



May 12, 2025 7:15 PM

Board Meeting

1. \*Agenda: Approval or Changes
2. \*Minutes of the April 21, 2025 meeting.
3. Public Comment
4. Board Comment
5. Treasurer's Report
  - A. April 2025 Financial Statement
  - B. \*Warrants
    - #2025-09 April 24, 2025 \$191,005.82
    - #2025-10 May 5, 2025 \$130,933.19
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. \*Purchasing Policy and Procedures
9. Old Business
10. New Business
  - A. \*Approve appointment of Divine Lee, Page and Elizabeth Puskas, Substitute Librarian 1.
11. Executive Session

\* Items so marked are action items



April 21, 2025

7:15 PM

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

**Absent:** Tom Madison

**Guest:** Susan Flint, Stacy Robinson

The meeting was called to order at 7:17 PM by Mr. Cantore.

**AGENDA:** Mr. Cantore presented the April 21, 2025 agenda for approval. A **Motion** was made by Ms. Brown, seconded by Mr. DiGianni, to approve the agenda as sent. The **Motion** passed unanimously by those present.

**MINUTES:**

A **Motion** was made by Mr. Rodger, seconded by Ms. McMunn, to accept the March 24, 2025, minutes as sent. The **Motion** passed unanimously by those present.

**PUBLIC COMMENT:** None

**BOARD COMMENT:** Mr. Cantore noted the Board of Trustees has accepted the resignation of Tom Madison from the Library Board effective April 22, 2025. The Personnel Committee will appoint someone to fill the position for the remainder of 2025. Mr. Cantore thanked Mr. Madison for his commitment to the Library Board during his tenure.

**TREASURER'S REPORT:**

Mr. Meyer presented the Financial Statement for March 2025. Mr. Meyer noted some of the larger expenditures included Building Service Contracts for the snow removal and salt application in addition to Professional Services and Benefits. The March 2025 Financial Statement was reviewed and received for audit.

The March 26, 2025, warrant for \$272,071.06 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Rodger, to approve the March 26, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the March 26, 2025, warrant was Mr. Srinivasan.



The April 7, 2025, warrant for \$360,907.47 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown, to approve the April 7, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the April 7, 2025, warrant was Ms. Brown.

It was noted this warrant included the Town of Halfmoon bond payment.

Mr. Meyer noted in March 2025 we had \$5.00 in anonymous donations and \$175.00 in commemorative donations for Janice Hansen.

**THE FRIENDS:** Mr. Foster gave the following report:

1. The FOL continue TTOB programming with What's Wild in my Backyard on April 27, Storytelling with Kate Dudding on June 1, and a visit to The Wild Animal Park in Chittenango on June 14.
2. The FOL are looking for nominations for next year's TTOB title.
3. The Used Book Sale is scheduled for May 16-18.
4. The Plant Swap will be held the morning of May 17. The Local Author event will be held the afternoon of May 17
5. The Craft Give and Take event was very successful.

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

1. Mr. Foster noted tax season is officially over. The program ran very smoothly and AARP was able to assist over 300 people with their taxes.
2. The library will be hosting the Shenendehowa Art Show again in May. They will be hosting two receptions to accommodate the large number of attendees. Thanks to Ms. Flint for organizing this event and coordinating with the school district.
3. The Youth Services department finished a very busy break week of activities and will be attending outreach events at Karigon Elementary School, Shen Science Night, and YMCA.
4. The Lactation Room is seeing increased use as more people find out about it.
5. Our library mascot, Tad, will be visiting Archie the Archivist at the NYS Museum.
6. The Adult Services Department was awarded a Saratoga Arts Grant and will be hosting an event for a Living Wall Fiber Art Installation.



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

1. Ms. Verhayden reported the most popular Facebook post for March was the guided Nature Walk at Ushers Road. In March, the website received a 10.8% jump in hits from February.
2. The Sustainability Committee continues work on our certification. We will be presenting a Policy tonight to support that initiative. The Sustainability Committee is currently focused on outdoor spaces, and staff plans to pilot a composting program.
3. Staff will be working with CBS 6 on interviews that feature book reviews. The sessions will be pre-recorded at the studio and will air at a later date on CBS 6.

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

1. Ms. Gutelius shared an article from the Times Union regarding the potential impact the IMLS cuts will have on local libraries.
2. Please reply to Ms. Gutelius if you plan to attend the SALS Annual Meeting on May 19.
3. This month's copy of the CPH Insider highlighted information on our new door and its energy benefits. It is available on our website. While we do still get questions regarding the door, overall most people are adapting to the new entrance.
4. The library hosted a luncheon for staff on April 8 for National Library Workers Day.

**COMMITTEE REPORTS:**

**CRISIS COMMUNICATIONS:** Mr. Cantore gave the following report:

Mr. Cantore presented the Ad Hoc Crisis Communications Committee notes from March 26, 2025. They are reviewing the Risk Register and updating a roadmap of prepared statements to address a variety of scenarios.

**POLICY COMMITTEE:** Ms. Dugan gave the following report:

Ms. Dugan presented the Policy Committee Notes from April 7, 2025.



Next, Ms. Dugan presented Policy 2.7 Sustainability Policy. This is a new policy as it is required as part of the Sustainable Libraries Initiative. The Library supports sustainable principles that ensure a resilient, sustainable community and Library for all residents. The policy had one edit to the third paragraph to refer to the sustainability policy not the environmental policy. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 2.7 Sustainability Policy as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 2.5 Whistleblower Policy. This policy was reviewed as per the schedule and no changes were made.

Next, Ms. Dugan presented Policy 3.14 Solicitation Policy. This policy was reviewed as per the schedule and no changes were made.

Next, Ms. Dugan presented Policy 3.16 Programming Policy. This policy defines the term “program” as used by the Library to set parameters for programming and specifically to address virtual programming. The reference to the mission statement was changed to remove the specific mission statement and a section on sustainability was added. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 3.16 Programming Policy as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 4.2 Materials Selection Policy. This policy provides a framework for the growth and development of collections in support of the Library’s mission. The reference to the mission statement was changed to remove the specific mission statement. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 4.2 Materials Selection Policy as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 4.4 Library Charges and Fees Policy. This policy provides guidance for Library staff in the levying of fines and fees. The language in the policy was updated to reflect current practice and a library card in good standing was defined. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 4.4 Library Charges and Fees Policy as amended. The **Motion** passed unanimously by those present.

Finally, Ms. Dugan presented the Purchasing Policy and Procedures Manual. This item was deferred to next month in order to add the Sustainability Statement.

**PUBLIC RELATIONS:** No Report



**LONG RANGE PLANNING:** No Report

**PERSONNEL COMMITTEE:** No Report

**BUILDINGS AND GROUNDS:** No Report

**FINANCE AND AUDIT:** No Report

**LEGISLATION:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

A **Motion** was made by Mr. Rodger, seconded by Mr. Meyer, to approve the appointment of Cameron Audette as a Page. 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 8:15PM.

The next scheduled Board Meeting is Monday, May 12, 2025, at 7:15pm.



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## BE A COMMUNITY RESOURCE

### Website & Social Media

- The website received 99,623 visits in April. By far the most popular page is "Research" which brings patrons to the digital newspapers and databases.
- On Social Media, the CPH Insiders Newsletter was incredibly popular and reached just over 13,000 people. This edition highlights the new door and sustainability initiatives that we have undertaken recently.

### Program Brochures

- We printed 872 copies March/April brochure but the majority were printed in March at the beginning of the cycle. We only printed as needed in April and ended up with 40 copies for the entire month. In addition, 33 people scanned the QR code.
- We have created QR code magnets to hand out at events. The code will take patrons directly to the online calendar.

### Constant Contact Newsletter

- The Monthly Constant Contact Newsletter continues to be a reliable resource for reaching patrons. With an open rate between 65-70%, over 5,000 people see our monthly newsletter.

### Collections

- Circulation has increased by 1.2% overall year to date. The Juvenile fiction collection has had the largest increase in use at 6%. This is likely due to the high use of the renovated Children's Library, which is attracting large numbers of families. The new collection layout may also be contributing to the increase in use. Ebook and downloadable audio book use also continues to increase.

### Programs

- The Library is offering monthly STEAM programs aimed at children in grades K-5. The programs are offered during the day on weekdays and aimed at homeschooled children. The program in March focused on learning about and creating rainbows, April was a celebration of Earth Month by making seed paper bookmarks, and May will be learning about and making rockets.
- There were many well attended programs during the April break week including Pajamarama Story Time, Mushrooms and Me, "Saturday Morning" Cartoons, and a Wicked sing along.



### Outreach

- Library staff participated in several outreach events in April including the Shenendehowa Science and Health Discovery Night and the YMCA Healthy Kids Day.
- Regular monthly visits to Cheryl's Lodge continue, as well as the monthly Wednesday Bridges program.

## OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

### Sustainability Committee

- The Sustainability Committee launched the new staff compost program and staff are participating. The Committee will be creating subcommittees to explore different ideas including a pollinator garden and ways to reduce paper usage.

### Earth Month

- There were several programs in April celebrating Earth Month including Earth Month Bingo, Appy hour: plants & gardening, the Crafter Supplies Give and Take (FOL event), and the Adventures in STEAM seed paper bookmarks.

### Visitors and Room Use

- The visitor numbers are still somewhat off as we work to find the optimal location for the camera that counts the number of people entering the Library.
- Room checkouts have increased by 38% year to date, and room bookings have increased by 2%.

## INVEST IN PEOPLE

### Sexual Harassment Prevention Training

- Library staff completed the annual sexual harassment prevention training in April. The training was provided through the Paychex platform, and we were not charged for the service again this year. This is a savings of about \$2,000.
- Several trustees indicated they would like to receive the annual training, and we were able to provide access through SALS for a \$19 per person fee. Training for trustees can also be done through NY State via a YouTube video that meets all state minimum training requirements except the video is not considered interactive.



### Budget Vote and Trustee Election

- The first press release regarding the need for trustees and the budget and absentee ballot application will be issued in mid-May.
- There will be four trustee positions on the ballot in September; two five-year Clifton Park terms due to the expiring seats of Suzanne Dugan and Ed Rodger; one four-year Clifton Park term due to the expiry of Cornelia Mogor's one-year appointment; a one-year Halfmoon term due to the resignation of Tom Madison.
- Petitions for the trustee positions will be available on June 2 at the Library and on the website.
- Petitions will be due on August 12 at 5pm, 30 days prior to the budget vote.

### Trustee Appointment

- Information regarding the need for a Halfmoon trustee to fill Tom Madison's seat for the remainder of the year has been shared via press release, social media and in print posters in the library. Several people have inquired about the position. Applications are due on May 20, and the Personnel Committee has tentatively scheduled June 3 for interviews.

### SALS Director Search and Personnel Changes

- Sara Dallas has announced her intention to retire at the end of the summer. June Garcia has been engaged to do the national search for Sara's successor. I participated in a meeting of SALS library directors to get input on the ideal qualities of a successor. The application deadline is mid-May and final interviews will be done at the end of June.
- Jack Scott, formerly SALS' Youth Services and Technology Consultant has been promoted to the position of Outreach and Technology Consultant. Erica Freudenberger, who was the Outreach, Engagement, and Marketing Consultant, moved to the NYS Division of Library Development in March.
- Colleen Smith, SALS Finance and Administration Manager accepted a position at a library in the Upper Hudson Library system and left at the end of April. A search for her successor is underway.



#### April Incidents

- 4-4-2025 Patron accident – fell and hit head on floor.
- 4-9-2025 Disorderly patron
- 4-19-2025 Disagreement between parents in Children's Library
- 4-19-2025 Patron touched staff member, but stopped immediately when asked
- 4-25-2025 Patron fell down stairs.

Prepared by: Alex Gutelius, Library Director

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Genealogy Assistance	April 03 2025	Adults	5	5			
ZOOM: Intermediate English Language Learning (ELL)	April 24 2025	Adults	21	21			21
Memories to Memoirs	April 09 2025	Adults	10	10			
Memories to Memoirs	April 16 2025	Adults	10	10			
Memories to Memoirs	April 23 2025	Adults	10	10			
Memories to Memoirs	April 30 2025	Adults	10	10			
One-on-One Tech Help	April 01 2025	Adults	1	1			
ZOOM: Virtual Author Talk with Jodi Picoult	April 02 2025	Adults	59				59
ELL Conversation Group	April 24 2025	Adults	10	10			
ELL Conversation Group	April 17 2025	Adults	10	10			
ZOOM: Virtual Author Talk with Gregg Hurwitz	April 24 2025	Adults	9				9
ZOOM: Intermediate English Language Learning (ELL)	April 10 2025	Adults	21	21			21
ZOOM: Intermediate English Language Learning (ELL)	April 03 2025	Adults	15	15			15
Read With Pride Book Group	April 08 2025	Adults	3	3			
Therapy Dogs for Adults	April 30 2025	Adults	15	15			
Memories to Memoirs	April 02 2025	Adults	10	10			
ZOOM: Virtual Author Talk with Matthew Fleming	April 08 2025	Adults	15				15
ELL Conversation Group	April 10 2025	Adults	15	15			
Tech Tutoring	April 07 2025	Adults	5	5			
iPad Essentials	April 07 2025	Adults	10	10			
Intermediate English Language Learning (ELL)	April 30 2025	Adults	9	9			
Advanced Beginner English Language Learning (ELL)	April 22 2025	Adults	22	22			
Advanced Beginner English Language Learning (ELL)	April 09 2025	Adults	20	20			
Advanced Beginner English Language Learning (ELL)	April 08 2025	Adults	27	27			
Advanced Beginner English Language Learning (ELL)	April 02 2025	Adults	27	27			
Advanced Beginner English Language Learning (ELL)	April 01 2025	Adults	25	25			
English Language Learning (ELL) Evening Class	April 22 2025	Adults	14	14			
Intermediate English Language Learning (ELL)	April 23 2025	Adults	8	8			
Intermediate English Language Learning (ELL)	April 09 2025	Adults	6	6			
Intermediate English Language Learning (ELL)	April 02 2025	Adults	10	10			
English Language Learning (ELL) Evening Class	April 29 2025	Adults	14	14			
Advanced Beginner English Language Learning (ELL)	April 29 2025	Adults	24	24			
English Language Learning (ELL) Evening Class	April 08 2025	Adults	15	15			
English Language Learning (ELL) Evening Class	April 01 2025	Adults	11	11			
Advanced Beginner English Language Learning (ELL)	April 23 2025	Adults	21	21			
Advanced Beginner English Language Learning (ELL)	April 30 2025	Adults	17	17			
ELL Conversation Group	April 03 2025	Adults	15	15			
Beginner English Language Learning (ELL)	April 01 2025	Adults	15	15			
U.S. Citizenship & Civics Discussion Group	April 25 2025	Adults	4	4			
U.S. Citizenship & Civics Discussion Group	April 11 2025	Adults	8	8			
U.S. Citizenship & Civics Discussion Group	April 04 2025	Adults	7	7			
Beginner English Language Learning (ELL)	April 29 2025	Adults	19	19			
Beginner English Language Learning (ELL)	April 23 2025	Adults	23	23			
Beginner English Language Learning (ELL)	April 22 2025	Adults	25	25			
Beginner English Language Learning (ELL)	April 09 2025	Adults	23	23			
Beginner English Language Learning (ELL)	April 08 2025	Adults	17	17			
Beginner English Language Learning (ELL)	April 02 2025	Adults	20	20			
Beginner English Language Learning (ELL)	April 30 2025	Adults	17	17			
iPad Essentials	April 28 2025	Adults	8	8			

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
iPad Essentials	April 09 2025	Adults	8	8			
iPad Essentials	April 21 2025	Adults	9	9			
iPad Essentials	April 16 2025	Adults	8	8			
iPad Essentials	April 14 2025	Adults	6	6			
iPad Essentials	April 02 2025	Adults	10	10			
iPad Essentials	April 23 2025	Adults	8	8			
All Abilities Art Club	April 09 2025	Adults	43	43			
Crafty Adults: Embroidered Bird Pins	April 06 2025	Adults	15	15			
Drop-In Tech Help	April 14 2025	Adults	9	6	3		
World Cinema: An Education (2009)	April 10 2025	Adults	11	11			
iPad Essentials	April 30 2025	Adults	8	8			
Appy Hour: Plants & Gardening	April 10 2025	Adults	9	9			
HYBRID: Meet-Cutes Book Group	April 22 2025	Adults	6	6			
Inclusible Adult Games	April 10 2025	Adults	22	22			
Google Photos	April 03 2025	Adults	8	8			
Intro to Chatting with Artificial Intelligence (AI)	April 07 2025	Adults	9	9			
Sound Bath Meditation	April 23 2025	Adults	11	11			
Navigating Long-Term Care: Resources for Caregivers	April 16 2025	Adults	6	6			
HYBRID: Daytime Book Group	April 17 2025	Adults	4	4			
Back Pain & Sciatica Workshop	April 30 2025	Adults	27	27			
Let's Talk About It: Funeral Planning	April 15 2025	Adults	8	8			
Herbal Teas from Your Garden	April 03 2025	Adults	27	24	3		
Journaling for Adults	April 02 2025	Adults	10	8			2
ZOOM: Edit Charts Like a Pro--Basic Techniques	April 23 2025	Adults	3				3
ZOOM: Exploring Bluesky-The Next-Gen Social Media Platform	April 09 2025	Adults	9				9
TTOB: What's Wild in My Backyard?	April 27 2025	Adults	38	36		2	
Silent Book Club	April 24 2025	Adults	10	10			
Veteran's Memorial Park Book Walk: Tad	April	Children					
Play, Learn, & Grow!	April 22 2025	Children	25	11		14	
Preschool Story Time & Craft	April 09 2025	Children	28	14		14	
Wonderful Walkers	April 11 2025	Children	26	13		13	
Baby Story Time	April 11 2025	Children	29	16		13	
Terrific Twos Story Time	April 08 2025	Children	27	14		13	
Family Story Time	April 24 2025	Children	26	12		14	
Preschool Story Time & Craft	April 02 2025	Children	28	13		15	
Preschool Story Time & Craft	April 23 2025	Children	34	16		18	
Preschool Story Time & Craft	April 30 2025	Children	32	14		18	
Bilingual Story Time: Spanish	April 17 2025	Children	48	23		25	
Family Story Time	April 28 2025	Children	56	26		30	
Family Story Time	April 03 2025	Children	54	24		30	
Family Story Time	April 07 2025	Children	61	29		32	
Family Story Time	April 21 2025	Children	58	25		33	
Helping Hands Outreach	April 03 2025	Children	59	14		45	
Music & Motion	April 18 2025	Children	131	56		75	
Pajamarama Story Time	April 16 2025	Children	134	54		80	
Sensory Story Time	April 23 2025	Children	9	4		5	
Birthday Book Club: Author Amy Krause Rosenthal	April 08 2025	Children	6			6	
TTOB: Habitat Hunters	April 18 2025	Children	11	2		9	

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Kids Paint & Sip: Dot Paintings	April 21 2025	Children	10			10	
Adventures in STEAM	April 24 2025	Children	16	4		12	
Saturday Story Time	April 19 2025	Children	30	17		13	
Mushrooms & Me	April 15 2025	Children	27	11	2	14	
Coding with ScratchJr	April 30 2025	Children	12	1		11	
Reading Therapy Dogs	April 10 2025	Children	0	0		0	
Reading Therapy Dogs	April 10 2025	Children	2	1		1	
Reading Therapy Dogs	April 10 2025	Children	1			1	
Reading Therapy Dogs	April 22 2025	Children	2	1		1	
Reading Therapy Dogs	April 22 2025	Children	2	1		1	
Reading Therapy Dogs	April 22 2025	Children	2	1		1	
Reading Therapy Dogs	April 22 2025	Children	3	1		2	
Reading Therapy Dogs	April 10 2025	Children	4	1		3	
"Saturday Morning" Cartoons	April 16 2025	Children	17	6		11	
Drop-In Art Bar	April 14 2025	Children	68	23		45	
Art Cart: Butterflies	April 30 2025	Children	1080			1080	
Scavenger Hunt	April 30 2025	Children	1132			1132	
Monthly Coloring Pages	April 30 2025	Children	2000			2000	
ZOOM: PJ Story Time	April 22 2025	Children	8	4		4	
ZOOM: PJ Story Time	April 08 2025	Children	11	5		6	
Family LEGO Build!	April 08 2025	Children	20	10		10	
1000 Books Before Kindergarten	April 30 2025	Children	11			11	
Wicked Sing-Along	April 17 2025	Children	54	22	6	26	
Climate Change in Your Community	April 17 2025	General	24	20	2	2	

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

		January	February	March	April	May	June	July	August	September	October	November	December	YTD 2025	YTD 2024	
<b>Borrowers</b>	New	212	180	213	188	0	0	0	0	0	0	0	0	793	871	
	Purged*															
	<b>TOTAL</b>	<b>33,334</b>	<b>33,306</b>	<b>32,948</b>	<b>32,885</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,885</b>	<b>34,416</b>	
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<b>Circulation</b>	<i>Fiction</i>	Adult	9,029	8,316	8,797	8,827	0	0	0	0	0	0	0	0	<b>34,969</b>	35,273
		Young Adult	1,445	1,464	1,477	1,440	0	0	0	0	0	0	0	0	<b>5,826</b>	6,360
		Juvenile	14,057	13,769	16,470	15,033	0	0	0	0	0	0	0	0	<b>59,329</b>	55,909
	<i>Non-fiction</i>	Adult	5,703	4,932	5,673	5,383	0	0	0	0	0	0	0	0	<b>21,691</b>	23,457
		Young Adult	18	9	14	17	0	0	0	0	0	0	0	0	<b>58</b>	48
		Juvenile	1,720	1,783	2,136	1,895	0	0	0	0	0	0	0	0	<b>7,534</b>	7,344
	<i>Audio</i>	Adult	1,011	938	1,343	1,082	0	0	0	0	0	0	0	0	<b>4,374</b>	4,968
		Young Adult	21	20	19	31	0	0	0	0	0	0	0	0	<b>91</b>	108
		Juvenile	513	506	638	610	0	0	0	0	0	0	0	0	<b>2,267</b>	2,174
	<i>DVD</i>	Adult	3,591	3,366	4,289	3,596	0	0	0	0	0	0	0	0	<b>14,842</b>	17,882
		Juvenile	814	833	984	963	0	0	0	0	0	0	0	0	<b>3,594</b>	3,921
	<i>Digital Media</i>	eaudiobooks	4,141	3,804	3,998	3,987	0	0	0	0	0	0	0	0	<b>15,930</b>	14,709
		ebooks	3,682	3,558	3,535	3,544	0	0	0	0	0	0	0	0	<b>14,319</b>	13,534
		Music	109	105	105	108	0	0	0	0	0	0	0	0	<b>427</b>	504
		Serials*	2,418	2,190	2,305	2,322	0	0	0	0	0	0	0	0	<b>9,235</b>	6,638
		Comics (hoopla)	102	116	108	106	0	0	0	0	0	0	0	0	<b>432</b>	232
		Streaming Video/TV (hoopla)	441	438	446	410	0	0	0	0	0	0	0	0	<b>1,735</b>	1,662
	<i>Other</i>	Serials	520	411	544	444	0	0	0	0	0	0	0	0	<b>1,919</b>	1,707
		CD-ROM / Wii	450	401	506	456	0	0	0	0	0	0	0	0	<b>1,813</b>	1,623
		Uncatalogued	51	46	55	50	0	0	0	0	0	0	0	0	<b>202</b>	185
		Non-traditional	200	199	213	195	0	0	0	0	0	0	0	0	<b>807</b>	656
		<b>TOTAL</b>	<b>50,036</b>	<b>47,204</b>	<b>53,655</b>	<b>50,499</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>201,394</b>	<b>198,894</b>
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	<b>Technology</b>	Database Usage	6,714	4,808	4,797	5,279	0	0	0	0	0	0	0	0	<b>21,598</b>	9,049
		Computer Use (sessions)	1,620	1,611	1,914	1,803	0	0	0	0	0	0	0	0	<b>6,948</b>	6,100
		Wireless Use	6,045	5,805	7,261	7,107	0	0	0	0	0	0	0	0	<b>26,218</b>	20,705
		PAC Use	13,991	11,883	13,464	12,885	0	0	0	0	0	0	0	0	<b>52,223</b>	58,554
Website Visits		40,548	35,383	39,173	39,467	0	0	0	0	0	0	0	0	<b>154,571</b>	157,465	
iPad/Laptop/Device Use		38	23	32	28	0	0	0	0	0	0	0	0	<b>121</b>	98	
<b>TOTAL</b>		<b>67,256</b>	<b>58,430</b>	<b>65,647</b>	<b>66,569</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>336,775</b>	<b>312,571</b>	

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

	January	February	March	April	May	June	July	August	September	October	November	December	YTD 2025	YTD 2024
<b>Programming</b>	<i>Number of Programs</i>													
Adult	77	63	61	70	0	0	0	0	0	0	0	0	271	202
Teen	6	9	7	13	0	0	0	0	0	0	0	0	35	52
Child 0-5	11	13	19	17	0	0	0	0	0	0	0	0	60	65
Child 6-11	22	17	26	16	0	0	0	0	0	0	0	0	81	80
General	4	2	5	3	0	0	0	0	0	0	0	0	14	11
One-on-One	6	10	9	6	0	0	0	0	0	0	0	0	31	18
Grab & Go	0	0	0	4	0	0	0	0	0	0	0	0	4	100
Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	15
<b>TOTAL</b>	<b>126</b>	<b>114</b>	<b>127</b>	<b>129</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>496</b>	<b>543</b>
	<i>Attendance</i>													
Adult	989	576	1,390	1,071	0	0	0	0	0	0	0	0	4,026	2,992
Teen	89	187	159	263	0	0	0	0	0	0	0	0	698	442
Child 0-5	464	510	850	856	0	0	0	0	0	0	0	0	2,680	2,854
Child 6-11	3,060	3,883	4,095	4,538	0	0	0	0	0	0	0	0	15,576	15,004
General	229	65	317	0	0	0	0	0	0	0	0	0	611	1,831
One-on-One	6	11	9	6	0	0	0	0	0	0	0	0	32	25
Grab & Go	0	0	0	4	0	0	0	0	0	0	0	0	4	100
Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>4,837</b>	<b>5,232</b>	<b>6,820</b>	<b>6,738</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,627</b>	<b>23,248</b>
<b>Outreach</b>	<i>Events / Programs</i>													
Events / Programs	12	12	11	8	0	0	0	0	0	0	0	0	43	42
<i>Attendance</i>	716	332	249	645	0	0	0	0	0	0	0	0	1,942	1,496
	<i>UeCPGGdug3!</i>													
<b>Interlibrary Loan</b>	<i>Borrowed</i>													
Borrowed	7,156	6,749	7,265	6,943	0	0	0	0	0	0	0	0	28,113	27,531
<i>Loaned</i>														
Loaned	3,000	2,632	2,858	2,798	0	0	0	0	0	0	0	0	11,288	13,848
<b>TOTAL</b>	<b>10,156</b>	<b>9,381</b>	<b>10,123</b>	<b>9,741</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,401</b>	<b>41,379</b>
<b>Reference</b>	<i>Ask Desk</i>													
Ask Desk	2,507	2,439	2,558	2,321	0	0	0	0	0	0	0	0	9,825	10,794
<i>Children's Library Desk</i>														
Children's Library Desk	1,697	1,973	1,878	1,573	0	0	0	0	0	0	0	0	7,121	6,915
<i>Computer Support</i>														
Computer Support	473	556	623	624	0	0	0	0	0	0	0	0	2,276	1,042
<b>TOTAL</b>	<b>4,677</b>	<b>4,968</b>	<b>5,059</b>	<b>4,518</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,222</b>	<b>18,751</b>
<b>Museum Passes</b>	51	49	56	56	0	0	0	0	0	0	0	0	212	146
<b>Visitors</b>	16,872	15,913	22,236	21,531	0	0	0	0	0	0	0	0	76,552	99,419
<b>Room Use</b>	<i>Hours</i>													
Library Programs	206	270	387	325	0	0	0	0	0	0	0	0	1,189	1,203
Board/FOL/Staff	85	29	54	50	0	0	0	0	0	0	0	0	218	267
Outside Organizations	90	271	329	260	0	0	0	0	0	0	0	0	950	1,018
Room Checkouts	243	205	263	253	0	0	0	0	0	0	0	0	964	698
Outside Organization Meetings/Programs ( <i>bookings</i> )	63	78	99	84	0	0	0	0	0	0	0	0	324	316
<b>Collection Size (print &amp; media)</b>	<i>Added</i>													
Added	844	771	801	738	0	0	0	0	0	0	0	0	3,154	2,946
<i>Withdrawn</i>														
Withdrawn	517	721	875	480	0	0	0	0	0	0	0	0	2,593	4,590
<b>TOTAL</b>	<b>147,061</b>	<b>147,123</b>	<b>146,981</b>	<b>147,319</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>147,319</b>	<b>149,796</b>

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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 12, 2025 ~~May 13, 2024~~

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## 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.

The Library strives to be a responsible steward of its resources, including decreasing its impact on the environment. The Library shall, wherever practicable and efficient, use sustainable and environmentally sound procurement practices in purchasing supplies, equipment, and services for the Library. Library purchasing agents shall take the following principles into consideration when making purchases:

- Consider environmental factors in addition to price and performance.
- Emphasize pollution prevention early in the purchasing process. Consider packaging and whether the product contains or produces toxins.
- Examine multiple environmental attributes throughout a product's or services life cycle. Look at the whole life of the product, from manufacture through use and disposal.
- Collect and base purchasing decisions on accurate and meaningful information about environmental performance.

Nothing in this policy shall prohibit the Library from considering a product or vendor that is more suitable for the intended use and/or available at a more competitive price that does not meet these aspirational standards.

## 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.

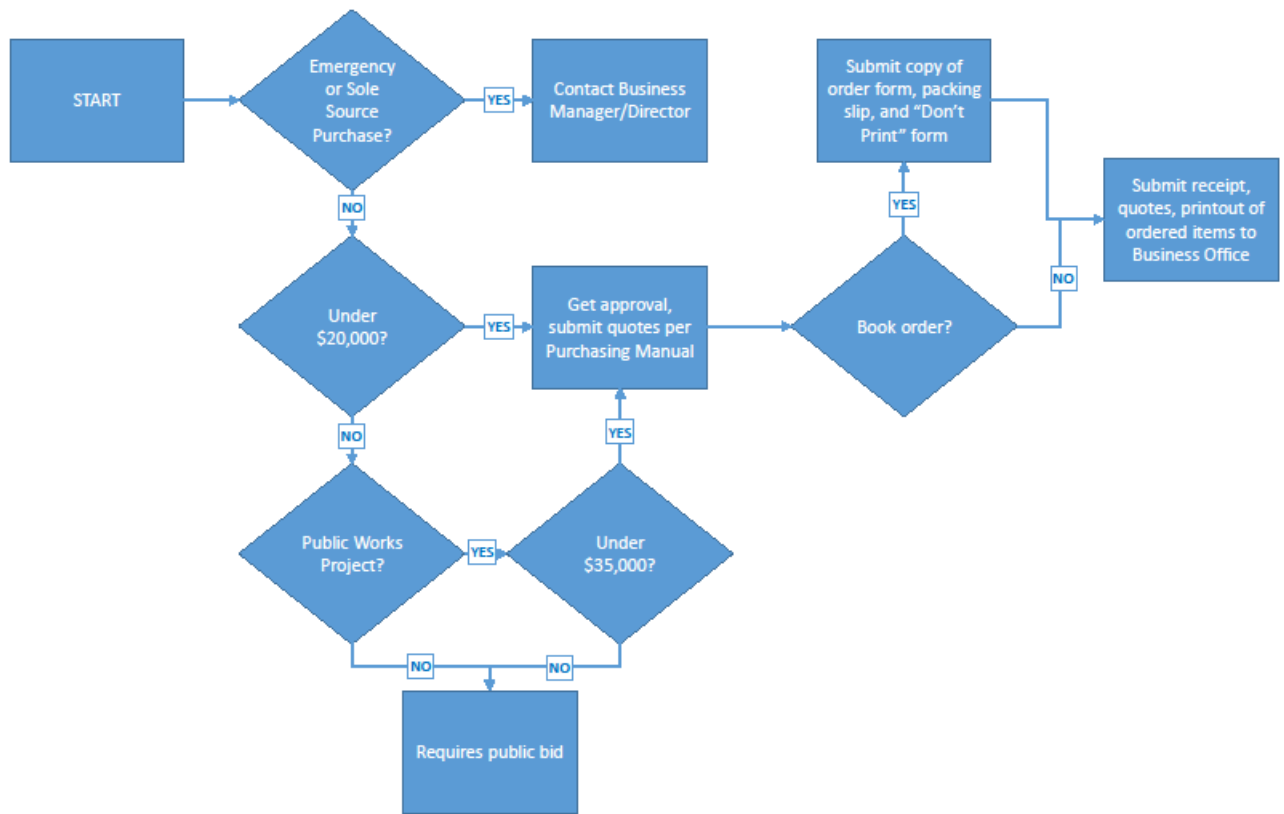
In certain situations, solicitation of alternative proposals or quotes is not practical. These may include: emergencies, true leases and sole source situations and combinations of professional services/purchases. In each of these cases, the requesting department and Business Manager shall analyze, justify 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

<b>Purchase Contracts</b>	<b>One (1) Verbal or Written Quote</b>	<b>Two (2) Verbal or Written Quotes</b>	<b>Three (3) Written Quotes</b>	<b>Bid Required</b>	<b>Approving Officers</b>
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.

<b>RFP Process</b>	<b>Responsible Party</b>	<b>Timeline (estimate)</b>
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



CLIFTON PARK  
HALFMOON  
PUBLIC  
LIBRARY

### **Financial Procedures Agreement for Use of Bank Credit Card**

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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.

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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.

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

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



CLIFTON PARK  
HALFMOON  
PUBLIC  
LIBRARY

### **Financial Procedures Agreement for Issuance of Bank Credit Card**

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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.

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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.

<b>Card Number:</b>	
<b>Card Issued:</b>	

<b>Card Holder:</b>	
<b>Card Holder Signature:</b>	
<b>Date:</b>	

## XXIII. Appendix D – Credit Card Responsibility and Use



CLIFTON PARK  
HALFMOON  
PUBLIC  
LIBRARY

### 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

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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:

<b>Title</b>	<b>Department</b>	<b>Purchasing Limit</b>
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~~<sup>15,000</sup> 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
		<b>Total Project/Item Cost</b>		

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.

4/21/2025

Added section about sustainable purchasing practices; updated the check signing procedure to align with Policy 7.3