



April 21, 2025 7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the March 24, 2025 meeting.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. March 2025 Financial Statement
 - B. *Warrants
 - #2025-07 March 26, 2025 \$ 272,071.06
 - #2025-08 April 7, 2025 \$ 360,907.47
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. Crisis Communications Committee – Notes from meeting of March 26, 2025
 - B. Policy Committee – Notes from meeting of April 7, 2025
 - C. *Policy 2.6 Sustainability Policy (new)
 - D. *Policy 2.5 Whistleblower
 - E. *Policy 3.14 Solicitation Policy
 - F. *Policy 3.16 Programming
 - G. Policy 4.2 Materials Selection
 - H. *Policy 4.4 Library Fines and Fees
 - I. *Purchasing Policy and Procedures
9. Old Business
10. New Business
 - A. *Approve appointment of Cameron Audette, Page.
11. Executive Session

* Items so marked are action items



March 24 24, 2025 7:15 PM

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

Absent: Tom Madison

Guest: Susan Flint

The meeting was called to order at 7:16 PM by Mr. Cantore.

AGENDA: Mr. Cantore presented the March agenda for approval with one additional item. Under New Business add Item D. NYCLASS. 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. Wise, seconded by Mr. Srinivasan, to accept the February 24, 2025, minutes with one correction. Under New Business: Open Meeting Law amended to read: The Board decided no action was necessary at this time. The **Motion** passed unanimously by those present. Mr. Rodger chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: Mr. Rodger noted he will not be running for re-election after his term ends this year.

TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for February 2025. The February 2025 Financial Statement was reviewed and received for audit.

The February 24, 2025, warrant for \$145,140.94 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Wise, to approve the February 24, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the February 24, 2025, warrant was Mr. Cantore.



The March 7, 2025, warrant for \$452,892.39 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown, to approve the March 7, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the March 7 2025, warrant was Mr. Srinivasan.

It was noted this warrant included the final transfer of funds out of Key Bank and a payment to the architects for the front door project.

Mr. Meyer noted in February 2025 we had \$28.75 in anonymous donations.

THE FRIENDS: Mr. Foster gave the following report:

1. The FOL continue with TTOB programming and are planning a visit to the Zoo on June 14.
2. The FOL Crafters Supplies Give & Take will be held on April 11-13.
3. The Used Book Sale is scheduled for May 16-18.
4. The Plant Swap will be held the morning of May 16.

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

1. Mr. Foster noted there are five book clubs being offered. They are offered at a variety of times and formats and are gaining popularity.
2. Several staff members will be presenting at a number of professional conferences to share all the new and exciting things happening at our library.
3. Genealogy Day events were very successful.
4. The Local author Fair will be the afternoon of May 16. Registration is available on-line and preference is given to local authors that reside in our tax district.
5. The Youth Services department has a number of programs scheduled for April break week; including story times, crafts, and a Wicked Sing-a-long.

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

1. Ms. Verhayden reported engagement on Social Media continues to be strong. Our overall reach was up 33% with the Stuffy Sleepover being our most popular post.



2. We continue to print program brochures and will scale back printing in April when we ramp up printing of the May/June program brochure. We continue to offer QR codes for patrons that would like a digital copy. It was suggested that the QR code be placed by the book drop or outside the building for access when we are closed.
3. The Library Newsletter send via Constant Contact has a wide reach, with a large number of people opening the recent newsletter regarding changes to funding for IMLS.
4. Ms. Verhayden noted we have added a Blue Ray DVD player, Soil Tester, and an Outdoor Projector to our Activities Collection.

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

1. We are still trying to determine how the Federal cuts to IMLS will impact our area libraries. The FOL sent out a call to action email with additional information.
2. Ms. Gutelius shared copies of the Annual Report for 2024.
3. National Library Week is April 6-12. The National Library Workers Day lunch will be on April 8.
4. Sara Dallas will be retiring from SALS in June.
5. The Bunbury Players will be here March 28-March 30 presenting a Festival of One-Act plays.
6. Ms. Gutelius shared some positive feedback she received on our comment cards.

COMMITTEE REPORTS:

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:

Credit Card Resolution

The Library's accounts with Key Bank have been closed, and we are no longer eligible to have credit cards with Key Bank. Pioneer Bank will provide credit cards to the Library. Mr. Meyer made the **Motion**, seconded by Ms. Brown, to adopt the Resolution and Agreement in order for the Pioneer Bank credit card application to be processed. The **Motion** passed unanimously by all present.

SALS 2025 Construction Grant

SALS is offering a Construction Challenge Grant of up to \$5,000. Staff recommended the Library apply for funding to upgrade the audio visual equipment in the Computer Lab. Mr. Wise made the **Motion**, seconded by Mr. DiGianni, to approve the submission of the 2025 Construction Challenge Grant application for the upgrade of the AV equipment in the Computer Lab. The **Motion** passed unanimously by those present.

Staff Development Night Recommendation

Mr. Foster presented the proposal to close the Library early on Wednesday, August 27 at 4pm to conduct staff training from 4:00-8:00pm at the library. Ms. McMunn made the **Motion**, seconded by Mr. Srinivasan, to close the Library at 4pm on August 27 for staff development. The **Motion** passed unanimously by those present.

NYCLASS

The board previously approved investing funds in NYLAF (New York Liquid Asset Fund). NYLAF is merging with NYCLASS (New York Cooperative Liquid Assets Securities System) Mr. Meyer made the **Motion**, seconded by Mr. Rodger, to adopt the Municipal Cooperation Resolution as written to authorize the Library to invest in this fund. 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 8:13PM.

The next scheduled Board Meeting is Monday, April 21, 2025, at 7:15pm.

Clifton Park-Halfmoon Public Library
Financial Statement March 2025

Percentage of Year: 25.00%

<i>RECEIPTS</i>	<i>Adopted Budget</i>	<i>Modified</i>		<i>YTD as % of</i>			
	<i>Jan 25</i>	<i>Adj Budget</i>	<i>Budget</i>	<i>March</i>	<i>YTD</i>	<i>Budget</i>	<i>Variance</i>
Governmental Income							
4010 Town of Clifton Park	\$3,492,091.00	\$0.00	\$3,492,091.00	\$0.00	\$3,492,093.19	100.00%	\$2.19
4020 Town of Halfmoon	\$1,759,469.00	\$0.00	\$1,759,469.00	\$0.00	\$1,759,469.96	100.00%	\$0.96
4040 LLSA	\$18,132.00	\$0.00	\$18,132.00	\$0.00	\$0.00	0.00%	-\$18,132.00
4030 Bullet Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$5,269,692.00	\$0.00	\$5,269,692.00	\$0.00	\$5,251,563.15	99.66%	-\$18,128.85
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	\$0.00	0.00%	\$0.00
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	\$686.10	\$883.65	9.82%	-\$8,116.35
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
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
Subtotal	\$12,600.00	\$0.00	\$12,600.00	\$686.10	\$883.65	7.01%	-\$11,716.35
Donations							
4210 Patron Donations	\$2,000.00	\$0.00	\$2,000.00	\$5.00	\$158.75	7.94%	-\$1,841.25
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	\$175.00	\$325.00	0.00%	\$325.00
4240 Other Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$2,000.00	\$0.00	\$2,000.00	\$180.00	\$483.75	24.19%	-\$1,516.25
Interest							
4310 Investment Income	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	0.00%	-\$40,000.00
4320 Unrealized Gain/Loss on Investment	\$0.00	\$0.00	\$0.00	\$3,566.77	\$3,566.77	0.00%	\$3,566.77
4330 Bank Interest Income	\$30,000.00	\$0.00	\$30,000.00	\$4,421.46	\$9,128.41	30.43%	-\$20,871.59
Subtotal	\$70,000.00	\$0.00	\$70,000.00	\$7,988.23	\$12,695.18	18.14%	-\$57,304.82
Other Income							
4410 Fines	\$0.00	\$0.00	\$0.00	\$90.98	\$384.42	0.00%	\$384.42
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$514.08	\$1,457.37	29.15%	-\$3,542.63
4431 Emp Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4440 Copier	\$10,500.00	\$0.00	\$10,500.00	\$1,078.45	\$2,856.20	27.20%	-\$7,643.80
4450 Other	\$750.00	\$0.00	\$750.00	\$130.95	\$1,129.50	0.00%	\$379.50
Subtotal	\$16,250.00	\$0.00	\$16,250.00	\$1,814.46	\$5,827.49	35.86%	-\$10,422.51
Total Receipts	\$5,370,542.00	\$0.00	\$5,370,542.00	\$10,668.79	\$5,271,453.22	98.15%	-\$99,088.78
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	\$5,370,542.00	\$0.00	\$5,370,542.00	\$10,668.79	\$5,271,453.22	98.15%	-\$99,088.78

**Clifton Park-Halfmoon Public Library
Financial Statement March 2025**

Percentage of Year: 25.00%

DISBURSEMENTS	Adopted Budget	Adj Budget	Modified	March	YTD as % of		
	Jan 25		Budget		YTD	Budget	Variance
Personnel							
7010 Salaries - Personnel	\$2,604,396.00	\$0.00	\$2,604,396.00	\$187,629.51	\$436,293.79	16.75%	\$2,168,102.21
7013 Contracted Services	\$1,000.00	\$0.00	\$1,000.00	\$500.00	\$500.00	50.00%	\$500.00
7200 Benefits - Insurance	\$254,000.00	\$0.00	\$254,000.00	\$62,158.50	\$124,653.03	49.08%	\$129,346.97
7270 Employee Public Relations	\$5,000.00	\$0.00	\$5,000.00	\$195.16	\$1,334.27	26.69%	\$3,665.73
7300 Benefits - Taxes	\$150,000.00	\$0.00	\$150,000.00	\$13,565.93	\$31,365.22	20.91%	\$118,634.78
7400 Benefits - Retirement	\$310,000.00	\$0.00	\$310,000.00	\$0.00	\$75,156.25	24.24%	\$234,843.75
7500 Benefits - Other - Pass through	\$0.00	\$0.00	\$0.00	\$11.30	(\$3,181.90)	0.00%	\$3,181.90
Subtotal	\$3,324,396.00	\$0.00	\$3,324,396.00	\$264,060.40	\$666,120.66	20.04%	\$2,658,275.34
Library Materials							
6010 Books	\$163,200.00	\$0.00	\$163,200.00	\$18,555.44	\$31,068.73	19.04%	\$132,131.27
6020 Periodicals	\$18,360.00	\$0.00	\$18,360.00	\$941.55	\$8,460.88	46.08%	\$9,899.12
6030 AV	\$56,100.00	\$0.00	\$56,100.00	\$536.86	\$4,957.01	8.84%	\$51,142.99
6050 Digital Resources	\$122,400.00	\$0.00	\$122,400.00	\$14,393.12	\$43,567.92	35.59%	\$78,832.08
60000 Other	\$900.00	\$0.00	\$900.00	\$201.26	\$270.19	0.00%	\$629.81
Subtotal	\$360,960.00	\$0.00	\$360,960.00	\$34,628.23	\$88,324.73	24.47%	\$272,635.27
Facility & Equipment							
6110 Bldg Svc Contracts	\$220,000.00	\$0.00	\$220,000.00	\$33,681.97	\$59,856.91	27.21%	\$160,143.09
6130 Office Equip	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$860.00	8.60%	\$9,140.00
6140 Facility Insurance	\$46,000.00	\$0.00	\$46,000.00	\$923.00	\$47,523.00	103.31%	-\$1,523.00
6150 Repairs - Bldg & Equipment	\$32,000.00	\$0.00	\$32,000.00	\$3,112.41	\$151,269.44	472.72%	-\$119,269.44
6160 Equipment Lease Expense	\$28,000.00	\$0.00	\$28,000.00	\$2,287.55	\$6,620.16	23.64%	\$21,379.84
61000 Other Fac & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$336,000.00	\$0.00	\$336,000.00	\$40,004.93	\$266,129.51	79.21%	\$69,870.49
Other Programs							
6200 Programs	\$48,815.00	\$0.00	\$48,815.00	\$3,192.99	\$8,019.04	16.43%	\$40,795.96
6510 Automation	\$230,000.00	\$0.00	\$230,000.00	\$28,014.75	\$76,137.74	33.10%	\$153,862.26
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$1,241.30	\$2,824.19	31.38%	\$6,175.81
6520 Elections	\$2,900.00	\$0.00	\$2,900.00	\$0.00	(\$41.49)	-1.43%	\$2,941.49
6521 Insurance - D & O	\$2,003.00	\$0.00	\$2,003.00	\$0.00	\$2,125.00	106.09%	-\$122.00
6525 Membership Dues	\$4,600.00	\$0.00	\$4,600.00	-\$144.00	\$50.00	1.09%	\$4,550.00
6530 Office & Lib Supplies	\$21,500.00	\$0.00	\$21,500.00	\$2,373.33	\$6,678.71	31.06%	\$14,821.29
6540 Postage & Freight	\$5,100.00	\$0.00	\$5,100.00	\$110.54	\$714.53	14.01%	\$4,385.47
6545 Professional Services	\$33,660.00	\$0.00	\$33,660.00	\$43,034.00	\$89,510.05	265.92%	-\$55,850.05
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$635.21	\$1,081.20	9.83%	\$9,918.80
6556 Travel & Continuing Ed	\$17,000.00	\$0.00	\$17,000.00	\$158.00	\$448.71	2.64%	\$16,551.29
6575 Utilities	\$98,000.00	\$0.00	\$98,000.00	\$12,072.42	\$28,005.95	28.58%	\$69,994.05
6576 Building Security	\$127,015.00	\$0.00	\$127,015.00	\$9,915.87	\$30,540.18	24.04%	\$96,474.82
6581 Other Operational	\$5,000.00	\$0.00	\$5,000.00	\$50.96	\$576.04	11.52%	\$4,423.96
Subtotal	\$615,593.00	\$0.00	\$615,593.00	\$100,655.37	\$246,669.85	40.07%	\$368,923.15
Bonds							
6610 Town of Clifton Park	\$492,668.00	\$0.00	\$492,668.00	\$0.00	\$455,905.80	92.54%	\$36,762.20
6620 Town of Halfmoon	\$240,925.00	\$0.00	\$240,925.00	\$0.00	\$0.00	0.00%	\$240,925.00
Subtotal	\$733,593.00	\$0.00	\$733,593.00	\$0.00	\$455,905.80	62.15%	\$277,687.20
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	\$5,370,542.00	\$0.00	\$5,370,542.00	\$439,348.93	\$1,723,150.55	32.09%	\$3,647,391.45

**Clifton Park-Halfmoon Public Library
Financial Statement March 2025**

Percentage of Year: 25.00%

<i>Cash - Bank Balances</i>	
1040 Petty Checking	\$426.00
1050 Petty Cash	\$709.67
1051 Key Checking	\$0.00
1052 Key MM Savings	\$0.00
1055 Pioneer Checking	\$195,474.50
1056 Pioneer MM Savings	\$4,987,727.16
1060 Unemployment Fund Bond	\$124,618.51
TTL CASH	\$5,308,955.84
1100 Accounts Receivable	\$53,369.51
12000 Undeposited Funds	\$0.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
TTL ASSETS	\$5,362,325.35
1071 Accrued credit card	\$0.00
2000 Accounts Payable	\$79,703.09
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	\$79,703.09
TTL EQUITY	\$5,282,622.26
	\$0.00
TTL LIAB & EQUITY	\$5,362,325.35

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$5,271,453.22
Year to Date Expenses	-\$1,723,150.55
Net Change	<u>\$3,548,302.67</u>

Appropriations	Prior Month Balance	Use of Fund	
		Balance	Current Balance
32000 Unappropriated Funds/ Unrestricted Net Assets	\$1,734,319.59	\$0.00	\$1,734,319.59
Fund Changes	\$1,734,319.59	\$0.00	\$1,734,319.59

**Clifton Park-Halfmoon Public Library
Financial Statement March 2025**

Percentage of Year: 25.00%

Net Fixed Assets				
	12/31/2024	12/31/2023	\$ Change	% Change
LAND	\$ 593,860.00	\$ 593,860.00	0.00	0%
LAND IMPROVEMENTS	\$ 169,800.00	\$ 27,091.00	142,709.00	526.78%
EQUIPMENT	\$ 77,257.00	\$ 23,977.00	53,280.00	222.21%
BUILDING	\$ 7,838,646.00	\$ 7,532,616.00	306,030.00	4.06%
TOTALS	8,679,563.00	\$ 8,177,544.00	502,019.00	6.14%

Reconciliation	
Prior Month Fund Balance	\$1,734,319.59
+ Net change (revenues - expenses)	\$3,548,302.67
Subtotal	\$5,282,622.26
- Total Cash	-\$5,308,955.84
Accounts Payable	\$79,703.09
Accounts Receivable	-\$53,369.51
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



BE A COMMUNITY RESOURCE

Website & Social Media

- The most popular Facebook post for March was Guided Nature Walk at Ushers Road with 10K reach.
- The most popular Instagram post was Happy Beware the Ides of March meme with 678 views.
- The website received 104,529 hits. Which was a big jump from February's numbers, a 10.8% increase.

Program Brochures

- 852 copies of the March/April brochure were printed and there were 25 scans of the brochure.

Collections

- We are working with SALS to update the way the Activities Collection displays in the catalog to make it easier for staff and patrons to access items. This collection includes board games, sewing kits, a DVD player, and more. Once this update is finished, patrons will be able to search for specific games by name.
- Overall circulation has increased slightly primarily due to an increase in the use of Juvenile fiction, ebooks and streaming video.
- Use of the genealogy databases increased in March due to the Genealogy programs. Overall database use continues to rise primarily due to the use of Newsbank
- The top 5 adult Easy Readers checked out in March 2025 are*:
 1. I am invited to a party!
 2. I really like slip!
 3. Should I share my ice cream?
 4. My new friend is so fun!
 5. There is a bird on your head!
- The top 5 children's picture books checked out in March 2025 are:
 1. The pigeon needs a bath!
 2. The pigeon has to go to school!
 3. The pigeon wants a puppy!
 4. Don't let the pigeon stay up late!
 5. The duckling gets a cookie!?



- The top 5 children's holiday books checked out in March 2025 are:
 - Max's chocolate chicken
 - Cakes and miracles: a Purim tale
 - Clifford's happy Easter
 - Easter Bunny helper
 - The Easter egg

Programs

- 127 programs were offered at the Library in March. Some of the most popular included:
 - Genealogy Day
 - First Friday – Shen Middle School Jazz Banks
 - St. Patrick's Day Celebration

- A Local Author Fair is being planned for May 17 to coincide with the FOL Used Book Sale. There were over 40 applications. Preference will be given to authors located in the library tax district.

Tax Preparation Services

- Tax preparation services provided by the AARP volunteers will be complete by mid-August.

OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

Sustainability Committee

- The Policy Committee's recommended updates to the purchasing and programming policies and the creation of a Sustainability Policy means that we are almost done with the first (and largest) section of the Sustainability Certification Checklist.
- The Committee is focused on the outdoors at this time and working to remove invasive species and discuss how to improve the exterior spaces.



Visitors and Room Use

- The people counter has been installed in a better position and is now more accurately counting visitor traffic.
- Walk-in use of meeting rooms has increased by 33% year to date.

INVEST IN PEOPLE

Partnership with YMCA

- Library staff are working with the YMCA on a partnership to provide a collection of themed books each month to the YMCA. They will be used by the childcare team at the YMCA

March Incidents

- 3-6-2025 Disorderly patron complaining about other patrons
- 3-7-2025 Disorderly teens – asked to leave
- 3-16-2025 Intoxicated person asked to leave
- 3-30-2025 Staff accident stacking chairs

Prepared by: Alex Gutelius, Library Director

**Clifton Park - Halfmoon Public Library
Program Statistics - March 2025**

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Genealogy Assistance	March 06 2025	Adults	5	5			
Guided Nature Walk: Squirrel Ecology	March 11 2025	Adults	14	14			
Therapy Dogs for Adults	March 26 2025	Adults	18	18			
ZOOM: Virtual Author Talk with Jennifer Weiner	March 26 2025	Adults	55				55
ZOOM: Virtual Author Talk with Dan Heath	March 12 2025	Adults	31				31
Genealogy Day	March 08 2025	Adults	15	15			
One-on-One Digital Services Help	March 14 2025	Adults	1	1			
One-on-One Digital Services Help	March 12 2025	Adults	1	1			
One-on-One Tech Help	March 13 2025	Adults	1	1			
Genealogy Day - Organization Tables	March 08 2025	Adults	200	200			
Genealogy Day - Adding Y-DNA Testing to Your Genealogy	March 08 2025	Adults	21	21			
Genealogy Day - Hands on Help Session	March 08 2025	Adults	24	24			
Genealogy Day - Resources at CPH Library and Beyond	March 08 2025	Adults	41	41			
Genealogy Day - How to Get Started Building Your Family T	March 08 2025	Adults	33	33			
Tech Tutoring	March 04 2025	Adults	6	6			
ZOOM: Virtual Author Talk with Clara Bingham	March 20 2025	Adults	20				20
ZOOM: Intermediate English Language Learning (ELL)	March 13 2025	Adults	17	17			17
ZOOM: Intermediate English Language Learning (ELL)	March 20 2025	Adults	18	18			18
ZOOM: Intermediate English Language Learning (ELL)	March 06 2025	Adults	20	20			20
Read With Pride Book Group	March 11 2025	Adults	3	3			
Mysteries of the Mabee Farm	March 27 2025	Adults	11	11			
Beginner English Language Learning (ELL)	March 12 2025	Adults	15	15			
Beginner English Language Learning (ELL)	March 11 2025	Adults	15	15			
Preserving Your Family Story	March 07 2025	Adults	27	27			
Beginner English Language Learning (ELL)	March 05 2025	Adults	16	16			
Crafty Adults: Embroidered Bird Pins	March 19 2025	Adults	14	14			
All Abilities Art Club	March 12 2025	Adults	23	23			
Beginner English Language Learning (ELL)	March 04 2025	Adults	17	17			
Advanced Beginner English Language Learning (ELL)	March 19 2025	Adults	17	17			
Advanced Beginner English Language Learning (ELL)	March 18 2025	Adults	17	17			
Advanced Beginner English Language Learning (ELL)	March 12 2025	Adults	18	18			
Advanced Beginner English Language Learning (ELL)	March 11 2025	Adults	22	22			
ELL Conversation Group	March 20 2025	Adults	10	10			
Beginner English Language Learning (ELL)	March 18 2025	Adults	19	19			
Intermediate English Language Learning (ELL)	March 05 2025	Adults	5	5			
ELL Conversation Group	March 06 2025	Adults	10	10			
English Language Learning (ELL) Evening Class	March 04 2025	Adults	8	8			
English Language Learning (ELL) Evening Class	March 11 2025	Adults	10	10			
English Language Learning (ELL) Evening Class	March 18 2025	Adults	7	7			
Intermediate English Language Learning (ELL)	March 12 2025	Adults	18	18			
Beginner English Language Learning (ELL)	March 19 2025	Adults	13	13			
Intermediate English Language Learning (ELL)	March 19 2025	Adults	8	8			
Advanced Beginner English Language Learning (ELL)	March 05 2025	Adults	17	17			
ELL Conversation Group	March 27 2025	Adults	10	10			
ELL Craft Club	March 07 2025	Adults	4	4			
HYBRID: Meet-Cutes Book Group	March 25 2025	Adults	6	6			
U.S. Citizenship Discussion Group	March 07 2025	Adults	4	4			
U.S. Citizenship Discussion Group	March 14 2025	Adults	5	5			
iPad Essentials	March 31 2025	Adults	9	9			

**Clifton Park - Halfmoon Public Library
Program Statistics - March 2025**

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Anti-Virus & Malware Removal Programs	March 27 2025	Adults	8	8			
Crafty Adults: Intro to Zentangle	March 13 2025	Adults	18	18			
Exploring & Downloading Apps	March 11 2025	Adults	3	3			
Getting to Know Your Smartphone	March 04 2025	Adults	4	4			
Inclisible Adult Games	March 13 2025	Adults	20	20			
Getting Started with Venmo	March 03 2025	Adults	7	7			
World Cinema: Persepolis (2007)	March 13 2025	Adults	15	15			
Drop-In Tech Help	March 04 2025	Adults	11	7	4		
Advanced Beginner English Language Learning (ELL)	March 04 2025	Adults	25	25			
Intro to Artificial Intelligence (AI)	March 10 2025	Adults	25	25			
U.S. Citizenship Discussion Group	March 21 2025	Adults	10	10			
Dating and Identification of Old Photos	March 22 2025	Adults	35	35			
Red Cross Community Blood Drive	March 25 2025	Adults					
HYBRID: Daytime Book Group	March 20 2025	Adults	5	4			1
HYBRID: Banned Book Club	March 03 2025	Adults	14	12			2
ZOOM: Master Effective Communication with the "Magic Fo	March 26 2025	Adults	3				3
Journaling for Adults	March 12 2025	Adults	12	8			4
Jigsaw Puzzle & Board Game Swap	March 09 2025	Adults	73				73
Jigsaw Puzzle & Board Game Swap	March 08 2025	Adults	157				157
Silent Book Club	March 13 2025	Adults	9	9			
Puzzle Chess Challenge	March 04 2025	Adults	18	16	2		
Reading Therapy Dogs	March 06 2025	Children	6	3		3	
Reading Therapy Dogs	March 18 2025	Children	8	4		4	
Veteran's Memorial Park Book Walk: Tad	March 29 2025	Children					
Battle of the Books Meeting	March 06 2025	Children	5			5	
Family Story Time	March 27 2025	Children	35	16		19	
Sensory Story Time	March 19 2025	Children	16	8		8	
Reading Therapy Dogs	March 18 2025	Children	2	1		1	
Reading Therapy Dogs	March 18 2025	Children	3	1		2	
Reading Therapy Dogs	March 18 2025	Children	3	1		2	
Reading Therapy Dogs	March 06 2025	Children	3	1		2	
Reading Therapy Dogs	March 06 2025	Children	3	1		2	
Reading Therapy Dogs	March 06 2025	Children	3	1		2	
ZOOM: PJ Story Time	March 11 2025	Children	12	6		6	
Birthday Book Club: Author Kate DiCamillo	March 11 2025	Children	8	1	1	6	
ZOOM: PJ Story Time	March 25 2025	Children	14	7		7	14
Family LEGO Build!	March 11 2025	Children	14	6		8	
Saturday Story Time	March 15 2025	Children	22	12		10	
Adventures in STEAM	March 21 2025	Children	16	5		11	
Kids Paint & Sip: Shamrock	March 24 2025	Children	15	4		11	
Play, Learn, & Grow!	March 18 2025	Children	26	14		12	
Terrific Twos Story Time	March 04 2025	Children	22	10		12	
1000 Books Before Kindergarten	March 31 2025	Children	13			13	
Preschool Story Time & Craft	March 19 2025	Children	27	12		15	
Baby Story Time	March 07 2025	Children	32	17		15	
Wonderful Walkers	March 07 2025	Children	38	20		18	
Preschool Story Time & Craft	March 12 2025	Children	34		16	18	
Preschool Story Time & Craft	March 05 2025	Children	36	18		18	

**Clifton Park - Halfmoon Public Library
Program Statistics - March 2025**

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Preschool Story Time & Craft	March 26 2025	Children	35	16		19	
Cheryl's Lodge Outreach	March 13 2025	Children	44	9	8	27	
Family Story Time	March 20 2025	Children	54	26		28	
Family Story Time	March 13 2025	Children	53	24		29	
Family Story Time	March 03 2025	Children	54	25		29	
Family Story Time	March 24 2025	Children	54	25		29	
Family Story Time	March 10 2025	Children	53	24		29	
Family Story Time	March 06 2025	Children	57	27		30	
Family Story Time	March 31 2025	Children	74	34		40	
Family Story Time	March 17 2025	Children	87	39		48	
St. Patrick's Day Celebration	March 16 2025	Children	154	78		76	
Art Cart	March 31 2025	Children	636			636	
Scavenger Hunt	March 31 2025	Children	1303			1303	
Monthly Coloring Pages	March 31 2025	Children	1750			1750	
Teen Craft Corner: Vintage Diorama	March 03 2025	Teens	12		12		
Therapy Dogs for Teens	March 13 2025	Teens	12	3	9		
Teen Place Coloring Pages	March 31 2025	Teens	110		110		
Monthly Teen Volunteer Hours	March 31 2025	Teens	6		6		
Middle School Book Club: The Magic Misfits	March 20 2025	Teens	8		8		
Teen Paint & Sip	March 17 2025	Teens	6		6		
Crafty Teens: Clay Magnets	March 31 2025	Teens	5		5		
Bunbury Players Present: A Festival of One-Acts III	March 29 2025	General	25	25			
Bunbury Players Present: A Festival of One-Acts III	March 28 2025	General	35	35			
Bunbury Players Present: A Festival of One-Acts III	March 30 2025	General	52	51		1	
TTOB: Let's Look at Wildlife	March 23 2025	General	67	63		4	
Shenendehowa Middle School Jazz Bands	March 14 2025	General	138	79	43	16	

**Clifton Park-Halfmoon Public Library
2025 Activity Report**

	January	February	March	April	May	June	July	August	September	October	November	December	YTD 2025	YTD 2024
Programming														
<i>Number of Programs</i>														
Adult	77	63	60	0	0	0	0	0	0	0	0	0	200	141
Teen	6	9	7	0	0	0	0	0	0	0	0	0	22	37
Child 0-5	11	13	19	0	0	0	0	0	0	0	0	0	43	47
Child 6-11	22	17	24	0	0	0	0	0	0	0	0	0	63	57
General	4	2	5	0	0	0	0	0	0	0	0	0	11	7
One-on-One	6	10	9	0	0	0	0	0	0	0	0	0	25	11
Grab & Go	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	15
TOTAL	126	114	124	0	0	0	0	0	0	0	0	0	364	415
<i>Attendance</i>														
Adult	989	576	1,382	0	0	0	0	0	0	0	0	0	2,947	2,217
Teen	89	187	159	0	0	0	0	0	0	0	0	0	435	378
Child 0-5	464	510	850	0	0	0	0	0	0	0	0	0	1,824	1,907
Child 6-11	3,060	3,883	3,990	0	0	0	0	0	0	0	0	0	10,933	11,090
General	229	65	317	0	0	0	0	0	0	0	0	0	611	1,147
One-on-One	6	11	9	0	0	0	0	0	0	0	0	0	26	18
Grab & Go	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	4,837	5,232	6,707	0	0	0	0	0	0	0	0	0	16,776	16,857
Outreach														
Events / Programs	12	12	14	0	0	0	0	0	0	0	0	0	38	35
Attendance	716	332	362	0	0	0	0	0	0	0	0	0	1,410	1,316
Interlibrary Loan														
Borrowed	7,156	6,749	7,265	0	0	0	0	0	0	0	0	0	21,170	20,465
Loaned	3,000	2,632	2,858	0	0	0	0	0	0	0	0	0	8,490	10,541
TOTAL	10,156	9,381	10,123	0	0	0	0	0	0	0	0	0	29,660	31,006
Reference														
Ask Desk	2,507	2,439	2,558	0	0	0	0	0	0	0	0	0	7,504	7,862
Children's Library Desk	1,697	1,973	1,878	0	0	0	0	0	0	0	0	0	5,548	5,062
Computer Support	473	556	623	0	0	0	0	0	0	0	0	0	1,652	767
TOTAL	4,677	4,968	5,059	0	0	0	0	0	0	0	0	0	14,704	13,691
Museum Passes	51	49	56	0	0	0	0	0	0	0	0	0	156	115
Visitors	16,872	15,913	22,236	0	0	0	0	0	0	0	0	0	55,021	72,702
Room Use														
<i>Hours</i>														
Library Programs	206	270	387	0	0	0	0	0	0	0	0	0	864	862
Board/FOL/Staff	85	29	54	0	0	0	0	0	0	0	0	0	168	204
Outside Organizations	90	271	329	0	0	0	0	0	0	0	0	0	690	789
Room Checkouts	243	205	263	0	0	0	0	0	0	0	0	0	711	534
Outside Organization Meetings/Programs (bookings)	63	78	99	0	0	0	0	0	0	0	0	0	240	242
Collection Size (print & media)														
Added	844	771	801	0	0	0	0	0	0	0	0	0	2,416	2,523
Withdrawn	517	721	875	0	0	0	0	0	0	0	0	0	2,113	3,678
TOTAL	147,061	147,123	146,981	0	0	0	0	0	0	0	0	0	146,981	149,265



March 26, 2025

7:00 pm

Committee Members in attendance: Maria McMunn, Steve Meyer, Russ Wise, Mat Cantore

Staff in attendance: Alex Gutelius, Rebecca Verhayden

1. Review Notes from last meeting
 - Notes were reviewed
 - Several of the action items have been completed, but there were others that need to be follow up on including determining whether our Allied provides de-escalation training and/or service to evaluate building safety; does Travelers offer training or mitigation suggestions; are there additional cybersecurity actions that can be taken
2. Review Risk Register
 - The risk register was reviewed and some changes were made including creating two new Risk – a separate Censorship risk and separate Budget risk.
3. Review prepared statements
 - Statements for Censorship, Negative Media/Reputational Attack, Public Health Crisis, Personnel, Budget were reviewed
 - It was decided that a Financial Crisis and Budget Crisis were separate risks.
 - The committee discussed the need to review the service levels from the Pandemic Operations Plan and make it more generic
 - The committee recommended contacting the Fire Inspector or a company like Quick Response for disaster guidance.
 - The committee questioned if drills are needed for disasters (like fire drills).
 - The disaster plan will be reviewed and updated
 - Statements will be prepared for the following topics:
 - Acts of violence
 - Accident
 - Cyber attack
 - Financial crisis
4. The next meeting date to be determined.



April 7, 2025

7:00 pm

Committee Members in attendance: Suzanne Dugan, Chair; Megan Brown; Steve Meyer

Staff in attendance: Jim Foster; Alex Gutelius

1. Sustainability Policy (new)
 - The Committee reviewed the new Sustainability Policy. The policy is required as part of the Sustainable Libraries Initiative.
2. Policy 2.5 Whistleblower
 - Policy was reviewed as per the schedule. No changes were made.
3. Policy 3.14 Solicitation Policy
 - Policy was reviewed as per the schedule. No changes were made.
4. Policy 3.16 Programming
 - The reference to the mission statement was changed to remove the specific mission statement.
 - A section on sustainability was added.
5. Policy 4.2 Materials Selection Policy
 - The reference to the mission statement was changed to remove the specific mission statement.
6. Policy 4.4 Library Fines and Fees
 - Language in the policy was updated to reflect current practice.
 - A library card in good standing was defined.
7. Purchasing Policy and Procedures
 - A section was added about sustainable purchasing practices.
 - The check signing procedures was updated to align with Policy 7.3.

POLICY 2.5 WHISTLEBLOWER POLICY

Purpose

The Clifton Park-Halfmoon Public Library is committed to operating in compliance with all applicable laws, rules and regulations as well as its policies and bylaws. Further, the Clifton Park-Halfmoon Public Library requires trustees, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

The Clifton Park-Halfmoon Public Library is committed to maintaining an environment where trustees, officers, employees and volunteers are free to raise good faith concerns regarding the operation of the Clifton Park-Halfmoon Public Library including but not limited to:

1. Reporting suspected violations of law;
2. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, and/or other governmental body; and
3. Identifying actual or potential violations of the Clifton Park-Halfmoon Public Library's bylaws and policies.

Reporting a Violation

Trustees, officers, employees and volunteers of the Clifton Park-Halfmoon Public Library should raise concerns with and report violations to either the Director or the Library Board President. If concerns are with or about either of those parties, the individual should address concerns to any member of the Executive Committee of the Board of Trustees. If for any reason an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to the Library Board.

No Retaliation

The Clifton Park-Halfmoon Public Library expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against anyone who raises suspected violations of law, cooperates in inquiries or investigations or identifies potential violations of Clifton Park-Halfmoon Public Library's policies or bylaws. Any trustee, officer, employee or volunteer who engages in retaliation will be subject to discipline, up to and including termination or removal.

Any trustee, officer, employee or volunteer who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to the Library Board President or Director. If the concerns are with or about either of those parties, the individual should address concerns to any member of the Executive Committee. If for any reasons an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to the Library Board.

Investigation

All reports of suspected violations of law, or Clifton Park-Halfmoon Public Library's bylaws or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation, and referred as necessary. The Library Board President or Director will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings

and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Executive Committee and to the full Board as appropriate.

In the event that a report of a suspected violation of law or policy or retaliation involves the Library Board President or Director, the Library Board Vice-President and Treasurer will conduct the investigation, or designate a third party to conduct the investigation.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Responsibilities

It shall be the responsibility of the Director to distribute a copy of this policy to all staff, volunteers, trustees, and officers. The Whistleblower Policy will be included in the Employee Handbook.

Initial Adoption Date: 1/26/2015

Modified Date	Description of Modification/Notes
	Also located as Appendix D in Purchasing Manual
11/16/2020	Updated language: full policy no longer needed in Purchasing Manual, only referenced.
<u>4/21/2025</u>	<u>Reviewed; no changes</u>

POLICY 2.7 SUSTAINABILITY POLICY (new)

Need for this Policy

The Clifton Park-Halfmoon Public Library recognizes the importance of sustainability and is committed to reducing our environmental footprint and promoting environmental stewardship at all levels of our organization. Our goal is to minimize our organization's impact and maximize future generations' ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources.

Policy

The Library supports sustainable principles that ensure a resilient, sustainable community and Library for all residents. We strive for economic efficiency, to conserve energy and water, support renewable energy resources, minimize pollution and waste, protect habitat, buy environmentally friendly products, and encourage environmentally preferable transportation.

These efforts are extended to contractor and supplier relationships. We will encourage contractors and suppliers serving or otherwise acting on behalf of the organization to meet our standards of environmental performance. Employee understanding and involvement are essential to the implementation of the environmental policy.

Library staff are encouraged to be proactive and apply sustainable thinking in all areas of their facilities, operations, policy, technology, programming and partnerships. All employees will receive a copy of this policy and will be educated about and participate in the Library's efforts to strive towards the "triple bottom line" definition of sustainability: using practices that are environmentally sound, economically feasible, and socially equitable.

Initial Adoption Date 4/21/2025

POLICY 3.14 SOLICITATION, SALES, AND FUNDRAISING POLICY

Policy

The Clifton Park Halfmoon Public Library has a responsibility to its patrons to provide unfettered access to its building, programs, and resources. While respecting and abiding by the rights guaranteed under the First Amendment to the United States Constitution, it has the authority to make reasonable rules that are universally applicable regarding the allowed use of the library building and property, including restrictions on conduct involving solicitation. Solicitation Activities refer to any person-to-person encounter or communication for the purposes of obtaining contributions and donations, collecting signatures, conducting informational demonstrations, or distributing educational or promotional materials. The following rules and regulations must be followed:

1. Any person wishing to engage in Solicitation Activities must first inform the person at the library's Ask Desk of his or her desire and intent. Each individual will be asked to provide their name and address and a copy of the leaflet or petition they plan to circulate, and will be provided a copy of this policy.
2. Persons permitted to engage in Solicitation Activities may stand on library property, but there will be no Solicitation Activity within the building, under the overhang at the library's main entrance, or within 50 feet of any entrance door.
3. Aggressive solicitation is not allowed. Sidewalks cannot be blocked. Persons engaging in Solicitation Activities shall not block, hinder, interfere, or otherwise impede patrons or staff wishing to enter or exit the library building or use the exterior book returns, nor seek to intimidate, threaten, or harass patrons or staff. The Library reserves the right to terminate any Solicitation Activities that may interfere with the safe operation of the Library.
4. Leaving pamphlets or literature on vehicles in the parking lot is not allowed.
5. No Solicitation Activities are permitted for the purposes of selling items, merchandise, tickets, or other commercial or fundraising activities. This includes individuals, for-profit, and not-for-profit organizations. The only exception is for those activities authorized by the Director for fundraising activities involving the Friends of the Library.

Nothing in this policy shall be construed as preventing the sale of publications, artwork, or recordings by writers, artists or performers who have been engaged by the library for a presentation or performance.

The Library Director, or his/her designee, shall have the right to make the final determination as to whether an intended Solicitation Activity is permitted under this policy.

Persons who fail to comply with any of the above policies or procedures will be asked to leave the library premises and may be barred from the right to engage in Solicitation Activities in the future.

The library will not assume responsibility for any harm or injury as a result of Solicitation Activities.

The presence of persons performing any form of Solicitation Activity on library property does not constitute the library's endorsement, support, or opposition of the subject matter, or the endorsement, support or opposition of the policies, beliefs, or affiliations of any person or group engaging in Solicitation Activities.

Initial Adoption Date: 4/18/2016

Modified Date	Description of Modification
12/14/2020	Changed policy title; removed reference to Policy 3.9
4/21/2025	Reviewed; no changes

POLICY 3.16 PROGRAMMING POLICY

Need for this Policy:

A policy is necessary to define “program” as that term is used by the Library, to set the parameters for programming by the Library, and to specifically address virtual programming.

Definition:

A "program" is a planned interaction between library staff or an outside presenter and the program participants (patrons) for the purpose of supporting the library’s mission. ~~to inform, enrich, and entertain the community and promoting library materials, facilities, or services.~~ Programming includes but is not limited to such activities as story times, craft and STEM programs, computer and tech classes, summer library programs for children, speakers, author events, book discussion groups, monthly clubs, etc. Programs will be provided in a number of different settings or platforms including, but not limited to, physically in the library, off-site, and virtual. Virtual programs may be streamed, recorded, or live.

Policy:

Selection of library program topics, speakers, courses, classes, and resource materials is made by library staff on the basis of the interests and needs of library users and the community. Library programming does not exclude topics, books, speakers, media and other resources because they might be controversial. The library does not conduct programming that is purely commercial or religious in nature.

Virtual Programming:

The Library makes no warranties and/or representations concerning live virtual programs. A patron’s decision to participate in the programs is an express consent by the patron to waive any and all claims against the Library which may result from participation, and releases and discharges the Clifton Park-Halfmoon Library from any and all liabilities.

Sustainability

~~The Library maintains a commitment to sustainability and will consider and promote, whenever possible, programs and program planning that supports the “Triple Bottom Line” of environmental stewardship, economic feasibility, and social equity.~~

Responsibility:

The responsibility for implementing this Policy lies with the Library Director. The program budget is recommended by the Library Director and approved by the Board of Trustees annually.

Approved: 11/16/20

Modified Date	Description of Modification
4/21/2025	Removed reference to specific mission statement; added a section on sustainability.

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.

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.
<u>4/21/2025</u>	<u>Removed reference to specific mission statement.</u>

POLICY 4.4 LIBRARY CHARGES AND FEES

Need for this Policy:

This policy provides guidance for Library staff in the levying of fines and fees.

Policy:

Library materials are loaned free of charge, however overdue fines and fees are charged on some items to encourage patrons to return items by the due date and in good condition so that they can be used by others.

Overdue Fines

1. \$5.00 per day for museum passes, hotspots, and any other specialty materials as determined by the director. \$5.00 per hour for walk-in room checkout.
2. \$0.00 per day for all other materials.

Fees

1. If an item is lost or damaged to the extent that it is unusable, a replacement fee is assessed according to the price indicated in the Library's records.
2. Patrons who return lost items after they have been items paid for ~~as lost~~ are given a refund within 6 months of payment. ~~less a \$5.00 administration fee per item.~~

The Library shall have available to the public a list of overdue fines and fees.

A library card is considered to be "in good standing" when overdue fines are less than \$20 and no replacement fee charges or collection agency fees are on the account.

A patron with a library card that is not "in good standing" will be blocked from using many library services including but not limited to room reservations, electronic resources, and databases.
A patron with \$20 or more in unpaid fines and fees on their library account is blocked from using the card until the amount owed is lower than \$20.

Billing notices are sent to patrons when items are 30 days overdue.

For accounts with more than \$100 ~~in unreturned materials~~ replacement costs, the Library may forward the account to its Collection Agency. -If the account is referred to the Collection Agency, the patron must pay a \$10 service fee in addition to the amount owed on the account.

Fines and fees may be reduced or waived by authorized staff if the situation warrants: as long as the charges were levied by the Clifton Park-Halfmoon Public Library.

Responsibilities:

The responsibility for establishing fees, charges, and determining procedures is delegated by the Board to the Director with the understanding that the Director will inform the Board prior to implementation of significant changes.

Initial Adoption Date: 1/22/1985

Modified Date	Description of Modification
5/22/1986	
12/17/1986	
4/7/1999	
9/19/2005	
11/21/2016	Removed reference to fee for reserving materials; updated wording; included fines and fee schedule
2/27/2017	Defined fine exempt groups
11/15/2021	Modified fee structure to match current practice
9/18/2023	Specified that the senior citizen fine exemption is for tax district residents only and deleted language that such exemptions are upon request.
8/19/2024	Fines removed from all but specialty items; billing notices changed to 14 days; increased collection agency limit to \$100.
10/19/2024	Billing notices changed to 30 days.
<u>4/21/2025</u>	<u>Defined library card in good standing; updated language to reflect current practice</u>

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Clifton Park-Halfmoon Public Library
Purchasing Policy and Procedures Manual

*ADOPTED BY THE BOARD OF TRUSTEES OF THE CLIFTON PARK-HALFMOON
PUBLIC LIBRARY*

Date: ~~May 13, 2024~~ April 21, 2025

<i>I.</i>	<i>PURCHASING STATEMENT</i>	4
<i>II.</i>	<i>INTRODUCTION</i>	4
<i>III.</i>	<i>PURCHASING GUIDELINES</i>	4
<i>IV.</i>	<i>PURCHASING PROCEDURES</i>	6
<i>V.</i>	<i>PURCHASING MATRIX</i>	7
<i>VI.</i>	<i>PURCHASING DOCUMENTATION</i>	9
<i>VII.</i>	<i>SOLE SOURCE AND SINGLE SOURCE</i>	10
<i>VIII.</i>	<i>EMERGENCY PURCHASES</i>	10
<i>IX.</i>	<i>PLANNING</i>	11
<i>X.</i>	<i>PREPAYMENTS</i>	11
<i>XI.</i>	<i>DELAYED DELIVERIES AND INFERIOR MATERIALS</i>	11
<i>XII.</i>	<i>DEPARTMENT OF LABOR - NOTICE TO WITHHOLD PAYMENT</i>	11
<i>XIII.</i>	<i>PETTY CASH</i>	12
<i>XIV.</i>	<i>COMPETITIVE BIDDING</i>	12
<i>XV.</i>	<i>BID APPROVAL PROCESS</i>	13
<i>XVI.</i>	<i>CONFLICTS OF INTEREST</i>	14
<i>XVII.</i>	<i>CERTIFICATES OF INSURANCE</i>	14
<i>XVIII.</i>	<i>STANDARDIZATION</i>	14
<i>XIX.</i>	<i>BIDDING TIMELINE</i>	15
<i>XX.</i>	<i>APPENDIX A - RELATED POLICIES</i>	16
<i>XXI.</i>	<i>APPENDIX B - AGREEMENT FOR USE OF BANK CREDIT CARD</i>	17

XXII. APPENDIX C - AGREEMENT FOR ISSUANCE OF BANK CREDIT CARD. 18

XXIII. APPENDIX D - CREDIT CARD RESPONSIBILITY AND USE..... 19

XXIV. APPENDIX E - AUTHORIZED PURCHASING LIST..... 21

XXV. APPENDIX F - WARRANT PROCESS..... 21

XXVI. APPENDIX G - QUOTE FORM..... 23

I. Purchasing Statement

The Clifton Park-Halfmoon Public Library dedicates itself to the procurement of the right goods and services at the best value for the Library in a timely manner assuring the prudent and economical use of public monies. We will facilitate the acquisition of goods and services in the best interest of the taxpayer and at the same time guard against favoritism, extravagance and fraud.

II. Introduction

It is, therefore, essential that the purchasing policies and procedures of Clifton Park-Halfmoon Public Library be clearly established and understood by all concerned.

The Purchasing Manual has been prepared at the direction of the Clifton Park-Halfmoon Public Library Board as a statement of the policy upon which our purchasing practices and procedures are based.

The Library declares its intention to purchase competitively without prejudice and to seek maximum operational value for every dollar expended.

III. Purchasing Guidelines

All employees shall maintain effective and professional public, vendor and customer relationships.

To maintain a high level of quality service to our customers, we encourage our staff to participate in the numerous educational opportunities offered in the purchasing field; and to keep abreast of current developments in market conditions, pricing, new products and New York State laws as they pertain to the purchase of goods and services for the Library.

The purchasing procedures shall be administered in accordance with the Library's Conflicts of Interest Policy.

The purchasing procedures employed will comply with all applicable laws and regulations of New York State and shall be subject to the approval of the Library Board.

Each procurement request will be processed according to the guidelines set forth under the appropriate section of the attached Purchasing Procedures. The individuals responsible for purchasing are listed in Appendix E.

The Clifton Park-Halfmoon Public Library will maintain adequate documentation of all action taken in connection with each method of procurement. Such documentation shall include but not be limited to any and all pertinent Board resolutions, memoranda, written quotes, contracts and any other appropriate form of documentation.

When soliciting bids, certain specifications will be provided to suppliers relevant to that bid that will be incorporated into contracts awarded for the purchase of materials, equipment and services.

By adopting this purchasing manual the Board authorizes the Library Director or Business Manager to obtain all goods and services required and necessary for the operation of the Library by all means legally available by New York State law at the time of the purchase.

Supplies used by various Library departments should be uniform whenever consistent with operational goals, in the interest of efficiency and economy.

Credit Cards shall be issued on an individual basis with the approval of the Board. Procedures covering their use are found in Appendix D.

No official or employee will have a financial interest in contracts entered into by the Library (as defined in Section 800 of General Municipal Law). This also precludes acceptance of gratuities, financial or otherwise, as stated in the Clifton Park-Halfmoon Public Library Conflicts of Interest Policy.

The Clifton Park-Halfmoon Public Library will not be deemed responsible for any commitment made circumventing these procedures. If Library procedures are circumvented, disciplinary action may be taken and the party making said commitment may be held responsible for any costs incurred by the Library.

Library staff will annually review the Purchasing Policy and Procedures Manual and recommend modifications as necessary to the Library Board.

The unintentional failure to fully comply with the provisions of General Municipal Law Sections 103 and 104-b shall not be grounds to void any action taken or give rise to cause of action against the Clifton Park-Halfmoon Public Library, or any officer or employee thereof.

IV. Purchasing Procedures

Purchases of supplies and services involving an estimated overall annual expenditure by the Library in excess of the limits in accordance with current General Municipal Laws will be awarded only after public advertising and solicitation of formal bids, or use of other appropriate means as allowed by law. Excluded from this are professional services, which are secured through a Request for Proposal.

Legal notices are published in the Library's newspaper of record , informing the public of the products or services being bid as well as being posted online as deemed appropriate.

Where formal bidding procedures are not required by law and/or resolution, pricing will be solicited by the Library pursuant to the procedure set forth in Section 104-b of General Municipal Law and this document.

The only exceptions are for procurement made pursuant to General Municipal Law section 103 (3) (through certain county contracts), section 104 (through certain State and Federal contracts), State Finance Law section 162, Correction Law sections 184 and 186 (from "preferred sources" including articles manufactured in correctional institutions).

All quotations not secured by the Library shall be done by use of the attached "Verbal Quote Form", or written quote/invoice from a vendor. This form is available to all employees upon request.

After solicitation for a particular procurement is made, the Business Manager or Director, with counsel from the Library Attorney or others as deemed necessary at the time, may choose to award to other than the lowest responsible dollar offeror. In such a case, the Business Manager or Director shall provide written justification for such action, and any other appropriate documentation will be added to the bid folder.

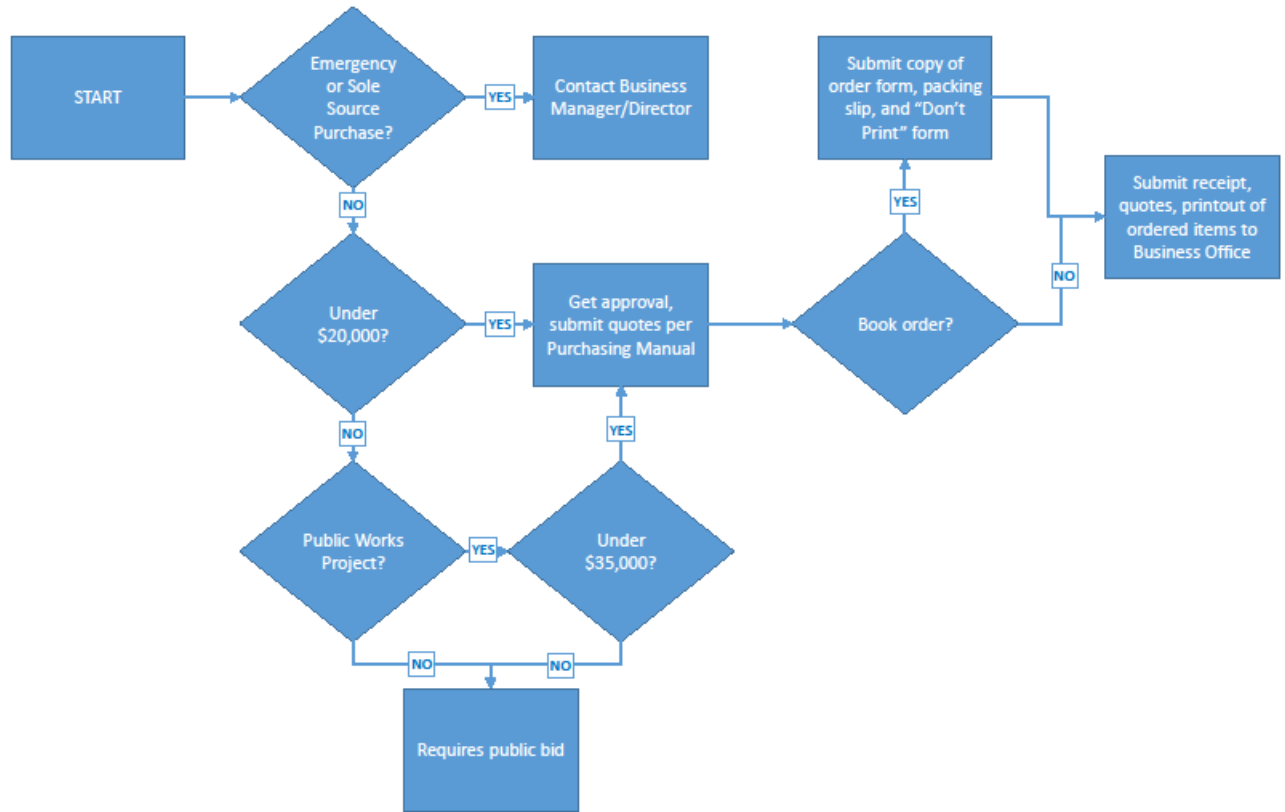
In certain situations, solicitation of alternative proposals or quotes is not practical. These may include: emergencies, true leases and sole source situations and

combinations of professional services/purchases. In each of these cases, the requesting department and Business Manager shall analyze, justify and clearly document the reasons behind the award. No awards shall be made before contacting the Business Manager or Director. In these cases, the “Verbal Quote form”, or written quote/invoice from a vendor, shall be used as a basis to establish pricing and a contract.

V. Purchasing Matrix

Purchase Contracts	One (1) Verbal or Written Quote	Two (2) Verbal or Written Quotes	Three (3) Written Quotes	Bid Required	Approving Officers
Under \$500	X				None required
\$500 - \$2,999.99		X			Department supervisor
\$3,000 - \$9999.99			X		Director or Business Manager
\$10,000 - \$19,999.99			X		Library Board
Product over bid threshold of \$20,000*				X	Library Board
Services or Public Works Project \$20,000 - \$34,999.99			X		Library Board
Public Works Project over bid threshold of \$35,000				X	Library Board
Sole Source Purchase		Contact Business Manager or Director			Director or Business Manager / Library Board

* Including any total purchase over \$20,000 for a like item in a 12-month period.



Only the Director, the Business Manager or other agents of the Clifton Park-Halfmoon Public Library, as listed in the Authorized Purchasing List, may purchase on behalf of the Clifton Park-Halfmoon Public Library for purchases. Further, with the few exceptions including those purchases requiring action to secure the immediate safety of the staff and public, all purchases require advanced planning and the proper preparation of a purchasing documentation.

The materials, equipment, supplies and services to be purchased shall be of the quality and quantity required to serve the functions of the Library in a satisfactory manner, as determined by the department heads and recommended to the Director.

It is the responsibility of each department head to secure the appropriate bids or to investigate alternative supplies to ensure the most economical purchase of required items. The Director or designee shall have the final authority on all purchasing decisions.

All purchases will have a budgetary appropriation. All budgetary transfers will be reported to the Board of Trustees and their approval documented.

VI. Purchasing Documentation

One Verbal Quote

The following documentation must be sent to the Business Office upon receipt of the item(s):

- Original itemized receipt indicating the dollar value, the vendor or supplier, and the itemized description of the purchase
- Account or budget line
- Name and signature or initials of employee who placed order
- In the case of direct book orders, a copy of the order form, with the packing slip attached, initialed and dated by the person checking in the shipment, as well as a notation on the packing slip indicating the Polaris account to be charged
- Hard-copy printout of items ordered on-line

Two Verbal Quotes

The following documentation must be sent to the Business Office upon receipt of the item(s):

- Original itemized receipt indicating the dollar value, the vendor or supplier, and the itemized description of the purchase
- Completed Written Quote Form indicating the date of the quote, vendor/supplier name, quoted price, vendor representative name, staff initials and account or budget line the order
- Hard copy print-out of items ordered on-line

Three Written Quotes

The following documentation must be sent to the Business Office upon receipt of the item(s):

- Original itemized receipt indicating the dollar value, the vendor or supplier, and the itemized description of the purchase
- Completed Written Quote Form indicating the date of the quote, vendor/supplier name, quoted price, vendor representative name, staff initials and account or budget line
- Copy of written quote from vendors
- Hard copy print-out of items ordered on-line

VII. Sole Source and Single Source

A sole source can be a manufacturer, software developer or service provider that sells direct and there are no other sources offering that product or an “or equal” product. Prior to a vendor being considered a sole source, a letter on the manufacturer’s official letterhead must be on file with the Library detailing their sole source status.

A single source could be a distributor/wholesaler/retailer that has a contractual agreement for a specific territory to the exclusion of others. Should you have a situation involving a single source supplier, a letter on the manufacturer’s letterhead must be on file with the Library confirming the single source authorized vendor.

VIII. Emergency Purchases

By accepting this purchasing manual by means of resolution, the Board authorizes the Director or Business Manager to act in its behalf in declaring emergencies when in the best interest of the Library.

An emergency as defined by New York State is “any unforeseen event or situation that has transpired and has been determined to be an imminent threat to life or property and does not allow the Library to safely follow the normal regulations set forth in General Municipal Laws 100 – 104b.”

An emergency procurement is one in which an urgent and unexpected situation occurs where health and public safety or the conservation of public resources is at risk. Where an emergency exists, the Library may issue procurement contracts without complying with formal competitive bidding requirements. However, a reasonable attempt should be made to obtain at least three oral quotes. Failure to properly plan in advance – which then results in a situation where normal practices cannot be followed, does not constitute an emergency.

The Business Manager or Director will not approve an emergency purchase when the purchase is not justified, where the purchase is being made to circumvent established procedures or where there is lack of proper planning.

The Library Board will be informed as soon as possible when emergency purchases of a significant cost are made.

IX. Planning

Once a need has been determined, within budgetary limitations, authorized purchasers may contact the Business Manager to help develop the specification for the quote or bid to get the best value possible for the expenditure of tax dollars.

X. Prepayments

Clifton Park-Halfmoon Public Library takes the position, consistent with New York State Municipal Law (369); the State Comptrollers Opinion 81-83 and Opinion 81-90; and good business sense, that prepayments should not be made using Library funds. This constitutes a gift or loan of public funds to a private entity in violation of the State Constitution Article VII.

XI. Delayed Deliveries and Inferior Materials

There may be occasions when inferior goods or services are received or the goods or services are not received in a reasonable amount of time. If this should occur the authorized purchaser should report the problem to the Business Manager or Director as soon as possible.

The Business Manager or Director will contact the vendor to resolve the problem; if necessary the Library Attorney will be contacted for assistance.

XII. Department of Labor - Notice to Withhold Payment

On occasion the New York State Department of Labor, Bureau of Public Work, upon receiving complaints for non-payment of prevailing wages, shall direct the Library to withhold monies due to a vendor. These monies are held until notification is received from the Department of Labor as to how they are to be disbursed.

XIII. Petty Cash

The custodian of the petty cash fund will request replenishment of the fund in advance of its depletion. An itemization of the disbursements made from the petty cash fund and a grand total of the claim will be attached to the actual documents supporting each petty cash transaction. Petty cash claims will be included on the warrant quarterly for review.

XIV. Competitive Bidding

Competitive bidding is required under the following General Municipal Law sections 103 and 104-b require annual purchase contracts exceeding \$20,000 and public works contracts exceeding \$35,000 be awarded to the lowest responsive/responsible bidder meeting the intent of the specifications after public advertising requesting submission of sealed bids.

Any time an item or project involves labor or both materials and labor (other than simple delivery of goods) it qualifies as a public works contract. Examples include contracts for construction, demolition, remodeling, maintenance, painting, paving and repair contracts, and lawn maintenance or snow removal.

In determining the necessity for competitive bidding, the **aggregate cost** of like items or commodities estimated to be purchased by the Library in a 12- month period beginning on the date of the first purchase are considered.

The Business Manager shall prepare bidding specifications; all bids shall include a non-collusion certification and indemnification agreement and all other documents required by General Municipal Law.

Formal bids/quotes containing a renewal clause shall be for a term of 12 months with optional renewals for two- twelve months periods if mutually agreeable by the vendor and the Clifton Park-Halfmoon Public Library Board. Exceptions to this are for contracts such as elevator maintenance, software, etc. where a vendor will not enter an agreement at certain pricing unless it is for a longer specified period of time.

The advertisement for bids shall at a minimum contain a description of the goods and/or services being solicited, a statement of the time and place where all bids will be publicly opened and read, the time and place of any pre-bid meetings and a

description of where and how bid documents may be obtained. All bid openings will be conducted at a public meeting and all interested parties may attend.

Lists of recipients of bid documents shall not be released prior to a bid opening as this may adversely affect the bids received and/or encourage collusion. Any requests received by a Library department for this information are to be directed to the Business Office.

After the public opening of a sealed bid, a tabulation sheet shall be prepared recording all pricing as submitted by the responding vendors. The Business Manager shall evaluate the bid responses and prepare a bid evaluation. This, along with the tabulation sheet, copies of the bid responses and all supporting documentation needed to evaluate the bid responses, shall be reviewed by the department requesting the goods or services.

Once the requesting department and the Business Office are in agreement as to the responsive/responsible vendor, a recommendation shall be presented to the Board for final award. The requesting department shall also be responsible for submitting any contract renewals with the proper supporting documentation.

When laborers, workers or mechanics are employed, they are entitled to prevailing wage rates according to Article 8 of the New York State Labor Law, no matter what the dollar amount. Payment for services will not be made until certified payrolls are received by the Business Office. Certified payrolls are required to be kept on file by the Business Office.

XV. Bid Approval Process

Contracts for goods and services will be awarded by the Clifton Park-Halfmoon Public Library Board after the following conditions are met:

1. Sufficient appropriations are contained within the current budget (or budget transfer has been completed).
2. The bids are reviewed to ensure they meet the intent of the specifications.
3. The award is made to the bidder submitting the lowest responsive and responsible bid per specifications or best value.
4. The requesting department shall document the rejection of any low bid deemed non-responsive or non-responsible. The vendor may request to meet with the Business Manager, Director, or Library Attorney to discuss the

rejection. The documentation detailing the rejection shall be attached to the bid evaluation form in the bid folder.

XVI. Conflicts of Interest

Library employees and trustees are required to sign and comply with the Library's Conflicts of Interest Policy and Whistleblower Policy

XVII. Certificates of Insurance

The Clifton Park-Halfmoon Public Library maintains evidence of vendor insurance, with ACORD forms on file for vendors who provide services to the Library.

Before the Library can enter into a contract with a vendor, valid insurance forms must be on file; this includes proof of worker's compensation and disability forms as required by New York State Workers' Compensation and Disability Benefits Laws plus any additional insurance as indicated in bid, quote or proposal specifications.

XVIII. Standardization

General Municipal Law Section 103 makes it possible for the Library to standardize on a particular type of material or equipment. A resolution approved by at least two-thirds majority of the Library Board shall state that there is a need for standardization for reasons of efficiency or economy. The resolution shall contain a full explanation supporting such action.

The adoption of such a resolution does not eliminate the necessity for conformance to the competitive bidding requirements. Standardization restricts the purchase to a specific model or type of equipment or supply, but does not limit the vendors it can be purchased from.

Standardization should be used very sparingly and only after careful consideration of the ramifications to future purchases and maintenance costs.

XIX. Bidding Timeline

The following list represents the minimum time required to complete a bidding cycle.

Not all items pertain to all bids. Contact the Business Office before starting any project requiring a bid. This list is meant as a guideline, not a hard and fast rule. Times may be shorter or longer depending on the circumstances.

RFP Process	Responsible Party	Timeline (estimate)
Business Office reviews documents	Business Manager or Library Director	15 days minimum
Board Committee review and approve documents	Board Committee	15 days minimum
Printing documents	Business Office	5 days
Publish notice in newspapers	Business Office	3 days
Vendors pick up bids	Vendors	Minimum 15 days
Pre-bid meeting	Vendors/Business Office/Staff	1 day
Issue addendum	Business Office	7 days
Submission of bids/opening of bids	Vendors/Business Office/Staff	1 day
Evaluation / Tabulation/Review of bids	Business Office / Staff	15 days
Library Board Committee review	Board Committee	15 days
Recommendation on Board Meeting agenda	Library Director	15 days
Approval at library Board Meeting	Library Board	1 day
Notice of Award to successful vendor	Business Office	5 days
Contract signed; bonds, insurance received	Business Office / Library Director	10 days
Anticipated delivery time	Vendor	varies
Project start date	Vendor	varies
Completion of project	Vendor	varies

XX. Appendix A – Related Policies

It is expected that anyone using this policy is also compliant with the following policies:

Policy 7.8 Fixed Asset Capitalization Policy

Policy 7.9 Surplus Books, Furniture and Equipment Policy

Policy 2.4 Conflicts of Interest Policy

Policy 2.5 Whistleblower Policy

XXI. Appendix B – Agreement for Use of Bank Credit Card



Financial Procedures Agreement for Use of Bank Credit Card

The credit card is issued to you on a temporary basis, and remains the sole property of the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by Clifton Park-Halfmoon Public Library.

By accepting this card it is understood that you are personally responsible for any unauthorized or inappropriate use of the purchasing card. Inappropriate use includes using the Library credit card to charge materials for personal use.

It must be understood that any online account created for the benefit of the Library will be reported to the Business Manager. The Business Manager will be provided with the name of the business, the website address, and reason for account, who will use it, the user name and password.

I have read the *Credit Card Responsibility and Use Procedures* and the *Agreement for Use of Bank Credit Card* and fully understand and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Employee Name:	
Employee Signature:	
Date:	

XXII. Appendix C - Agreement for Issuance of Bank Credit Card



Financial Procedures Agreement for Issuance of Bank Credit Card

The credit card is issued to you on a temporary basis, and remains the sole property of the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by Clifton Park-Halfmoon Public Library.

By accepting this card, it is understood that you are personally responsible for any unauthorized or inappropriate use of the purchasing card.

I have read the *Credit Card Responsibility and Use Procedures* and the *Agreement for Use of Bank Credit Card* and fully understand and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Card Number:	
Card Issued:	

Card Holder:	
Card Holder Signature:	
Date:	

XXIII. Appendix D – Credit Card Responsibility and Use



Financial Procedures Credit Card Responsibility and Use

1. Bank credit cards are established in the name of the Clifton Park–Halfmoon Public Library and the specific name of an individual with a maximum credit limit for each set by the Library. All monthly bank statements and correspondence will be sent to the Library.

Bank credit cards will be issued to the Director and Business Manager under one account. The total credit limit of the account is \$25,000.

2. Prior to initial receipt of any credit card, eligible employees must complete and sign the Agreement for use of Bank Credit Card form stating that they understand and will comply with the Library's Credit Card Responsibility and Use procedures.
3. Expenses may be incurred with the credit card only if all of the following conditions are met:
 - a. Expenditures must be within the guidelines of the particular activity of the approved budget. **The card is not to be used for any personal expenses.**
 - b. Proper documentation to support the expenditure must be sent to the Business Office immediately after the purchase is made. Documentation is to include:
 - **Credit Card Purchase Tracking Form** attached to the original itemized receipt indicating the dollar value, the vendor or supplier, and the itemized description of the purchase or a hard copy print-out of items ordered on-line
 - In the case of direct book orders, a copy of the order form, with the packing slip attached, initialed and dated by the person checking in the shipment, as well as a completed **Credit Card Purchase Tracking Form**
 - For purchases over \$500 a completed **Verbal Quote Form or written quote/invoice from a vendor** indicating the date of the quote,

vendor/supplier name, quoted price, vendor representative name, staff initials and account or budget line must also be submitted.

4. Tax Exemption Certificates are available in the business office. The Library is an exempt unit of local government, and no sales tax should be charged on purchases made on the Library's behalf.

The credit card will be kept in the Business Office for safe keeping. Staff will be asked to sign out the card when needed. The card should be returned as soon as possible with appropriate documentation of any purchases.

XXIV. Appendix E – Authorized Purchasing List



Financial Procedures Authorized Purchasing List

The following staff positions, with preapproval, are authorized to purchase materials on behalf of the Clifton Park-Halfmoon Public Library in accordance with established purchasing policies and procedures:

Title	Department	Purchasing Limit
Director	Administration	\$9,999.99
Business Manager	Administration	\$9,999.99
Asst. Director, Public Service	Administration	\$2,999.99
Asst. Director, Planning & Comm.	Administration	\$2,999.99
Facilities Manager	Administration	\$2,999.99
Library Assistant - PR	Administration	\$2,999.99
Head of Adult Services	Adult Services	\$2,999.99
Head of Youth Services	Youth Services	\$2,999.99
Head of Access Services	Access Services	\$2,999.99
IT Supervisor	IT	\$2,999.99
Principal Clerk	TP	\$499.99
Computer Support	IT	\$499.99
Librarian	Adult Services	\$499.99
Librarian	Youth Services	\$499.99
Librarian Assistant	Youth Services	\$499.99
Page Coordinator	Paging	\$499.99
Senior Clerk	Circulation	\$499.99
Facilities Support	Facilities	\$499.99
HR Coordinator/Accounting Asst.	Administration	\$499.99
Website Support	Administration	\$499.99

XXV. Appendix F – Warrant Process

Warrant Process

1. Account clerk opens mail, matches bills with order forms and/or shipment statements.
2. Pricing and order is verified and approved, with signature/initials, by the person who placed the order.

3. Paperwork is given to Business Manager who reviews bills. When the bills are tied to a contract, the Business Manager makes sure the bill adheres to the terms of the contract.
4. The Business Manager enters bills into the accounting software for payment.
 - a. Any payment by wire or ACH is entered directly into the checking account within the accounting software.
5. The Business Manager prints the checks.
6. The Business Manager enters the following data on the Warrant: (1) claimant (company being paid), (2) account being charged, (3) the amount of the bill, and (4) payroll expenses. The check numbers are listed and the form is sorted by check number so it is apparent if a check number is missing or duplicated.
 - a. ACH and wire payments are listed and appropriate backup is supplied. Note – the Accounting Assistant -serves as backup to the Business Manager.
7. Payroll data is listed for the time period covered by the warrant.
8. The Business Manager transfers money from the money market fund to the checking account to cover the expense of the warrant.
9. The Director of the Library (or Assistant Director), the Treasurer and a minimum of one other member of the Board of Trustees reviews the bills in detail each month. The Treasurer or Board President signs the checks. For checks over \$~~20,000~~15,000 the signatures of both Treasurer and President are required. In the event either the President or Treasurer is not available, the Vice-President may sign in the place of one of them. Also, any trustee is permitted to review the claims at any time. The Treasurer or Board President and reviewing Board member initial and date each check stub that is attached to the bills. The Director also lists the account to be charged.
10. Warrants are scheduled at least twice per month and are approved at Board Meetings by a vote of the trustees. When warrants are emailed to trustees for approval, they must be emailed at least 12 hours prior to a board meeting in order to be approved at that meeting, otherwise they will be added to the agenda for the next month's meeting.
 - ~~a. When the warrant date is the same as the Board Meeting date, and the meeting is in person, the warrant is presented for all trustees to review and sign at the meeting.~~
 - ~~b. When the warrant date is the same as the Board Meeting date, and the meeting is held virtually, the warrant is emailed to trustees to review and respond with their approval via email.~~
 - ~~c.a. When the warrant date is not the same as the Board Meeting date, the~~ warrant is emailed to trustees to review and respond with their approval via email.
 - ~~d.b.~~ Checks are sent to claimants only after at least a majority of 6 trustees have approved the warrant.

XXVI. Appendix G - Quote Form

Clifton Park-Halfmoon Public Library Verbal Quote Form

Name: _____ Department: _____

Signature of Employee Obtaining Quotes

Signature of Supervisor for purchases \$500-\$2999.99

Signature of Director or Business Manager for purchases of \$3000 or more

Item/Model #	Quantity	Description of Service/Item	Unit Cost	Extended Cost
		Total Project/Item Cost		

Is Freight/Shipping Included in the Pricing? Yes _____ No _____ \$ _____

Prevailing Wages Required? Yes _____ No _____ PRC # _____

Vendor Name: _____

Vendor Rep. providing quote: _____

Address: _____ Email: _____

Phone #: _____ Date: _____

Initial Adoption Date: 3/16/2015

Modified Date	Description of Modification
	New document; included previous Purchasing Policy #7.7
3/22/16	Minor wording changes in document for clarification; eliminated duplication under Emergency Purchases; revised items 2 and 4 under bid approval process; revised description of bid process; updated list of authorized purchasers
6/19/17	In section III wording changes to refer to all relevant NYS laws rather than specific sections of GML.; Other minor wording changes; updated list of authorized purchasers.; new quote form
5/13/2019	Minor wording change; replace bidding timeline with a table; updated list of authorized purchasers; removed policies from appendices and replaced with references to the policies
4/20/2020	Minor edits for consistency; updated list of authorized purchasers
4/19/2021	Minor edits, updated list of authorized purchasers; added information in warrant process for remote meeting situations; modified purchasing process to allow for vendor quote in place of quote form
3/21/2022	Minor edits; updated list of authorized purchasers; revisions to the warrant process for emailed warrants.
2/27/2023	Minor edits, updated list of authorized purchasers.
5/13/2024	Removed specific names for purchasing authority, listed titles only.
<u>4/21/2025</u>	<u>Added section about sustainable purchasing practices; updated the check signing procedure to align with Policy 7.3</u>