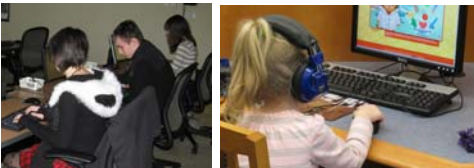
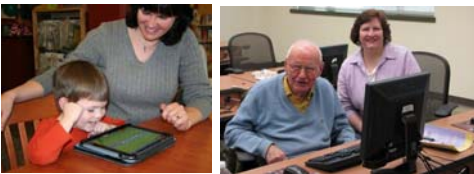


# Clifton Park-Halfmoon Public Library

## 2013 Annual Report



### *The Faces of Digital Literacy*

This past year, the Library offered a new series of computer classes called Digital Literacy, primarily aimed at inexperienced users. The new series provides an overview of general technology terminology, digital tools and computer skills needed to navigate this automated world. Students shared their personal stories and their motivation for taking this series. They wanted to connect with friends, manage their finances and generally feel more comfortable using technology. Students also shared, "We depend on the Library to help us navigate new technologies and devices as they come along."

The Clifton Park-Halfmoon Public Library is committed to promoting digital literacy through year-round training. In fact, the Library has been offering computer instructional classes for over 25 years. Librarians assist patrons on a daily basis with their online and digital needs; from gaining access to the Internet, to finding job resources, social networking or online education.

Children's access to digital tools is more important than ever. Young users are exposed to pre-literacy, literacy, critical thinking problems and other important skills. Most teens are very comfortable with today's technologies, but the Library offers programs that keeps teens engaged and that can enhance their educational and personal technology experiences.

The Library's website is an extension of the physical location where you can access the catalog, research services, use databases and check out materials from the *Digital Shelf*. To navigate these resources you need skills, devices and access to the Internet, and many patrons depend on the Library for help in these areas.

Libraries understand how critical it is for the public to have digital literacy skills, and access to digital tools and technology in order to succeed in this high-tech world. In order to support the community, the Library will continue to provide access, guidance and training, as well as balance the delivery of digital services with more traditional resources.

*Alex Gutelius,*  
Director

**Your Community Center  
for Lifelong Learning**



**Clifton Park-Halfmoon Public Library**

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# Financials

2013 Annual Report

## 2013 Revenues

Town of Clifton Park	\$2,631,956
Town of Halfmoon	1,160,172
Grants	14,045
State Funding	26,198
Donations	7,629
Fees	103,382
Interest	2,475
<b>Total Revenues</b>	<b>\$3,945,857</b>

## 2013 Expenses

Salaries	\$1,567,769
Benefits	535,403
Collection	311,354
Facility & Equipment	205,193
Operations	387,530
Bonds	873,020
Surplus	65,588
<b>Total Expenses</b>	<b>\$3,945,857</b>

## FROM THE BOARD OF TRUSTEES:

*Your Community Center for Lifelong Learning;* for the Clifton Park-Halfmoon Public Library Trustees this phrase is more than a tagline, it is an everyday reality and unwavering commitment. As patrons of the Library, trustees see first-hand the opportunities the Library offers through its programs, classes and services as well as the love of reading being instilled in young children, computer classes for users both inexperienced and savvy and programs that delight, inform and entertain.

The Board of Trustees continues to focus on the implementation of the Long Range Strategic Plan, approved in November 2011. A number of working groups were developed, consisting of staff, trustees and members of the community. In order to effectively respond to the growing demand for services, the Trustees will be carefully examining all working group recommendations as they prioritize future Library services. In the coming months, the Long Range Planning Committee will put together a survey for patrons to express their priorities and needs as Library users.

New York State fiscal changes and tax constraints will continue to influence the Library's budget strategy and will have an impact on the programs, services and collections that are provided. In spite of these challenges, the Board of Trustees will continue to implement prudent, innovative financial management and funding strategies, ensuring the greatest possible value to the taxpayers of the Library District.

### Clifton Park-Halfmoon Public Library Board of Trustees

Arnold Elman, President  
Jason DiGianni, Vice President  
Edwin Rodger, Treasurer

Mark Attmore     David Bissett  
Megan Brown     David Golden  
Maria McMunn     Christene Thurston  
Ronald Weiss     Russell Wise

Joseph Gaug, Esq. Attorney



## What do you receive when you attend a program or class...



*The Library has something for everyone, no matter age or stage of life. We have the materials, resources and services for you and your family.*

### **Preschoolers & Families:**

- **Programs for Socialization & Learning**
- **Early Literacy skills**
- **Develop Language & Narrative skills through play**

### **School-Age Children:**

- **Encourage Reading; good readers are better students, fluency in reading is essential**
- **Reinforce skills learned in school through fun programs**
- **Collaboration skills**

### **Teens:**

- **College Prep and Fun programs**
- **Safe place for group projects**
- **Volunteer & Work Opportunities**

### **Adults:**

- **Reliable Resources & Information**
- **Computer Literacy**
- **Meeting spaces**
- **Art & Culture Exhibits & Programs**
- **Literacy, ESOL & Citizenship Classes**

### **Seniors & Retirees:**

- **Programs and Classes for socialization, learning and infotainment**
- **Income Tax Assistance & Forms**
- **Legal Help**
- **Grandparent Resource**

## ***THE FRIENDS OF THE LIBRARY:***



The Friends of the Clifton Park Halfmoon Public Library was formed almost 20 years ago by a small group of motivated individuals interested in increasing awareness and support of

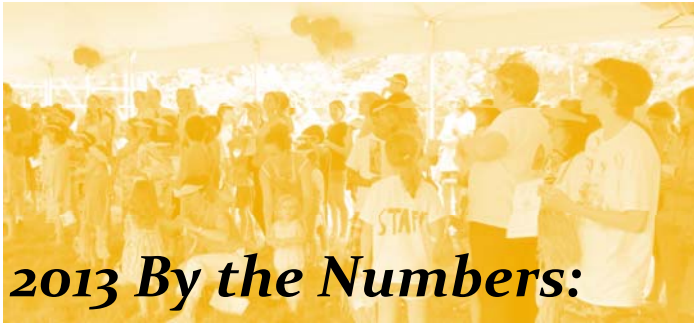
the then Shenendehowa Public Library. Over the years, the Friends has grown right along with the Library. The Friends is now an organization of over 500 members, more than 200 of whom are active volunteers. Our close and positive relationship with the Library staff enhances our efforts. We invite you to join or renew membership with the Friends and hope that you will consider volunteering as well. A copy of the Friends 2013 Annual Report and membership forms are available in the Library.

*Ann Christoffel*, President

### **2013 Highlights:**

- 3 3-day Used Book Sales
- 2 Community Scholarships awarded
- Author Event - Matt McElligot
- Two Towns One Book - "Unbroken"
- Travel to NYC, Tuscany and Venice
- Proctors - Million Dollar Quartet, Priscilla, Les Miserables
- Membership - Paypal payment option
- Volunteer Appreciation Event
- Plant Swap and Sale
- Series of Alzheimer's Seminars
- Author Event - Olympic runner Jim Ryun
- Museum Pass Program - museums added
- Junior Friends of the Library
- Hospitality at Library Programs
- Outreach





### *Visitors to our Library:*

In 2013, nearly **half-a-million patrons** came to the Library and another **401,603** patrons visited the Library via the website, [www.cphlibrary.org](http://www.cphlibrary.org)

### *Collection and Cardholders:*

Over **17,000** new items were added to the collection in 2013 and **898,387** were borrowed. On average, the Library's **45,581** active cardholders borrowed 20 items each. **3,178** new library cards were issued last year.

### *Programs:*

Last year over **26,000** people attended **1,060** programs for children, teens and adults. From preschool programs, to digital literacy classes, music programs and author visits, the Library offered an average of **20** programs every week of the year.

### *Reference Questions:*

**53,066** reference questions were answered in 2013. During the **70** weekly service hours, staff help patrons in using public computers for online education, job searching and connecting with web resources for a wide variety of reasons.

### *Shared Resources:*

In 2013, over **77,000** books, DVDs, CDs and audiobooks were shared via the interlibrary loan system. Requested materials are delivered to a patron's local library allowing effective resource sharing, ultimately resulting in savings to the taxpayer.

### *Public Computers:*

The Library has **44** computers plus laptops for public use. Patrons used the computers over **64,000** times this past year. The **6** iPads located in the Children's Library were used **1,800** times in 2013. The apps were updated during the year and new programs will be added quarterly.

### *Services:*

The Library's two notaries completed **249** notarizations last year for community members. Staff participated in **50** outreach events bringing Library information and services into the community. Program room use by outside groups increased 56% in 2013 over 2012.

