



October 21, 2023 9:00 AM

Board Meeting

The regular meeting of the Board of Trustees will be followed by the Board Retreat

1. *Agenda: Approval or Changes
2. *Minutes of the September 18, 2023 meeting for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. September Financial Statement
 - B. *Warrants
 - #2023-18 September 22, 2023 \$1,185,513.03
 - #2023-19 October 6, 2023 \$181,090.79
6. Friends of the Library Report
7. Director's Report
 - A. Public Service -Jim Foster
 - B. Planning / Communication -Alex Gutelius
 - C. General Updates -Alex Gutelius
8. Committee Reports
 - A. Building & Grounds Committee
 - Building & Grounds Committee Meeting Notes 10-4-2023
 - *Grounds Maintenance Contract Renewal
9. Old Business
10. New Business
11. Executive Session



September 18, 2023 7:15 PM

Present: Brown, Megan; Cantore, Mathew; DiGianni, Jason; McMunn, Maria; Rodger, Ed; Wise, Russell. Also present were Alex Gutelius, Jim Foster, Lisa Oddo, and Joe Gaug, Attorney.

Absent: Suzanne Dugan, Dave Golden, Tom Madison, Stephen Meyer, Purushothaman Srinivasan

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

AGENDA: Ms. McMunn presented the September 18, 2023 agenda for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Wise, to approve the agenda as sent. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Cantore, seconded by Mr. Rodger, to accept the August 21, 2023, minutes as sent. The **Motion** passed unanimously by those present. Ms. Brown chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: The Clifton Park-Halfmoon Public Library 2024 budget vote passed by a margin of 621 votes for the budget and 79 against. The approval margin was 89%. Stephen Meyer and Purushothaman Srinivasan were re-elected as Clifton Park trustees.

TREASURER'S REPORT:

Mr. Cantore presented the Financial Statement for August 2023. He noted page 4 on the financial statement has the breakdown for the children's room renovation. The August Financial Statement was reviewed and received for audit. Mr. Cantore noted we received \$10.30 in miscellaneous patron donations and a commemorative donation of \$50 in memory of Dolores Romanski.

The August 25, 2023, warrant for \$229,685.81 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Ms. Brown, to approve the August 25, 2023, warrant. The **Motion** passed unanimously by those present. The reviewer for the August 25, 2023, warrant was Mr. Wise.



The September 8, 2023 warrant for \$148,298.19 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Ms. Brown, to approve the September 8, 2023, warrant. The **Motion** passed unanimously by those present. The reviewer for the September 8, 2023, warrant was Ms. Brown.

THE FRIENDS: Mr. Foster gave the following report:

1. The Used Book Sale is scheduled for September 29-October 1.
2. The library will be hosting a library school intern this fall. The FOL will pay the intern a \$1,000 stipend upon completion of her internship.
3. The TTOB selection for 2024 is *Lessons in Chemistry* by: Bonnie Garmus

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

1. The construction of the offices in the children's department is complete and staff will be moving back in this week.
2. The ELL classes have been growing and are being offered in a variety of formats and times.
3. Staff continues to offer more programming for adults with disabilities. Popular offerings include: movies, therapy dogs, and adaptable games.

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

1. The PR team recently purchased Flipsnack. This allows for clickable links directly from our website.
2. The fall edition of the CPH *Library Insider* is now available.
3. The Town of Clifton Park, Parks and Recreation fall/winter brochure has an ad for the library to promote winter reading.

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

1. Library vote reminders were sent out via Constant Contact.
2. The SALS construction grant for Phase 3 of the children's library has been submitted.
3. Staff will be moving back into their office space this week. Once that is completed we can move ahead with converting that office space for the Sensory Room project.
4. Ms. Gutelius is working on the fire fighters tax exemption resolution.
5. Kick off to Farm Fest was on Saturday, September 16 and featured Diane Payette and the Fire Safety Bus.



6. Ms. Gutelius presented the proposed closed dates for 2024 and the draft of the 2024 Board meeting schedule.

COMMITTEE REPORTS:

POLICY COMMITTEE: Ms. Brown gave the following report.

Ms. Brown presented and submitted the notes from the August 29 Policy Committee meeting. She noted a policy on Displays and Exhibits in the library is being developed.

Ms. Brown presented Policy 4.4 Library Charges and Fees. This policy provides guidance for Library staff in the levying of fines and fees. This policy was modified 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. Ms. Brown made the **Motion** on behalf of the Policy Committee to approve Policy 4.4 Library Charges and Fees as amended. The **Motion** passed unanimously by those present.

Next, Ms. Brown presented Policy 4.5 Computer and Internet Use. This policy is to ensure appropriate use of public computer and Internet resources. The policy was reviewed and updated with minor wording changes. Ms. Brown made the **Motion** on behalf of the Policy Committee to approve Policy 4.5 Computer and Internet Use as amended. The **Motion** passed unanimously by those present.

Next, Ms. Brown presented Policy 4.6 Wireless Internet Use. This policy is needed to ensure patrons' understanding of the Library's wireless Internet resources. The policy was modified to revise the wording about access to the wireless unencrypted network. Ms. Brown made the **Motion**, on behalf of the Policy Committee to approve Policy 4.6 Wireless Internet Use as amended. The **Motion** passed unanimously by those present.

Next, Ms. Brown presented Policy 3.19 Public Participation at Board Meetings. 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. The policy was modified to specify the length of the public comment period and minor wording changes. Ms. Brown made the **Motion**, on behalf of the Policy Committee to approve Policy 3.19 Public Participation at Board Meetings as amended. The **Motion** passed unanimously by those present.

Next, Ms. Brown presented Policy 3.20 Reconsideration Policy and Procedures. The purpose of this 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. 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. Ms. Brown made the **Motion**, on behalf of the



Policy Committee to approve Policy 3.20 Reconsideration Policy and Procedures as amended. The **Motion** passed unanimously by those present.

Finally, Ms. Brown presented Policy 4.2 Materials Selection Policy. This policy is needed to guide staff and inform the public about the principles on which selection of materials is based. The committee removed the section in the policy on reconsideration of materials as it is replaced with the new Reconsideration Policy and Procedures as well as other minor wording changes. Ms. Brown made the **Motion**, on behalf of the Policy Committee to approve Policy 4.2 Materials Selection Policy as amended. The **Motion** passed unanimously by those present.

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: Mr. Wise gave the following report

The LRP fall retreat is planned for Saturday, October 21 at 9am at the Historic Grooms Tavern. We plan to review the next phases of the long term plan for the library.

PERSONNEL COMMITTEE: No Report

BUILDINGS AND GROUNDS: No Report

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 Ms. Brown, to approve the appointment of Abigail Butcher as Page and Anne Thompson as Clerk. The **Motion** passed unanimously by those present.

Ms. Gutelius presented the Staff Development Night Recommendation. The library will close on Thursday, November 16 from 5-9pm to conduct staff training. Mr. Wise made the **Motion**, seconded by Mr. Cantore to approve closing the



Library on Thursday, November 16 at 5pm for staff training. The **Motion** passed unanimously.

There being no further business, Ms. Brown made the **Motion**, seconded by Mr. DiGianni, to adjourn the meeting. The **Motion** passed unanimously by those present, and the meeting adjourned at 8:11PM.

The next scheduled Board Meeting is Saturday, October 21, 2023, at 9:00am.

DRAFT



CONNECT AND COLLABORATE

Community Partnerships

The Library has long had a close working relationship with the YMCA. We are working to re-connect to community partnerships that have been somewhat dormant since the pandemic, including the YMCA. We are exploring ways that we can re-build that relationship including cross promotion of programming and working together on larger community programs. We hope to hold a joint Library/YMCA Lunar New Year program here in February.

The Chamber of Southern Saratoga (an affiliate of the Capital Region Chamber) held a community business forum at the Library in September entitled "Inside Clifton Park and Halfmoon". A panel spoke about community and economic development, planning, and education. Approximately 75 people attended the program, many of whom were visiting the Library for the first time.





MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Children's Library Renovations

The newly renovated Children's Activity Room opened for programs in early October for the first time since the pandemic. The room looks great, and patrons have been very complimentary of the changes.

We are starting to meet with Synthesis Architects to plan for Phase 3 of the Children's Library Renovations, as well as the Front Entrance project (new door)



Emergency Egress Window

Early in 2023, the Library's Safety Committee recommended that the Board consider installing an emergency egress window or rescue window in the north east corner of the building on the first floor. This recommendation was one of the changes recommended by the Saratoga County Sheriff's department as part of their evaluation of our building for exits in the event of an active attacker.

Synthesis Architects provided the Library with several options, which were narrowed down to two. The B&G Committee reviewed the recommendations in the spring, and had some followup questions about security and alarms. Based on staff recommendations, the B&G Committee recommends that the Board approve installing a 36" wide casement vent



window. It would be alarmed and not accessible from the exterior of the building. The approximate cost of this project is \$6,848.

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES

Programs

Program attendance continues to grow, both for adult and children's programs. To the end of September, the number of programs offered compared to 2022 increased by 36% and attendance is up by 43%.

Some popular programs for September include:

- Kick off to Farm Fest
- Jigsaw Puzzle Swap
- Family Story Time
- Bilingual Family Story Time (Spanish this month)

The Library Scavenger Hunts have been very popular. In September, children were tasked with finding animals in the display window. By patron request, the October scavenger hunt takes children back through various parts of the Children's Library to find Pokémons dressed for Halloween.

The programming for adults with disabilities that was offered over the summer was successful, and is continuing through the Fall. Jim is meeting with representatives from Wildwood and with Heather Green who runs the program for Shen to discuss ways we can make the Library even more welcoming for patrons with special needs.

The Crossing Cultures Pot Luck lunch returned in September after a hiatus due to the pandemic. Over 100 people attended, shared food from their cultures, and socialized.



DEVELOP PEOPLE AND THE ORGANIZATION

Workplace Safety and Loss Prevention Program Update

We met with a representative of Travelers Insurance for a review and evaluation of the recommendations that were developed as part of the NY State Industrial Code Rule 59 consultation. Based on the insurance representative's review and analysis of the documentation we provided, he feels that all of the recommendations have been successfully completed and he will submit the final report to NY State.

As a reminder, the recommendations for the Library included:

- Updating the Safety & Security Manual and the Employee Handbook.
- Include in the Employee Handbook a formal statement outlining the responsibilities by supervisors and employees for safety.
- Update the incident report to include a root cause/corrective action section.
- Create and use a form to conduct safety inspections (we are doing these quarterly). They include areas of concern and actionable items.

Tax Cap Submission

The tax cap form for fiscal year 2024 was submitted to the Office of the State Comptroller on October 13. The maximum tax levy limit that the Library could have proposed and still been within the tax cap is \$5,111,655. The actual levy for 2024 is \$5,103,252.

New York State Retirement

We received the estimated NY State Retirement invoice for 2023. The estimate, due December 15, 2023 is \$246,309. The 2023 budgeted amount for NYS Retirement is \$250,000. For your information, the billing schedule for

Prepared by: Alex Gutelius
Library Director

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Adult Craft Hour	September 19 2023	Adults	14	14			
Beginner English Language Learning (ELL)	September 12 2023	Adults	25	25			
Beginner English Language Learning (ELL)	September 20 2023	Adults	32	32			
Beginner English Language Learning (ELL)	September 13 2023	Adults	35	35			
Beginner English Language Learning (ELL)	September 26 2023	Adults	34	34			
Beginner English Language Learning (ELL)	September 19 2023	Adults	31	31			
Beginner English Language Learning (ELL)	September 27 2023	Adults	38	38			
Book-to-Movie: Where the Crawdads Sing (2022)	September 15 2023	Adults	8	8			
Concert on the Lawn: Scarlett Fever	September 07 2023	Adults	32	25	2	5	
Connecting Threads Quilt Group	September 13 2023	Adults	7	7			
Daytime Book Group	September 21 2023	Adults	11	11			
Download Ebooks, Audiobooks, Magazines, & Stream TV for	September 09 2023	Adults	3	3			
Download Ebooks, Audiobooks, Magazines, & Stream TV for	September 05 2023	Adults	3	3			
English Language Learning (ELL) Evening Class	September 26 2023	Adults	23	23			
English Language Learning (ELL) Evening Class	September 19 2023	Adults	16	16			
English Language Learning (ELL) Evening Class	September 12 2023	Adults	19	19			
First Friday: Egypt Travelogue	September 08 2023	Adults	25	25			
Foreign Film : Return to Seoul (2022)	September 14 2023	Adults	14	14			
Genealogy Assistance	September 07 2023	Adults	5	5			
Getting Started with YouTube	September 13 2023	Adults	6	6			
HYBRID: Demystifying Shakespeare	September 25 2023	Adults	12	5			7
HYBRID: Demystifying Shakespeare	September 18 2023	Adults	13	6			7
HYBRID: Demystifying Shakespeare	September 11 2023	Adults	10	5			5
Inclusable Adult Games	September 19 2023	Adults	10	10			
Jigsaw Puzzle Swap	September 23 2023	Adults	85				
Journaling for Adults	September 06 2023	Adults	21	13			8
Library Resources Scavenger Hunt	September 22 2023	Adults					
Memories to Memoirs	September 19 2023	Adults	10	10			
Memories to Memoirs	September 12 2023	Adults	10	10			
Mindfulness in Nature	September 29 2023	Adults	12	12			
Mysteries & More Book Group	September 12 2023	Adults	6	6			
News Literacy: Identifying Quality News Stories	September 25 2023	Adults	6	6			
Read Digital Newspapers for FREE	September 28 2023	Adults	3	3			
Smartphone Q&A	September 08 2023	Adults	5	5			
Therapy Dogs for Adults	September 20 2023	Adults	14	14			
U.S. Citizenship Class	September 27 2023	Adults	10	10			
U.S. Citizenship Class	September 20 2023	Adults	8	8			
U.S. Citizenship Class	September 13 2023	Adults	9	9			
U.S. Citizenship Class	September 29 2023	Adults	7	7			
U.S. Citizenship Class	September 22 2023	Adults	9	9			
U.S. Citizenship Class	September 15 2023	Adults	7	7			
U.S. Citizenship Class	September 08 2023	Adults	10				10
ZOOM: Intermediate English Language Learning (ELL)	September 28 2023	Adults	21				21
ZOOM: Intermediate English Language Learning (ELL)	September 21 2023	Adults	17				17
ZOOM: Intermediate English Language Learning (ELL)	September 14 2023	Adults	17				17
ZOOM: Supercharge Your Productivity-Part 1	September 13 2023	Adults					
ZOOM: Supercharge Your Productivity-Part 2	September 27 2023	Adults					
Tech Tutoring	Various	Adults	5	5			

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
One-on-One Digital Services Help	Various	Adults	2	2			
Art Cart: Farm Animals	September 05 2023	Children	203			203	
Art Cart: Farm Animals	September 12 2023	Children	175			175	
Art Cart: Farm Animals	September 19 2023	Children	165			165	
Art Cart: Farm Animals	September 26 2023	Children	100			100	
Baby Story Time	September 15 2023	Children	24	13		11	
Bilingual Story Time: Spanish	September 28 2023	Children	48		24	24	
Family PJ Story Time	September 26 2023	Children	13	6		7	
Family Story Time	September 11 2023	Children	69	29		40	
Family Story Time	September 14 2023	Children	73	38		35	
Family Story Time	September 21 2023	Children	57	30		27	
I Spy on the Farm	September	Children					
Music & Motion	September 22 2023	Children	43	20		23	
Reading Therapy Dogs	September 12 2023	Children	11	5		6	
Reading Therapy Dogs	September 28 2023	Children	4	2		2	
Reading Therapy Dogs	September 28 2023	Children	2	1		1	
Wonderful Walkers	September 15 2023	Children	30	16		14	
ZOOM: PJ Story Time	September 12 2023	Children	12	5		7	
Journaling/Creative Writing for Teens	September 19 2023	Teens	8		8		
Middle School Book Club: Full of Beans	September 12 2023	Teens	3		3		
Teen Craft Corner: DIY Locker Clips	September 05 2023	Teens	14		14		
Teen Library Resources Scavenger Hunt	September	Teens	2		2		
D&D Adventure Club!	September 13 2023	Teens Adults	9	2	7		
D&D One-Shot Adventure!	September 16 2023	Teens Adults	2	1	1		
HYBRID: Free Draw with an Illustrator!	September 21 2023	Teens Adults	15	8	1		6
Sensory Friendly Browsing Hour	September 22 2023	General					
Celebrate National Coloring Day!	September 14 2023	General					
Crossing Cultures Potluck Luncheon	September 23 2023	General	104	82	5	17	
Kick-off to Farm Fest	September 16 2023	General	300	150		150	
The Chamber of Southern Saratoga County	September 26 2023	Outreach	75	75			

		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	215	0	0	0	1866	1,816	
	Purged*															
	TOTAL	37,567	37,501	37,343	37,373	37,074	36,972	36,908	36,787	36,226	0	0	0	36,787	37,777	
Circulation	Fiction	Adult	8,676	8,212	9,492	8,783	8,910	9,415	10,397	10,949	9,361	0	0	0	84,195	83,045
		Young Adult	1,383	1,469	1,599	1,623	1,475	1,719	2,089	2,143	1,775	0	0	0	15,275	14,459
		Juvenile	13,544	13,746	15,697	13,990	12,450	15,186	17,374	17,149	13,993	0	0	0	133,129	127,169
	Non-fiction	Adult	5,351	5,138	5,924	5,474	5,543	5,295	5,750	5,850	5,169	0	0	0	49,494	48,211
		Young Adult	13	12	8	8	12	15	25	15	7	0	0	0	115	144
		Juvenile	2,036	1,851	2,085	2,055	1,767	1,737	1,992	2,092	1,543	0	0	0	17,158	16,199
	Audio	Adult	1,199	1,210	1,591	1,326	1,287	1,259	1,381	1,337	1,321	0	0	0	11,911	13,738
		Young Adult	0	18	29	43	0	21	27	35	15	0	0	0	188	339
		Juvenile	436	492	447	483	402	507	687	597	448	0	0	0	4,499	3,511
	DVD	Adult	4,240	4,119	4,519	3,843	3,882	4,025	4,426	4,678	4,102	0	0	0	37,834	40,540
		Juvenile	978	976	1,180	1,087	852	1,093	1,454	1,458	1,114	0	0	0	10,192	10,582
	Digital Media	eaudiobooks	3,795	3,464	3,722	3,479	3,441	3,502	3,666	3,879	3,425	0	0	0	32,373	29,889
		ebooks	3,852	3,461	4,025	3,677	3,726	3,800	3,875	3,500	3,381	0	0	0	33,297	35,505
		Music	110	94	110	110	113	104	113	108	82	0	0	0	944	901
		Serials*	1,258	1,050	1,133	1,144	1,048	1,071	918	1,046	1,324	0	0	0	9,992	8,541
		Comics (hoopla)	65	24	71	69	69	83	88	88	66	0	0	0	623	744
	Streaming Video/TV (hoopla)	358	356	304	336	260	239	285	312	288	288	0	0	0	2,738	3,131
	Other	Serials	473	415	593	469	507	539	606	510	452	0	0	0	4,564	5,200
		CD-ROM / Wii	490	480	504	465	418	522	619	601	465	0	0	0	4,564	3,417
		Uncatalogued	33	18	34	42	41	49	46	53	41	0	0	0	357	400
		Non-traditional	25	207	222	182	164	222	235	212	153	0	0	0	1,622	1,100
		Print	31,003	30,428	34,805	31,933	30,157	33,367	37,627	38,198	31,848	0	0	0	299,366	291,026
		AV	6,853	6,815	7,766	6,782	6,423	6,905	7,975	8,105	7,000	0	0	0	64,624	68,773
		Digital	9,438	8,449	9,365	8,815	8,657	8,799	8,945	8,933	8,566	0	0	0	79,967	73,782
		Other	1,021	1,120	1,353	1,158	1,130	1,332	1,506	1,376	1,111	0	0	0	11,107	10,117
		TOTAL	48,315	46,812	53,289	48,688	46,367	50,403	56,053	56,612	48,525	0	0	0	455,064	449,698
Technology	Database Usage	1,457	2,041	2,076	1,827	1,855	2,144	2,244	2,625	8,580						

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	32	47	0	0	0	351	317
	Teen	12	14	8	17	13	14	12	6	7	0	0	0	103	37
	Child 0-5	22	11	12	13	8	8	2	5	6	0	0	0	87	88
	Child 6-11	3	26	5	19	19	18	40	35	10	0	0	0	175	101
	General	5	4	2	2	2	5	5	2	4	0	0	0	31	16
	One-on-One	9	35	13	14	11	13	8	12	7	0	0	0	122	69
	Grab & Go	30	121	30	35	31	32	0	0	0	0	0	0	279	2,825
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	6
	TOTAL	122	248	114	138	135	126	92	92	81	0	0	0	1,148	3,459
	<i>Attendance</i>														
	Adult	1,265	497	782	554	667	470	367	433	713	0	0	0	5,748	4,112
	Teen	179	96	109	276	145	205	74	195	53	0	0	0	1,332	454
	Child 0-5	753	482	657	574	361	387	57	199	284	0	0	0	3,754	2,991
	Child 6-11	32	1,285	467	279	956	1,438	2,796	2,341	745	0	0	0	10,339	3,998
	General	78	37	329	43	241	794	699	856	404	0	0	0	3,481	5,504
	One-on-One	9	36	13	14	11	14	8	15	7	0	0	0	127	78
	Grab & Go	30	121	30	35	31	32	0	0	0	0	0	0	279	2,835
	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	4,039	2,206	0	0	0	25,060	20,074
Outreach	Events / Programs	6	12	10	9	3	5	6	4	1	0	0	0	56	9
	Attendance	120	454	260	683	117	188	140	77	75	0	0	0	2,114	163
Interlibrary Loan	Borrowed	6,805	6,026	7,032	6,363	6,439	6,335	6,774	6,816	0	0	0	0	52,590	52,101
	Loaned	3,231	2,933	3,536	2,988	3,035	3,070	3,053	3,273	0	0	0	0	25,119	27,249
	TOTAL	10,036	8,959	10,568	9,351	9,474	9,405	9,827	10,089	0	0	0	0	77,709	79,350
Reference	Ask Desk	2,422	2,581	2,589	2,204	2,055	2,101	1,035	2,748	2,241	0	0	0	19,976	19,226
	Children's Library Desk	1,141	1,396	1,300	1,208	1,038	1,676	1,752	1,977	1,211	0	0	0	12,699	10,512
	Computer Support	319	356	361	320	235	305	118	314	308	0	0	0	2,636	1,764
	TOTAL	3,882	4,333	4,250	3,732	3,328	4,082	2,905	5,039	3,760	0	0	0	35,311	31,502
Museum Passes		25	35	33	39	39	77	82	86	51	0	0	0	467	331
Visitors		22,607	20,027	24,201	20,718	20,894	26,328	24,457	26,048	23,202	0	0	0	208,482	171,042
Room Use	<i>Hours</i>														
	Library Programs	541	321	484	221	260	379	178	239	277	0	0	0	2,900	1,559
	Board/FOL/Staff	59	69	79	62	50	81	63	93	32	0	0	0	586	529
	Outside Organizations	176	158	138	437	69	152	91	123	140	0	0	0	1,483	1,178
	Room Checkouts	136	139	176	144	202	148	150	154	180	0	0	0	1,429	1,384
	Outside Organization Meetings/Programs (bookings)	60	52	45	45	48	42	31	42	49	0	0	0	414	272
Collection Size (print & media)	Added	912	919	1,064	899	1,008	722	1,055	1,098	0	0	0	0	7,677	8,356
	Withdrawn	1,407	573	1,052	1,947	2,426	966	805	1,041	0	0	0	0	10,217	9,384
	TOTAL	156,092	156,255	156,311	155,294	153,650	153,796	153,685	153,707	0	0	0	0	153,707	156,923



October 4, 2023

7:00 pm

Committee Members in attendance: Megan Brown, Steve Meyer, Purushothaman Srinivasan

Staff: Alex Gutelius

1. Grounds Maintenance Contract

- Committee reviewed the staff recommendation to review the Grounds Maintenance Contract with Northside Services for an additional year.
- Committee will take the recommendation to the Board at the October 21, 2023 meeting.

2. Egress Window

- Committee discussed the egress window information provided by Synthesis Architects and the answers to the questions regarding safety glass, alarms and locks.
- Committee agreed to include the information about an egress window in the Directors Report presented at the Board meeting and to proceed with the smaller egress window.

3. Parking Lot

- Alex shared a draft RFP for repaving of the parking lot with the Committee.

4. Construction Projects

- Committee reviewed the grant funding for the two construction projects.
- The Front Entrance project is being funded at a 75%/25% match.
- The Children's Library Renovation project application is at a 50%/50% match.

5. Other

- Alex shared some statistics with the board on the usage of the EV Charging stations.

In September 2022, the Library Board approved the first year of a three-year contract with Northside Services for grounds maintenance services including mowing, edging, weeding, cleanup, mulching and maintenance of plants. During the winter months, the services include snow plowing in the parking lot and removal of snow on the sidewalks, as well as salt and calcium chloride applications.

In the first year of the contract, Northside Services has performed well. We have had no problems with their plowing or grounds maintenance services.

The renewal proposal is at the same rate of \$3,350 per month or \$40,200 annually. Salt applications cost an additional \$600 per application, and calcium chloride an additional \$50 per application. If renewed, this would be the second year of the three -year contract ending October 31, 2025.

Recommendation

It is recommended that the contract with Northside Services be renewed for one additional year from November 1, 2023 to October 31, 2024 at the rate of \$3,350 per month and a rate of \$60 per salt application and \$50 per calcium chloride application.

Prepared by: Alexandra Gutelius
Library Director
October 21, 2023