Clifton Park Halfmoon Public Library

March 18, 2024   7:15 PM   Board Meeting

1. *Agenda: Approval or Changes

2. *Minutes of the February 26, 2024 meeting for approval.

3. Public Comment

4. Board Comment

5. Treasurer's Report
    A. Presentation of the 2023 Audit
    B. December February 2024 Financial Statement
    C. *Warrants
        - #2024-04   February 26, 2024 $184,656.27
        - #2024-05   March 8, 2024 $166,114.26

6. Friends' Report

7. Director's Report
    A. Public Service   -Jim Foster
    B. Planning / Communication   -Alex Gutelius
    C. General Updates   -Alex Gutelius

8. Committee Reports

9. Old Business

10. New Business
    A. *SALS 2024 Construction Grant

11. Executive Session

* Items so marked are action items

February 26, 2024   7:15 PM   Board Meeting

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

Absent: Mathew Cantore, Suzanne Dugan, Dave Golden

Teleconference: Tom Madison

Guest: Susan Flint

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

AGENDA: Ms. McMunn presented the February 26, 2024 agenda with two modifications. Emergency Evacuation Drill will be added to New Business and the Presentation of the 2023 Audit will be moved to the March Board meeting. A **Motion** was made by Mr. Wise, seconded by Mr. DiGianni, to approve the agenda as modified. The **Motion** passed unanimously by those present.

MINUTES:
A **Motion** was made by Mr. Srinivasan, seconded by Mr. DiGianni to accept the January 22, 2024, minutes as sent. The **Motion** passed unanimously by those present. Mr. Meyer chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: None

TREASURER'S REPORT:
Mr. Wise presented the Financial Statement for December 2023 and January 2024. The Financial Statements were reviewed and received for audit. It was noted line item 8000 will be renamed Unrecoverable. Mr. Wise noted the Library received the following donations in January 2024. $100 in honor or Maia Deporte, $100 from the Chrismand Family Foundation, $0.80 in anonymous donations, and $98 in lost money found in the library and not claimed.

The January 25, 2024 warrant for $720,993.38 was presented for approval. A **Motion** was made by Mr. Wise, seconded by Mr. Rodger to approve the January 25, 2024 warrant. The **Motion** passed unanimously by those present. The reviewer for the January 25, 2024, warrant was Ms. McMunn.

The February 8, 2024 warrant for $147,637.06 was presented for approval. A **Motion** was made by Mr. Wise, seconded by Ms. Brown to approve the February 8, 2024, warrant. The **Motion** passed unanimously by those present. The reviewer for the January 8, 2024, warrant was Mr. DiGianni.

THE FRIENDS: Ms. Gutelius gave the following report:
1. The Reading is Sweet Brownie Bake off was February 25. They had a large turnout and the winning recipe was submitted by Kevin Tollison, Supervisor, Town of Halfmoon.
2. The TTOB committee is accepting nominations for next year's book.
3. The TTOB will be hosting former NY Times food critic Ruth Reichl on April 17 at 7:00pm, at the Gowana Middle School.
4. The FOL craft give and take is scheduled for April 20-21.
5. The FOL will be adding three new museum passes to our collection. The FDR Presidential Library & Museum, Bennington Museum, and Herman Melville's Arrowhead.

DIRECTOR'S REPORT: Ms. Gutelius gave the following report:
1. February break week was extremely busy. Two very popular programs were the Sled Dogs at the Library and the Bluey Party. Both bringing in over 300 people.
2. Rebecca Verhayden has been hired as our new Assistant Director of Planning and Communications. She will start next week.
3. Ms. Gutelius is working on a SALS Construction grant application to present to the Board at the March meeting. It will be for an automatic door at the staff entrance.
4. The SALS Board will be looking for someone to fill the seat of Mr. Wise when his term is up.
5. We are an early voting site for all three elections this year. We are working with the Board of Elections to ask them to cover the cost of security guards for the additional hours when the library is not open.
6. Some program highlights for March include: The Middle School Jazz band on March 15, Diane Payette's St. Patrick's Day celebration on March 17, and Mini Golf Afterhours event on March 22.
7. The Director's Report was included in the Board packet.

COMMITTEE REPORTS:

AD HOC CRISIS COMMUNICATIONS COMMITTEE:
Ms. McMunn presented the notes form the February 1 Committee meeting. The risk register was reviewed and will be given to staff to review. After the staff review, the board will work to address the items for each scenario.

POLICY COMMITTEE: No Report

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: No Report

BUILDINGS AND GROUNDS: No Report

FINANCE AND AUDIT: No Report

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS:

A **Motion** was made by Mr. Rodger, seconded by Ms. Brown, to approve the appointment of Rebecca Verhayden as Assistant Director and Kathryn Bonk as a Page. The **Motion** passed unanimously by those present.

Annual Report for Public and Association Libraries for 2023:
Ms. Gutelius presented the Annual Report for Public and Association Libraries for 2023. Mr. Wise made the **Motion** seconded by Mr. Meyer to approve the Annual Report for Public and Association Libraries for 2023. The **Motion** passed unanimously by all present.

Ms. Gutelius presented the Emergency Evacuation Drill. The Library has agreed to provide shelter to Arongen and Shatekon students in an emergency. The drill requires that no unauthorized patrons be in the library. The Library will be closed to the public on Monday, May 20 from 9:00-10:30am. Ms. Brown made the **Motion**, seconded by Mr. Srinivasan to close the library on May 20 from 9:00am-10:30am for the Emergency Evacuation Drill. 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 7:59PM.

The next scheduled Board Meeting is Monday, March 18, 2024, at 7:15pm.

Clifton Park-Halfmoon Public Library
Financial Statement   February 2024

Percentage of Year: 16.67%

RECEIPTS	Adopted Budget Jan 24	Adj Budget	Modified Budget	February	YTD	YTD as % of Budget	Variance
Governmental Income							
4010 Town of Clifton Park	$3,425,085.00	$0.00	$3,425,085.00	$3,425,086.00	$3,425,086.00	100.00%	$1.00
4020 Town of Halfmoon	$1,678,167.00	$0.00	$1,678,167.00	$0.00	$1,678,167.78	100.00%	$0.78
4040 LLSA	$16,283.00	$0.00	$16,283.00	$0.00	$0.00	0.00%	-$16,283.00
4030 Bullet Aid	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$5,119,535.00	$0.00	$5,119,535.00	$3,425,086.00	$5,103,253.78	99.68%	-$16,281.22
Grants							
4110 SALS Programming	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
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	$0.00	0.00%	-$3,600.00
4160 Friends – Specified	$9,000.00	$0.00	$9,000.00	$0.00	$0.00	0.00%	-$9,000.00
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	$0.00	0.00%	$0.00
4170 Other Grant	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
4190 FEMA Grant Income	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$12,600.00	$0.00	$12,600.00	$0.00	$270,763.00	2148.91%	$258,163.00
Donations							
4210 Patron Donations	$1,000.00	$0.00	$1,000.00	$30.00	$328.80	32.88%	-$671.20
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	$150.00	$150.00	0.00%	$150.00
4240 Other Donations	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$1,000.00	$0.00	$1,000.00	$180.00	$478.80	47.88%	-$521.20
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	$0.00	0.00%	$0.00
4330 Bank Interest Income	$5,000.00	$0.00	$5,000.00	$4,169.24	$5,625.20	112.50%	$625.20
Subtotal	$5,000.00	$0.00	$5,000.00	$4,169.24	$5,625.20	112.50%	$625.20
Other Income							
4410 Fines	$20,000.00	$0.00	$20,000.00	$2,089.18	$4,957.32	24.79%	-$15,042.68
4420 Library Fees - Lost & Damaged	$5,000.00	$0.00	$5,000.00	$400.41	$803.33	16.07%	-$4,196.67
4431 Emp Books	$0.00	$0.00	$0.00	$0.00	$16.79	0.00%	$16.79
4440 Copier	$10,500.00	$0.00	$10,500.00	$863.45	$1,710.58	16.29%	-$8,789.42
4450 Other	$0.00	$0.00	$0.00	$96.28	$168.39	0.00%	$168.39
Subtotal	$35,500.00	$0.00	$35,500.00	$3,449.32	$7,656.41	21.57%	-$27,843.59
Total Receipts	$5,173,635.00	$0.00	$5,173,635.00	$3,432,884.56	$5,387,777.19	104.14%	$214,142.19
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	$5,173,635.00	$0.00	$5,173,635.00	$3,432,884.56	$5,387,777.19	104.14%	$214,142.19

Clifton Park-Halfmoon Public Library
Financial Statement   February 2024

Percentage of Year: 16.67%

DISBURSEMENTS	Adopted Budget Jan 24	Adj Budget	Modified Budget	February	YTD	YTD as % of Budget	Variance
Personnel							
7010 Salaries - Personnel	$2,543,103.00	$0.00	$2,543,103.00	$189,293.16	$263,164.70	10.35%	$2,279,938.30
7013 Contracted Services	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	0.00%	$1,000.00
7200 Insurance	$160,841.00	$0.00	$160,841.00	-$4,579.79	$48,708.71	30.28%	$112,132.29
7270 Employee Public Relations	$0.00	$0.00	$0.00	$82.05	$337.23	0.00%	-$337.23
7300 Benefits - Taxes	$175,000.00	$0.00	$175,000.00	$13,777.48	$18,774.07	10.73%	$156,225.93
7400 Benefits - Retirement	$250,000.00	$0.00	$250,000.00	$0.00	$61,577.00	24.63%	$188,423.00
7500 Benefits - Pass through	$0.00	$0.00	$0.00	-$173.36	($3,866.58)	0.00%	$3,866.58
Subtotal	$3,129,944.00	$0.00	$3,129,944.00	$198,399.54	$388,695.13	12.42%	$2,741,248.87
Library Materials							
6010 Books	$160,000.00	$0.00	$160,000.00	$12,786.56	$18,411.14	11.51%	$141,588.86
6020 Periodicals	$18,000.00	$0.00	$18,000.00	$553.05	$7,978.28	44.32%	$10,021.72
6030 AV	$55,000.00	$0.00	$55,000.00	$447.50	$1,865.59	3.39%	$53,134.41
6050 Digital Resources	$120,000.00	$0.00	$120,000.00	$25,374.53	$42,407.64	35.34%	$77,592.36
60000 Other	$0.00	$0.00	$0.00	$123.15	$128.81	0.00%	-$128.81
Subtotal	$353,000.00	$0.00	$353,000.00	$39,284.79	$70,791.46	20.05%	$282,208.54
Facility & Equipment							
6110 Bldg Svc Contracts	$221,628.00	$0.00	$221,628.00	$26,838.53	$43,758.59	19.74%	$177,869.41
6130 Office Equip	$10,000.00	$0.00	$10,000.00	$860.00	$860.00	8.60%	$9,140.00
6140 Facility Insurance	$46,000.00	$0.00	$46,000.00	$0.00	$44,748.00	97.28%	$1,252.00
6150 Repairs - Bldg & Equipment	$32,000.00	$0.00	$32,000.00	$3,951.75	$4,905.45	15.33%	$27,094.55
6160 Equipment Lease Expense	$29,183.00	$0.00	$29,183.00	$2,257.76	$4,533.92	15.54%	$24,649.08
61000 Other Fac & Equip	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$338,811.00	$0.00	$338,811.00	$33,908.04	$98,805.96	29.16%	$240,005.04
Operations							
6200 Programs	$47,858.00	$0.00	$47,858.00	$3,652.13	$15,776.16	32.96%	$32,081.84
6510 Automation	$225,000.00	$0.00	$225,000.00	$17,131.98	$36,994.02	16.44%	$188,005.98
6515 Custodial Supp	$9,000.00	$0.00	$9,000.00	$124.28	$315.65	3.51%	$8,684.35
6520 Elections	$5,610.00	$0.00	$5,610.00	$0.00	$0.00	0.00%	$5,610.00
6521 Insurance - D & O	$2,003.00	$0.00	$2,003.00	$0.00	$2,063.00	103.00%	-$60.00
6525 Membership Dues	$5,000.00	$0.00	$5,000.00	$1,850.00	$3,181.00	63.62%	$1,819.00
6530 Office & Lib Supplies	$21,500.00	$0.00	$21,500.00	$1,561.51	$5,582.14	25.96%	$15,917.86
6540 Postage & Freight	$6,500.00	$0.00	$6,500.00	$504.42	$667.50	10.27%	$5,832.50
6545 Professional Services	$33,660.00	$0.00	$33,660.00	$33,779.85	$33,929.85	100.80%	-$269.85
6551 PR & Printing	$11,000.00	$0.00	$11,000.00	$142.80	$571.70	5.20%	$10,428.30
6556 Travel & Continuing Ed	$16,000.00	$0.00	$16,000.00	$1,081.49	$6,623.04	41.39%	$9,376.96
6575 Utilities	$120,000.00	$0.00	$120,000.00	$6,603.66	$12,158.85	10.13%	$107,841.15
6576 Building Security	$106,729.00	$0.00	$106,729.00	$10,069.76	$17,374.94	16.28%	$89,354.06
6581 Other Operational	$5,000.00	$0.00	$5,000.00	$216.08	($1,401.59)	-28.03%	$6,401.59
Subtotal	$614,860.00	$0.00	$614,860.00	$76,717.96	$133,836.26	21.77%	$481,023.74
Bonds							
6610 Town of Clifton Park	$495,414.00	$0.00	$495,414.00	$0.00	$452,457.55	91.33%	$42,956.45
6620 Town of Halfmoon	$241,606.00	$0.00	$241,606.00	$0.00	$0.00	0.00%	$241,606.00
Subtotal	$737,020.00	$0.00	$737,020.00	$0.00	$452,457.55	61.39%	$284,562.45
Other Expense Types							
8000 Unrecoverable Debt	$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	$5,173,635.00	$0.00	$5,173,635.00	$348,310.33	$1,144,586.36	22.12%	$4,029,048.64

Percentage of Year: 16.67%

Cash – Bank Balances	
1040 Petty Checking	$224.25
1050 Petty Cash	$719.67
1051 Key Checking	$87,071.12
1052 Key MM Savings	$896,657.97
1055 Pioneer Checking	$404,271.97
1056 Pioneer MM Savings	$4,984,306.75
1060 Unemployment Fund Bond	$119,157.74
TTL CASH	$6,492,409.47
1100 Accounts Receivable	$65.78
12000 Undeposited Funds	$0.00
13000 Prepaid Expense	$0.00
Fixed Assets	$0.00
TTL ASSETS	$6,492,475.25
1071 Accrued credit card	$0.00
2000 Accounts Payable	$37,313.76
21000 Accrued Pay	$0.00
24000 Payroll Liab	$0.00
24100 Accrued Leave and Payroll	$0.00
24103 Deferred Revenue	$0.00
24200 Accrued Expense	$0.00
TTL LIABILITIES	$37,313.76
TTL EQUITY	$6,455,161.49
	$0.00
TTL LIAB & EQUITY	$6,492,475.25

Fund Balance Reconciliation	
Year to Date Revenues	$5,387,777.19
Year to Date Expenses	-$1,144,586.36
Net Change	$4,243,190.83

Appropriations	Prior Month Balance	Use of Fund Balance	Current Balance
3006 Library Construction	$0.00	$0.00	$0.00
3000/3002 Automation App Fund	$0.00	$0.00	$0.00
32000 Unappropriated Funds/Unrestricted Net Assets	$2,211,970.66	$0.00	$2,211,970.66
Fund Changes	$2,211,970.66	$0.00	$2,211,970.66

Net Fixed Assets

	12/31/23	12/31/2022	$ Change	% Change
LAND	$ 593,860.00	$ 593,860.00	0.00	0%
LAND IMPROVEMENTS	$ 27,091.00	$ 13,781.00	13,310.00	96.58%
EQUIPMENT	$ 23,977.00	$ 23,201.00	776.00	3.34%
BUILDING	$ 7,532,616.00	$ 7,632,665.00	-100,049.00	-1.31%
TOTALS	8,177,544.00	$ 8,263,507.00	-85,963.00	-1.04%

Reconciliation

Prior Month Fund Balance	$2,211,970.66
+ Net change (revenues - expenses)	$4,243,190.83
Subtotal	$6,455,161.49
- Total Cash	-$6,492,409.47
Accounts Payable	$37,313.76
Accounts Receivable	-$65.78
Prepaid Expense	$0.00
Accrued Payroll	$0.00
Undeposited Funds	$0.00
Accrued Leave and Payroll	$0.00
Accrued Expense	$0.00
Payroll Liab	$0.00
Credit Cards	$0.00
Deferred Revenue	$0.00
Fixed Assets	$0.00
Balance	$0.00

Special Projects - Month: February 2024

Account	Account Budget Jan 2024	Month Amount	YTD Total	Percent of YTD Budget
6545 Professional Services				
Children's Library Reno 2024	$ 10,410.00	$ 10,410.00		30.93%
Entrance/Lobby 2024	$ 7,487.50	$ 7,487.58		22.24%
Trail to Park 2024	$ 537.50	$ 537.50		1.60%
Regular 6545 Professional Svcs		$15,344.85	$15,494.77	46.03%
Total	$33,660.00	$33,779.85	$33,929.85	100.80%

CONNECT AND COLLABORATE

CPH Library Insider

The Spring 2024 edition of the CPH Library Insider was issued recently. This issue focuses on the ELL programs that the Library has been providing over more than 10 years. A copy is attached to this report.

Website & Social Media

Popular posts on social media in the past month were related to programs including the Chinese/Lunar New Year program, the October Siberians Sled Dog program, and the Bluey Party.

MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Outreach

The extremely popular AARP Tax Preparation Help program began in February. Volunteers are here on Saturdays and Mondays and complete approximately 20 tax returns each day. Appointments are available until early April.

Additional outreach in February included visits to Cheryl's Lodge and Helping Hands Preschool, as well as an outreach table at the Town of Clifton Park Winterfest at the Clifton Park Center Mall, and an outdoor story time.

Construction Projects

Meetings with Synthesis have continued, to plan for the Front Entrance project and Phase 3 of the Children's Library renovation project.

- A tentative date for the front entrance construction has been set for August, with the project schedule to be complete by early in September, before the Library budget vote.
- It is anticipated that Phase 3 of the Children's Library Renovation will be completed prior to July and the summer reading rush.

Sensory Room

Staff have been working with a company called Fun and Function to come up with a design for the Sensory Room. Fun and Function is a company that specializes in designing environments that benefit people of all abilities. The design work is free of charge, and the Library is able to purchase recommended furnishings and sensory items from Fun and Function, but the Library is not under any obligation to do so.

We are working with Synthesis Architects to choose new flooring for the Sensory Room that will integrate well with flooring that will be used when the carpet is replaced on the first floor.

The Sensory Room project is being funded by a $3,000 Construction Challenge Grant from SALS and $10,000 in funding from the Friends of the Library.

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVCIES

Digital Collections

The Library's subscription to the Library Speaker's Consortium launched on March 1st. Because many libraries offer this product, we are calling it "Virtual Author Talks". It can be found on our website under Program and Events – Virtual Author Talks. https://libraryc.org/cphlibrary

Programs

Over 200 programs were offered in February. This number does not include the 100 Grab & Go kits.

Popular adult programs include the ELL classes, including virtual classes. The Library is offering many new and popular computer programs through the Senior Planet program as well as computer literacy programs developed by Library staff.

February break programs for children were very well attended, with over 350 people attending both the Bluey Party and the Sled Dogs at the Library.

The Library's teen programs are attracting more partipants. In February there were 26 teen programs including Girls who Code, the Middle School Book Club and Teen Video Game Night.

DEVELOP PEOPLE AND THE ORGANIZATION

Sexual Harassment Prevention Training

> The Business Office has been investigating new providers for the annual sexual harassment prevention training that each staff member is required to complete. Paychex is able to provide us a platform that integrates with our payroll and time and attendance platform. It will be provided to us free of charge for the first year.

Break Room

> A small group of staff is working on refreshing the staff break room. Prior to the pandemic, the break room was very well used, and by refreshing and updating the space we would like to encourage more use by staff members. The committee is looking at colors, furnishings and flooring options.

Prepared by: Alex Gutelius
            Library Director

Clifton Park – Halfmoon Public Library
Program Statistics – February 2024

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Android Essentials	February 15 2024	Adults	5	5			
Android Essentials	February 13 2024	Adults	5	5			
Android Essentials	February 08 2024	Adults	5	5			
Android Essentials	February 06 2024	Adults	7	7			
Android Essentials	February 01 2024	Adults	7	7			
Beginner English Language Learning (ELL)	February 06 2024	Adults	40	40			
Beginner English Language Learning (ELL)	February 13 2024	Adults	34	34			
Beginner English Language Learning (ELL)	February 27 2024	Adults	35	35			
Beginner English Language Learning (ELL)	February 28 2024	Adults	29	29			
Beginner English Language Learning (ELL)	February 14 2024	Adults	36	36			
Beginner English Language Learning (ELL)	February 07 2024	Adults	37	37			
Book to Movie	February 28 2024	Adults	7	7			
Concert: Racing City Chorus & Capitaland Chorus	February 04 2024	Adults	159	153		6	
Connecting Threads Quilt Group	February 14 2024	Adults	12	12			
Download Ebooks, Audiobooks, & Magazines for FREE	February 14 2024	Adults	3	3			
Download Ebooks, Audiobooks, & Magazines for FREE	February 01 2024	Adults	3	3			
English Language Learning (ELL) Evening Class	February 27 2024	Adults	17	17			
English Language Learning (ELL) Evening Class	February 13 2024	Adults	21	21			
English Language Learning (ELL) Evening Class	February 06 2024	Adults	11	11			
First Friday: Modern Dairy Farming	February 02 2024	Adults	8	8			
Foreign Film: The Miracle Club (2023)	February 08 2024	Adults	18	18			
Genealogy Assistance	February 01 2024	Adults	5	5			
Getting to Know Your Smartphone	February 08 2024	Adults	8	8			
HYBRID: Demystifying Shakespeare	February 05 2024	Adults	16	3			13
HYBRID: Demystifying Shakespeare	February 12 2024	Adults	15	2			13
HYBRID: Demystifying Shakespeare	February 26 2024	Adults	14	2			12
Inclusible Adult Games	February 08 2024	Adults	25	25			
iPad Essentials	February 06 2024	Adults	9	9			
iPad Essentials	February 15 2024	Adults	10	10			
iPad Essentials	February 13 2024	Adults	9	9			
iPad Essentials	February 01 2024	Adults	10	10			
Journaling for Adults	February 07 2024	Adults	20	11			9
Quilt North Charity Event	February 05 2024	Adults	32	32			
Smartphone Q&A	February 20 2024	Adults	4	4			
Tech Tutoring	Various	One on One	6	6			
Therapy Dogs for Adults	February 07 2024	Adults	22	22			
Using Color Psychology to Create a Sleep-Inducing Bedroom	February 27 2024	Adults	12	11	1		
Wednesday Bridges	February 07 2024	Adults	5	5			
Paper Flower Bouquet Make & Sip	February 11 2024	Teens|Adults	23	19	4		
ZOOM: Intermediate English Language Learning (ELL)	February 08 2024	Adults	18	18			
ZOOM: Intermediate English Language Learning (ELL)	February 15 2024	Adults	14	14			
ZOOM: Intermediate English Language Learning (ELL)	February 29 2024	Adults	15	15			
ZOOM: Intermediate English Language Learning (ELL)	February 01 2024	Adults	17	17			
ZOOM: Make Your Presentations Sizzle	February 14 2024	Adults	1				1
ZOOM: The Joy of Getting Unstuck!	February 28 2024	Adults	8				8
1000 Books Before Kindergarten	February 01 2024	Children	11			11	
Terrific Twos Story Time	February 13 2024	Children	16	8		8	

Clifton Park – Halfmoon Public Library
Program Statistics – February 2024

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Parachute Play!	February 21 2024	Children	31	12		19	
Baby Story Time	February 09 2024	Children	32	17		15	
Bilingual Story Time: Mandarin	February 12 2024	Children	49	21		28	
Family PJ Story Time	February 27 2024	Children	22	10		12	
Family Story Time	February 22 2024	Children	82	32		50	
Family Story Time	February 05 2024	Children	88	41		47	
Family Story Time	February 29 2024	Children	78	33		45	
Family Story Time	February 01 2024	Children	56	26		30	
Family Story Time	February 15 2024	Children	60	30		30	
Family Story Time	February 26 2024	Children	51	25		26	
Family Story Time	February 08 2024	Children	45	20		25	
Music & Motion	February 23 2024	Children	63	29		34	
Preschool Story Time & Craft	February 28 2024	Children	34	16		18	
Preschool Story Time & Craft	February 14 2024	Children	24	12		12	
Preschool Story Time & Craft	February 07 2024	Children	14	7		7	
Wonderful Walkers	February 09 2024	Children	35	19		16	
Battle of the Books Meeting	February 13 2024	Children	5			5	
Battle of the Books Meeting	February 27 2024	Children	5			5	
Bluey Party!	February 23 2024	Children	358	150		208	
Famous Dogs Book Club:Two Dogs in a Trench Coat Go To !	February 20 2024	Children	11		1	10	
Penguin Science Take & Make	February 17 2024	Children					
Coding with Dash and Dot	February 14 2024	Children	8			8	
Coding with Dash and Dot	February 07 2024	Children	11			11	
Reading Therapy Dogs	February 15 2024	Children	10	4		6	
Reading Therapy Dogs	February 15 2024	Children	2	1		1	
Reading Therapy Dogs	February 15 2024	Children	2	1		1	
Reading Therapy Dogs	February 06 2024	Children	2	1		1	
Reading Therapy Dogs	February 06 2024	Children	2	1		1	
Create Digital Art with Python Turtle Graphics	February 13 2024	Children	11			11	
Art Cart: Puppy Love Craft	February 02 2024	Children					
Bluey Scavenger Hunt	February 01 2024	Children	1579			1579	
Build a Fort After Hours!	February 02 2024	Children	65	35		30	
Color a Dove	February 01 2024	Children					
Monthly Coloring Pages	February 01 2024	Children	1130			1130	
ZOOM: PJ Story Time	February 13 2024	Children	24	10		14	
Family LEGO Build!	February 20 2024	Children	60	23	3	34	
Sled Dogs at the Library!	February 21 2024	Children	362	123		239	
Adult Grab & Go: Valentine's Day Wreaths	February 10 2024	Grab & Go	50	50			
AARP Tax Preparation Help	February 10 2024	Outreach	20	20			
AARP Tax Preparation Help	February 17 2024	Outreach	20	20			
AARP Tax Preparation Help	February 12 2024	Outreach	20	20			
AARP Tax Preparation Help	February 21 2024	Outreach	20	20			
AARP Tax Preparation Help	February 24 2024	Outreach	20	20			
AARP Tax Preparation Help	February 05 2024	Outreach	20	20			
AARP Tax Preparation Help	February 03 2024	Outreach	20	20			

Clifton Park – Halfmoon Public Library
Program Statistics – February 2024

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
AARP Tax Preparation Help	February 28 2024	Outreach	20	20			
AARP Tax Preparation Help	February 29 2024	Outreach	20	20			
AARP Tax Preparation Help	February 26 2024	Outreach	20	20			
Cheryl's Lodge Outreach	February 29 2024	Outreach	52	15	9	28	
Cheryl's Lodge Outreach	February 15 2024	Outreach	31	6	8	17	
Winterfest 2024 Outreach	February 03 2024	Outreach	165	90	25	50	
Helping Hands Outreach	February 27 2024	Outreach	58	14		44	
Winterfest: Outdoor Story Time & Hot Cocoa!	February 03 2024	Outreach	68	28		40	
Anime Club	February 23 2024	Teens	1		1		
Anime Club	February 09 2024	Teens	3	1	2		
Beginner Python Programming	February 22 2024	Teens	11		11		
Beginner Python Programming	February 21 2024	Teens	11		11		
Beginner Python Programming	February 20 2024	Teens	12		12		
Book Buddies: A Teen Book Club	February 06 2024	Teens	5	1	4		
Girls Who Code	February 01 2024	Teens	6		6		
Girls Who Code	February 08 2024	Teens	10		10		
Girls Who Code	February 15 2024	Teens	6		6		
Girls Who Code	February 29 2024	Teens	4		4		
Girls Who Code	February 22 2024	Teens	4		4		
Middle School Book Club	February 29 2024	Teens	3		3		
Read it Forward: Divine Rivals	February 20 2024	Teens					
Teen Craft Corner: Remembrance Poppies	February 17 2024	Teens	100		100		
Teen Video Game Night	February 01 2024	Teens	10		10		
Therapy Dogs for Teens	February 22 2024	Teens	10	3	7		
VolunTEEN: Advisory Program (VTAP)	February 12 2024	Teens	13		13		
Winter Reading Challenge!	February 25 2024	General	264			264	
Messages from Survivors: One Family's Holocaust Legacy	February 25 2024	General					
Chinese New Year Celebration	February 17 2024	General	225	150		75	
HYBRID: Never Forget-Conversation With A Holocaust Survivor	February 06 2024	General	68	27			41

Clifton Park-Halfmoon Public Library
2024 Activity Report

			January	February	March	April	May	June	July	August	September	October	November	December	YTD 2024	YTD 2023
Borrowers		New	249	240	0	0	0	0	0	0	0	0	0	0	**489**	423
		Purged*														
		TOTAL	35,681	35,401	0	0	0	0	0	0	0	0	0	0	**35,401**	37,501
Circulation	*Fiction*	Adult	9,055	8,436	0	0	0	0	0	0	0	0	0	0	**17,491**	16,888
		Young Adult	1,537	1,604	0	0	0	0	0	0	0	0	0	0	**3,141**	2,852
		Juvenile	13,420	14,484	0	0	0	0	0	0	0	0	0	0	**27,904**	27,290
	Non-fiction	Adult	5,816	5,716	0	0	0	0	0	0	0	0	0	0	**11,532**	10,489
		Young Adult	17	8	0	0	0	0	0	0	0	0	0	0	**25**	25
		Juvenile	1,747	1,827	0	0	0	0	0	0	0	0	0	0	**3,574**	3,887
	Audio	Adult	1,347	1,181	0	0	0	0	0	0	0	0	0	0	**2,528**	2,409
		Young Adult	27	37	0	0	0	0	0	0	0	0	0	0	**64**	18
		Juvenile	522	539	0	0	0	0	0	0	0	0	0	0	**1,061**	928
	DVD	Adult	4,584	4,279	0	0	0	0	0	0	0	0	0	0	**8,863**	8,359
		Juvenile	947	960	0	0	0	0	0	0	0	0	0	0	**1,907**	1,954
	Digital Media	eaudiobooks	3,644	3,685	0	0	0	0	0	0	0	0	0	0	**7,329**	7,259
		ebooks	3,262	3,110	0	0	0	0	0	0	0	0	0	0	**6,372**	7,313
		Music	105	158	0	0	0	0	0	0	0	0	0	0	**263**	204
		Serials*	1,150	2,161	0	0	0	0	0	0	0	0	0	0	**3,311**	2,308
		Comics (hoopla)	67	5	0	0	0	0	0	0	0	0	0	0	**72**	89
		Streaming Video/TV (hoopla)	408	354	0	0	0	0	0	0	0	0	0	0	**762**	714
	Other	Serials	458	402	0	0	0	0	0	0	0	0	0	0	**860**	888
		CD-ROM / Wii	482	200	0	0	0	0	0	0	0	0	0	0	**682**	970
		Uncatalogued	48	41	0	0	0	0	0	0	0	0	0	0	**89**	51
		Non-traditional	151	170	0	0	0	0	0	0	0	0	0	0	**321**	232
		Print	31,592	32,075	0	0	0	0	0	0	0	0	0	0	**63,667**	61,431
		AV	7,427	6,996	0	0	0	0	0	0	0	0	0	0	**14,423**	13,668
		Digital	8,636	9,473	0	0	0	0	0	0	0	0	0	0	**18,109**	17,887
		Other	1,139	813	0	0	0	0	0	0	0	0	0	0	**1,952**	2,141
		TOTAL	48,794	49,357	0	0	0	0	0	0	0	0	0	0	**98,151**	95,127
Technology		Database Usage	910	1,496	0	0	0	0	0	0	0	0	0	0	**2,406**	3,498
		Computer Use (sessions)	1,428	1,590	0	0	0	0	0	0	0	0	0	0	**3,018**	2,822
		Wireless Use	4,283	4,391	0	0	0	0	0	0	0	0	0	0	**8,674**	8,837
		PAC Use	15,280	13,664	0	0	0	0	0	0	0	0	0	0	**28,944**	28,607
		Website Visits	42,411	38,031	0	0	0	0	0	0	0	0	0	0	**80,442**	51,820
		iPad/Laptop/Device Use	33	0	0	0	0	0	0	0	0	0	0	0	**33**	17

Clifton Park-Halfmoon Public Library
2024 Activity Report

		January	February	March	April	May	June	July	August	September	October	November	December	YTD 2024	YTD 2023
Programming	*Number of Programs*														
	Adult	50	44	0	0	0	0	0	0	0	0	0	0	**94**	78
	Teen	10	16	0	0	0	0	0	0	0	0	0	0	**26**	26
	Child 0-5	16	13	0	0	0	0	0	0	0	0	0	0	**29**	33
	Child 6-11	23	18	0	0	0	0	0	0	0	0	0	0	**41**	29
	General	0	4	0	0	0	0	0	0	0	0	0	0	**4**	9
	One-on-One	8	0	0	0	0	0	0	0	0	0	0	0	**8**	44
	Grab & Go	50	50	0	0	0	0	0	0	0	0	0	0	**100**	151
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	**0**	0
	TOTAL	157	145	0	0	0	0	0	0	0	0	0	0	**302**	370
	Attendance														
	Adult	635	811	0	0	0	0	0	0	0	0	0	0	**1,446**	1,762
	Teen	55	264	0	0	0	0	0	0	0	0	0	0	**319**	275
	Child 0-5	609	701	0	0	0	0	0	0	0	0	0	0	**1,310**	1,235
	Child 6-11	3,428	3,715	0	0	0	0	0	0	0	0	0	0	**7,143**	1,317
	General	0	557	0	0	0	0	0	0	0	0	0	0	**557**	115
	One-on-One	9	0	0	0	0	0	0	0	0	0	0	0	**9**	45
	Grab & Go	50	50	0	0	0	0	0	0	0	0	0	0	**100**	151
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	**0**	0
	TOTAL	4,786	6,098	0	0	0	0	0	0	0	0	0	0	**10,884**	4,900
Outreach	Events / Programs	7	16	0	0	0	0	0	0	0	0	0	0	**23**	18
	Attendance	422	562	0	0	0	0	0	0	0	0	0	0	**984**	574
Interlibrary Loan	Borrowed	6,960	6,616	0	0	0	0	0	0	0	0	0	0	**13,576**	12,831
	Loaned	3,516	3,400	0	0	0	0	0	0	0	0	0	0	**6,916**	6,164
	TOTAL	10,476	10,016	0	0	0	0	0	0	0	0	0	0	**20,492**	18,995
Reference	Ask Desk	2,470	2,817	0	0	0	0	0	0	0	0	0	0	**5,287**	5,003
	Children's Library Desk	1,436	1,932	0	0	0	0	0	0	0	0	0	0	**3,368**	2,537
	Computer Support	229	280	0	0	0	0	0	0	0	0	0	0	**509**	675
	TOTAL	4,135	5,029	0	0	0	0	0	0	0	0	0	0	**9,164**	8,215
Museum Passes		31	47	0	0	0	0	0	0	0	0	0	0	**78**	60
Visitors		23,257	24,569	0	0	0	0	0	0	0	0	0	0	**47,826**	42,634
Room Use	*Hours*														
	Library Programs	266	208	0	0	0	0	0	0	0	0	0	0	**474**	862
	Board/FOL/Staff	120	45	0	0	0	0	0	0	0	0	0	0	**165**	128
	Outside Organizations	245	301	0	0	0	0	0	0	0	0	0	0	**546**	334
	Room Checkouts	188	172	0	0	0	0	0	0	0	0	0	0	**360**	275
Outside Organization Meetings/Programs *(bookings)*		80	83	0	0	0	0	0	0	0	0	0	0	**163**	112
Collection Size (print & media)	Added	1,106	697	0	0	0	0	0	0	0	0	0	0	**1,803**	1,831
	Withdrawn	1,539	818	0	0	0	0	0	0	0	0	0	0	**2,357**	1,980
	TOTAL	149,968	149,925	0	0	0	0	0	0	0	0	0	0	**149,925**	156,255

Overview

SALS is offering Construction Challenge Grants of up to $5,000 per project to improve the function of member library buildings. The CPH Library has applied for and received these grants in past years for:

- Sensory Room (2023)
- Children's Library Reading Nook (2022)
- Board Room Furniture (2021)
- ADA compliant doorways (2020)
- Co-Lab technology (2018)

Staff recommended the Library apply for funding to add handicap door openers for the staff entrance (three doors).

There are a series of three doors that staff members pass through when entering the Library at the staff entrance (see photos below). The project would provide ADA compliant access to the staff entrance.

We are working with Stanley Doors to get a quote for the three doors The project costs will be available at the March 18 Board Meeting. The application is due at SALS by April 1, 2024.

Exterior Door
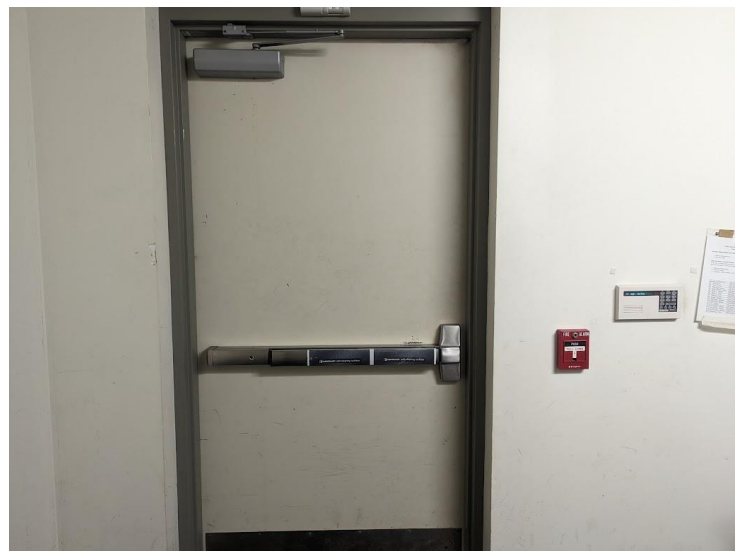
Interior door by time clock
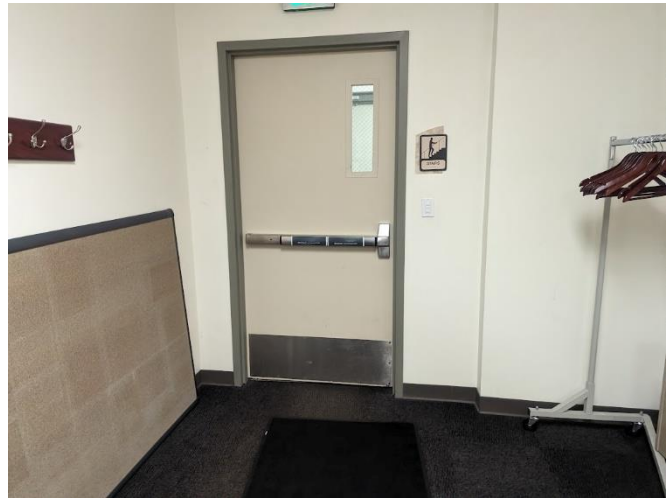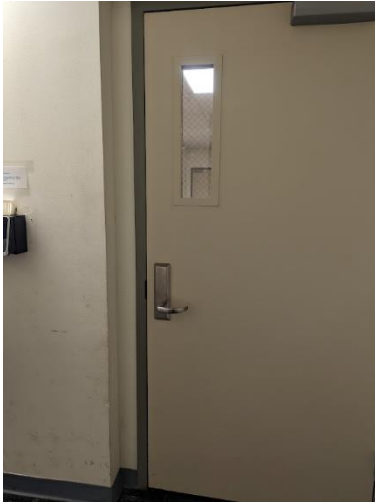
Door between public and staff areas

Southern Adirondack Library System
2022 Challenge Grant Application

Budget:

In the "details" column, provide information on the item being budgeted for in this category.

Category	Project Funds Requested	In-Kind/Matching	Total	Details
Purchased Services			-	
Equipment	$5,000	9,400.00	14,400.00	Puchae and install three automatic door openers on staff entrance doors
Materials/ Supplies			-	
Personnel			-	
CE Program Registration			-	
Travel			-	
Total	$ 5,000.00	$ 9,400.00	$ 14,400.00	

Library Director Signature: _____

Board President Signature: _____

Date: _____

Submit all documents as PDFs through our online application portal.

Hand-written applications will not be accepted.