



January 27, 2025 7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the December 16, 2024 and January 6, 2025 meetings.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. *Warrants
 - #2024-27 December 20, 2024 \$343,536.42
 - #2024-28 December 30, 2024 \$111,051.79
 - #2025-01 January 8, 2025 \$148,602.12
6. Friends' Report
7. Director's Report
 - A. Public Service -Jim Foster
 - B. Planning / Communication -Rebecca Verhayden
 - C. General Updates -Alex Gutelius
8. Committee Reports
 - A. Committee Assignments
 - B. Policy Committee End of Year Report
 - C. Finance Committee End of Year Report
 - D. *Personnel Committee – Paid Prenatal Leave
9. Old Business
10. New Business
11. Executive Session

* Items so marked are action items



December 16, 2024

7:15 PM

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

Absent: Dave Golden, Tom Madison

Guest: Cornelia Mogor

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

AGENDA: Ms. McMunn presented the December 16, 2024 agenda with one modification. Under New Business Item B. Closure on December 23 was added. A **Motion** was made by Ms. Brown, seconded by Ms. Dugan, to approve the agenda as amended. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Meyer, seconded by Ms. Dugan to accept the November 18, 2024, minutes with one spelling correction to a Board members name. The **Motion** passed unanimously by those present.

PUBLIC COMMENT: None

BOARD COMMENT: None

TREASURER'S REPORT:

Mr. Wise presented the Financial Statement for November 2024. The November Financial Statement was reviewed and received for audit. There was \$25 in anonymous donations this month.

The November 25, 2024, warrant for \$525,809.83 was presented for approval. A **Motion** was made by Mr. Wise, seconded by Mr. Rodger, to approve the November 25, 2024, warrant. The **Motion** passed unanimously by those present. The reviewer for the November 25, 2024, warrant was Mr. Cantore.



The December 9, 2024, warrant for \$266,379.34 was presented for approval. A **Motion** was made by Mr. Wise, seconded by Ms. Brown, to approve the December 9, 2024, warrant. The **Motion** passed unanimously by those present. The reviewer for the December 9, 2024, warrant was Ms. Brown.

THE FRIENDS: Mr. Foster gave the following report:

1. The TTOB selection for 2025 is *West with Giraffes* by: Lynda Rutledge.
2. The TTOB kickoff with meteorologist Reid Kisselback from Channel 13, WMHT is on January 19.
3. The FOL Used Book Sale will be January 31-February 2.
4. The TTOB program will welcome back Abby Shea, a Culinary Institute of America graduate, on February 8 at 2:00pm with a soup making program.

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

1. Mr. Foster highlighted children's, adults and technology programs taking place at the library this month. We are introducing a new book club for banned books. The first selection will be *1984* by George Orwell. We also have a lot of interest in our annual Happy Noon Year program for families.
2. We will have a Winter Reading program for adults, teens, and children beginning in January. Participants can read and enter their name for prizes.
3. The Crossing Cultures Potluck on December 10 was a great success. We had a big turnout and it was a great opportunity to recognize our volunteers and highlight the ELL program.

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

1. The most popular Facebook and Instagram posts were photos of the author event with Heather Morris.
2. The Strategic Plan will be rolled out in January 2025, both in print and online and will be presented as two documents.
3. In our effort to be more sustainable, QR codes have been included in the monthly calendars and brochures to encourage patrons to take the



digital option. We will also be scaling back the printing of brochures, and will print on demand when they run out.

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

1. Trustee training forms are available tonight. Please fill out and submit your form for the year.
2. The auditors will be here on January 9 and 10, and then again at the end of January. They will present their findings to the Board of Trustees in March.
3. The fire alarm went off on Wednesday. It is believed to be a vaping incident in the bathrooms. The sensors were checked and everything is working properly.
4. The JA meeting took place earlier this month. The fees will remain the same for 2025-2026.
5. The construction project in the children's library is almost complete and the front door installation is moving ahead.
6. Ms. Gutelius included her 2024 End of Year Goals report in the Board packet.
7. Ms. Oddo reported that the Library credit card in her name had been used fraudulently. The card was cancelled immediately and Key Bank will issue a new credit card.

COMMITTEE REPORTS:

NOMINATING COMMITTEE: Mr. Rodger on behalf of the Nominating Committee presented the Board with the recommendations for officers for next year. The recommendations are:

President: Mat Cantore

Vice President: Megan Brown

Treasurer: Stephen Meyer

The election of officers will be conducted at the organizational meeting of the Board on January 6, 2025 at 7:15pm. Nominations from the floor can be taken at that time.

POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan presented the Policy Committee notes from December 2.



Ms. Dugan presented Policy 3.21 Security Camera Policy. This is a new policy to define the scope and purpose of video surveillance at the Clifton Park-Halfmoon Public Library. A few minor grammatical edits were made to the policy. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 3.21 Security Camera Policy as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 4.9 Interlibrary Loan Policy. This is a new policy to define materials that may be borrowed and loaned through Interlibrary Loan. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 4.9 Interlibrary Loan Policy as presented. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 4.10 Local History Collection Management Policy. This policy is needed to establish the principles for management of the Local History Collection. A minor edit was made under the heading of Library Archives. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 4.10 as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 3.2 Issuance of Library Cards Policy. This policy is needed so that cards are issued only to persons entitled to them. Modifications included moving Schenectady County residents from Regular status to Schenectady Resident status. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 4.10 as amended. The **Motion** passed unanimously by those present.

Finally, Ms. Dugan presented Policy 2.1 Mission Statement Policy. This policy is needed to explain the role of the Library. This policy was updated with the new mission statement approved on November 18, 2024. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 2.1 as amended. The **Motion** passed unanimously by those present.

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: Mr. Rodger gave the following report:

Mr. Rodger presented the end of year report of accomplishments and objectives for 2025.

BUILDINGS AND GROUNDS: Ms. Brown gave the flowing report:



Ms. Brown presented the end of year report of accomplishments.

FINANCE AND AUDIT: Mr. Wise gave the following report:
Mr. Wise presented and submitted 2024 Budget Adjustments for review. The committee reviewed the draft budget adjustments that include projections to the end of 2024. Under Receipts a large portion of the adjustments is the receipt of the NYS construction grant for \$451,144. We also received LLSA funds, investment, and interest income. Under Disbursements most of the adjustments were made to health care costs and building repairs. Mr. Wise made the **Motion**, seconded by Ms. Dugan, to approve the 2024 Draft Budget Adjustments. The **Motion** passed unanimously by those present.

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS:

The Board discussed a request from a local church to use the Library's parking lot for overflow parking on Sundays. After some discussion the Board decided to deny the request.

Ms. Gutelius recommended closing the Library on December 23 for concrete work to be completed at the front entrance. The concrete work will span the width of the interior sliding doors, making it impossible for patrons to enter and exit. A **Motion** was made by Ms. Dugan, seconded by Mr. Cantore, to close the Library on Monday, December 23 for concrete work to be completed at the front entrance. The **Motion** passed unanimously by those present.

At 8:26 pm Mr. Rodger made the **Motion**, seconded by Ms. Dugan, to end Regular Session and enter into Executive Session for the purpose of discussing the Director's Review. The **Motion** passed unanimously and Executive Session was entered at 8:28 pm.

At 8:32 pm Ms. Brown made the **Motion**, seconded by Ms. Dugan, to adjourn Executive Session and return to Regular Session. The **Motion** passed unanimously by those present.

Mr. Rodger made the **Motion**, on behalf of the Personnel Committee to approve the salary recommendation for the director. 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 8:34 pm.

The next scheduled Board Meeting is Monday, January 27, 2025, at 7:15 pm.



January 6, 2025 7:15 PM

Organizational Meeting

Present: Brown, Megan; Cantore, Mat; DiGianni, Jason; McMunn, Maria, Meyer, Stephen; Rodger, Edwin; Wise, Russell.

Absent: Cornelia Mogor, Tom Madison, Purushothaman Srinivasan.

The meeting was called to order at 7:16 pm by Ms. McMunn.

AGENDA: Ms. McMunn presented the January 6, 2025 agenda for approval. Mr. Wise made the **Motion**, seconded by Mr. Meyer, to approve the agenda. The **Motion** passed unanimously by those present.

The Oaths of Office were distributed to all trustees present at the meeting and were notarized by Mr. Foster.

The slate of officers for 2025 was presented by Mr. Rodger on behalf of the Nominating Committee: Mat Cantore – President, Megan Brown – Vice President, Stephen Meyer – Treasurer. There being no nominations from the floor Mr. Rodger made the **Motion**, seconded by Ms. Dugan, to close the floor to nominations. Mr. Rodger then made the **Motion** on behalf of the Nominating Committee to approve the slate as presented. **Motion** passed unanimously by those present, and the persons listed were elected for 2025.

Mr. Rodger thanked Ms. McMunn for her leadership over the past three years. Mr. Cantore added his thanks to Ms. Dugan for her three years of service as Vice-President and to Mr. Wise for filling in as Treasurer for the last year.

Mr. Cantore took over as chair of the meeting.

Ms. Brown made the **Motion**, seconded by Ms. Dugan, that Joe Gaug be reappointed as Counsel for 2025. The **Motion** passed unanimously by those present.

Mr. Wise made the **Motion**, seconded by Mr. DiGianni, that Alex Gutelius be reappointed as Clerk for 2025. **Motion** passed unanimously by those present.

A **Motion** was made by Mr. Meyer seconded by Ms. McMunn, that Barbara Reese be reappointed as Recording Secretary to the Board for 2025. The **Motion** passed unanimously by those present

Ms. Brown made the **Motion**, seconded by Ms. McMunn, that the Annual Budget Vote and Trustee Election be held on September 11, 2025. **Motion** passed unanimously by those present.



The Board Meeting Schedule for 2025 was presented and found to be acceptable.

Ms. McMunn made the **Motion**, seconded by Mr. Meyer, that the Board Meeting Schedule be accepted as amended, moving the March meeting to March 24. **Motion** passed unanimously by those present.

The Board Calendar for 2025 was presented and found to be acceptable.

Ms. Brown made the **Motion**, seconded by Mr. DiGianni, that the Board Calendar for 2025 be accepted as presented. The **Motion** passed unanimously by those present.

The next order of business was the Designation of Depositories.

Mr. Wise made the **Motion**, seconded by Mr. Meyer, that the Board of Trustees of the Clifton Park-Halfmoon Public Library designate Pioneer Bank as a depository for Clifton Park-Halfmoon Public Library funds for 2025 with deposits not to exceed \$7.5M. Motion passed unanimously by those present.

The Pioneer depository shall require the signature of either Treasurer Steve Meyer, President Mat Cantore, or Vice-President Megan Brown on all checks and shall require the signatures of both the Treasurer and either the President or Vice-President on checks of \$20,000 or more.

Mr. Wise made the **Motion**, seconded by Mr. Meyer, that the Board of Trustees of the Clifton Park-Halfmoon Public Library designate Key Bank as a depository for Clifton Park-Halfmoon Public Library funds for 2025 with deposits not to exceed \$1M. Motion passed unanimously by those present.

The petty checking depository at Key Bank shall require the signature of the Library Director for all checks.

Mr. Wise made the **Motion**, seconded by Mr. Meyer, that the Board of Trustees of the Clifton Park-Halfmoon Public Library designate the New York Liquid Asset Fund as a depository for Clifton Park-Halfmoon Public Library funds for 2025 with deposits not to exceed \$1.5M. Motion passed unanimously by those present.

The next order of business was to change the authorized users on the Pioneer and Key bank accounts.

Ms. Brown made the **Motion**, seconded by Ms. Dugan, to change the Authorized Users on the Pioneer Bank Accounts from Mr. Cantore, Ms. McMunn, and Ms. Dugan to Mr. Meyer, Mr. Cantore, and Ms. Brown. Motion passed unanimously by those present.



Ms. McMunn made the **Motion**, seconded by Mr. Wise to change the Authorized Users on the Key Bank Accounts from Mr. Cantore, Ms. McMunn, and Ms. Dugan to Mr. Meyer, Mr. Cantore, and Ms. Brown. Motion passed unanimously by those present.

The next order of business was a Resolution to change the Authorized Users on the Fidelity Account.

A Resolution regarding the corporate bond mutual fund was presented as follows: Delete Russ Wise as an authorized person on Fidelity Account #2BP212687 and to add Steve Meyer as an authorized person on Fidelity Account #2BP212687. A **Motion** was made by Ms. McMunn, seconded by Ms. Dugan, to adopt the Resolution as stated and send it to Fidelity. **Motion** passed unanimously by all present.

Mr. Cantore reviewed the process for standing committee assignments and requested that trustees indicate their committee preferences.

There being no further business, Ms. Brown made the **Motion**, seconded by Ms. McMunn to adjourn the organizational meeting. **Motion** passed unanimously by those present and the meeting adjourned at 7:31 pm.



The Director's Report has been reworked based on the goals and strategies from the new Strategic Plan. The Strategies have been included in this report for reference.

BE A COMMUNITY RESOURCE

Strategies:

- *Promote literacy and lifelong learning among the community by providing rich and expansive physical and digital collections.*
- *Lead and offer programs that foster connections through educational and recreational opportunities.*
- *Be a leader in information literacy and a resource to access all types of information.*
- *Expand upon Library marketing and outreach activities to ensure community awareness of the Library and its offerings.*

Website & Social Media

- In 2024, there were 1,173,534 page visits to the Library's website, 448,636 of which were to the Library's homepage. The homepage visits increased by 17% from 2023.
- The Noon Year's Eve Celebration reel was the most popular Instagram post of December.

Program Brochures

- Patrons are now being offered the option to scan a QR code and access the program brochure digitally instead of taking a print copy. 18 people have opted for the digital version and 500 have chosen print for the January/February brochure.

Strategic Planning

- Staff were presented with the final strategic plan at the January Staff Meeting. The full version will be on the website soon.

Programming

- The number of programs offered in 2024 increased by 27% compared to 2023, and the attendance increased by 38%. The figure for children's programs aged 6-11 are high because it includes the monthly scavenger hunts, but the 2023 number also included scavenger hunts. Scavenger hunts are available each month for both children in the Children's Library and adults/teens on first floor.



- For December, the most popular program was Happy Noon Year which was attended by 377 children and their parents.

Collections

- Circulation decreased slightly in 2024 by just over 2%. There were increases in the use of certain collections such as YA fiction (+6%) and juvenile audio (+2.6%), as well as digital serials (+12%) and streaming TV/movies (+33%).
- Some of the decrease in circulation may have been due to a lack of access to the Children's Library for several months. Although the Children's Library was open throughout the renovation, we were discouraging use of that area by offering story time programs off site, resulting in fewer items being borrowed.
- Some of the most borrowed items in 2024 by collection include:

Adult Fiction	Remarkably bright creatures: a novel/ Shelby Van Pelt Lessons in chemistry: a novel/ Bonnie Garmus Horse / Geraldine Brooks
New & Popular	The women / Kristen Hannah Swan song / Elin Hilderbrand Camino Ghosts / John Grisham
Adult Non-Fiction	Hillbilly elegy: a memoir of a family and culture in crisis/ J.D. Vance Standard postage stamp catalogue Educated: a memoir/ Tara Westover
Children's Fiction	Eight of the top ten most borrowed items are Diary of a Wimpy Kid titles
Children's Non-fiction	Guinness World Records Minecraft Guide to creative Weird but true! Sharks: 300 fin-nomenal fact to dive into
YA Fiction	The ballad of songbirds and snakes / Suzanne Collins Throne of glass / Sarah Maas The hunger games / Suzanne Collins
Adult DVD	Indiana Jones and the dial of destiny Oppenheimer The holdovers
Children's DVD	Wonka Wow! Wow! Wubbzy! Best of Walden Frozen
Museum Passes	The Children's Museum at Saratoga Empire Pass Empire State Aerosciences Museum



OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

Strategies:

- *Employ the Library as a third space by providing functional spaces for programs, events, outside groups, remote workers, students, and recreational users.*
- *Connect to the community and support environmentally friendly access to the Library and its resources.*
- *Embrace innovative ideas, technology, and efficiencies to allow the Library to grow and adapt to best serve the community.*
- *Act as good stewards of the Library through environmental sustainability, fiscal responsibility, and socially equitable practices.*

Visitors and Room Use

- The number of visitors to the Library increased by 4%, but should be higher as the position of the counter was not optimal due to the construction. We estimate that the total number of visitors should be closer to 295,000 for the year rather than 283,260.
- Room checkouts increased by 38% in 2024. Some portion of this increase was due to the introduction of the Sensory Room (which is only checked out for one hour).
- Room bookings by individuals and organizations increased by 22% in 2024, with an average of 60 advance bookings each month.
- Almost every weekday we have a large number of adults with disabilities at the library. They participate in a lot of activities: computers, crafts, coloring, using the Sensory Room or sensory bags, reading and scavenger hunts. We frequently open the Computer Lab for “overflow” seating and/or computer use.

Sustainability Committee

- The committee continues to work on certification.
- The committee issued a newsletter in November focusing on Holiday Tips.
- The committee is putting together several educational events including an Earth Day panel with speakers from local organizations.

Front Entrance

- As of January 17, the Front Door was inspected and can be used by the public. Due to the long weekend, we anticipate putting the door into use the week of January 20.
- There are still some door sweep brushes that need to be installed on the door and ceiling trim is to be installed on the exterior of the door.



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- The interior sliding door is to be removed.
 - In the interior foyer the book alarm pedestals will be removed and new walk off carpeting installed.
 - The interior brick infill work was rejected and will be replaced.

Children's Library

- There are a few final fixtures that will be installed as they arrive.
- The sink and faucet have been installed in the lactation room, but some adjustments are needed to the hot water tank before the room is opened for use by the public.

INVEST IN PEOPLE

Strategies:

- *Attract and retain highly qualified staff by providing opportunities for growth, learning, and inclusivity while offering competitive salary and benefits packages.*
- *Invest in educational opportunities to support employee and trustee growth and development.*
- *Increase engagement and build support for the Library by connecting with the community through organizations and community members.*

Outreach

- The number of outreach events increased by 20% in 2024.
- YS staff have been hosting field trips for homeschool groups and second grade students. The field trips include a story time, craft station and a library fun fact tour.

AARP

- The Library continues to work with AARP to provide tax assistance to the community. This year our Library was the location for training volunteers across who volunteer across Saratoga County in addition to the volunteers who work at out of our Library.
- Tax appointments are available with the AARP volunteers to help patrons with their taxes on Mondays and Saturdays, February 1-April 12.

December Incidents

- 12-3-2024 Child in Sensory Room fell
- 12-5-2024 Policy called (by mother) for ten refusing to leave library
- 12-26-2024 CO detector went off.
- 12-28-2024 Building alarm was set off accidentally

Prepared by: Alex Gutelius, Library Director

**Clifton Park - Halfmoon Public Library
Program Statistics - December 2024**

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Journaling for Adults	December 18 2024	Adults	15	8			7
ZOOM: Navigating Google Drive	December 04 2024	Adults	1				1
Tech Tutoring	December 17 2024	Adults	3	3			
Community Field Trip: Wolf Hollow Brewing Company	December 13 2024	Adults	10	10			
ZOOM: Virtual Author Talk with Dr. Jeffrey Post	December 04 2024	Adults	8	8			8
ZOOM: Virtual Author Talk with Laura Dave	December 11 2024	Adults	6	6			6
Read With Pride Book Group	December 10 2024	Adults	2	2			
NovelList and Goodreads	December 06 2024	Adults	3	3			
Genealogy Assistance	December 05 2024	Adults	5	5			
ELL Conversation Group	December 13 2024	Adults	7	7			
ELL Conversation Group	December 18 2024	Adults	6	6			
ELL Volunteer Training	December 19 2024	Adults	5	5			
Connecting Threads Quilt Group	December 11 2024	Adults	4	4			
HYBRID: Daytime Book Group	December 19 2024	Adults	9	9			
World Cinema: The Lost Leonardo (2021)	December 12 2024	Adults	5	5			
U.S. Citizenship Class	December 06 2024	Adults	6	6			
Senior Housing and Resources in the Community	December 04 2024	Adults	8	8			
Download Ebooks, Audiobooks, & TV	December 11 2024	Adults	2	2			
Read Digital Newspapers for FREE	December 04 2024	Adults	0	0			
Exploring & Downloading Apps	December 16 2024	Adults	4	4			
Inclusible Adult Games	December 12 2024	Adults	40	40			
iPhone Basics: Using your Camera	December 09 2024	Adults	8	8			
Appy Hour: Photography Tools	December 03 2024	Adults	8	8			
Zero Waste	December 01 2024	Adults	8	8			
Crafty Adults: Handbuilding with Clay Workshop	December 04 2024	Adults	10	10			
Bingo for Books	December 09 2024	Adults	26	26			
Bingo for Books	December 16 2024	Adults	15	15			
Board Game Social	December 07 2024	Adults	6	6			
Cookie Decorating & Ugly Sweater Party	December 05 2024	Adults	23	23			
The Basics of Social Security	December 03 2024	Adults	12	12			
ZOOM: ASL for Beginners	December 14 2024	Adults	1	1			1
Caffeinated Chapter Chasers: Silent Book Club	December 19 2024	Adults	8	8			
Holiday Stories & Songs at CP Center Mall	December 23 2024	Children	130	50		80	
Take & Make: Arctic Fox	December 27 2024	Children	95			95	
Parachute Play!	December 06 2024	Children	27	10		17	
Baby Story Time	December 13 2024	Children	20	11		9	
Family Story Time	December 09 2024	Children	64	28		36	
Family Story Time	December 30 2024	Children	61	28		33	
Family Story Time	December 02 2024	Children	58	28		30	
Family Story Time	December 12 2024	Children	51	23		28	
Music & Motion	December 20 2024	Children	47	22		25	
Family Story Time	December 19 2024	Children	38	21		17	
Wonderful Walkers	December 13 2024	Children	29	15		14	
Family Story Time	December 16 2024	Children	24	11		13	
Family Story Time	December 05 2024	Children	19	8		11	
Battle of the Books Meeting	December 17 2024	Children	14	4		10	
Kids Paint & Sip: Tiny Art	December 16 2024	Children	9			9	

**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	191	191	151	215	253	223	213	182	183	157	2448	2,371	
	Purged*															
	TOTAL	35,681	35,401	34,416	34,416	33,892	33,545	33,491	33,344	33,512	33,422	33,309	33,306	33,306	35,828	
Circulation	<i>Fiction</i>	Adult	9,055	8,436	8,727	9,055	8,854	9,435	8,190	10,671	8,958	8,641	7,501	8,051	105,574	109,525
		Young Adult	1,537	1,604	1,682	1,537	1,559	1,785	1,433	2,148	1,518	1,367	1,407	1,377	18,954	17,809
		Juvenile	13,420	14,484	14,585	13,420	13,572	14,874	13,370	17,841	13,157	13,761	14,018	12,544	169,046	175,384
	<i>Non-fiction</i>	Adult	5,816	5,716	6,109	5,816	5,537	5,394	5,227	5,914	5,084	5,103	5,020	5,045	65,781	65,173
		Young Adult	17	8	6	17	15	9	21	15	13	13	13	17	166	168
		Juvenile	1,747	1,827	2,023	1,747	1,925	1,997	1,593	2,432	1,779	1,694	1,687	1,444	21,895	22,154
	<i>Audio</i>	Adult	1,347	1,181	1,093	1,347	1,638	1,215	1,176	1,044	1,057	1,189	1,145	1,011	14,443	15,286
		Young Adult	27	37	17	27	36	21	19	22	14	14	13	14	261	234
		Juvenile	522	539	591	522	444	577	515	657	372	463	481	471	6,154	5,997
	<i>DVD</i>	Adult	4,584	4,279	4,435	4,584	3,805	3,814	4,285	4,032	3,493	3,522	3,950	3,521	48,304	50,248
		Juvenile	947	960	1,067	947	823	963	1,000	1,147	789	832	930	833	11,238	13,045
	<i>Digital Media</i>	eaudiobooks	3,644	3,685	3,783	3,597	3,558	3,667	3,856	3,888	3,765	3,948	3,651	3,489	44,531	42,945
		ebooks	3,262	3,110	3,578	3,584	3,207	3,445	3,842	3,618	3,072	3,412	3,108	3,122	40,360	42,912
		Music	105	158	115	126	116	78	65	105	92	96	102	99	1,257	1,251
		Serials*	1,150	2,161	1,711	1,616	1,702	1,545	1,494	1,362	1,669	1,622	2,062	1,845	19,939	17,798
		Comics (hoopla)	67	5	84	76	85	103	117	85	73	124	102	77	998	780
		Streaming Video/TV (hoopla)	408	354	434	466	394	374	409	428	364	410	451	402	4,894	3,653
	<i>Other</i>	Serials	458	402	389	458	361	470	498	429	412	482	465	442	5,266	6,011
		CD-ROM / Wii	482	200	459	482	408	415	430	438	366	374	429	423	4,906	5,292
		Uncatalogued	48	41	48	48	41	37	139	49	40	38	54	39	622	479
		Non-traditional	151	170	184	151	176	241	32	250	168	182	206	183	2,094	2,050
		Print	31,592	32,075	33,132	31,592	31,462	33,494	29,834	39,021	30,511	30,579	29,646	28,478	381,416	392,184
	AV	7,427	6,996	7,203	7,427	6,746	6,590	6,995	6,902	5,725	6,020	6,519	5,850	80,400	84,810	
Digital	8,636	9,473	9,705	9,465	9,062	9,212	9,783	9,486	9,035	9,612	9,476	9,034	111,979	109,427		
Other	1,139	813	1,080	1,139	986	1,163	1,099	1,166	986	1,076	1,154	1,087	12,888	14,354		
TOTAL	48,794	49,357	51,120	49,623	48,256	50,459	47,711	56,575	46,257	47,287	46,795	44,449	586,683	600,775		
Technology	Database Usage	910	1,863	2,570	2,766	3,213	3,084	3,030	3,885	2,971	2,735	5,275	5,817	38,119	24,559	
	Computer Use (sessions)	1,428	1,590	1,592	1,490	1,321	1,351	1,525	1,594	1,557	1,591	1,456	1,308	17,803	17,948	
	Wireless Use	4,283	4,391	4,827	7,204	5,635	5,950	5,377	5,222	5,361	7,025	7,013	5,574	67,862	61,878	
	PAC Use	15,280	13,664	14,723	14,887	14,122	14,477	15,602	15,539	13,724	13,361	12,599	12,145	170,123	170,375	
	Website Visits	42,411	38,031	38,067	38,956	35,393	36,560	39,199	39,128	36,678	35,924	33,858	34,431	448,636	380,290	
	iPad/Laptop/Device Use	33	12	23	30	38	20	11	30	13	19	30	24	283	109	

**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	<i>Number of Programs</i>													
Adult	50	44	47	61	89	48	57	53	62	91	71	30	703	512
Teen	10	16	11	15	8	9	25	13	8	9	6	9	139	129
Child 0-5	16	13	18	18	18	8	5	5	7	31	9	13	161	135
Child 6-11	23	18	16	23	18	26	48	37	7	25	19	21	281	220
General	0	4	3	4	10	8	9	6	2	7	6	3	62	38
One-on-One	8	0	3	7	0	5	0	8	4	8	9	3	55	128
Grab & Go	50	50	70	0	50	0	100	0	100	70	100	0	590	421
Asynchronous	0	0	15	0	0	5	0	0	0	0	0	2	22	0
TOTAL	157	145	183	128	193	109	244	122	190	241	220	81	2,013	1,583
	<i>Attendance</i>													
Adult	635	811	771	775	1,136	622	736	569	804	1,213	1,084	257	9,413	7,987
Teen	55	264	59	64	51	25	202	90	103	182	127	129	1,351	1,716
Child 0-5	609	701	597	947	790	361	275	246	339	236	539	663	6,303	5,718
Child 6-11	3,428	3,715	3,947	3,914	642	2,567	2,500	2,022	644	249	136	2,704	26,468	15,789
General	0	557	590	684	1,318	941	770	472	172	112	96	91	5,803	4,258
One-on-One	9	0	3	7	0	5	0	8	4	8	9	3	56	147
Grab & Go	50	50	70	0	50	0	100	0	100	70	100	0	590	409
Asynchronous	0	0	6	0	0	17	0	0	0	0	0	14	37	0
TOTAL	4,786	6,098	6,043	6,391	3,987	4,538	4,583	3,407	2,166	2,070	2,091	3,861	50,021	36,024
Outreach	<i>Events / Programs</i>													
Events / Programs	7	16	12	7	5	1	5	2	4	6	6	9	80	67
<i>Attendance</i>	422	562	332	180	257	97	151	34	416	1,006	429	310	4,196	4,199
Interlibrary Loan	<i>Borrowed</i>													
Borrowed	6,960	6,616	6,889	7,066	7,059	6,748	6,965	7,176	6,499	6,738	6,217	6,153	81,086	77,454
<i>Loaned</i>														
Loaned	3,516	3,400	3,625	3,307	3,164	2,804	3,113	2,996	2,996	2,947	2,740	2,456	37,064	37,817
TOTAL	10,476	10,016	10,514	10,373	10,223	9,552	10,078	10,172	9,495	9,685	8,957	8,609	118,150	115,271
Reference	<i>Ask Desk</i>													
Ask Desk	2,470	2,817	2,575	2,932	2,089	2,304	2,445	2,669	2,400	2,762	2,171	2,104	29,738	25,926
<i>Children's Library Desk</i>														
Children's Library Desk	1,436	1,932	1,694	1,853	1,213	1,850	463	2,077	2,302	1,883	1,546	1,284	19,533	15,093
<i>Computer Support</i>														
Computer Support	229	280	308	275	200	275	2,049	411	428	509	449	393	5,806	3,422
TOTAL	4,135	5,029	4,577	5,060	3,502	4,429	4,957	5,157	5,130	5,154	4,166	3,781	55,077	44,441
Museum Passes	31	47	37	31	60	79	109	109	55	0	0	37	595	614
Visitors	23,257	24,569	24,876	26,717	26,980	25,387	26,900	27,136	22,199	22,934	12,165	20,140	283,260	272,307
Room Use	<i>Hours</i>													
Library Programs	266	208	388	341	613	198	307	262	216	362	281	200	3,640	3,811
Board/FOL/Staff	120	45	39	63	67	71	58	84	105	36	26	27	740	721
Outside Organizations	245	301	243	229	142	147	89	117	101	289	152	167	2,221	1,967
Room Checkouts	188	172	174	164	217	222	231	239	302	283	237	221	2,650	1,914
Outside Organization Meetings/Programs (bookings)	80	83	79	74	48	49	30	40	54	67	53	59	716	584
Collection Size (print & media)	<i>Added</i>													
Added	1,106	697	720	423	892	641	1,125	907	857	1,016	1,046	677	10,107	11,871
<i>Withdrawn</i>														
Withdrawn	1,539	818	1,321	912	1,910	1,464	2,172	1,368	763	843	924	334	14,368	17,415
TOTAL	149,968	149,925	149,265	149,796	148,785	148,166	146,844	146,290	146,264	146,476	146,566	146,674	146,674	150,583



2025 Committees

Finance

Meyer: Chair
DiGianni
Wise
Rodger

Building & Grounds

Brown: Chair
DiGianni
Mogor
Srinivasan

Personnel

Rodger: Chair
McMunn
Brown
Dugan

LRP

DiGianni: Chair
Rodger
Srinivasan
Wise
McMunn

Gutelius/Oddo

Gutelius

Gutelius

Verhayden/Gutelius

PR

Srinivasan: Chair
Dugan
Madison

Policy

Dugan: Chair
Brown
Meyer
McMunn

Legislative

Wise: Chair
Madison
Mogor

Verhayden/Gutelius Foster/Gutelius

Gutelius

Ad Hoc Crisis Communications

Cantore, DiGianni, McMunn, Meyer, Wise

Staff Contact Information

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Rebecca Verhayden, Assistant Director

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Lisa Oddo, Business Manager

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To: Maria McMunn, President CPH Library Board

Cc: CPH Library Board

From: Suzanne Dugan, Policy Committee Chair

Date: December 17, 2024

Re: Policy Committee 2024- Highlights

Policy Committee Members for 2024 include:

Suzanne Dugan, Chair; Megan Brown, Steve Meyer, Purushothaman Srinivasan

Policies reviewed this year:

- Policy 3.22 Security Camera Policy
- Policy 4.9 Interlibrary Loan Policy
- Policy 4.10 Local History Collection Management Policy
- Policy 3.2 Issuance of Library Cards
- Policy 2.1 Mission Statement
- Policy 4.4 Library charges and Fees
- Policy 3.6 Use of Program Rooms
- Policy 3.11 Privacy and Confidentiality
- Policy 3.12 Suspension Policy
- Policy 3.13 Automated External Defibrillator Policy
- Policy 3.21 Sensory Room Policy

The Committee also reviewed:

- Proposed Bylaws edits
- Purchasing Policies and Procedures

Finance Committee Report - 2024

Past Year's Activities (Treasurer/Committee Members/Director, Business Manager & Staff):

- Reviewed monthly expenditures; approved vendor checks and bank statements;
- Reviewed annual audit for the previous fiscal year;
- Developed/presented draft 2025 Library Budget for Board approval;
- Prepared 2024 mid-year fiscal update for Board;
- Reviewed copy for 2025 Library Budget vote materials;
- Gave 2024 Library Budget presentations to Library staff and public;
- Reviewed/Prepared NYLAF investment proposal for Board approval; and
- Prepared final 2024 Library Budget adjustments for Board approval.

Continuing Committee Activities for Coming Year (in addition to above):

- Participate in Long-Range Planning process;
- Participate in Tax-Freeze/Tax Cap reporting process; and
- Research and consider alternative sources of Library funding.

Related Activities (Treasurer):

- Participation in Board's Legislative Committee/NYS Legislature Lobby Day; and
- Participation in Southern Adirondack Library System (SALS) 2026 fee setting.

PRENATAL LEAVE LAW – addition to the Employee Handbook

The Clifton Park-Halfmoon Public Library will provide employees with 20 hours of paid prenatal personal leave during any 52-week calendar period. Paid prenatal personal leave is in addition to leave provided under New York's Sick Leave Law.

Paid prenatal personal leave may be used for healthcare services during or related to your pregnancy, including physical examinations, medical procedures, monitoring and testing, and discussions with your healthcare provider related to your pregnancy.

Paid prenatal personal leave may be taken in hourly increments and will be compensated at your regular rate of pay or the applicable minimum wage, whichever is greater.

If your need for leave is foreseeable, provide notice as soon as possible. If unforeseeable, provide notice as soon as practical. You are not required to provide documentation supporting your need for leave.

Upon return to work following any paid prenatal personal leave, you will be restored to the position you held prior to taking leave or a position with the same pay and other terms and conditions of employment.

You will not be compensated for unused paid prenatal personal leave when your employment ends.

Paid prenatal leave is only available for the pregnant person receiving health services.

The Clifton Park-Halfmoon Public Library will not retaliate against employees who request or take leave in accordance with this policy.