Exploring Artificial Intelligence(AI) in Everyday Life	August 09 2023	Adults	12				12
ZOOM: Basic Website Design for Upgrades and Modification	August 23 2023	Adults	1				1
ZOOM: Mindfulness Meditation	August 04 2023	Adults	17				17
Music & Motion	August 25 2023	Children	84	38		46	
Countdown to Kindergarten	August 29 2023	Children	32	16		16	
Countdown to Kindergarten	August 29 2023	Children	24	10		14	
Meet our Robots: Dash and Dot!	August 08 2023	Children	12			12	
Meet our Robots: Dash and Dot!	August 09 2023	Children	12			12	
Meet our Robots: Dash and Dot!	August 07 2023	Children	11			11	
Ozobots: Roller Coaster Adventure	August 01 2023	Children	11		1	10	
Reading Therapy Dogs	August 24 2023	Children	3	1		2	
Reading Therapy Dogs	August 24 2023	Children	3	1		2	
Reading Therapy Dogs	August 08 2023	Children	3	1		2	
Reading Therapy Dogs	August 08 2023	Children	3	1		2	
Reading Therapy Dogs	August 08 2023	Children	3	1		2	
Reading Therapy Dogs	August 24 2023	Children	5	1		4	
Tuesday Crafternoon: Paint without a Brush	August 08 2023	Children	49	14	1	34	
Tuesday Crafternoon: Fingerprint Art	August 15 2023	Children	46	15	4	27	



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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Tuesday Crafternoon: Bookworm Bookends	August 01 2023	Children	45	18		27	
Tuesday Crafternoon: Thank You Cards	August 22 2023	Children	24	10		14	
Guess the Animal of the Week!	August 11 2023	Children	99			99	
Guess the Animal of the Week!	August 04 2023	Children	94			94	
Guess the Animal of the Week!	August 18 2023	Children	78			78	
Wacky Wednesday: Outdoor Water Fun	August 23 2023	Children	82	33	1	48	
Wacky Wednesday: Pool Noodle Games	August 16 2023	Children	57	24		33	
Wacky Wednesday: Reptile Show with Uncharted Wild	August 02 2023	Children	390	160		230	
Outdoor Animal Scavenger Hunt	August 14 2023	Children	248			248	
Outdoor Animal Scavenger Hunt	August 28 2023	Children	182			182	
Outdoor Animal Scavenger Hunt	August 21 2023	Children	130			130	
Outdoor Animal Scavenger Hunt	August 07 2023	Children	124			124	
Coloring and Activity Sheets	August 31 2023	Children					
Family LEGO Build!	August 18 2023	Children	22	10		12	
Summer Story Time	August 14 2023	Children	93	36	2	55	
Summer Story Time	August 28 2023	Children	86	37		49	
Summer Story Time	August 17 2023	Children	80	35		45	
Summer Story Time	August 21 2023	Children	61	25		36	
Summer Story Time	August 31 2023	Children	52	18		34	
Summer Story Time	August 07 2023	Children	53	21		32	
Summer Story Time	August 24 2023	Children	55	23		32	
Summer Story Time	August 10 2023	Children	45	21		24	
Wonderful Walkers	August 11 2023	Children	28	14		14	
Baby Story Time	August 11 2023	Children	31	17		14	
Summer Story Time	August 03 2023	Children	80	35		45	
Middle School Book Club: The Unteachables	August 15 2023	Teens	5		5		
Teen Place Scavenger Hunt	August 26 2023	Teens					
Teen Craft Corner: Origami Lollipops	August 01 2023	Teens	44		44		
VolunTEEN: Summer Reading	August 10 2023	Teens	18		18		
Teen Video Games	August 08 2023	Teens	20		20		
Teen Reptile Show with Uncharted Wild	August 02 2023	Teen	108	39	23	46	
Cup of Kindness Interactive Display	August 07 2023	Teens					
Game Night: The Deep Forest	August 21 2023	Teens Adults	5	4	1		
D&D Adventure Club!	August 16 2023	Teens Adults	7	2	5		
Cheryl's Lodge Outreach	August 08 2023	Children	7	3	2	2	
Cheryl's Lodge Outreach	August 01 2023	Children	10	4	3	3	
Cheryl's Lodge Outreach	August 15 2023	Children	10	4	3	3	
Halfmoon Farmer's Market	August 16 2023	Adults	50	50			
Tech Tutoring	August 29 2023	Adults	15	15			
One-on-One Tech Help	August 21 2023	Adults	5	5			
Wacky Wednesday: Touch a Truck!	August 09 2023	General	305	87		218	
Library Carnival and Kona Ice!	August 17 2023	General	551	249	30	272	

		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	250	0	0	0	0	1651	1,530	
	Purged*															
	TOTAL	37,567	37,501	37,343	37,373	37,074	36,972	36,908	36,787	0	0	0	0	36,787	37,917	
Circulation	Fiction	Adult	8,676	8,212	9,492	8,783	8,910	9,415	10,397	10,949	0	0	0	0	74,834	73,973
		Young Adult	1,383	1,469	1,599	1,623	1,475	1,719	2,089	2,143	0	0	0	0	13,500	12,924
		Juvenile	13,544	13,746	15,697	13,990	12,450	15,186	17,374	17,149	0	0	0	0	119,136	113,335
	Non-fiction	Adult	5,351	5,138	5,924	5,474	5,543	5,295	5,750	5,850	0	0	0	0	44,325	42,978
		Young Adult	13	12	8	8	12	15	25	15	0	0	0	0	108	130
		Juvenile	2,036	1,851	2,085	2,055	1,767	1,737	1,992	2,092	0	0	0	0	15,615	14,427
	Audio	Adult	1,199	1,210	1,591	1,326	1,287	1,259	1,381	1,337	0	0	0	0	10,590	12,334
		Young Adult	0	18	29	43	0	21	27	35	0	0	0	0	173	296
		Juvenile	436	492	447	483	402	507	687	597	0	0	0	0	4,051	3,165
	DVD	Adult	4,240	4,119	4,519	3,843	3,882	4,025	4,426	4,678	0	0	0	0	33,732	36,298
		Juvenile	978	976	1,180	1,087	852	1,093	1,454	1,458	0	0	0	0	9,078	9,589
	Digital Media	audiobooks	3,795	3,464	3,722	3,479	3,441	3,502	3,666	3,879	0	0	0	0	28,948	26,608
		ebooks	3,852	3,461	4,025	3,677	3,726	3,800	3,875	3,500	0	0	0	0	29,916	31,684
		Music	110	94	110	110	113	104	113	108	0	0	0	0	862	791
		Serials*	1,258	1,050	1,133	1,144	1,048	1,071	918	1,046	0	0	0	0	8,668	7,398
		Comics (hoopla)	65	24	71	69	69	83	88	88	0	0	0	0	557	665
	Streaming Video/TV (hoopla)	358	356	304	336	260	239	285	312	312	0	0	0	0	2,450	2,855
	Other	Serials	473	415	593	469	507	539	606	510	0	0	0	0	4,112	4,663
		CD-ROM / Wii	490	480	504	465	418	522	619	601	0	0	0	0	4,099	3,026
		Uncatalogued	33	18	34	42	41	49	46	53	0	0	0	0	316	357
		Non-traditional	25	207	222	182	164	222	235	212	0	0	0	0	1,469	960
		Print	31,003	30,428	34,805	31,933	30,157	33,367	37,627	38,198	0	0	0	0	267,518	259,566
		AV	6,853	6,815	7,766	6,782	6,423	6,905	7,975	8,105	0	0	0	0	57,624	61,745
		Digital	9,438	8,449	9,365	8,815	8,657	8,799	8,945	8,933	0	0	0	0	71,401	71,072
		Other	1,021	1,120	1,353	1,158	1,130	1,332	1,506	1,376	0	0	0	0	9,996	9,006
		TOTAL	48,315	46,812	53,289	48,688	46,367	50,403	56,053	56,612	0	0	0	0	406,539	401,389
Technology	Database Usage	1,457	2,041	2,076	1,827	1,855	2,144	2,244	2,625	0	0	0	0	16,269	7,812	
	Computer Use (sessions)	1,427	1,395	1,502	1,454	1,38										

**Clifton Park-Halfmoon Public Library  
2023 Activity Report**

		January	February	March	April	May	June	July	August	September	October	November	December	YTD 2023	YTD 2022
<b>Programming</b>	<i>Number of Programs</i>														
	Adult	41	37	44	38	51	36	25	32	0	0	0	0	304	279
	Teen	12	14	8	17	13	14	12	6	0	0	0	0	96	35
	Child 0-5	22	11	12	13	8	8	2	5	0	0	0	0	81	82
	Child 6-11	3	26	5	19	19	18	40	35	0	0	0	0	165	90
	General	5	4	2	2	2	5	5	2	0	0	0	0	27	12
	One-on-One	9	35	13	14	11	13	8	12	0	0	0	0	115	62
	Grab & Go	30	121	30	35	31	32	0	0	0	0	0	0	279	2,730
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	6
	<b>TOTAL</b>	122	248	114	138	135	126	92	92	0	0	0	0	1,067	3,296
	<i>Attendance</i>														
	Adult	1,265	497	782	554	667	470	367	433	0	0	0	0	5,035	3,639
	Teen	179	96	109	276	145	205	74	195	0	0	0	0	1,279	444
	Child 0-5	753	482	657	574	361	387	57	199	0	0	0	0	3,470	2,749
	Child 6-11	32	1,285	467	279	956	1,438	2,796	2,341	0	0	0	0	9,594	3,904
	General	78	37	329	43	241	794	699	856	0	0	0	0	3,077	5,005
	One-on-One	9	36	13	14	11	14	8	15	0	0	0	0	120	70
	Grab & Go	30	121	30	35	31	32	0	0	0	0	0	0	279	2,740
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	102
	<b>TOTAL</b>	2,346	2,554	2,387	1,775	2,412	3,340	4,001	4,039	0	0	0	0	22,854	18,653
<b>Outreach</b>	Events / Programs	6	12	10	9	3	5	6	4	0	0	0	0	55	8
	Attendance	120	454	260	683	117	188	140	77	0	0	0	0	2,039	150
<b>Interlibrary Loan</b>	Borrowed	6,805	6,026	7,032	6,363	6,439	6,335	6,774	6,816	0	0	0	0	52,590	44,924
	Loaned	3,231	2,933	3,536	2,988	3,035	3,070	3,053	3,273	0	0	0	0	25,119	24,289
	<b>TOTAL</b>	10,036	8,959	10,568	9,351	9,474	9,405	9,827	10,089	0	0	0	0	77,709	69,213
<b>Reference</b>	Ask Desk	2,422	2,581	2,589	2,204	2,055	2,101	1,035	2,748	0	0	0	0	17,735	17,062
	Children's Library Desk	1,141	1,396	1,300	1,208	1,038	1,676	1,752	1,977	0	0	0	0	11,488	9,481
	Computer Support	319	356	361	320	235	305	118	314	0	0	0	0	2,328	1,756
	<b>TOTAL</b>	3,882	4,333	4,250	3,732	3,328	4,082	2,905	5,039	0	0	0	0	31,551	28,299
<b>Museum Passes</b>		25	35	33	39	39	77	82	86	0	0	0	0	416	279
<b>Visitors</b>		22,607	20,027	24,201	20,718	20,894	26,328	24,457	26,048	0	0	0	0	185,280	150,591
<b>Room Use</b>	<i>Hours</i>														
	Library Programs	541	321	484	221	260	379	178	239	0	0	0	0	2,623	1,363
	Board/FOL/Staff	59	69	79	62	50	81	63	93	0	0	0	0	554	429
	Outside Organizations	176	158	138	437	69	152	91	123	0	0	0	0	1,343	1,046
	Room Checkouts	136	139	176	144	202	148	150	154	0	0	0	0	1,249	1,243
	Outside Organization Meetings/Programs (bookings)	60	52	45	45	48	42	31	42	0	0	0	0	365	234
<b>Collection Size (print &amp; media)</b>	Added	912	919	1,064	899	1,008	722	1,055	1,098	0	0	0	0	7,677	7,507
	Withdrawn	1,407	573	1,052	1,947	2,426	966	805	1,041	0	0	0	0	10,217	8,651
	<b>TOTAL</b>	156,092	156,255	156,311	155,294	153,650	153,796	153,685	153,707	0	0	0	0	153,707	156,751



**January 2, 2024 (Tuesday)**  
Organizational Meeting

**January 22, 2024**

**February 26, 2024**

**March 18, 2024**

**April 15, 2024**

**May 13, 2024**

**June 17, 2024**

**July 15, 2024**

**August 19, 2024**  
(Joint Meeting with FOL)

**September 12, 2024**  
(Library Budget Vote and Trustee Election)

**September 16, 2024**

**October 19, 2024 (Saturday)**  
(Board Meeting & Retreat)

**November 18, 2024**

**December 16, 2024**



## 2024 Closed Dates

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Monday	January 1, 2024	New Year's Day
Monday	January 15, 2024	Martin Luther King, Jr. Day
Monday	February 19, 2024	President's Day
Sunday	March 31, 2024	Easter Sunday
Monday	May 27, 2024	Memorial Day
Wednesday	June 19, 2024	Juneteenth
Thursday	July 4, 2024	Independence Day
Monday	September 2, 2024	Labor Day
Monday	October 14, 2024	Columbus / Indigenous People's Day
Monday	November 11, 2024	Veteran's Day
Thursday	November 28, 2024	Thanksgiving
Tuesday	December 24, 2024	Christmas Eve
Wednesday	December 25, 2024	Christmas Day

*The Library will close at 5pm on Thanksgiving Eve and New Year's Eve.*



August 29, 2023

7:00 pm

Committee Members in attendance: Suzanne Dugan, Chair; Megan Brown; Steve Meyer; Purushothaman Srinivasan, and Jim Foster and Alex Gutelius.

1. Policy 4.4 Library Charges and Fees
  - Made a change to the policy to specify that tax district senior citizen residents age 65 and over are automatically fine exempt and that this exemption only applies to district residents.
2. Policy 4.5 Computer and Internet Use
  - Made minor wording changes to the policy.
3. Policy 4.6 Wireless Internet Use
  - Made wording changes to the description of the wireless network.
4. Reconsideration Policy and Procedures
  - The committee reviewed the new policy and made some changes to the draft.
  - The committee also reviewed the reconsideration form and made some changes to the draft.
5. Policy 4.2 Materials Selection Policy
  - Removed the section in the policy on reconsideration of materials as it is replaced with the new Reconsideration Policy and Procedures.
  - The Committee discussed the Responsibilities section and whether selection of library resources is delegated to the Library Director from the Board of Trustees. Additional research will be done on this subject and brought back to the committee for review.
6. Policy on Public Participation in Library Meetings
  - The committee specified the length of the public comment period and made minor wording changes to the policy.
7. Other
  - A policy on Displays and Exhibits in the library is being developed.

## **POLICY 4.4     LIBRARY CHARGES AND FEES**

### Need for this Policy:

This policy provides guidance for Library staff in the levying of fines and fees.

### Policy:

Library materials are loaned free of charge, however fines and fees are charged to encourage patrons to return items by the due date and in good condition so that they can be used by others.

#### Fines

1. \$5.00 per day for museum passes.
2. \$1.00 per day for Book Express, Movie Express, Activities, Early Literacy Kits, Video Games, Computer Software, Finch Robots, Hotspots, and any other “specialty materials” as determined by the director.
3. \$0.25 per day for New & Popular Books (including New & Popular Large Type Books), New Movies, New Audiobooks.
4. \$0.10 per day for all other materials.

#### Fees

1. If an item is lost or damaged to the extent that it is unusable, a fee is assessed according to the price indicated in the Library’s records.
2. Patrons who return items paid for as lost are given a refund within 6 months of payment less a \$5.00 administration fee per item.

The Library shall have available to the public a current statement of fines and fees.

A patron with \$20 or more in unpaid fines and fees on their library account is blocked from using the card until the amount owed is lower than \$20.

Billing notices are sent to patrons when items are 50 days overdue.

For accounts with more than \$30 in unreturned materials, the Library may forward the account to its Collection Agency. If the account is referred to the Collection Agency, the patron must pay a \$10 service fee in addition to the amount owed on the account.

#### Exemptions from Fines

The following groups are exempt from fines:

1. Current and retired staff members
2. Former Library Board members
3. Current Friends of the Library Board members
4. Patrons receiving outreach/homebound services
- 4.5. CPH tax district residents aged 65 and up.

Senior citizens may be exempt from fines upon request.

Fines may be reduced or waived by authorized staff if the situation warrants.



Responsibilities:

The responsibility for establishing fees, charges, and determining procedures is delegated by the Board to the Director with the understanding that the Director will inform the Board prior to implementation of significant changes.

Initial Adoption Date: 1/22/1985

Modified Date	Description of Modification
5/22/1986	
12/17/1986	
4/7/1999	
9/19/2005	
11/21/2016	Removed reference to fee for reserving materials; updated wording; included fines and fee schedule
2/27/2017	Defined fine exempt groups
11/15/2021	Modified fee structure to match current practice
<u>9/18/2023</u>	<u>Specified that the senior citizen fine exemption is for tax district residents only and deleted language that such exemptions are upon request</u>

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Fines may be reduced or waived by authorized staff if the situation warrants.

Responsibilities:

The responsibility for establishing fees, charges, and determining procedures is delegated by the Board to the Director with the understanding that the Director will inform the Board prior to implementation of significant changes.

Initial Adoption Date: 1/22/1985

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12/17/1986	
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11/15/2021	Modified fee structure to match current practice
9/18/2023	Specified that the senior citizen fine exemption is for tax district residents only and deleted language that such exemptions are upon request

## POLICY 4.5 COMPUTER AND INTERNET USE

### Need for this Policy:

A policy is needed to ensure appropriate use of public computer and Internet resources.

~~The mission of the Library is to provide educational, informational and recreational resources to patrons of all ages, cultural, and economic backgrounds. The Library is committed to protecting intellectual freedom, promoting lifelong learning and providing materials and resources that accomplish these objectives.~~ As part of its mission to meet the needs of the community, the Library provides computers which allow public access to a variety of electronic resources including the library catalog, databases, software and the Internet.

### Policy:

To promote equitable access to computer and Internet resources, the Library utilizes software to manage computer reservations, time limits and printing. This system requires patrons to enter a valid library card number or visitor's pass number to access a computer. Clifton Park-Halfmoon Library tax district residents who wish to access Library computers on a regular basis are requested to obtain a library card. Visitors may obtain a daily visitor's pass.

In order to ensure the use of computer and Internet resources is consistent with the mission of the library, computer stations will be ~~located where they can be~~ monitored for assistance and security.

All prospective users of Library computer and Internet resources must read and agree to abide by the Computer and Internet Use Policy.

The Library upholds and affirms the right of each individual to have access to constitutionally protected materials. ~~Thus Adults and children 15 years of age and may have full access to the Internet older are responsible for proper use of Library computers and the Internet.~~ Persons under the age of 15 may have full access to the Internet if they obtain written permission from a parent or legal guardian.

The Library may impose reasonable restrictions and conditions on the use of technology available to patrons.

The Library may charge for some services such as printing.

The Library reserves the right to change computer hardware or software offered to the public at any time.

Library computer and Internet resources may be used only for lawful purposes. Examples of unacceptable purposes include but are not limited to:

- Attempting to alter or damage computer or network equipment, software configurations, or files belonging to the Library, other users or external networks
- Attempting unauthorized entry to the Library's computers or network or external networks
- Violation of copyright or communications laws
- Violation of software license agreements

- Transmission of speech not protected by the First Amendment, such as libel and obscenity

The Library strives to balance the rights of patrons to access different information resources with the rights of patrons and staff members to work in a public environment free from harassing sounds and visuals. Patrons are asked to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Respecting the privacy of other users
- Not using computer accounts, access codes, or network identification codes assigned to others

Viewing material of a generally inappropriate or offensive nature, including sexually explicit materials, is not allowed. Any patron viewing content inappropriate for a public building will be asked to leave for the day. If the misuse continues the patron will be banned from using the Internet at the Library.

#### Responsibility:

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

Initial Adoption Date: 9/19/97

Modified Date	Description of Modification
9/20/2004	
9/19/2005	
8/20/2007	
5/14/2012	
10/20/2018	Lowered age from 18 to 15 when parental permission for Internet not required.
<u>9/18/2023</u>	<u>Minor wording changes</u>

## **POLICY 4.5     COMPUTER AND INTERNET USE**

### Need for this Policy:

A policy is needed to ensure appropriate use of public computer and Internet resources.

As part of its mission to meet the needs of the community, the Library provides computers which allow public access to a variety of electronic resources including the library catalog, databases, software and the Internet.

### Policy:

To promote equitable access to computer and Internet resources, the Library utilizes software to manage computer reservations, time limits and printing. This system requires patrons to enter a valid library card number or visitor's pass number to access a computer. Clifton Park-Halfmoon Library tax district residents who wish to access Library computers on a regular basis are requested to obtain a library card. Visitors may obtain a daily visitor's pass.

In order to ensure the use of computer and Internet resources is consistent with the mission of the library, computer stations will be monitored for assistance and security.

All prospective users of Library computer and Internet resources must read and agree to abide by the Computer and Internet Use Policy.

The Library upholds and affirms the right of each individual to have access to constitutionally protected materials. Adults and children 15 years of age may have full access to the Internet. Persons under the age of 15 may have full access to the Internet if they obtain written permission from a parent or legal guardian.

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Viewing material of a generally inappropriate or offensive nature, including sexually explicit materials, is not allowed. Any patron viewing content inappropriate for a public building will be asked to leave for the day. If the misuse continues the patron will be banned from using the Internet at the Library.

Responsibility:

It is the responsibility of the Director and Library staff to enforce this policy.

Initial Adoption Date: 9/19/97

Modified Date	Description of Modification
9/20/2004	
9/19/2005	
8/20/2007	
5/14/2012	
10/20/2018	Lowered age from 18 to 15 when parental permission for Internet not required.
9/18/2023	Minor wording changes



## POLICY 4.6 WIRELESS INTERNET USE

### Need for this Policy:

A policy is needed to ensure patrons' understanding of the Library's wireless Internet resources.

### Policy:

Free wireless Internet access is available at the Library. Patrons who use electronic devices with wireless capabilities may be able to access a wireless connection from inside or around the perimeter of the Library. The Library's Computer and Internet Use Policy #4.5 applies to wireless access.

The Library's wireless network is unencrypted. Data transmitted on unencrypted networks can be monitored or recorded and connected devices may be vulnerable to security attacks. Patrons using the Library's network accept this risk and the Library accepts no responsibility for damage or loss resulting from use of its network. ~~not secure. Information sent from or to a device can be captured by anyone else with a wireless device and the appropriate software, within three hundred feet.~~

Library staff is not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection. The Library assumes no responsibility for the safety of patron's equipment and/or configurations, security, or data files resulting from connection to the Library's network.

### Responsibilities:

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

Initial Adoption Date: 5/14/12

Modified Date	Description of Modification
10/20/2018	Reviewed; no changes
<u>9/18/2023</u>	<u>Revision to wording about access to the wireless networkout unencrypted network</u>

## **POLICY 4.6     WIRELESS INTERNET USE**

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A policy is needed to ensure patrons' understanding of the Library's wireless Internet resources.

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Library staff is not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection. The Library assumes no responsibility for the safety of patron's equipment and/or configurations, security, or data files resulting from connection to the Library's network.

### Responsibilities:

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

Initial Adoption Date: 5/14/12

<b>Modified Date</b>	<b>Description of Modification</b>
10/20/2018	Reviewed; no changes
9/18/2023	Revision to wording about access to the wireless unencrypted network

## Policy 3.19 PUBLIC PARTICIPATION AT BOARD MEETINGS

### Need for this Policy~~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 when recognized by the presiding officer in a civil and courteous manner. All attendees will refrain from abusive language and behavior which will disrupt the public meeting.

### Public Participation

A period for public comment is included at each regular meeting of the Board not to exceed 30 minutes.

During this period, the Board will actively listen and consider each speaker's comments, and will not respond at the meeting. The Board~~but~~ will take such comments under advisement. and, as appropriate~~The Board-~~ 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, and or, restrict the movements of individuals who are using the recording equipment. The presiding officer may or take other steps necessary to preserve the decorum and order of the meeting to and facilitate the conduct of library business.

Initial Adoption Date: 8/21/2023

<u>Modified Date</u>	<u>Description of Modification</u>
<u>9/18/2023</u>	<u>Specified length of public comment period; mMinor wording changes</u>

## **Policy 3.19      PUBLIC PARTICIPATION AT BOARD MEETINGS**

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Initial Adoption Date: 8/21/2023

Modified Date	Description of Modification
9/18/2023	Specified length of public comment period; minor wording changes

## **Policy 3.20    Reconsideration Policy and Procedures**

### Need for this Policy

The purpose of the policy is to provide a process by which an individual resident of the Clifton Park-Halfmoon Public Library Tax District may request the review of Library resources, including but not limited to materials for loan, programs and events, displays and exhibits, and a range of electronic resources.

### Policy

The Clifton Park-Halfmoon Public Library (Library) welcomes and encourages input from members of the public regarding library resources. The Library will accept requests to review or reconsider library resources from individual residents of the Clifton Park-Halfmoon Public Library Tax District. Groups or organizations may not submit a request for reconsideration of library resources. Multiple requests for reconsideration by the same person, for the same resource, will not be considered in a twelve (12) month period.

Requests to review or reconsider resources will be considered within the context of Library policies, including but not limited to the Materials Selection Policy, Programming Policy, the principles outlined in the American Library Association's Library Bill of Rights, Freedom to Read statement, Freedom to View statement, and interpretations of the Library Bill of Rights.

### Procedure

When a patron requests a review or reconsideration of library resources, a "Request for Reconsideration of Library Resources" will consist of the following procedure:

1. A patron who expresses concern will be referred to the staff member designated to respond to questions regarding library resources who will provide a verbal response to the patron.
2. The patron will be advised that if they are not satisfied with the response provided, they may choose to initiate a formal review by completing and submitting a "Request for Reconsideration of Library Resources" form. One form per item/resource must be submitted. Forms will only be accepted from an individual who has spoken with the designated staff member per step 1 above.
3. Completed "Request for Reconsideration of Library Resources" forms will be referred to the Library Director, the Board of Trustees, and legal counsel.
4. A standing committee will be convened to consider the request. The standing committee is comprised of library administrative staff members, a member of the board of trustees and the staff member who originally selected the material, program or other resource.

5. No change in service, program, policy or collection will occur during the review process.
6. The Library Director will review the recommendation of the committee and make a final determination. The Library Director will notify the patron and the Board of Trustees of the decision.
7. If the patron wishes to appeal the Director's decision, a request must be made in writing to the Library Board of Trustees who will evaluate whether or not the Reconsideration Policy and Procedures were followed. If the Reconsideration Policy and Procedures were not followed, then the matter will be returned to the committee with direction to follow the policy and procedures.

Initial Adoption Date: 9/18/2023

## POLICY 4.2 MATERIALS SELECTION POLICY

### Need for this Policy:

The Collection Development and Materials Selection Policy is necessary to provide a framework for the growth and development of collections in support of the Library's mission to provide the space and resources for patrons to be educated, entertained and enriched. The policy is needed to guide staff and inform the public about the principles on which selection is based.

### Policy:

The Library's goal is to provide the community with materials that reflect a wide range of views, expressions, opinions and interests. The Library provides free access to materials in a variety of formats to all patrons. Library patrons make their own choices as to what they will use based on individual interests and concerns. Responsibility for a child's use of library materials lies with his or her parent or guardian.

The Library Board endorses and declares that ~~the Library~~ will adhere to the principles of intellectual freedom adopted by the American Library Association, enumerated in:-

Library Bill of Rights  
Freedom to Read  
Freedom to View  
Interpretations of the Library Bill of Rights

### Scope of the Collection

The scope of the collection refers to the range and type of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for free expression and free access to ideas. The Library's collections will focus on the general patron rather than the researcher. Materials of local significance or value may be digitized to expand access. The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out of print titles.

### Objectives of Selection

Selection may be defined as the decision that must be made to add materials to the collection or to retain materials already in the collection. The primary objectives are:

- To maintain a well-balanced and broad collection of materials for information, reference and research. Emphasis will not be placed on scholarly works, but on materials which will be considered accessible to the general public.
- To provide materials which support educational, cultural and civic activities in the community.
- To collect materials of contemporary significance as well as permanent value.
- To provide materials for recreation and enlightenment.

### Criteria for Selection

Resources are evaluated as a whole and not on the basis of a particular section or sections. A resource will not be excluded from the library's collection because it presents an aspect of life realistically or because of frankness of expression.

While a single standard cannot be applied, potential resources are judged by appropriate criteria. In some instances, these criteria include artistic or literary merit, scholarship or the value of the resource to the informational needs of the community. The Library's decision to acquire material does not constitute endorsement of the material's content.

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable.

- Relevance to community needs
- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Attention of critics and reviewers
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness of material
- Relationship to present collections
- Statement of challenging, original or alternative point of view
- Accessibility for multiple users of electronic formats
- Availability and accessibility of the same resources in other Southern Adirondack Library System member libraries or through interlibrary loan.

#### Responsibility for Selection

Authority and responsibility for the selection of library resources is delegated to the Library Director by the Board of Trustees. At the discretion of the Library Director, staff who are qualified by reason of education, training and experience are given the responsibility to select resources within the framework of this policy.

#### Budget

The materials budget is recommended by the Library Director and approved by the Board of Trustees annually.

#### Suggestions for Additions to the Collection

Patron suggestions are always considered for addition to the collection. Suggested materials are subject to the above selection criteria.

#### Collection Maintenance, Replacement and Weeding:

The process of removing items from the collection is an integral part of collection development. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed in order to maintain the collection's usefulness, currency, relevance and condition. The Library Director and designated staff members are responsible for collection maintenance and for the disposition of withdrawn resources. Withdrawn items may be offered to the Friends of the Library for fundraising purposes, offered to other libraries or non-profit organizations, recycled or discarded.

#### Gifts



Gifts of books and other resources are accepted with the understanding that they may be used or disposed of at the Library's discretion. Gift materials are subject to the same selection criteria as purchased materials.

When a cash gift is given to the Library for the purchase of memorial books or other tributes, the selection will be made by the Library Director or designated staff with consideration given to the donor's wishes.

#### Requests for Reconsideration of Materials

~~Patrons requesting that resources be withdrawn must complete the Request for Reconsideration of Library Materials form and submit it to the Library Director. Once a decision has been made regarding the retention or removal of the material, the Library Director will notify the patron of the results of the reconsideration. If the patron indicates dissatisfaction with the resolution, he/she may appeal to the Library Board.~~

#### Responsibility:

It is the responsibility of the Director to maintain adequate procedures to implement this policy.

Initial Adoption Date: 3/13/1985

Modified Date	Description of Modification
2/15/1993	
4/7/1999	
9/19/2005	
12/18/2017	Expanded the policy to include details on scope, objectives, criteria, responsibility, budget, recommendations, collection maintenance, gifts, and request for reconsideration; removed Library Bill of Rights documents as attachments and referenced them in policy.
<u>9/18/2023</u>	<u>Removed the section on Requests for Reconsideration of Materials to new policy 3.20 Reconsideration Policy and made other minor wording changes.</u>

## **POLICY 4.2 MATERIALS SELECTION POLICY**

### Need for this Policy:

The Collection Development and Materials Selection Policy is necessary to provide a framework for the growth and development of collections in support of the Library's mission to provide the space and resources for patrons to be educated, entertained and enriched. The policy is needed to guide staff and inform the public about the principles on which selection is based.

### Policy:

The Library's goal is to provide the community with materials that reflect a wide range of views, expressions, opinions and interests. The Library provides free access to materials in a variety of formats to all patrons. Library patrons make their own choices as to what they will use based on individual interests and concerns. Responsibility for a child's use of library materials lies with his or her parent or guardian.

The Library Board endorses and declares that the Library will adhere to the principles of intellectual freedom adopted by the American Library Association, enumerated in:

Library Bill of Rights  
Freedom to Read  
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Interpretations of the Library Bill of Rights

### Scope of the Collection

The scope of the collection refers to the range and type of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for free expression and free access to ideas. The Library's collections will focus on the general patron rather than the researcher. Materials of local significance or value may be digitized to expand access. The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out of print titles.

### Objectives of Selection

Selection may be defined as the decision that must be made to add materials to the collection or to retain materials already in the collection. The primary objectives are:

- To maintain a well-balanced and broad collection of materials for information, reference and research. Emphasis will not be placed on scholarly works, but on materials which will be considered accessible to the general public.
- To provide materials which support educational, cultural and civic activities in the community.
- To collect materials of contemporary significance as well as permanent value.
- To provide materials for recreation and enlightenment.

### Criteria for Selection

Resources are evaluated as a whole and not on the basis of a particular section or sections. A resource will not be excluded from the library's collection because it presents an aspect of life realistically or because of frankness of expression.

While a single standard cannot be applied, potential resources are judged by appropriate criteria. In some instances, these criteria include artistic or literary merit, scholarship or the value of the resource to the informational needs of the community. The Library's decision to acquire material does not constitute endorsement of the material's content.

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable.

- Relevance to community needs
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- Contemporary significance, popular interest or permanent value
- Attention of critics and reviewers
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness of material
- Relationship to present collections
- Statement of challenging, original or alternative point of view
- Accessibility for multiple users of electronic formats
- Availability and accessibility of the same resources in other Southern Adirondack Library System member libraries or through interlibrary loan.

#### Responsibility for Selection

Authority and responsibility for the selection of library resources is delegated to the Library Director by the Board of Trustees. At the discretion of the Library Director, staff who are qualified by reason of education, training and experience are given the responsibility to select resources within the framework of this policy.

#### Budget

The materials budget is recommended by the Library Director and approved by the Board of Trustees annually.

#### Suggestions for Additions to the Collection

Patron suggestions are always considered for addition to the collection. Suggested materials are subject to the above selection criteria.

#### Collection Maintenance, Replacement and Weeding

The process of removing items from the collection is an integral part of collection development. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed in order to maintain the collection's usefulness, currency, relevance and condition. The Library Director and designated staff members are responsible for collection maintenance and for the disposition of withdrawn resources. Withdrawn items may be offered to the Friends of the Library for fundraising purposes, offered to other libraries or non-profit organizations, recycled or discarded.

#### Gifts

Gifts of books and other resources are accepted with the understanding that they may be used or disposed of at the Library's discretion. Gift materials are subject to the same selection criteria as purchased materials.

When a cash gift is given to the Library for the purchase of memorial books or other tributes, the selection will be made by the Library Director or designated staff with consideration given to the donor's wishes.

Responsibility:

It is the responsibility of the Director to maintain adequate procedures to implement this policy.

Initial Adoption Date: 3/13/1985

Modified Date	Description of Modification
2/15/1993	
4/7/1999	
9/19/2005	
12/18/2017	Expanded the policy to include details on scope, objectives, criteria, responsibility, budget, recommendations, collection maintenance, gifts, and request for reconsideration; removed Library Bill of Rights documents as attachments and referenced them in policy.
9/18/2023	Removed the section on Requests for Reconsideration of Materials to new policy 3.20 Reconsideration Policy and made other minor wording changes.



Presented by Jim Foster

Feedback and attendance for our Staff Development evening (instead of all day on Veterans Day) has been excellent for the past several years now.

We would like to continue with this format.

**Proposal: close the library on Thursday, November 16<sup>th</sup> at 5:00 PM and conduct a staff training event from 5:00 – 9:00 at the library that evening.**

The event would include three parts: training (long range planning discussions), department meetings, and dinner. Staff would be paid for their time.

There are currently no library programs and no outside meetings/events scheduled that day.