December 18, 2023   7:15 PM   Board Meeting

1. *Agenda: Approval or Changes

2. *Minutes of the November 20, 2023 meeting for approval.

3. Public Comment

4. Board Comment

5. Treasurer's Report
    A. November Financial Statement
    B. *Warrants
        - #2023-22   November 21, 2023 $ 400,963.14
        - #2023-23   December 8, 2023 $ 182,763.54

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
        - Report on Directors Goals

8. Committee Reports
    A. Nominating Committee
    B. Finance Committee
        - Finance Committee Meeting Notes 11-27-2023
        - *2023 Budget Adjustments
        - *Policy 7.1 Generally Accepted Accounting Principles
    C. Policy Committee
        - Policy Committee Meeting Notes 11-28-2023
        - *Policy 4.2 Materials Selection Policy
        - *Policy 5.4 Calendar for Board of Trustees
        - *Policy 7.3 Check Signing Procedures
        - End of Year Report
    D. Long Range Planning Committee
        - Annual Report

9. Old Business
    A. *Amendment to Bylaws
    B. *Firefighter Property Tax Exemption

10. New Business

11. Executive Session
* Items so marked are action items

November 20, 2024   **7:15 PM**

Present: Brown, Megan; Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; Madison, Tom, McMunn, Maria; Meyer, Stephen; Rodger, Ed; Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius, Lisa Oddo, and Joe Gaug, Attorney.

Absent: Dave Golden

Guests: Susan Flint, Marty Schanz

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

AGENDA: Ms. McMunn presented the modified November 20, 2023 agenda for approval. Item 8A Finance Committee Budget Adjustments was removed and Item 8C Schedule Committee meeting times was added. A **Motion** was made by Ms. Brown, seconded by Ms. Dugan, to approve the agenda as modified. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Ms. Dugan, seconded by Mr. Wise, to accept the October 21, 2023, minutes as sent with one correction. Remove Stephen Meyer's name from the October minutes. The **Motion** passed unanimously by those present. Mr. DiGianni and Mr. Meyer chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: None

TREASURER'S REPORT:

Mr. Cantore presented the Financial Statement for October 2023. He noted page 4 on the financial statement has the breakdown for the children's room renovation. The October Financial Statement was reviewed and received for audit. Mr. Cantore noted we received $100.00 donation by Owl Pen for the Local History Room.

The October 25, 2023, warrant for $154,430.15 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Rodger, to approve the October 25, 2023, warrant. The **Motion** passed unanimously by those present. The reviewer for the October 25, 2023, warrant was Ms. McMunn.

The November 8, 2023 warrant for $170,888.47 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Ms. Brown, to approve the November 8, 2023, warrant. The **Motion** passed unanimously by those present. The reviewer for the November 8, 2023, warrant was Ms. Brown.

THE FRIENDS: Ms. Gutelius gave the following report:

1. The FOL held their Board meeting and announced funding projects for next year. They will purchase new hardware for artwork for the relocated art gallery, more tables and chairs for the study area, fund an author visit, and fund the conversion of the IT office to a new sensory space.

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

1. A staff member created a "Tad" graphic for the children's library.
2. Copies of the Trustee handbook were distributed.
3. Staff participated in a walk thru of the property between the Town Park and the Library and discussed possible path options. This project is still in the very early planning stages and no decisions have been made.
4. Ms. Gutelius and Mr. Wise participated in the comprehensive planning meeting with the Town of Halfmoon.
5. Ms. Gutelius reminded Trustees to submit their forms to confirm they participated in two hours of trustee training this year.
6. At Staff Development night staff participated in the early stages of our next long range plan using a World Café format. Staff moved from table to table discussing two questions. The information will be harvested and presented at a later date.

COMMITTEE REPORTS:

Ms. McMunn appointed a nominating committee consisting of Ed Rodger, Stephen Meyer, and Megan Brown to solicit a slate of officers for 2024 for Board President, Vice President, and Treasurer.

Ms. McMunn reminded committee chairs that they need submit their year-end committee reports to Ms. Gutelius by December 11.

Committee meeting times have been scheduled for the Policy Committee on November 28 at 7pm and the Finance Committee on November 27 at

7pm. A Doodle Poll will be sent for dates to schedule a Personnel Committee meeting.

POLICY COMMITTEE: No Report

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: Mr. Wise gave the following report:

Mr. Wise presented and submitted the notes from the November 6 Long Range Planning committee meeting. He shared the 2024 Strategic Planning Process Draft Timeline.

PERSONNEL COMMITTEE: Mr. Rodger gave the following report:

Mr. Rodger presented and submitted the notes from the October 19 Personnel committee meeting. He noted the committee discussed the subject of introducing merit pay. The committee is gathering information and will keep the Board updated on findings. The Employee Handbook has been updated and is being reviewed. Once it is reviewed it will be presented to the Board.

BUILDINGS AND GROUNDS: No Report

FINANCE AND AUDIT: No Report

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS:

A **Motion** was made by Mr. Rodger, seconded by Ms. Brown, to approve the appointment of Maureen Hayes as Substitute Librarian. The **Motion** passed unanimously by those present.

Mr. Cantore presented the Amendment to the By-Laws recommendation. Amendments include adding the Vice-President as an authorized check signer. The board also discussed Article XII – Amendments. The Board discussed a simple majority of the whole board vs. a two-thirds majority vote including vacancies for the adoption of an amendment. There will be no action taken tonight. The changes will be taken under advisement and brought for a vote at the December Board meeting.

Ms. Gutelius presented the Firefighter Property Tax Exemption recommendation. Ms. Gutelius presented a draft resolution for the Clifton Park-Halfmoon Public Library to offer a tax exemption on the primary residence of eligible volunteer firefighters and ambulance workers residing in the library district and who have served a minimum of two years and permitting a property tax exemption of 10%. A public hearing is required prior to the Board passing the resolution. Mr. Cantore noted the public meeting can be held on December 18 at 7:00pm, prior to the regularly scheduled Board meeting. Mr. DiGianni made the **Motion**, seconded by Mr. Wise, to approve the December 18 public meeting for the Firefighter Property Tax Exemption. The **Motion** passed unanimously by those present.

Ms. Gutelius presented the Suspension Appeal request. Mr. Cantore made the **Motion**, seconded by Ms. Brow,n to deny the suspension appeal request. The **Motion** passed unanimously by those present.

There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Srinivasan, to adjourn the meeting. The **Motion** passed unanimously by those present, and the meeting adjourned at 8:22PM.

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

Clifton Park-Halfmoon Public Library
Financial Statement   November 2023

Percentage of Year: 91.67%

RECEIPTS	Adopted Budget Jan 23	Adj Budget	Modified Budget	November	YTD	YTD as % of Budget	Variance
Governmental Income							
4010 Town of Clifton Park	$3,261,597.00	$0.00	$3,261,597.00	$0.00	$3,261,599.53	100.00%	$2.53
4020 Town of Halfmoon	$1,659,423.00	$0.00	$1,659,423.00	$0.00	$1,659,423.68	100.00%	$0.68
4040 LLSA	$16,283.00	$0.00	$16,283.00	$0.00	$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
Subtotal	$4,937,303.00	$0.00	$4,937,303.00	$0.00	$4,939,155.21	100.04%	$1,852.21
Grants							
4110 SALS Programming	$0.00	$0.00	$0.00	$0.00	$3,000.00	0.00%	$3,000.00
4130 NYS Education	$0.00	$0.00	$0.00	$0.00	$270,763.00	0.00%	$270,763.00
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	$12,210.00	135.67%	$3,210.00
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
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	$170.80	0.00%	$170.80
4190 FEMA Grant Income	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$12,600.00	$0.00	$12,600.00	$0.00	$293,602.80	2330.18%	$281,002.80
Donations							
4210 Patron Donations	$1,000.00	$0.00	$1,000.00	$0.00	$298.19	29.82%	-$701.81
4220 Friends - Unspecified	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
4230 Commemorative	$0.00	$0.00	$0.00	$0.00	$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
Subtotal	$1,000.00	$0.00	$1,000.00	$0.00	$3,448.19	344.82%	$2,448.19
Interest							
4310 Investment Income	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
4320 Unrealized Gain/Loss on Investment	$0.00	$0.00	$0.00	$0.00	($426.48)	0.00%	-$426.48
4330 Bank Interest Income	$1,000.00	$0.00	$1,000.00	$1,902.01	$19,171.56	1917.16%	$18,171.56
Subtotal	$1,000.00	$0.00	$1,000.00	$1,902.01	$18,745.08	1874.51%	$17,745.08
Other Income							
4410 Fines	$10,000.00	$0.00	$10,000.00	$1,855.44	$25,685.92	256.86%	$15,685.92
4420 Library Fees - Lost & Damaged	$5,000.00	$0.00	$5,000.00	$414.52	$4,269.71	85.39%	-$730.29
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	$603.65	$9,458.86	61.02%	-$6,041.14
4450 Other	$0.00	$0.00	$0.00	$111.13	$977.25	0.00%	$977.25
Subtotal	$30,500.00	$0.00	$30,500.00	$2,984.74	$40,442.18	132.60%	$9,942.18
Total Receipts	$4,982,403.00	$0.00	$4,982,403.00	$4,886.75	$5,295,393.46	106.28%	$312,990.46
Applied Fund Balance	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Total Receipts including Appropriations	$4,982,403.00	$0.00	$4,982,403.00	$4,886.75	$5,295,393.46	106.28%	$312,990.46

Clifton Park-Halfmoon Public Library
Financial Statement   November 2023

Percentage of Year: 91.67%

DISBURSEMENTS	Adopted Budget Jan 23	Adj Budget	Modified Budget	November	YTD	YTD as % of Budget	Variance
Personnel							
7010 Salaries - Personnel	$2,392,533.00	$0.00	$2,392,533.00	$263,801.30	$1,982,540.24	82.86%	$409,992.76
7013 Contracted Services	$1,000.00	$0.00	$1,000.00	$0.00	$1,200.00	120.00%	-$200.00
7200 Insurance	$140,246.00	$0.00	$140,246.00	$9,777.93	$167,019.27	119.09%	-$26,773.27
7270 Employee Public Relations	$0.00	$0.00	$0.00	$1,665.14	$7,392.50	0.00%	-$7,392.50
7300 Benefits - Taxes	$181,636.00	$0.00	$181,636.00	$19,189.61	$144,471.44	79.54%	$37,164.56
7400 Benefits - Retirement	$250,000.00	$0.00	$250,000.00	$246,309.00	$302,704.00	121.08%	-$52,704.00
7500 Benefits - Pass through	$0.00	$0.00	$0.00	-$7,885.04	($9,089.34)	0.00%	$9,089.34
Subtotal	$2,965,415.00	$0.00	$2,965,415.00	$532,857.94	$2,596,238.11	87.55%	$369,176.89
Library Materials							
6010 Books	$161,438.00	$0.00	$161,438.00	$16,870.55	$131,939.67	81.73%	$29,498.33
6020 Periodicals	$14,000.00	$0.00	$14,000.00	$7,400.08	$22,389.39	159.92%	-$8,389.39
6030 AV	$57,000.00	$0.00	$57,000.00	$6,620.56	$47,064.34	82.57%	$9,935.66
6050 Digital Resources	$113,500.00	$0.00	$113,500.00	$7,454.10	$101,478.76	89.41%	$12,021.24
60000 Other	$0.00	$0.00	$0.00	$0.00	$840.88	0.00%	-$840.88
Subtotal	$345,938.00	$0.00	$345,938.00	$38,345.29	$303,713.04	87.79%	$42,224.96
Facility & Equipment							
6110 Bldg Svc Contracts	$213,022.00	$0.00	$213,022.00	$24,669.13	$196,254.29	92.13%	$16,767.71
6130 Office Equip	$5,500.00	$0.00	$5,500.00	$0.00	$6,464.50	117.54%	-$964.50
6140 Facility Insurance	$50,000.00	$0.00	$50,000.00	$0.00	$46,637.00	93.27%	$3,363.00
6150 Repairs - Bldg & Equipment	$46,000.00	$0.00	$46,000.00	$3,304.31	$190,944.66	415.10%	-$144,944.66
6160 Equipment Lease Expense	$28,050.00	$0.00	$28,050.00	$2,257.72	$25,286.43	90.15%	$2,763.57
61000 Other Fac & Equip	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$342,572.00	$0.00	$342,572.00	$30,231.16	$465,586.88	135.91%	-$123,014.88
Operations							
6200 Programs	$46,920.00	$0.00	$46,920.00	$10,126.64	$50,967.59	108.63%	-$4,047.59
6510 Automation	$225,000.00	$0.00	$225,000.00	$34,967.85	$219,711.03	97.65%	$5,288.97
6515 Custodial Supp	$9,000.00	$0.00	$9,000.00	$518.58	$8,705.87	96.73%	$294.13
6520 Elections	$5,500.00	$0.00	$5,500.00	$0.00	$2,868.06	52.15%	$2,631.94
6521 Insurance - D & O	$1,111.00	$0.00	$1,111.00	$0.00	$2,003.00	180.29%	-$892.00
6525 Membership Dues	$4,500.00	$0.00	$4,500.00	$0.00	$4,478.00	99.51%	$22.00
6530 Office & Lib Supplies	$22,500.00	$0.00	$22,500.00	$2,476.09	$24,308.90	108.04%	-$1,808.90
6540 Postage & Freight	$6,500.00	$0.00	$6,500.00	$66.69	$4,548.61	69.98%	$1,951.39
6545 Professional Services	$33,000.00	$0.00	$33,000.00	$1,150.00	$105,105.93	318.50%	-$72,105.93
6551 PR & Printing	$11,000.00	$0.00	$11,000.00	$543.73	$11,688.60	106.26%	-$688.60
6556 Travel & Continuing Ed	$15,000.00	$0.00	$15,000.00	$2,989.56	$15,850.28	105.67%	-$850.28
6575 Utilities	$100,000.00	$0.00	$100,000.00	$5,453.95	$90,084.58	90.08%	$9,915.42
6576 Building Security	$100,980.00	$0.00	$100,980.00	$18,648.35	$95,620.82	94.69%	$5,359.18
6581 Other Operational	$7,085.00	$0.00	$7,085.00	$2,305.60	$4,651.22	65.65%	$2,433.78
Subtotal	$588,096.00	$0.00	$588,096.00	$79,247.04	$640,592.49	108.93%	-$52,496.49
Bonds							
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	$236,600.00	100.00%	$0.00
Subtotal	$740,382.00	$0.00	$740,382.00	$0.00	$740,381.65	100.00%	$0.35
Other Expense Types							
	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Total Disbursements	$4,982,403.00	$0.00	$4,982,403.00	$680,681.43	$4,746,512.17	95.27%	$235,890.83

Percentage of Year: 91.67%

Cash – Bank Balances	
1040 Petty Checking	$224.25
1050 Petty Cash	$714.58
1051 Key Checking	$100,244.63
1052 Key MM Savings	$895,764.22
1055 Pioneer Checking	$116,891.74
1056 Pioneer MM Savings	$1,646,603.09
1060 Unemployment Fund Bond	$111,472.63
TTL CASH	$2,871,915.14
1100 Accounts Receivable	$1,796.70
12000 Undeposited Funds	$0.00
13000 Prepaid Expense	$0.00
Fixed Assets	$0.00
TTL ASSETS	$2,873,711.84
1071 Accrued credit card	$11,638.53
2000 Accounts Payable	$54,417.98
21000 Accrued Pay	$0.00
24000 Payroll Liab	$0.00
24100 Accrued Leave and Payroll	$0.00
24200 Accrued Expense	$0.00
TTL LIABILITIES	$66,056.51
TTL EQUITY	$2,807,655.33
	$0.00
TTL LIAB & EQUITY	$2,873,711.84

Fund Balance Reconciliation	
Year to Date Revenues	$5,295,393.46
Year to Date Expenses	−$4,746,512.17
Net Change	$548,881.29

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

Net Fixed Assets

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

Reconciliation

Prior Month Fund Balance	$2,258,774.04
+ Net change (revenues - expenses)	$548,881.29
Subtotal	$2,807,655.33
- Total Cash	-$2,871,915.14
Accounts Payable	$54,417.98
Accounts Receivable	-$1,796.70
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	$11,638.53
Fixed Assets	$0.00
Balance	$0.00

Children's Reno - Month: November 2023

Account	Account Budget Jan 2023	Month Amount	YTD Total	Percent of YTD Budget
6150 Repairs - Bldg & Equipment				
Children's Library Reno 2023		$ -	$ 152,415.28	331.34%
Regular 6150 Repairs		$ 3,304.31	$ 38,529.38	83.76%
Total	$ 46,000.00	$ 3,304.31	$ 190,944.66	415.10%
6540 Postage & Freight				
Children's Library Reno 2023		$ -	$ 1,620.89	24.94%
Regular 6540 Postage		$ 66.69	$ 2,927.72	45.04%
Total	$ 6,500.00	$ 66.69	$ 4,548.61	69.98%
6545 Professional Services				
Children's Library Reno 2023		$ -	$ 79,627.13	241.29%
Regular 6545 Professional Svcs		$ 1,150.00	$ 25,478.80	77.21%
Total	$ 33,000.00	$ 1,150.00	$ 105,105.93	318.50%

CLIFTON PARK HALFMOON PUBLIC LIBRARY

CONNECT AND COLLABORATE

Communications
- To date in 2023, over 7,000 monthly program brochures have been printed and distributed.

- Beginning in January, the program brochure will move back to a bi-monthly format.

Website and social media
- The most popular post on Facebook in the last month was the ELL display case highlights, with a reach of 1,928.

- The top Instagram post was the Staff Picks reel with a reach of 577.

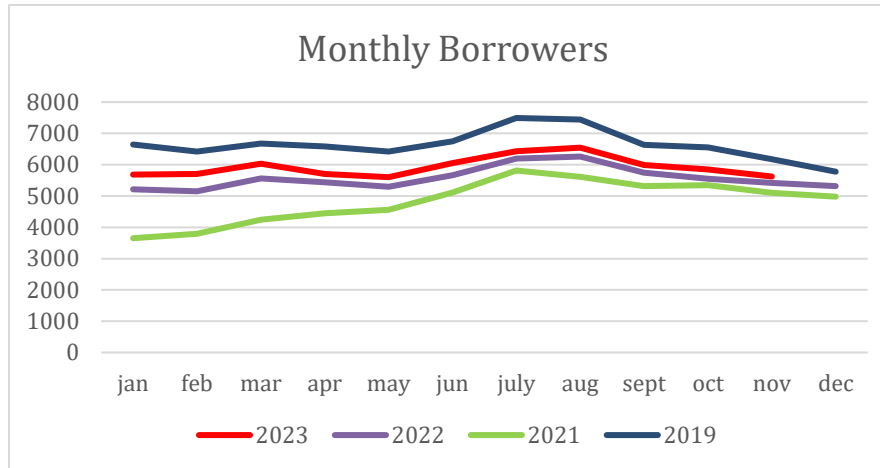## MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Outreach
- The annual "Books for Babies" outreach program sponsored by the Friends of the Library took place the week of November 6th. A picture book and packet of information on reading to children is included in the packet. 54 packets were distributed to parents and grandparents.

Veteran Thank You Cards
- Cards and supplies were made available for the public to write a thank you card to veterans, which were then delivered to local Veteran's organizations.

Borrowers
- The number of borrower each month continues to increase, but has not yet reached pre-pandemic numbers. Throughout 2023 the number of borrowers ranged from low of 5,623 in November to a high of 6,545 in August.
- Pre-pandemic (2019) the number of borrowers per month ranged from a low of 5,777 in December to a high of 7,440 in August.
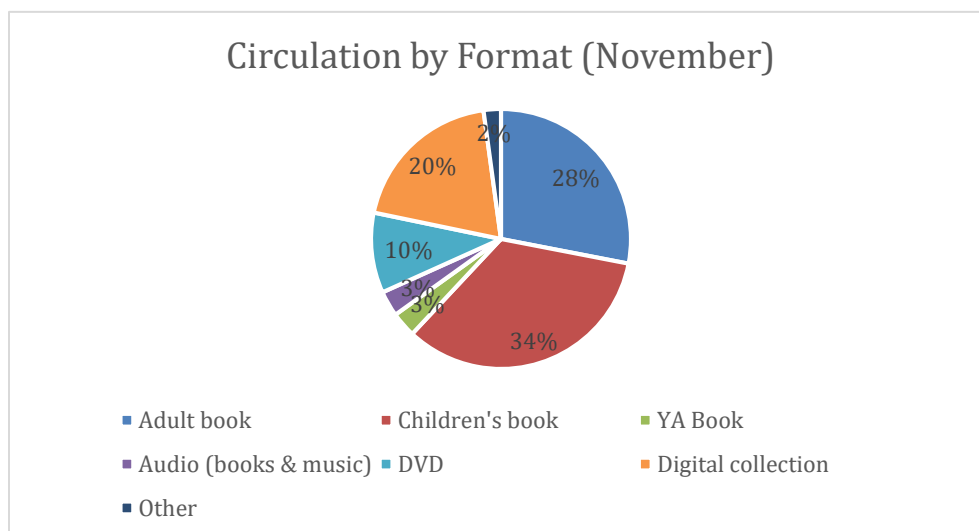
CLIFTON PARK HALFMOON PUBLIC LIBRARY

Monthly Borrowers

Line chart showing Monthly Borrowers (jan–dec) with lines for 2023 (red), 2022 (purple), 2021 (green), and 2019 (blue).

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVCIES

Programs

- Passive programs continue to be very popular. In November 65 teens created bean Mosaic Art, and 851 children utilized the art cart in the Children's Library to create a bear craft. 475 bear scavenger hunt sheets were picked up in the Children's Library for children to search for hidden pictures of famous bears from favorite books.

- The Jigsaw puzzle swap is a popular monthly event, and beginning in January it will become a Jigsaw Puzzle and Board Game Swap.

Collections

- Collection use is increasing overall, with growth in use of print fiction, eaudiobooks, and digital magazines and declines in DVD use.

Circulation by Format (November)

Pie chart showing Circulation by Format (November): Adult book 28%, Children's book 34%, YA Book 3%, Audio (books & music) 3%, DVD 10%, Digital collection 20%, Other 2%.

DEVELOP PEOPLE AND THE ORGANIZATION

Conferences

- Seven staff members attended various days of the NYLA Conference from November 1st - 4th in Saratoga Springs.   When the conference is local, more staff are able to attend. The conference will take place in Syracuse in 2024.

- The 2024 PLA Conference will be taking place in Columbus, Ohio from April 3rd-5th. Once approximate travel costs are known, we will determine how many staff members will attend.

Continuing Education

- Two clerks have been attending the NYLA Library Skills Academy which has been reworked into an online format. The program consists of six 90-minute live webinars that take place over the course of six weeks. The topics include reference services, public/customer service, technical services, the library in the community, outreach, promotions, and advocacy.

Prepared by: Alex Gutelius
          Library Director

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Appy Hour: Shopping	November 14 2023	Adults	5	5			
Basic Computer Skills	November 06 2023	Adults	3	3			
Basic Computer Skills	November 30 2023	Adults	4	4			
Basic Computer Skills	November 16 2023	Adults	4	4			
Basic Computer Skills	November 09 2023	Adults	3	3			
Beginner English Language Learning (ELL)	November 14 2023	Adults	32	32			
Beginner English Language Learning (ELL)	November 07 2023	Adults	41	41			
Beginner English Language Learning (ELL)	November 15 2023	Adults	34	34			
Beginner English Language Learning (ELL)	November 08 2023	Adults	37	37			
Beginner English Language Learning (ELL)	November 01 2023	Adults	38	38			
Book-to-Movie	November 10 2023	Adults	6	6			
Citizenship Class Ceremony	November 15 2023	Adults	15	12		3	
Citizenship Class Ceremony	November 17 2023	Adults	8	8			
Concert: Melanie Chirignan and Scott Hill	November 12 2023	Adults	43	36	2	5	
Connecting Threads Quilt Group	November 08 2023	Adults	7	7			
Crafty Adults: Coffee Mug Painting	November 14 2023	Adults	17	17			
Crafty Adults: Iris Card Folding	November 13 2023	Adults	12	12			
Download Ebooks, Audiobooks, Magazines, & Stream TV for	November 21 2023	Adults	4	4			
ELL Computer Skills Class	November 16 2023	Adults	4	4			
ELL Computer Skills Class	November 09 2023	Adults	4	4			
ELL Computer Skills Class	November 02 2023	Adults	3	3			
ELL Computer Skills Class	November 30 2023	Adults	2	2			
ELL Volunteer Training	November 28 2023	Adults	7	7			
English Language Learning (ELL) Evening Class	November 14 2023	Adults	14	14			
English Language Learning (ELL) Evening Class	November 07 2023	Adults	17	17			
Find Your Next Read Like A Pro!	November 10 2023	Adults	6	6			
First Friday: "Bacon Hill: A Forgotten Crossroads"	November 03 2023	Adults	29	29			
Foreign Film: One Fine Morning (2022)	November 09 2023	Adults	13	13			
Genealogy Assistance	November 02 2023	Adults	5	5			
HYBRID: Using Google Photo App	November 29 2023	Adults	11	5			6
HYBRID: Daytime Book Group	November 16 2023	Adults	8	8			
Inclusible Adult Games	November 14 2023	Adults	1	1			
Inspiration Place: Mixed Media Fall Landscapes	November 08 2023	Adults	16	16			
Jigsaw Puzzle Swap	November 18 2023	Adults	109				109
Journaling for Adults	November 01 2023	Adults	16	3	1		12
Learn How to Read Digital Newspapers for FREE	November 07 2023	Adults					
Mysteries & More Book Group	November 14 2023	Adults	5	5			
News Literacy: Conspiracy Theories	November 27 2023	Adults	8	8			
Online Shopping	November 08 2023	Adults	4	4			
Senior Forum	November 29 2023	Adults	1	1			
Shopping on Amazon	November 15 2023	Adults	3	3			
Smartphone Q&A	November 21 2023	Adults	2	2			
The Gilded Age Returns to Troy, NY	November 08 2023	Adults	35	35			
U.S. Citizenship Class	November 01 2023	Adults	7	7			
U.S. Citizenship Class	November 03 2023	Adults	6	6			
Wednesday Bridges	November 01 2023	Adults	8	8			
ZOOM: Free Draw Series	November 15 2023	Adults	4	3	1		
ZOOM: Free Draw Series	November 01 2023	Adults	4	4			

Clifton Park – Halfmoon Public Library
Program Statistics – November 2023

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
ZOOM: Google's Looker Studio	November 15 2023	Adults	1				1
ZOOM: Intermediate English Language Learning (ELL)	November 16 2023	Adults	11	11			
ZOOM: Intermediate English Language Learning (ELL)	November 09 2023	Adults	13	13			
ZOOM: Intermediate English Language Learning (ELL)	November 02 2023	Adults	13	13			
ZOOM: Mindfulness Meditation	November 24 2023	Adults	20				20
ZOOM: Mindfulness Meditation	November 17 2023	Adults	20				20
ZOOM: Mindfulness Meditation	November 10 2023	Adults	18				18
Baby Story Time	November 10 2023	Children	25	14		11	
Bilingual Story Time: Spanish	November 16 2023	Children	54	25		29	
Family PJ Story Time	November 21 2023	Children	14	7		7	
Family Story Time	November 06 2023	Children	78	23		55	
Family Story Time	November 13 2023	Children	71	33		38	
Family Story Time	November 02 2023	Children	56	23		33	
Family Story Time	November 27 2023	Children	53	22		31	
Family Story Time	November 30 2023	Children	59	31		28	
Family Story Time	November 09 2023	Children	44	18		26	
Family Story Time	November 20 2023	Children	39	18		21	
Music & Motion	November 17 2023	Children	78	33		45	
Preschool Story Time & Craft	November 29 2023	Children	14	7		7	
Preschool Story Time & Craft	November 15 2023	Children	31	16		15	
Preschool Story Time & Craft	November 08 2023	Children	24	11		13	
Preschool Story Time & Craft	November 01 2023	Children	6			6	
Wonderful Walkers	November 10 2023	Children	34	18		16	
Battle of the Books Meeting	November 14 2023	Children	10			10	
Art Cart: Bear Craft	November 03 2023	Children	851			851	
Meet our Robots: Dash and Dot!	November 08 2023	Children	9			9	
Meet our Robots: Dash and Dot!	November 01 2023	Children	8			8	
Reading Therapy Dogs	November 21 2023	Children	3	1		2	
Reading Therapy Dogs	November 21 2023	Children	3	1		2	
Reading Therapy Dogs	November 21 2023	Children	4	2		2	
Reading Therapy Dogs	November 21 2023	Children	2	1		1	
November Coloring Pages	November 30 2023	Children					
We're Going on a Bear Scavenger Hunt!	November 29 2023	Children	475			475	
ZOOM: PJ Story Time	November 07 2023	Children	20	10		10	
Middle School Book Club: The Worst Class Trip Ever	November 21 2023	Teens	3		3		
Teen Craft Corner: Bean Mosaic Art	November 01 2023	Teens	65		65		
Teen Video Game Night	November 02 2023	Teens	11		11		
D&D Adventure Club!	November 15 2023	Teens|Adults	7	1	6		
D&D One-Shot Adventure!	November 29 2023	Teens|Adults	6	3	3		
Relax & Stretch Yoga	November 18 2023	Teens|Adults	2	2			
ZOOM: Tabletop Roleplaying Games (TTRPG) Guild	November 17 2023	Teens|Adults	2	2			
Tech Tutoring	November 10 2023	Adults	10	10			
Thankful Tree	November 06 2023	General	396	100	25	271	

Clifton Park – Halfmoon Public Library
Program Statistics – November 2023

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Veteran Thank You Cards	November 09 2023	General	65	18		47	
Helping Hands Outreach	November 17 2023	Outreach	49	11		38	
Books for Babies	November 12 2023	Outreach	54	54			
Reading Garden Story Walk		Children					
Adult Grab & Go: Fall Bunting	November 18 2023	Grab & Go	30	30			

Clifton Park-Halfmoon Public Library
2023 Activity Report

			January	February	March	April	May	June	July	August	September	October	November	December	YTD 2023	YTD 2022
Borrowers		New	226	197	180	188	135	229	246	250	215	182	161	0	**2209**	2,209
		Purged*														
		TOTAL	37,567	37,501	37,343	37,373	37,074	36,972	36,908	36,787	36,226	36,101	35,981	0	**35,981**	37,613
Circulation	*Fiction*	Adult	8,676	8,212	9,492	8,783	8,910	9,415	10,397	10,949	9,361	8,902	8,328	0	**101,425**	99,948
		Young Adult	1,383	1,469	1,599	1,623	1,475	1,719	2,089	2,143	1,775	1,503	1,479	0	**18,257**	17,227
		Juvenile	13,544	13,746	15,697	13,990	12,450	15,186	17,374	17,149	13,993	14,391	14,494	0	**162,014**	154,257
	Non-fiction	Adult	5,351	5,138	5,924	5,474	5,543	5,295	5,750	5,850	5,169	5,326	5,126	0	**59,946**	58,041
		Young Adult	13	12	8	8	12	15	25	15	7	11	21	0	**147**	172
		Juvenile	2,036	1,851	2,085	2,055	1,767	1,737	1,992	2,092	1,543	1,618	1,785	0	**20,561**	19,589
	Audio	Adult	1,199	1,210	1,591	1,326	1,287	1,259	1,381	1,337	1,321	1,197	1,002	0	**14,110**	16,493
		Young Adult	0	18	29	43	0	21	27	35	15	8	19	0	**215**	371
		Juvenile	436	492	447	483	402	507	687	597	448	483	500	0	**5,482**	4,347
	DVD	Adult	4,240	4,119	4,519	3,843	3,882	4,025	4,426	4,678	4,102	4,213	3,916	0	**45,963**	48,843
		Juvenile	978	976	1,180	1,087	852	1,093	1,454	1,458	1,114	974	879	0	**12,045**	12,637
	Digital Media	eaudiobooks	3,795	3,464	3,722	3,479	3,441	3,502	3,666	3,879	3,425	3,726	3,402	0	**39,501**	36,420
		ebooks	3,852	3,461	4,025	3,677	3,726	3,800	3,875	3,500	3,381	3,418	2,907	0	**39,622**	42,708
		Music	110	94	110	110	113	104	113	108	82	105	106	0	**1,155**	1,148
		Serials*	1,258	1,050	1,133	1,144	1,048	1,071	918	1,046	1,324	2,644	2,613	0	**15,249**	10,969
		Comics (hoopla)	65	24	71	69	69	83	88	88	66	67	80	0	**770**	848
		Streaming Video/TV (hoopla)	358	356	304	336	260	239	285	312	288	298	287	0	**3,323**	3,892
	Other	Serials	473	415	593	469	507	539	606	510	452	498	451	0	**5,513**	6,152
		CD-ROM / Wii	490	480	504	465	418	522	619	601	465	440	380	0	**5,384**	4,255
		Uncatalogued	33	18	34	42	41	49	46	53	41	40	50	0	**447**	476
		Non-traditional	25	207	222	182	164	222	235	212	153	135	154	0	**1,911**	1,379
		Print	31,003	30,428	34,805	31,933	30,157	33,367	37,627	38,198	31,848	31,751	31,233	0	**362,350**	351,033
		AV	6,853	6,815	7,766	6,782	6,423	6,905	7,975	8,105	7,000	6,875	6,316	0	**77,815**	82,754
		Digital	9,438	8,449	9,365	8,815	8,657	8,799	8,945	8,933	8,566	10,258	9,395	0	**99,620**	97,056
		Other	1,021	1,120	1,353	1,158	1,130	1,332	1,506	1,376	1,111	1,113	1,035	0	**13,255**	12,262
		TOTAL	48,315	46,812	53,289	48,688	46,367	50,403	56,053	56,612	48,525	49,997	47,979	0	**553,040**	543,105
Technology		Database Usage	1,457	2,041	2,076	1,827	1,855	2,144	2,244	2,625	8,580	9,912	9,423	0	**44,184**	11,361
		Computer Use (sessions)	1,427	1,395	1,502	1,454	1,385	1,504	1,540	1,807	1,649	1,528	1,462	0	**16,653**	15,297
		Wireless Use	4,626	4,211	4,816	4,626	4,589	5,550	4,315	4,913	4,869	4,806	4,451	0	**51,772**	43,552
		PAC Use	15,211	13,396	14,902	13,877	13,778	14,160	15,395	13,877	14,098	14,820	13,652	0	**157,166**	160,239
		Website Visits	27,115	24,705	26,650	23,857	23,411	27,264	39,240	42,231	38,375	37,200	35,649	0	**345,697**	253,004
		iPad/Laptop/Device Use	4	13	19	11	17	0	5	0	0	24	9	0	**102**	129
		Fax 24/7 Use	0	0	0	0	0	0	0	0	0	0	0	0	**0**	110

Clifton Park-Halfmoon Public Library
2023 Activity Report

		January	February	March	April	May	June	July	August	September	October	November	December	YTD 2023	YTD 2022
Programming	*Number of Programs*														
	Adult	41	37	44	38	51	36	25	32	47	66	55	0	**472**	419
	Teen	12	14	8	17	13	14	12	6	7	11	9	0	**123**	53
	Child 0-5	22	11	12	13	8	8	2	5	6	17	16	0	**120**	108
	Child 6-11	3	26	5	19	19	18	40	35	10	20	12	0	**207**	130
	General	5	4	2	2	2	5	5	2	4	5	2	0	**38**	19
	One-on-One	9	35	13	14	11	13	8	12	7	1	9	0	**132**	106
	Grab & Go	30	121	30	35	31	32	0	0	0	100	30	0	**409**	2,956
	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	220	133	0	**1,501**	3,797
	Attendance														
	Adult	1,265	497	782	554	667	470	367	433	713	1,068	761	0	**7,577**	5,699
	Teen	179	96	109	276	145	205	74	195	53	149	123	0	**1,604**	552
	Child 0-5	753	482	657	574	361	387	57	199	284	659	680	0	**5,093**	3,756
	Child 6-11	32	1,285	467	279	956	1,438	2,796	2,341	745	1,858	1,390	0	**13,587**	4,742
	General	78	37	329	43	241	794	699	856	404	316	461	0	**4,258**	5,958
	One-on-One	9	36	13	14	11	14	8	15	7	2	10	0	**139**	120
	Grab & Go	30	121	30	35	31	32	0	0	0	100	30	0	**409**	2,966
	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	4,152	3,455	0	**32,667**	23,895
Outreach	Events / Programs	6	12	10	9	3	5	6	4	1	8	2	0	**66**	13
	Attendance	120	454	260	683	117	188	140	77	75	1,925	103	0	**4,142**	1,546
Interlibrary Loan	Borrowed	6,805	6,026	7,032	6,363	6,439	6,335	6,774	6,816	6,174	6,353	6,204	0	**71,321**	65,157
	Loaned	3,231	2,933	3,536	2,988	3,035	3,070	3,053	3,273	3,288	3,209	3,136	0	**34,752**	32,947
	TOTAL	10,036	8,959	10,568	9,351	9,474	9,405	9,827	10,089	9,462	9,562	9,340	0	**106,073**	98,104
Reference	Ask Desk	2,422	2,581	2,589	2,204	2,055	2,101	1,035	2,748	2,241	2,015	2,007	0	**23,998**	23,459
	Children's Library Desk	1,141	1,396	1,300	1,208	1,038	1,676	1,752	1,977	1,211	1,287	1,202	0	**15,188**	12,622
	Computer Support	319	356	361	320	235	305	118	314	308	284	253	0	**3,173**	2,357
	TOTAL	3,882	4,333	4,250	3,732	3,328	4,082	2,905	5,039	3,760	3,586	3,462	0	**42,359**	38,438
Museum Passes		25	35	33	39	39	77	82	86	51	56	43	0	**566**	397
Visitors		22,607	20,027	24,201	20,718	20,894	26,328	24,457	26,048	23,202	23,206	21,675	0	**253,363**	217,281
Room Use	*Hours*														
	Library Programs	541	321	484	221	260	379	178	239	277	447	300	0	**3,647**	2,092
	Board/FOL/Staff	59	69	79	62	50	81	63	93	32	37	49	0	**671**	652
	Outside Organizations	176	158	138	437	69	152	91	123	140	132	212	0	**1,827**	1,459
	Room Checkouts	136	139	176	144	202	148	150	154	180	165	161	0	**1,755**	1,699
Outside Organization Meetings/Programs *(bookings)*		60	52	45	45	48	42	31	42	49	56	63	0	**533**	352
Collection Size (print & media)	Added	912	919	1,064	899	1,008	722	1,055	1,098	902	1,024	1,187	0	**10,790**	9,827
	Withdrawn	1,407	573	1,052	1,947	2,426	966	805	1,041	2,022	1,334	1,522	0	**15,095**	10,604
	TOTAL	156,092	156,255	156,311	155,294	153,650	153,796	153,685	153,707	152,511	152,196	149,394	0	**149,394**	157,510

Update on the progress made toward Director's goals approved by the Board of Trustees in February 2023.

Duties of the Library Director

The following goals have been set for the director according to Policy 6.1 and reflect the director's responsibility for all aspects of the library's operation in accordance with the mission and strategic vision of the library and include but are not limited to:

- Determining the annual priorities and goals of the Library in conjunction with the Board.
- Determining staffing needs, hiring, supervising, and appraising staff.
- Setting the overall programs and services of the Library.
- Proposing and monitoring annual budgets.
- Overseeing the care and maintenance of library facilities.
- Coordinating beneficial partnerships and associations with other libraries and library groups, community organizations, and schools.
- Providing the Board with necessary information, data and support for its activities.

Operational Goals

The following goals are suggested below and provide additional detail for the above duties.

1. Work with the Library Board committees, administration team, and staff to develop a 2024 budget that supports the Board vision, mission, and goals, and is supported by the tax district voters.
    - A draft 2024 budget was developed that supports the goals of the Strategic Plan, is tax cap compliant, and was approved by the Library Board at the June meeting.
    - The budget was approved by the district voters in September.
    - The 2022 audit was completed by Cusack & Co., and presented to the Board in February. Recommendations from the audit included:
        - There were various outstanding checks on the bank reconciliation dating back to 2020 and 2021. Business Office staff are now reviewing outstanding checks on a monthly basis and written off every six months.
        - Employees were carrying more vacation accrual than allowed by policy. This had happened due to the pandemic. Staff have

been alerted throughout the year that they will only be allowed to carry two weeks vacation time.
  ➢ The employee handbook needs to be updated. A draft will be presented to the Personnel Committee before the end of 2023.

2. Implement the recommendations from the Workplace Safety and Loss Prevention program review by June 2023.
   - Working with a representative of Travelers Insurance, staff implemented all the recommendations of the NY State Industrial Code Rule 59 consultation. The recommendations 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.

3. Work with the Finance Committee to review banking services with the aim of lowering or eliminating banking fees.
   - The Finance Committee met with a representative from Pioneer Bank regarding a proposal to transition the Library's accounts from Key Bank to Pioneer Bank. Based on the recommendation of the Finance Committee, the Board approved transitioning the Library's banking service from Key Bank to Pioneer Bank.
   - There are few outstanding autopays that need to be moved to Pioneer and some checks that need to clear, and then the Key accounts will be closed.

4. Work with staff to evaluate costs and features of payroll services and make a service recommendation to the Board.
   - The costs and services from three payroll companies were presented to the Finance Committee. Based on staff recommendations, the Finance Committee recommended to the Board that the Library contract with Paychex for time, attendance, and payroll services.
   - The Library's payroll services were transitioned to Paychex by September.

5. Oversee Phases 1 & 2 of the Children's Library renovation project (approved by the Board in November 2022).
    - Phases 1&2 of the Children's Library Renovations were completed by September 2023.

6. Oversee the 2022 State Construction Grant project of replacing the front entrance. The actual construction work on this project will likely take place in 2024.
    - The Library was notified by DLD that the funds for the replacement of the front entrance have been approved. Synthesis Architects is working on the project and we anticipate the construction to begin in the spring of 2024.

7. Working with the B&G and Finance Committees, make recommendations to the Board for a 2024 State Construction Grant application to support the priority and maintenance projects identified through the space planning process. Submit a grant application that will maximize the Library's use of matching funds.
    - A grant application was submitted to complete the renovations of the Children's Library (Phase 3) which will include creation of an educational activities area, a tech area, and the construction of a lactation room.
    - The estimated cost of the project is $326,101. The grant was submitted at a 50% match.

8. Investigate the costs and options for replacing our aging security camera system, for inclusion in the 2024 budget.
    - Preliminary work has been done on this project. Cost estimates are approximately $100,000.
    - Additional work is required and an RFP will have to be issued.

9. Work with the B&G and Finance Committees to plan the project to re-surface of the parking lot by piggy backing on the Saratoga County contracts.
    - It was determined that the Library cannot piggyback on the Saratoga County contract.
    - An RFP will be issued in early 2024.

10. Work with the B&G Committee to install EV charging stations.
    - EV Charging Stations were installed in May with Livingston Energy.
    - The $15,000 cost to the Library was paid by the Friends of the Library.

11. Work with Board committee chairs and staff liaisons to ensure committees are provided with the information and support required. Support the planning and implementation of the fall Board Retreat.
    - Information and reports are provided to the various board committees as needed.
    - The fall retreat took place at Grooms Tavern, focusing on the development of a new strategic plan.

Strategic Plan Goals

Outlined below are the goals from the Strategic Plan and some of the activities that will be directly led or supported by the director.

Connect and Collaborate

- Expand opportunities for the community to engage with Library collections, services and programs, through promotions such a new quarterly newsletter and participating in community outreach events.
    - The "share your library story" feature was launched on the Library's website and eight stories are on the website www.cphlibrary.org/your-library-stories
    - The program brochure was updated in January to make it cleaner and easier to read. In January 2024, the brochure will change to bi-monthly.
    - The PR Department creates a quick reference guide to programs and services on a monthly basis to help staff promote events and services to patrons.
    - An electronic suggestion box link was added to the bottom of the Library's homepage. One or two suggestions are submitted each month.
    - Library program content is being displayed on the digital screens at the Shenendehowa High School West library.
    - The Library wan a PR xChange award in the "born digital" category for the video "2022 A Year in Review".

> ➢ The first edition of the "CPH Library Insider" newsletter was issued in June. The quarterly newsletter will including building and services updates, staff expertise and collections.

- Continue to explore opportunities for developing new partnerships for the Library.
    - ➢ We are working with the YMCA to cross promote programs and work jointly on larger community programs.
    - ➢ For the first time since the pandemic, the Chamber of Southern Saratoga held a community business forum at the Library, attracting business people who might not normally use library services.

- Continue efforts with the Town of Clifton Park to realize access to and from the Library and the Clifton Park Town Center Park.
    - ➢ Library staff participated in a walk through of the park in October with staff from the Town of Clifton Park and the Shenendehowa School District. It was generally agreed that a path between the Town Center Park and the Library would be useful. The next step will be to find grant funding for a study.

Maximize Library Access: Inside, Outside and Virtual

- Work with Safety Committee to ensure the Library is a safe workplace for employees and a safe location for patrons. Make recommendations to the Board for changes to the physical building where appropriate such as an egress window, and window coverings for safety.
    - ➢ The Board approved the installation of an emergency egress window. We are working with Synthesis to have the egress window installed on the first floor.
    - ➢ Based on the Sheriffs Department recommendation, the Safety Committee developed "building safety checklists and walkthroughs" as a way to help train staff in the event of an emergency. All staff have completed the walkthrough.
    - ➢ Multifactor authentication for email access was implemented for all employees with email access which allowed the Library to apply for and receive cyber liability insurance.

- Increase foot traffic at the Library by offering events and programming that can't be accessed online, and encouraging the use of the Library as the "new office" for people working from home.

- ➢ Foot traffic has increased at the Library by approximately 16% compared to 2022.
- ➢ Room checkouts remain steady, at approximately 160 per month for walk in checkouts.
- ➢ Pre-booked meeting room use has increased by 51% in 2023.
- ➢ Where appropriate, programs are offered in person, hybrid, or fully virtual.

- Update the costs for implementing RFID.
  - ➢ Staff are working with Joint Automation staff to develop and RFP for RFID services.

Create and Deliver Collections, Programs and Services

- Continue to provide programming virtually or in a hybrid model when appropriate.
  - ➢ The Library is participating in a new program through SALS called Senior Planet Older Adults Technology Services (OATS), providing technology classes for older adults in person and hybrid. A celebration took place in December for students who competed the computer basics classes.
  - ➢ A new service called Tech Talk was introduced in January providing access to technology and communications skills training programs.
  - ➢ Programs are being offered for adults with learning, cognitive or developmental disabilities including Inclusible Games, therapy dogs, and movie screenings.
  - ➢ There has been a 30% increase in the number of programs in 2023 compared to 2022, and a 54% increase in attendance. This exclude the Grab & Go program numbers.

- Support staff in offering programs outdoors and in other locations in the community.
  - ➢ A tent was rented for the summer and many programs were offered outside over the summer.

- Continue to add new non-traditional collections as appropriate for the community and that can be supported by current staff.
  - ➢ New board games were added to the non-traditional collections, and use of non-traditional collections increased by 45%.
  - ➢ Museum pass use increased by 42%.

Develop People and the Organization

- Identify ways to support well-being for employees by aligning organizational culture, policies and activities.
  - ➤ The staff benefits committee made recommendations for changes including:
    - ▪ Increasing the library's contribution to health insurance to 60% (an additional increase to 70% was included in the 2024 budget).
    - ▪ Paying part-time staff during emergency weather closures.
    - ▪ Updating the post-retirement health insurance benefits to be equitable regardless of position.
  - ➤ Supervisory staff have provided input into policy development and updates.
  - ➤ Staff attended the YSS Conference in Lake George and the NYLA Conference in Saratoga.
  - ➤ Phishing Training – JA launched online phishing and security training. It is required for all employees with computer access. Training and "test" emails are sent out periodically.
  - ➤ Therapy dog events have been arranged throughout the year for staff only, in addition to the therapy dog events for the public.

- Work with the Executive Committee to implement regular trustee training (required effective January 1, 2023).
  - ➤ Trustee training opportunities have been shared throughout the year including Employee Handbook, NY State Library trainings, SALS trainings.

- Work with the Staff Benefits Committee to bring recommendations to the Board for updates to the Employee Handbook.
  - ➤ The Employee Handbook has been re-developed in a new format that will be easier to update when legislation and/or regulations change.
  - ➤ Recommendations for changes from the Benefits Committee have been included.
  - ➤ Supervisory staff have reviewed the draft handbook and made recommendations for changes.
  - ➤ A draft copy of the updated handbook will be provided to the Personnel Committee by the end of 2023.

- Work with the Personnel Committee to provide 2024 salary recommendations.
  - ➢ Salary and cost of living increase information was collected from area libraries with similar communities and metrics.
  - ➢ Salary change recommendations were provided to the Board and approved in June as part of the 2024 budget.
  - ➢ The budget was approved by the voters and the new salaries will be implemented effective January 2024.

Facilities

- ➢ A 2023 SALS Construction Challenge Grant was submitted for the repurposing the old IT office into a Sensory Room. The project was approved for a grant of $3,792 from SALS, and the Friends of the Library have agreed to provide an additional $10,000. We anticipate this project to be compete in the spring of 2024. This will be the first sensory room in a Library in the Capital District.

November 27, 2023   7:00 pm

Committee Members in attendance: Mat Cantore, Jason DiGianni, Steve Meyer, Ed Rodger

Staff: Lisa Oddo; Alex Gutelius

1. 2023 Draft Budget Adjustments
   • The Committee reviewed the draft budget adjustments that include projections to the end of 2023.
   • Documentation provided to the Board should include the net change to the budget in receipts and disbursements.
   • The Committee will recommend that the Construction Fund Balance of $140,669.29 be used for the Children's Library construction costs.

2. Policy 7.3 Check Signing Procedures
   • Committee reviewed modifications to the policy to add allowing the Vice-President to sign checks in the absence of the Treasurer or President, and increased the check disbursement amount requiring two signatures from $15K from $20K.

3. Policy 7.1 Generally Accepted Accounting Principles
   • Committee reviewed the policy and made no changes.

4. Policy 7.6 Investments
   • The Committee reviewed the policy and the new model policy.
   • Alex will review the policy to determine what changes should be made, and if there are overlaps with other policies.

5. Other

CLIFTON PARK
HALFMOON
PUBLIC
LIBRARY

This report includes information on the status of the budget to the end of October, projections to the end of 2023 and recommendations for adjustments to the 2023 budget.

Budget Review and Adjustments Responsibilities
- Whenever there is a needed change in one or more budgetary line items of $5,000 or more, the Finance Committee, working with the Director, shall make suggested adjustments for approval by the Board.
- The Finance Committee, with the Treasurer of the Board as chairperson, is responsible for proposing all budget adjustments to the Board.

Receipts:

Governmental Income
- 4040 LLSA – received full payment for 2023. **(+$1,849)**

Grants
- 4110 SALS Programming **(+$3,000)**
- 4130 NYS Construction Grant (front entrance) **(+$270,763)**
- 4160 Friends Specified **(+$3,210)**
- 4175 Construction Challenge Grant – Sensory Room. **(+$3,792)**

Interest
- 4330 Bank Interest Income **(+20,000)**

Other Income
- 4410 Fines **(+$18,000)**
- 4440 Copier **(-$5,000)**

Disbursements:

Personnel
- 7010 Salaries –some gaps in replacing positions; adjusted for 2024. **(-$174,733)**
- 7200 Insurance – health insurance costs increased (60% benefit) **(+$48,750)**
- 7270 Employee Public Relations – new line separating from line 6551 PR & Printing **(+7,000)**
- 7300 Taxes – related to reduction in salaries **(-$15,800)**

Facility & Equipment
- 6140 Facility Insurance **(-$3,363)**
- 6150 Repairs – Building & Equipment **(+$145,000)**
  - Children's Library renovation $152,415.26
  - Regular Repairs $35,225.07

Operations

- 6521 Insurance D&O – **(+$892)**
- 6545 Professional Services **(+$75,000)**
    - Children's Library renovation $79,627
    - Regular Professional Services $24,328
- 6581 Other Operational **(-$4,000)**

Net Changes

Receipts

- A large portion of the adjustments in receipts is the $270,763 Construction Grant that has been received for the Front Entrance modification project to begin in 2024. This grant will be set aside for expenditures in 2024.
- The net change without the grant funds is $44,851

Disbursements

- $152,415.28 of the Building Repairs are the costs of the Children's Library Renovation. The Construction Fund of $140,669.29 will used towards these costs.

Receipts	Adopted Budget	Adjustments	Modified Budget
	$4,982,403	$44,851	$5,027,254
Disbursements	$4,982,403	-$59,923	$4,922,480
Net Change		$104,774	$104,774

General Fund Balance

- Based on the projected expenses, the net increase to the general fund balance would be $104,774.

Library Construction Fund Balance

- Consider applying the $140,669 Library Construction Fund to the Children's Library Renovation costs

Prepared by: Alex Gutelius, Library Director
              Lisa Oddo, Business Manager

Clifton Park-Halfmoon Public Library
Financial Statement   November 2023

Percentage of Year: 91.67%

RECEIPTS	Adopted Budget Jan 23	Adj Budget	Modified Budget	November	YTD	YTD as % of Budget	Variance
Governmental Income							
4010 Town of Clifton Park	$3,261,597.00	$0.00	$3,261,597.00	$0.00	$3,261,599.53	100.00%	$2.53
4020 Town of Halfmoon	$1,659,423.00	$0.00	$1,659,423.00	$0.00	$1,659,423.68	100.00%	$0.68
4040 LLSA	$16,283.00	$1,849.00	$18,132.00	$0.00	$18,132.00	100.00%	$0.00
4030 Bullet Aid	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$4,937,303.00	$1,849.00	$4,939,152.00	$0.00	$4,939,155.21	100.00%	$3.21
Grants							
4110 SALS Programming	$0.00	$3,000.00	$3,000.00	$0.00	$3,000.00	0.00%	$0.00
4130 NYS Education	$0.00	$270,763.00	$270,763.00	$0.00	$270,763.00	0.00%	$0.00
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	$3,210.00	$12,210.00	$0.00	$12,210.00	100.00%	$0.00
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
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	$3,792.00	$3,792.00	$0.00	$3,792.00	0.00%	$0.00
4170 Other Grant	$0.00	$0.00	$0.00	$0.00	$170.80	0.00%	$170.80
4190 FEMA Grant Income	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$12,600.00	$280,765.00	$293,365.00	$0.00	$293,602.80	100.08%	$237.80
Donations							
4210 Patron Donations	$1,000.00	$0.00	$1,000.00	$0.00	$298.19	29.82%	-$701.81
4220 Friends – Unspecified	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
4230 Commemorative	$0.00	$0.00	$0.00	$0.00	$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
Subtotal	$1,000.00	$0.00	$1,000.00	$0.00	$3,448.19	344.82%	$2,448.19
Interest							
4310 Investment Income	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
4320 Unrealized Gain/Loss on Investment	$0.00	$0.00	$0.00	$0.00	($426.48)	0.00%	-$426.48
4330 Bank Interest Income	$1,000.00	$20,000.00	$21,000.00	$1,902.01	$19,171.56	91.29%	-$1,828.44
Subtotal	$1,000.00	$20,000.00	$21,000.00	$1,902.01	$18,745.08	89.26%	-$2,254.92
Other Income							
4410 Fines	$10,000.00	$18,000.00	$28,000.00	$1,855.44	$25,685.92	91.74%	-$2,314.08
4420 Library Fees – Lost & Damaged	$5,000.00	$0.00	$5,000.00	$414.52	$4,269.71	85.39%	-$730.29
4431 Emp Books	$0.00	$0.00	$0.00	$0.00	$50.44	0.00%	$50.44
4440 Copier	$15,500.00	-$5,000.00	$10,500.00	$603.65	$9,458.86	90.08%	-$1,041.14
4450 Other	$0.00	$0.00	$0.00	$111.13	$977.25	0.00%	$977.25
Subtotal	$30,500.00	$13,000.00	$43,500.00	$2,984.74	$40,442.18	92.97%	-$3,057.82
Total Receipts	$4,982,403.00	$315,614.00	$5,298,017.00	$4,886.75	$5,295,393.46	99.95%	-$2,623.54
Applied Fund Balance	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Total Receipts including Appropriations	$4,982,403.00	$315,614.00	$5,298,017.00	$4,886.75	$5,295,393.46	99.95%	-$2,623.54

Clifton Park-Halfmoon Public Library
Financial Statement   November 2023

Percentage of Year: 91.67%

DISBURSEMENTS	Adopted Budget Jan 23	Adj Budget	Modified Budget	November	YTD	YTD as % of Budget	Variance
Personnel							
7010 Salaries - Personnel	$2,392,533.00	-$174,733.00	$2,217,800.00	$263,801.30	$1,982,540.24	89.39%	$235,259.76
7013 Contracted Services	$1,000.00	$0.00	$1,000.00	$0.00	$1,200.00	120.00%	-$200.00
7200 Insurance	$140,246.00	$48,750.00	$188,996.00	$9,777.93	$167,019.27	88.37%	$21,976.73
7270 Employee Public Relations	$0.00	$7,000.00	$7,000.00	$1,665.14	$7,392.50	0.00%	-$392.50
7300 Benefits - Taxes	$181,636.00	-$15,800.00	$165,836.00	$19,189.61	$144,471.44	87.12%	$21,364.56
7400 Benefits - Retirement	$250,000.00	$0.00	$250,000.00	$246,309.00	$302,704.00	121.08%	-$52,704.00
7500 Benefits - Pass through	$0.00	$0.00	$0.00	-$7,885.04	($9,089.34)	0.00%	$9,089.34
Subtotal	$2,965,415.00	-$134,783.00	$2,830,632.00	$532,857.94	$2,596,238.11	91.72%	$234,393.89
Library Materials							
6010 Books	$161,438.00	$0.00	$161,438.00	$16,870.55	$131,939.67	81.73%	$29,498.33
6020 Periodicals	$14,000.00	$0.00	$14,000.00	$7,400.08	$22,389.39	159.92%	-$8,389.39
6030 AV	$57,000.00	$0.00	$57,000.00	$6,620.56	$47,064.34	82.57%	$9,935.66
6050 Digital Resources	$113,500.00	$0.00	$113,500.00	$7,454.10	$101,478.76	89.41%	$12,021.24
60000 Other	$0.00	$0.00	$0.00	$0.00	$840.88	0.00%	-$840.88
Subtotal	$345,938.00	$0.00	$345,938.00	$38,345.29	$303,713.04	87.79%	$42,224.96
Facility & Equipment							
6110 Bldg Svc Contracts	$213,022.00	$0.00	$213,022.00	$24,669.13	$196,254.29	92.13%	$16,767.71
6130 Office Equip	$5,500.00	$0.00	$5,500.00	$0.00	$6,464.50	117.54%	-$964.50
6140 Facility Insurance	$50,000.00	-$3,363.00	$46,637.00	$0.00	$46,637.00	100.00%	$0.00
6150 Repairs - Bldg & Equipment	$46,000.00	$145,000.00	$191,000.00	$3,304.31	$190,944.66	99.97%	$55.34
6160 Equipment Lease Expense	$28,050.00	$0.00	$28,050.00	$2,257.72	$25,286.43	90.15%	$2,763.57
61000 Other Fac & Equip	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$342,572.00	$141,637.00	$484,209.00	$30,231.16	$465,586.88	96.15%	$18,622.12
Operations							
6200 Programs	$46,920.00	$0.00	$46,920.00	$10,126.64	$50,967.59	108.63%	-$4,047.59
6510 Automation	$225,000.00	$0.00	$225,000.00	$34,967.85	$219,711.03	97.65%	$5,288.97
6515 Custodial Supp	$9,000.00	$0.00	$9,000.00	$518.58	$8,705.87	96.73%	$294.13
6520 Elections	$5,500.00	$0.00	$5,500.00	$0.00	$2,868.06	52.15%	$2,631.94
6521 Insurance - D & O	$1,111.00	$892.00	$2,003.00	$0.00	$2,003.00	100.00%	$0.00
6525 Membership Dues	$4,500.00	$0.00	$4,500.00	$0.00	$4,478.00	99.51%	$22.00
6530 Office & Lib Supplies	$22,500.00	$0.00	$22,500.00	$2,476.09	$24,308.90	108.04%	-$1,808.90
6540 Postage & Freight	$6,500.00	$0.00	$6,500.00	$66.69	$4,548.61	69.98%	$1,951.39
6545 Professional Services	$33,000.00	$75,000.00	$108,000.00	$1,150.00	$105,105.93	97.32%	$2,894.07
6551 PR & Printing	$11,000.00	$0.00	$11,000.00	$543.73	$11,688.60	106.26%	-$688.60
6556 Travel & Continuing Ed	$15,000.00	$0.00	$15,000.00	$2,989.56	$15,850.28	105.67%	-$850.28
6575 Utilities	$100,000.00	$0.00	$100,000.00	$5,453.95	$90,084.58	90.08%	$9,915.42
6576 Building Security	$100,980.00	$0.00	$100,980.00	$18,648.35	$95,620.82	94.69%	$5,359.18
6581 Other Operational	$7,085.00	-$2,000.00	$5,085.00	$2,305.60	$4,651.22	91.47%	$433.78
Subtotal	$588,096.00	$73,892.00	$661,988.00	$79,247.04	$640,592.49	96.77%	$21,395.51
Bonds							
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	$236,600.00	100.00%	$0.00
Subtotal	$740,382.00	$0.00	$740,382.00	$0.00	$740,381.65	100.00%	$0.35
Other Expense Types							
	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Total Disbursements	$4,982,403.00	$80,746.00	$5,063,149.00	$680,681.43	$4,746,512.17	93.75%	$316,636.83

POLICY 7.1   GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

Need for this Policy:

A statement is needed to establish the accounting principles of the Library.

Policy:

The Library follows the Generally Accepted Accounting Principles (GAAP), as applied to governmental units, and accounting guidelines set forth by the New York State Comptroller.

Responsibilities:

The Director, Business Manager, and the Treasurer, as well as the auditing firm chosen by the Board are responsible for ensuring the Library is following generally accepted accounting principles and complies with the guidelines set forth by the New York State Comptroller.

Initial Adoption Date: 9/19/2005

Modified Date	Description of Modification
11/20/17	Removed reference to Financial Management Guide; updated position titles
12/18/2023	Reviewed, no changes.

CLIFTON PARK
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November 28, 2023   7:00 pm

Committee Members in attendance: Suzanne Dugan, Chair; Steve Meyer; Purushothaman Srinivasan

Staff: Alex Gutelius

1. Policy 7.3 Check Signing Procedures
   - Committee reviewed modifications to the policy to add allowing the Vice-President to sign checks in the absence of the Treasurer or President, to increase the check disbursement amount requiring two signatures from $15K from $20K, and to provide that the Director and Business Manager will ensure the two required signatures appear on all such checks.

2. Policy 4.2 Materials Selection Policy
   - The Committee modified the "Responsibility for Selection" section of the policy to remove the reference to the Board "delegating" the responsibility for selection to the Director, and instead stated that the Director or an employee designated by the Director has the authority and responsibility for the selection of library resources.

3. Policy 5.4 Calendar for Board of Trustees
   - Policy modified to remove "assign monthly FOL Board Meeting attendance" consistent with practice in recent years.

4. Other
   - The Committee discussed undertaking a mapping exercise of the policies recommended in the 2023 edition of the Handbook for Library Trustees to determine if CPH is missing any recommended policies. Alex will work on the mapping and will bring the results to the next Policy Committee meeting.

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

The Director, or an employee designated by the Director, has authority and responsibility for the selection of library resources. 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 Procedures; made minor wording changes.
12/18/2023	Modified the responsibility for selection section to remove reference to "delegation" by Board of Trustees.

POLICY 5.4   CALENDAR FOR BOARD OF TRUSTEES

Need for this Policy:

A calendar of regularly scheduled Board and Committee activities shall be prepared, reviewed annually, and affixed hereto.

Policy:

An ongoing calendar shall be maintained by the Policy Committee, structured as follows:

DATE/ ITEM   RESPONSIBILITY

JANUARY
Submit committee preferences   Board
Organizational Meeting
    Elect new officers to the Board   Board
    Administer Oath of Office to Trustees   Counsel
    Appoint Counsel, Clerk, and Board Secretary   Board
    Set date for the Annual Budget Vote and Trustee Election   Board
    Review and approve Board Calendar   Board
    Sign Conflicts of Interest statements   Board, Director and Admin. Staff
    Assign monthly claims review responsibilities   Board
    ~~Assign monthly FOL Board Meeting attendance~~   ~~Board~~
    Designation of depositories   Board
    Resolution to allow electronic transfers   Board
    Resolution to change authorized users on Fidelity account   Board
    Approve Board meeting schedule   Board
    Trustee Training and Education (as necessary)   Board
    Make Board committee assignments   President

Send letter to Saratoga County Board of Elections requesting support for Annual Budget Vote and
Trustee Election   President
Set committee goals   Committee Chairpersons
Update Library operations calendar   Policy Committee
Prepare NY State Annual Report   Director

FEBRUARY
Approve investment plan for tax levies revenues   Director & Finance Chair
Approve the NY State Annual Report   Board
Review annual financial audit report   Board

FEBRUARY/MARCH
Attend Library Advocacy Day   Legislative Committee

APRIL
Make recommendations for budget   All Standing Committees &
by May 1 to Finance Committee   Director

MAY

Attend annual SALS dinner meeting (optional)   Board
Develop next year's budget   Finance Committee & Director

JUNE
Conduct mid-year evaluation of Director   Personnel Chair & President
Approve budget for next year   Board
Recruit candidates for Board   Board

JULY
Review & make adjustments as required to current budget   Finance Committee & Director
Appoint election coordinator   Director
Announce date for election   President
after Labor Day

AUGUST
Accept completed petitions for Trustee candidates   Director
Hold joint meeting with FOL Board   Board
Prepare communication plan to encourage voting   Public Relations Committee

SEPTEMBER
Complete plans for vote by District residents on election   President
of Trustees and budget referendum

OCTOBER
Present draft Board meeting schedule for next year   Director
Annual Board Retreat   Board

NOVEMBER
Set Board goals for next year   Board
Complete Board self-evaluation   Board
Appoint Ad Hoc Nominating Committee to recommend
Officers of the Board for next year   President
Policy Committee reviews Annual Calendar   Policy Committee

DECEMBER
Present slate of Officers   Nominating Committee
Accept floor nominations for Officers of the Board   Board
Conduct year-end evaluation of Director   Personnel Chair & President
Prepare annual committee summaries and suggest next year's
goals / activities   Committee Chairs
Submit trustee training self-assurance form to Director   Board

Responsibilities:

The Policy Committee will review calendar annually and transmit suggested calendar to the Board in January of each year. The Board President is responsible for monitoring the timely completion of the stated tasks.

Initial Adoption Date: 3/28/1990

Modified Date	Description of Modification
1/4/1994	
5/4/2001	
9/19/2005	
4/18/2008	
12/16/2016	
12/18/2017	Reviewed, no changes
12/17/2018	Added send letter to BOE; revised the date of election announcement; added Annual Board Retreat
12/16/2019	Added audit; minor revisions
1/3/2022	Minor revisions
11/21/2022	Added need to submit trustee training form.
12/18/2023	Removed assign monthly FOL Board Meeting attendance

POLICY 7.3   CHECK SIGNING PROCEDURES

Need for this Policy:

A policy is needed to achieve a system of internal fiscal control and stipulate counter-signature requirements.

Policy:

Disbursement checks written for $20~~15~~,000 or more will require the signature of the President and Treasurer of the Board. In the event either the President or Treasurer is ~~are~~ not available, the Vice-President may sign in thei~~r~~ place of one of them.

Responsibilities:

The Director ~~President, Treasurer, Vice-President,~~ and Business Manager will ensure that two signatures appear on all disbursement checks which are written for $20~~15~~,000 or more.

Initial Adoption Date: 9/19/2005

Modified Date	Description of Modification
11/20/2017	Changed position title
2/27/2023	Reviewed, made minor wording change
12/18/2023	Increased the requirement for two signatures on checks to $20,000 and added the Vice-President as a signatory in the event the President or Treasurer is ~~are~~ not available. Specified that the Director and Business Manager will ensure two signatures on checks of $20K or more.

MEMORANDUM

TO: Board of Trustees
FROM: Policy Committee
DATE: December 18, 2023
RE: 2023 Report

The Policy Committee reviewed and took action on the following policies in 2023:

Purchasing Policy and Procedures Manual
Policy 7.2 Budget Development (February)
Policy 7.7 Audit (February)
Policy 3.3 Library Services to non-residents (April)
Policy 3.18 EV Charging Station Policy (May)
Policy 4.3 Circulation of Library Materials (June)
Policy 3.19 Public Participation at Board Meetings (August)
Policy 3.7 Use of the Library By Tutors (August)
Policy 3.10 Appropriate Use of the Children's Library (August)
Policy 8.1 Cooperation with other Libraries and Schools (August)
Policy 8.2 Acceptance of Gift to the Library (August)
Policy 4.4 Library Charges and Fees (September)
Policy 4.5 Computer and Internet Use (September)
Policy 4.6 Wireless Internet Use (September)
Policy 3.20 Reconsideration Policy and Procedures (September)
Policy 4.2 Materials Selection Policy (September, December)
Policy 7.3 Check Signing Procedures (December)

Referred to and reviewed by Finance Committee:
Policy 7.3 Check Signing Procedures
Policy 7.1 Generally Accepted Accounting Principles

In 2024, the Policy Committee should plan to review those policies identified on the schedule adopted by the Library (see attached) that are up for regular review, along with any other policies identified by staff or the board as needing review.

Clifton Park-Halfmoon Public Library
2024 Operational Policies Review Chart

Policy No.	Policy Title	Latest Revision Date	Summary	Scheduled for Revision	2024 Target Month	Completed
Policies						
1.1	Content and Issuance of Policies	Dec-21		2026		
General						
2.1	Mission Statement	Feb-17		**2024**	**Retreat / October?**	
2.2	Release of Public Statements	Dec-21		2026		
2.3	Policy of the Clifton Park-Halfmoon Public Library With Regard to the Freedom of Information Law	Jun-22	reviewed; no changes	2027		
2.4	Conflicts of Interest	Jun-22	reviewed; no changes	2027		
2.5	Whistleblower Policy	Nov-20		2025		
2.6	Display of Flage	Nov-22	New	2027		
Public						
3.1	Rules of Conduct for Library Users	Jun-22	removed hot beverage ban in Children's Library	2027		
3.2	Issuance of Library Cards	Mar-22	added the outside MVLS/SALS category	2027		
3.3	Library Service to Non-Residents	Apr-23	updated restrictions	2028		
3.4	Hours Open and Holiday Schedule	Nov-21	added three additional closed days	2026		
3.5	Use of Facilities and Materials	Mar-22	added information about access to special collections	2027		
3.6	Use of the Program Rooms by the Public	Jun-22	revised number of times rooms can be booked	2027		
3.7	Use of the Library By Tutors	Aug-23	modified to remove suggestion to use study rooms	2028		
3.8	Unattended Children	Dec-21	reviewed; no changes	2026		
3.9	Sales and Fundraising at the Library	Dec-20	Policy removed; incorporated into Solicitation Policy	2025		
3.10	Appropriate use of the Children's Room	Aug-23	revised	2028		
3.11	Privacy and Confidentiality	Nov-22	update to filming section of policy	2027		
3.12	Suspension Policy	Feb-19	revised	**2024**		
3.13	Automated External Defibrillator Policy	Feb-19	revised	**2024**		
3.14	Solicitation Policy	Dec-20	changed policy title; removed reference to policy 3.9	2025		
3.15	Filming Policy	Nov-22	added wording about who allowed to film	2027		
3.16	Programming Policy	Nov-20	new policy	2025		
3.17	Prevention of Abuse and Molestation Policy	May-21	new policy	2026		

Policy No.	Policy Title	Latest Revision Date	Summary	Scheduled for Revision	2024 Target Month	Completed
3.18	EV Charging Station Policy	May-23	new policy	2028		
3.19	Public Participatiion at Board Meetings	Aug-23	new policy	2028		
3.20	Reconsideration Policy and Procedures	Sep-23	new policy	2028		
Materials						
4.1	Key and Building Access	Apr-22	reviewed; no changes	2027		
4.2	Materials Selection Policy	Sep-23		2025		
4.3	Circulation of Materials	Nov-20	updated loan periods	2025		
4.4	Library Charges and Fees	Nov-21		2026		
4.5	Computer and Internet Use	Oct-18	updated	2023		
4.6	Wireless Internet Use	Oct-18	updated (title changed)	2023		
4.7	Technology Device Lending Policy	May-21	updated from laptop lending - applies to all devices	2026		
4.8	Social Media	Mar-21	new	2026		
Trustee						
5.1	Role of the Board of Trustees: Powers and Duties	Nov-22	added annual trustee training requirment	2027		
5.2	Committees of the Board of Trustees	Nov-22	minor wording changes	2027		
5.3	Standing Committee Functions and Responsibilities	Nov-22	modified wording for greater clarity	2027		
5.4	Calendar for Board of Trustees	Dec-23	added need to submit trustee training form	Annually in January		
5.5	Criteria for Holding Executive Session by the Board of Trustees	Nov-21		2026		
5.6	The Election and Interim Appointment of a Trustee in Event of a Vacancy on the Board of Trustees	Nov-21		2026		
5.7	Indemnification of Trustees and Employees	Nov-21		2026		
Director						
6.1	Powers and Duties of the Library Director	Nov-22	reviewed; no changes	2027		
6.2	Annual Evaluation of the Library Director and Determination of Director's Compensation	Nov-22	reviewed; no changes	2027		
Fiscal						
7.1	Generally Accepted Accounting Principles	Dec-23		2028		
7.2	Budget Development and Review	Feb-23	reviewed; no changes	2028		
7.3	Check Signing Procedures	Feb-23	increased limit to $20K; added VP	2028		

Policy No.	Policy Title	Latest Revision Date	Summary	Scheduled for Revision	2024 Target Month	Completed
7.4	Financing Travel and Dues for Staff and Trustees	Dec-19	additional detail regarding approval process; listing of travel expenses typically reimbursable	**2024**		
7.5	Antifraud Programs and Controls	Jun-22		2027		
7.6	Investments	Sep-09		**2024**		
7.7	Audit	Feb-23	added specific note of Finance and Audit Committee responsibilities	2028		
7.8	Fixed Asset Capitalization Policy	Feb-12		**2024**		
7.9	Surplus Books, Furniture and Equipment Policy	Nov-20		2025		
7.10	Fund Balance Policy	Feb-12		**2024**		
Other						
8.1	Cooperation with Other Libraries and Schools	Aug-23	reviewed; no changes	2028		
8.2	Acceptance of Gifts to the Library	Aug-23	minor wording changes	2028		

Minimum Standards require that policies are reviewed and updated at least once every five years or earlier if required by law

December 11, 2023

Annual Report: Long-Range Planning (LRP) Committee Accomplishments and Objectives

2023 Accomplishments

- Reviewed most recent version of Strategic Plan
- Updated progress of most recent Strategic Plan objectives/projects
- Planned and executed annual Board retreat
- Developed and presented 2024 schedule for new Strategic Plan

2024 Objectives

- Conduct Two Towns survey of community needs - local government, not-for-profits, patrons, individuals, Library staff
- Update Two Towns demographic data
- Prepare draft of revised 2024 Strategic Plan
- Plan 2024 Board retreat
- Review revised 2024 Stategic Plan draft and submit final draft to Board for approval

LRP Committee Members:

Russell Wise, Chair
Jason DiGianni
Edwin Rodger
Purushothaman Srinivasan

Staff:

Alexis Gutelius
Jim Foster
Lou Ann Stewart

CLIFTON PARK HALFMOON PUBLIC LIBRARY

December 8, 2023

Personnel Committee Acccomplishments and Objectives

2023 Accomplishments

--Prepared staff salary recommendation for 2024 budget
--Prepared Director Performance review for 2023 and salary recommendation for 2024
--Revised health insurance availabily for staff

2024 Objectives

--Prepare staff salary recommendation for 2025 budget
--Conduct director performance review for 2024 and develop recommendation for 2025 salary
--Review revised Personnel handbook and submit to board for review
--Continue analysis of staff merit pay proposals

By Personnel Committee

Ed Rodger
Suzanne Dugan
Megan Brown
Russ Wise

ARTICLE I – <u>Background and Collateral Documents</u>

The Clifton Park-Halfmoon Library District (hereinafter "the District") was created by vote of the residents of the District on February 28, 2002 pursuant to the authority of Chapter 370 of the laws of 2001, and subject to its being chartered by the Board of Regents. On February 11, 2003, the Board of Regents amended the existing Charter of the Shenendehowa Public Library to change the chartered service area to include that portion of Halfmoon outside the limits of the Mechanicville and Waterford school districts.

The above actions added a portion of the town of Halfmoon to what had been the Clifton Park Library District, doing business as the Shenendehowa Public Library. The Clifton Park Library District came into being upon the vote of the residents of Clifton Park on September 5, 1985, pursuant to the authority of Chapter 519 of the laws of 1985, and a provisional charter granted by the Board of Regents on December 13, 1985, which became effective December 31, 1985. Also effective December 31, 1985, the Board of Regents dissolved the education corporation known as the Shenendehowa Free Library, and directed the transfer of its assets to the Shenendehowa Public Library. The provisional charter was made absolute by Regents action on December 18, 1992.

ARTICLE II – <u>Operating Procedures</u>

The enabling legislation described above and the charters of December 31, 1985 and February 11, 2003, contain provisions which substantially control the procedures to be followed in the operation of the Clifton Park-Halfmoon Public Library (hereinafter "the Library"). Various provisions of the Education Law, other statutes (both state and federal), the Rules of the Board of Regents, and regulations of the Education Commissioner of the State of New York also bear on the manner in which the library must be operated. The purpose of the bylaws that follow is to complement and supplement the aforesaid authorities and to provide guidance on matters of policy and procedure in the operation of the library. All questions of

order not provided for in any of the aforesaid authorities or in these bylaws shall be determined in accordance with Roberts Rules of Order.

ARTICLE III – Board of Trustees

A. Composition of the Board: The District shall be managed, operated, and controlled by a Board of eleven trustees constituted in accordance with Chapter 370 of the Laws of 2001, Chapter 519 of the Laws of 1985 and section 226 of the Education Law. Any trustee who fails to attend three consecutive meetings without reasons accepted as satisfactory by the Board shall be deemed to have resigned. Trustee vacancies may be filled with qualified candidates appointed by the Board. Such appointments shall expire at the end of the calendar year following the next regular library district election in which they are appointed. At any regular election if more than one seat is being filled, the qualified candidate with the most votes will fill the longest term.

B. Officers of the Board: An organizational meeting will be held each year within 7 days of January 1st. The purpose of this meeting shall be to:
- elect officers,
- administer the oath of office to all trustees,
- appoint Counsel, Recorder, and Secretary,
- adopt an annual calendar,
- set election date,
- solicit committee interest so that appointments can be made at the regular January meeting,
- provide trustee education and orientation as necessary.

No other business shall be conducted at this organizational meeting; all other business shall be conducted at the scheduled regular meeting of the Board.

Role of the Nominating Committee

Prior to the final meeting in the year preceding officer elections, the President shall recommend to the Board a Nominating Committee of three Board members.

The Nominating Committee shall not include any current officers. The Board shall approve the appointment of the committee by a majority vote. The nominating committee shall seek and evaluate candidates for the offices of president, vice-president, and treasurer.

At the final meeting of the year preceding officer elections, the nominating committee will make its recommendation to the full Board for consideration and discussion.

Election Process

At its organizational meeting in January, the Board shall elect a president, vice-president, and treasurer, who shall be members of the Board. The nominating committee will present the recommended officers for consideration and discussion. Nominations from the floor will be considered in accordance with Roberts' Rules of Parliamentary Procedure.

If the only candidates for office are those presented by the Nominating Committee, they may be elected as a slate by a majority vote of the Board. If there are any contested races, then a separate election must be held for each office and the winner shall be determined by a majority vote of the full Board. If there is no majority of present voting Board members a runoff will be held among the top two candidates, with a majority vote of present voting Board members determining the winner.

The elected officers begin their term immediately upon conclusion of voting. The term of office for each of the aforesaid officers shall be one year, and no

individual shall hold the same office for more than three consecutive terms. The duties of each office shall be as follows:

1. President: The President shall preside at all meetings of the Board and preserve order. He or she shall enforce the by-laws and perform such other duties as the by-laws shall direct. He or she shall appoint all committees and shall be a member ex-officio of all committees. The President shall have the power to call special meetings of the Board as well as meetings of all committees whenever he or she deems it necessary. The President shall jointly, with the Treasurer have authority to sign all bank drafts and checks. The President shall have the authority to act for the Library between meetings of the Board unless the matter at issue involves a conflict between or among the enabling legislation, the charter, and/or the bylaws. Should the President be precluded by illness or otherwise from performing his or her duties, the Vice-President shall perform the duties of the President.

2. Vice-President: The Vice-President shall perform the duties of the President in the event of the President's absence or disability, and shall succeed to the office of the President upon the resignation or death of the President. If both the President and the Vice-President are absent from a meeting, then any member of the Board may call the meeting to order, and the members present shall elect a chairman *pro-tem*. In the event the President or Treasurer is not available, the Vice-President shall have the authority to sign all bank drafts and checks.

3. Treasurer: The duties of the Treasurer, in addition to those specified in Section 4 of Chapter 370 of the Laws of 2001, shall be to ensure the keeping of accurate records of all monies received and disbursed by the Library and to make a report thereof to the Board at each regular meeting and at such other times as the Board shall require. The

Treasurer shall jointly, with the President, have authority to sign all bank drafts and checks on behalf of the Library.

C. Appointees of the Board

1. Counsel: Counsel to the Board shall not be a member of the Board but shall be an attorney admitted to practice in the State of New York. Counsel shall attend all meetings of the Board, regular and special, and such committee meetings as the Board shall require. It shall be Counsel's duty to advise the Board on all legal matters and to prepare and review such documents as the Board shall deem appropriate.

2. The Recorder:   The Recorder shall attend all meetings of the Board, regular and special, and such committee meetings as the Board shall require and shall record the minutes of such meetings.

3. Secretary: The secretary shall be responsible for the posting of legal notices for the annual elections required by the enabling legislation, for certifying the results of said elections, for advertising for and receiving applications for all positions in the professional staff of the Library which are appointed by and serve at the pleasure of the Board, for developing, in conjunction with the President of the Board and the Director of the Library, the agenda for each monthly meeting of the Board, and such other duties as the Board shall require.

D. Employees, Consultants, and Independent Contractors:   The Board shall have the authority to retain or employ such professional or other consultants, independent contractors or employees as it shall deem appropriate, including but not limited to architects, engineers, accountants, library consultants, and public relations consultants on such terms and for such periods as it deems appropriate.

E. <u>Board Records</u>: The Library Director shall be responsible for the maintenance and safekeeping of all records of the Board, including minutes of meetings of the Board and of its subcommittees, and all financial records.

ARTICLE IV – <u>Director</u>

The Director of the Clifton Park-Halfmoon Public Library is not a member of the Board of Trustees, but shall be entitled to attend all meetings of the Board and to take part in the deliberations.

ARTICLE V – <u>Committees</u>

The President shall not later than the second meeting of the Board each year appoint a Chair and not less than two (2) members of the Board to serve on each of the following standing committees: (a) Building and Grounds, (b) Personnel, (c) Public Relations, (d) Policy, (e) Legislative, and (f) Long Range Planning. The President shall not later than the second meeting of the Board each year appoint not less than two (2) members to serve on the Finance and Audit Committee, which shall be a standing committee. The Treasurer of the Board shall serve as a member and the Chair of the Finance and Audit Committee. Other committees may be appointed as needed to serve until discharged by the Board, and such other committees may be composed in whole or in part of individuals other than Board members. A quorum for the transaction of any committee business shall consist of a simple majority of the members of the committee.

ARTICLE VI – <u>Meetings</u>

The Board shall meet monthly at a time and place designated by the Board. In no event shall meetings be held less frequently than quarterly. The President may call

a special meeting of the Board on not less than 72 hours notice. A quorum for the transaction of business at any such meeting shall consist of a simple majority of the entire Board.

ARTICLE VII – Order of Business

The order of business at all regular meetings shall be as follows:

1. Election of Board Officers or Chairman *pro tem*, as necessary
2. Approval of Agenda
3. Approval of Minutes of last meeting
4. Public Comment
5. Board Comment
6. Acceptance of Treasurer's Report
7. Report of Director
8. Reports of Committees
9. Unfinished Business
10. New Business
11. Adjournment

This order of business may be changed at any meeting by general consent.

ARTICLE IX – Fiscal Year

The fiscal year of the Clifton Park-Halfmoon Public Library shall be the calendar year.

ARTICLE X – Policies

Policies adopted by the Board shall be recorded in the minutes and shall be kept in a separate policy book.

ARTICLE XI – Conflict of Interest

No trustee or director or any member of their immediate families shall personally benefit financially from any transaction made by or on behalf of the Clifton Park-

Halfmoon Public Library. No applicant for employment with the Library shall be considered disqualified for such employment solely because they are related by blood or marriage to a trustee or director, and such employment shall not constitute "financial benefit" with the meaning of this Article. Members of the Board of Trustees may not be employed by the Library.

ARTICLE XII – Amendments

Amendments to these bylaws may be proposed at any regular meeting and shall be voted upon at a subsequent regular meeting. Written notice of the proposed amendment or amendments shall be sent to all members at least ten days prior to the voting session. A two-thirds majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment. These bylaws may be amended at any regular meeting by a vote of the majority of the entire Board, or if the amendment was submitted in writing at the previous meeting, then they may be amended by a two-thirds vote of those voting, a quorum being present.

Initial Adoption Date: 5/19/1986

Modified Date	Description of Modification
6/16/1997	
3/15/2004	
09/19/2005	
12/19/2005	
3/19/2007	Added organization meeting date and agenda
07/16/2007	Added term limits to officers
3/21/2011	Added Long Range Planning as a standing committee
6/15/2015	Changed Finance Committee to Finance and *Audit*
12/21/2015	Added trustee education and orientation to Organizational Meeting
3/21/2022	Added detailed information about the nominating process for officers
2/27/2023	Edited Article V to define that the Treasurer is the Chair of the Finance and Audit Committee

12/18/2023	Added the Vice-President as an authorized check signer. Changed the process for bylaw amendment proposals.