



June 16, 2025 7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the May 12, 2025 meeting.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. May 2025 Financial Statement
 - B. *Warrants
 - #2025-11 May 21, 2025 \$172,297.54
 - #2025-12 May 30, 2025 \$133,781.93
 - #2025-13 June 9, 2025 \$221,342.50
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. *Personnel Committee – Halfmoon Trustee Candidate Recommendation.
 - B. Personnel Committee Meeting Notes – May 21, 2025
 - C. Crisis Communications Meeting Notes – June 2, 2025
 - D. Buildings & Grounds Committee Notes – June 5, 2025
9. Old Business
10. New Business
11. Executive Session

* Items so marked are action items



May 12, 2025

7:15 PM

Present: Brown, Megan; Dugan, Suzanne; McMunn, Maria; Mogor, Cornelia; Rodger, Ed; Wise, Russ. Also present were Alex Gutelius, Rebecca Verhayden, Jim Foster, and Lisa Oddo.

Absent: Mathew Cantore, Jason DiGianni, Stephen Meyer, Purushothaman Srinivasan

Guest: None

The meeting was called to order at 7:17 PM by Ms. Brown.

AGENDA: Ms. Brown presented the May 12, 2025 agenda for approval. A **Motion** was made by Ms. Dugan, seconded by Ms. McMunn, to approve the agenda as sent. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Wise, seconded by Ms. Dugan, to accept the April 21, 2025, minutes as sent. The **Motion** passed unanimously by those present.

PUBLIC COMMENT: None

BOARD COMMENT: Ms. Brown thanked Ms. Gutelius and the YS staff for their kindness in helping an unnamed teen patron acquire the chrysalid shells after the butterflies hatched from the children's library.

TREASURER'S REPORT:

Mr. Wise presented the Financial Statement for April 2025. Mr. Wise noted the larger expenditures included Professional Services. The April 2025 Financial Statement was reviewed and received for audit.

The April 24, 2025, warrant for \$191,005.82 was presented for approval. A **Motion** was made by Mr. Wise, seconded by Mr. Rodger, to approve the April 24, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the April 24, 2025, warrant was Ms. McMunn.

The May 5, 2025, warrant for \$130,933.19 was presented for approval. A **Motion** was made by Mr. Wise, seconded by Ms. Mogor, to approve the May 5, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the May 5, 2025, warrant was Ms. Mogor.



Mr. Wise noted in April 2025 we had \$25.00 in commemorative donations for Carole Congero.

THE FRIENDS: Mr. Foster gave the following report:

1. The FOL continue TTOB programming with, 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 Books for Babies program was a success with 76 packets being picked up.

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

1. 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. We have asked the teachers to provide a general location listing, so we can assist parents in locating their child's artwork.
2. The gallery currently has work from the Shenendehowa High School Photography Class, with a video explaining their process.
3. The Design a Bookmark Contest is very popular. It is for all ages. Winning bookmarks will be printed and given out over the summer.
4. Staff will be attending the 75th Anniversary celebration at Shenendehowa High School on Saturday, May 17 from 10-3pm.
5. Staff will be presenting at CDLC in May on the Genealogy Conference held here at the library in March and on Reinvigorating Librarianship.
6. Mychal Threets will be at HS West on Thursday, May 29 at 7pm.

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

1. Ms. Verhayden reported the website received almost 100,000 visits in April. The most popular page continues to be the digital newspapers.
2. The Monthly Constant Contact emails continues to be a reliable resource for reaching patrons.



3. The CPH Insiders Newsletter was very popular on social media with the latest edition featuring information about the new door and sustainability initiatives.
4. The PR department created QR code magnets to hand out at events. The code will take patrons directly to the online calendar. YS staff gave them out at a recent story time and received positive feedback from patrons.
5. The Sustainability Committee is piloting a composting project for staff only. They continue to work on reducing paper usage, and are discussing a pollinator garden.

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

1. Ms. Gutelius noted the SALS annual meeting will be at Saratoga National on May 19. George Steele will be presenting.
2. Ms. Gutelius reported on some of the recent changes including the firing of Carla Hayden, the Librarian of Congress and the top copyright official, Shira Perlmutter. Additionally, the cuts to IMLS have been temporarily stopped by a court order.
3. We have had some inquiries regarding the open trustee position for the Town of Halfmoon. Applications are due by May 20.
4. The library staff will be meeting with Town officials to discuss next steps regarding the trail link to the Library.
5. The sliders and the gates have been removed for the lobby so that the new carpeting can be installed. The AED and NARCAN equipment have been relocated.
6. There are a number of personnel changes at SALS. The SALS Director search to replace Sara Dallas is ongoing through mid-May.
7. The first press release for the trustee and budget vote will go out soon as a save the date, for September 11. There will be three trustee candidates for Clifton Park, and one trustee candidate for Halfmoon on the ballot.

COMMITTEE REPORTS:

CRISIS COMMUNICATIONS: No Report



POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan presented the Purchasing Policy and Procedures Manual. Changes to the manual included adding a sustainability statement and updating the warrant procedures to reflect current practices. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the Purchasing Policy and Procedures Manual as amended. The **Motion** passed unanimously by those present.

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: No Report

BUILDINGS AND GROUNDS: No Report

FINANCE AND AUDIT: No Report

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS:

A **Motion** was made by Mr. Rodger, seconded by Ms. McMunn, to approve the appointment of Devine Lee as a Page and Elizabeth Puskas as a Substitute Librarian I. The **Motion** passed unanimously by those present.

There being no further business, Ms. Dugan made the **Motion**, seconded by Ms. McMunn, to adjourn the meeting. The **Motion** passed unanimously by those present, and the meeting adjourned at 7:54PM.

The next scheduled Board Meeting is Monday, June 16, 2025, at 7:15pm.



BE A COMMUNITY RESOURCE

Website & Social Media

- The website received 102,357 visits in May, up 2.7% from April.
- The visit from Mychal Threats in May provided a huge boost to our social media. The Library has 60 new Instagram followers and we had a 3,000% increase in reach. The Instagram stories with Mychal reached over 27,000 people and the Reel of him visiting the Library reached over 15,000 just on Instagram.
- The most popular Facebook post in May was about the 1,000 Books Before Kindergarten Program.



Program Brochures

- We printed 770 copies May/June brochure and the QR Code on the brochures has been scanned eight times. The new July/August Brochure will be available to the public on June 23.
- The new magnets that take patrons directly to the online calendar have been scanned thirty-eight times since we started distributing them in Mid-May.

Collections

- A record player, a wireless speaker and an OBD2 Scanner Car Diagnostic tool will be added to the Activities Collection this month.
- Circulation has increased by 2.5% overall year to date. The collections with the largest increase in use are the Juvenile Fiction collection at 7.5% and the audiobook collection at 10%.

Programs

- 132 programs were offered in May. We continue to offer mostly in-person programs but have several virtual programs each month, including Zoom PJ Story Time and ELL classes.
- The Library hosted the Shenendehowa Central School District K-12 Art Show in May including two receptions that drew audiences of over 600 people. We are planning to collaborate again with the School District next for the art show.



Outreach

- Library staff participated in seven outreach events in May including Best Buddies, Cheryl's Lodge Wednesday Bridges and Helping Hands. Staff also hosted field trips for Shen schools, attended the Karigon Literacy Night and the Shen 75th Anniversary event.

OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

Bike Day

- A well-attended Bike Day was held on May 4th. Local bike organizations were at the Library for an afternoon of bike education and repairs.

Visitors and Room Use

- The camera monitoring visitor use appears to be working properly, and nearly 24,000 people entered the Library in May.
- Room checkouts have increased by 31.5% year to date, and room bookings have increased by 7.6%.

INVEST IN PEOPLE

Presentations and Continuing Education

- Staff members Regina Berry and Tenaya Bannon presented at CD:C's Annual Meeting on May 16 about their Genealogy Day Mini Conference.
- Gwen Weldy and Susan Flint presented at CDLC's Reinvigorating Librarianship Conference on May 30.
- Six staff members and four trustees attended the SALS Annual Meeting in Saratoga.
- Rebecca Verhayden attended NYLA's Spring on the Hill Conference

Upcoming Training

- The Saratoga County Health Department will be providing NARCAN training for staff and the public. As a reminder, we have NARCAN available for the public in a box near the AED in the library entrance.

Staff Changes

- We have had several staff members either retire or announce their retirement in the last two months. Marybeth Hassett, Youth Services Librarian retired at the end of May, Patty Bullock in Maintenance is leaving in



mid-June, and Linda Loeser, Adult Services Librarian is retiring at the end of June.

Board of Elections

- We have been notified that the Saratoga County Board of Elections will no longer be using the Library as an early voting location. The communication from the BOE indicated that they had outgrown the Library as an early voting location and will instead be using the Clifton Park Center Mall.

May Incidents

- 5-1-2025 Patron accident – trip and fall
- 5-13-2025 Medical emergency (adult) in the Children's Library
- 5-15-2025 Comments from patron about another patron

Prepared by: Alex Gutelius, Library Director

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

| Title | Date | Primary Event Type | Attendance | Adults | Teens | Children | Online Views |
|--|-------------|--------------------|------------|--------|-------|----------|--------------|
| Genealogy Assistance | May 01 2025 | Adults | 5 | 5 | | | |
| ZOOM: Creating Effective Flyers, Web Pages, & Slides | May 28 2025 | Adults | 1 | 1 | | | 1 |
| ZOOM: Virtual Author Talk with Rachelle Bergstein | May 21 2025 | Adults | 10 | | | | 10 |
| ZOOM: Virtual Author Talk with Liann Zhang | May 14 2025 | Adults | 7 | | | | 7 |
| ZOOM: Virtual Author Talk with Dr. David H. Rosmarin | May 07 2025 | Adults | 25 | | | | 25 |
| Community Field Trip: USS Slater Museum | May 23 2025 | Adults | 7 | 7 | | | |
| Read With Pride Book Group | May 13 2025 | Adults | 1 | 1 | | | |
| ZOOM: Intermediate English Language Learning (ELL) | May 29 2025 | Adults | 17 | 17 | | | 17 |
| ZOOM: Intermediate English Language Learning (ELL) | May 22 2025 | Adults | 16 | 16 | | | 16 |
| ZOOM: Intermediate English Language Learning (ELL) | May 08 2025 | Adults | 19 | 19 | | | 19 |
| Tech Tutoring | May 29 2025 | Adults | 6 | 6 | | | |
| One-on-One Tech Help | May 27 2025 | Adults | 2 | 2 | | | |
| Therapy Dogs for Adults | May 21 2025 | Adults | 39 | 39 | | | |
| ZOOM: Intermediate English Language Learning (ELL) | May 15 2025 | Adults | 21 | 21 | | | 21 |
| ZOOM: Intermediate English Language Learning (ELL) | May 01 2025 | Adults | 23 | 23 | | | 23 |
| Silent Book Club | May 22 2025 | Adults | 12 | 12 | | | |
| Advanced Beginner English Language Learning (ELL) | May 13 2025 | Adults | 21 | 21 | | | |
| English Language Learning (ELL) Evening Class | May 06 2025 | Adults | 12 | 12 | | | |
| English Language Learning (ELL) Evening Class | May 20 2025 | Adults | 13 | 13 | | | |
| English Language Learning (ELL) Evening Class | May 13 2025 | Adults | 12 | 12 | | | |
| English Language Learning (ELL) Evening Class | May 27 2025 | Adults | 12 | 12 | | | |
| Intermediate English Language Learning (ELL) | May 07 2025 | Adults | 11 | 11 | | | |
| Intermediate English Language Learning (ELL) | May 14 2025 | Adults | 9 | 9 | | | |
| Intermediate English Language Learning (ELL) | May 21 2025 | Adults | 7 | 7 | | | |
| Advanced Beginner English Language Learning (ELL) | May 07 2025 | Adults | 21 | 21 | | | |
| Advanced Beginner English Language Learning (ELL) | May 06 2025 | Adults | 22 | 22 | | | |
| Intermediate English Language Learning (ELL) | May 28 2025 | Adults | 10 | 10 | | | |
| HYBRID: Meet-Cutes Book Group | May 27 2025 | Adults | 5 | 5 | | | |
| Inclusible Adult Games | May 08 2025 | Adults | 30 | 30 | | | |
| Advanced Beginner English Language Learning (ELL) | May 20 2025 | Adults | 22 | 22 | | | |
| Advanced Beginner English Language Learning (ELL) | May 14 2025 | Adults | 15 | 15 | | | |
| All Abilities Art Club | May 14 2025 | Adults | 20 | 20 | | | |
| Advanced Beginner English Language Learning (ELL) | May 21 2025 | Adults | 13 | 13 | | | |
| Everyday Uses of Artificial Intelligence (AI) | May 12 2025 | Adults | 12 | 12 | | | |
| Crafty Adults: Handbuilding With Clay Workshop | May 30 2025 | Adults | 15 | 15 | | | |
| Crafty Adults: Handbuilding With Clay Workshop | May 23 2025 | Adults | 15 | 15 | | | |
| Crafty Adults: Handbuilding With Clay Workshop | May 09 2025 | Adults | 15 | 15 | | | |
| Crafty Adults: Handbuilding With Clay Workshop | May 02 2025 | Adults | 15 | 15 | | | |
| Beginner English Language Learning (ELL) | May 14 2025 | Adults | 15 | 15 | | | |
| Advanced Beginner English Language Learning (ELL) | May 27 2025 | Adults | 17 | 17 | | | |
| Beginner English Language Learning (ELL) | May 21 2025 | Adults | 16 | 16 | | | |
| Beginner English Language Learning (ELL) | May 27 2025 | Adults | 16 | 16 | | | |
| Drop-In Tech Help | May 20 2025 | Adults | 7 | 7 | | | |
| Protect Your Phone From Hackers | May 20 2025 | Adults | 10 | 10 | | | |
| Beginner English Language Learning (ELL) | May 13 2025 | Adults | 17 | 17 | | | |
| Beginner English Language Learning (ELL) | May 28 2025 | Adults | 18 | 18 | | | |
| U.S. Citizenship & Civics Discussion Group | May 02 2025 | Adults | 6 | 6 | | | |
| U.S. Citizenship & Civics Discussion Group | May 09 2025 | Adults | 7 | 7 | | | |
| Digital Scrapbooking | May 13 2025 | Adults | 9 | 9 | | | |

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

| Title | Date | Primary Event Type | Attendance | Adults | Teens | Children | Online Views |
|---|---------------|--------------------|------------|--------|-------|----------|--------------|
| U.S. Citizenship & Civics Discussion Group | May 16 2025 | Adults | 4 | 4 | | | |
| AI Image Generators | May 05 2025 | Adults | 9 | 9 | | | |
| World Cinema: The Illusionist (2010) | May 08 2025 | Adults | 9 | 9 | | | |
| U.S. Citizenship & Civics Discussion Group | May 30 2025 | Adults | 6 | 6 | | | |
| Beginner English Language Learning (ELL) | May 20 2025 | Adults | 20 | 20 | | | |
| The Champlain Canal: In the Grand Erie's Shadow | May 02 2025 | Adults | 21 | 21 | | | |
| Beginner English Language Learning (ELL) | May 06 2025 | Adults | 14 | 14 | | | |
| Beginner English Language Learning (ELL) | May 07 2025 | Adults | 12 | 12 | | | |
| Advanced Beginner English Language Learning (ELL) | May 28 2025 | Adults | 13 | 13 | | | |
| HYBRID: Daytime Book Group | May 15 2025 | Adults | 7 | 7 | | | |
| HYBRID: Banned Book Club | May 05 2025 | Adults | 4 | 4 | | | |
| Fraud Prevention for Seniors | May 14 2025 | Adults | 19 | 19 | | | |
| HYBRID: Demystifying Shakespeare | May 12 2025 | Adults | 6 | 3 | | | 3 |
| HYBRID: Demystifying Shakespeare | May 19 2025 | Adults | 9 | 5 | | | 4 |
| Journaling for Adults | May 07 2025 | Adults | 10 | 5 | | | 5 |
| Jigsaw Puzzle & Board Game Swap | May 04 2025 | Adults | 7 | | | | 7 |
| ZOOM: Take Control of Your Email | May 14 2025 | Adults | 13 | | | | 13 |
| Jigsaw Puzzle & Board Game Swap | May 03 2025 | Adults | 98 | | | | 98 |
| Jigsaw Puzzle Challenge | May 06 2025 | Adults | 29 | 27 | 2 | | |
| | | | 986 | | | | |
| Books for Babies | Ma 5-11, 2025 | Children | 76 | | | | |
| Veteran's Memorial Park Book Walk: Tad | May 2025 | Children | | | | | |
| Play, Learn, & Grow! | May 20 2025 | Children | 13 | 7 | | 6 | |
| Baby Story Time | May 02 2025 | Children | 27 | 13 | | 14 | |
| Wonderful Walkers | May 02 2025 | Children | 31 | 16 | | 15 | |
| Terrific Twos Story Time | May 06 2025 | Children | 33 | 16 | | 17 | |
| Outdoor Family Story Time | May 15 2025 | Children | 34 | 16 | | 18 | |
| Preschool Story Time & Craft | May 14 2025 | Children | 34 | 16 | | 18 | |
| Preschool Story Time & Craft | May 28 2025 | Children | 35 | 17 | | 18 | |
| Preschool Story Time & Craft | May 07 2025 | Children | 33 | 14 | | 19 | |
| Preschool Story Time & Craft | May 21 2025 | Children | 36 | 15 | | 21 | |
| Outdoor Family Story Time | May 19 2025 | Children | 46 | 22 | | 24 | |
| Family Story Time | May 12 2025 | Children | 57 | 31 | | 26 | |
| Family Story Time | May 01 2025 | Children | 51 | 23 | | 28 | |
| Family Story Time | May 08 2025 | Children | 53 | 25 | | 28 | |
| Music & Motion | May 09 2025 | Children | 69 | 32 | | 37 | |
| Outdoor Family Story Time | May 29 2025 | Children | 68 | 30 | | 38 | |
| Family Story Time | May 05 2025 | Children | 84 | 38 | | 46 | |
| | | | 704 | | | | |
| Adventures in STEAM: Rockets | May 19 2025 | Children | 22 | 11 | | 11 | |
| Birthday Book Club: Author Grace Lin | May 13 2025 | Children | 3 | 1 | 1 | 1 | |
| Sensory Story Time | May 21 2025 | Children | 5 | 2 | | 3 | |
| Kids Paint & Sip: Watercolors | May 05 2025 | Children | 12 | | | 12 | |
| Saturday Story Time | May 03 2025 | Children | 50 | 25 | | 25 | |
| Coding with Ozobot Evo | May 08 2025 | Children | 11 | | | 11 | |
| Coding with ScratchJr | May 21 2025 | Children | 12 | 1 | | 11 | |
| Coding with Ozobot Evo | May 22 2025 | Children | 12 | | | 12 | |
| Coding with ScratchJr | May 07 2025 | Children | 13 | 1 | | 12 | |
| Coding with ScratchJr | May 14 2025 | Children | 14 | 2 | | 12 | |

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

| Title | Date | Primary Event Type | Attendance | Adults | Teens | Children | Online Views |
|--|-------------|--------------------|------------|--------|-------|----------|--------------|
| Reading Therapy Dogs | May 08 2025 | Children | 2 | | | | |
| Reading Therapy Dogs | May 13 2025 | Children | 12 | | 12 | | |
| Reading Therapy Dogs | May 13 2025 | Children | 2 | 1 | | 1 | |
| Reading Therapy Dogs | May 08 2025 | Children | 2 | 1 | | 1 | |
| Reading Therapy Dogs | May 08 2025 | Children | 2 | 1 | | 1 | |
| Reading Therapy Dogs | May 08 2025 | Children | 3 | 1 | | 2 | |
| Cheryl's Lodge Outreach | May 22 2025 | Children | 36 | 7 | 10 | 19 | |
| Cheryl's Lodge Outreach | May 08 2025 | Children | 41 | 7 | 8 | 26 | |
| Art Cart | May 31 2025 | Children | 690 | | | 690 | |
| Scavenger Hunt | May 31 2025 | Children | 875 | | | 875 | |
| Monthly Coloring Pages | May 31 2025 | Children | 1600 | | | 1600 | |
| ZOOM: PJ Story Time | May 06 2025 | Children | 7 | 3 | | 4 | |
| ZOOM: PJ Story Time | May 20 2025 | Children | 10 | 3 | | 7 | |
| 1000 Books Before Kindergarten | May 31 2025 | Children | 15 | | | 15 | |
| | | | | | | | |
| Shenendehowa Art Reception | May 27 2025 | General | 653 | 300 | 53 | 300 | |
| An Evening with Mychal the Librarian | May 29 2025 | General | 255 | 250 | 3 | 2 | |
| Bike Day | May 04 2025 | General | 204 | | | | |
| Meet the Authors! | May 17 2025 | General | 82 | 65 | 4 | 13 | |
| Design a Bookmark Contest | May 01 2025 | General | 119 | 7 | 12 | 100 | |
| Shenendehowa Art Reception | May 28 2025 | General | 678 | 300 | 300 | 78 | |
| | | | | | | | |
| Best Buddies Outreach | May 28 2025 | Outreach | 50 | | 50 | | |
| Cheryl's Lodge Outreach | May 03 2025 | Outreach | 15 | | | | |
| Wednesday Bridges | May 14 2025 | Outreach | 5 | 5 | | | |
| Shen 75th Anniversary Event | May 17 2025 | Outreach | 144 | 96 | | 48 | |
| Karigon Literacy Night | May 20 2025 | Outreach | 117 | 50 | | 67 | |
| Shen field trips | May 07 2025 | Outreach | 106 | 6 | | 100 | |
| Helping Hands Outreach | May 06 2025 | Outreach | 50 | | | | |
| | | | | | | | |
| Therapy Dogs for Teens | May 15 2025 | Teens | 9 | 3 | 6 | | |
| VolunTEEN: Advisory Program (VTAP) | May 30 2025 | Teens | 2 | | 2 | | |
| Stick Together: Collaborative Sticker Art | May 18 2025 | Teens | 8 | | 8 | | |
| Stick Together: Collaborative Sticker Art | May 17 2025 | Teens | 7 | | 7 | | |
| Teen Craft Corner: Origami Fortune Tellers | May 01 2025 | Teens | 40 | | 40 | | |
| Take & Make: Teen May Day Flower Craft | May 01 2025 | Teens | 0 | | 0 | | |
| Real Talk: The Deep Fake Deception | May 12 2025 | Teens | 11 | 3 | 8 | | |
| Monthly Teen Volunteer Hours | May 31 2025 | Teens | 24 | | 24 | | |
| Teen Place Coloring Pages | May 31 2025 | Teens | 300 | | 300 | | |
| Teen Paint & Sip | May 12 2025 | Teens | 7 | | 7 | | |

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

| | | January | February | March | April | May | June | July | August | September | October | November | December | YTD 2025 | YTD 2024 | |
|--------------------|-------------------------|-----------------------------|---------------|---------------|---------------|---------------|----------|----------|----------|-----------|----------|----------|--------------|----------------|----------------|---------|
| Borrowers | New | 212 | 180 | 213 | 188 | 212 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1005 | 1,022 | |
| | Purged* | | | | | | | | | | | | | | | |
| | TOTAL | 33,334 | 33,306 | 32,948 | 32,885 | 32,889 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32,889 | 33,892 | |
| Circulation | <i>Fiction</i> | Adult | 9,029 | 8,316 | 8,797 | 8,827 | 9,005 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 43,974 | 44,127 |
| | | Young Adult | 1,445 | 1,464 | 1,477 | 1,440 | 1,597 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,423 | 7,919 |
| | | Juvenile | 14,057 | 13,769 | 16,470 | 15,033 | 15,395 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 74,724 | 69,481 |
| | <i>Non-fiction</i> | Adult | 5,703 | 4,932 | 5,673 | 5,383 | 5,672 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27,363 | 28,994 |
| | | Young Adult | 18 | 9 | 14 | 17 | 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 80 | 63 |
| | | Juvenile | 1,720 | 1,783 | 2,136 | 1,895 | 2,103 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9,637 | 9,269 |
| | <i>Audio</i> | Adult | 1,011 | 938 | 1,343 | 1,082 | 1,015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,389 | 6,606 |
| | | Young Adult | 21 | 20 | 19 | 31 | 38 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 129 | 144 |
| | | Juvenile | 513 | 506 | 638 | 610 | 720 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,987 | 2,618 |
| | <i>DVD</i> | Adult | 3,591 | 3,366 | 4,289 | 3,596 | 3,470 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18,312 | 21,687 |
| | | Juvenile | 814 | 833 | 984 | 963 | 985 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,579 | 4,744 |
| | <i>Digital Media</i> | eaudiobooks | 4,141 | 3,804 | 3,998 | 3,987 | 4,190 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20,120 | 18,267 |
| | | ebooks | 3,682 | 3,558 | 3,535 | 3,544 | 3,542 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 17,861 | 16,741 |
| | | Music | 109 | 105 | 105 | 108 | 90 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 517 | 620 |
| | | Serials* | 2,418 | 2,190 | 2,305 | 2,322 | 2,370 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11,605 | 8,340 |
| | | Comics (hoopla) | 102 | 116 | 108 | 106 | 107 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 539 | 317 |
| | | Streaming Video/TV (hoopla) | 441 | 438 | 446 | 410 | 441 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,176 | 2,056 |
| | <i>Other</i> | Serials | 520 | 411 | 544 | 444 | 454 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,373 | 2,068 |
| | | CD-ROM / Wii | 450 | 401 | 506 | 456 | 460 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,273 | 2,031 |
| | | Uncatalogued | 51 | 46 | 55 | 50 | 48 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 250 | 226 |
| | | Non-traditional | 200 | 199 | 213 | 195 | 213 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,020 | 832 |
| | | Print | 31,972 | 30,273 | 34,567 | 32,595 | 33,794 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 163,201 | 159,853 |
| | | AV | 5,950 | 5,663 | 7,273 | 6,282 | 6,228 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 31,396 | 35,799 |
| Digital | | 10,893 | 10,211 | 10,497 | 10,477 | 10,740 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 52,818 | 46,341 | |
| Other | 1,221 | 1,057 | 1,318 | 1,145 | 1,175 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,916 | 5,157 | | |
| | TOTAL | 50,036 | 47,204 | 53,655 | 50,499 | 51,937 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 253,331 | 247,150 | |
| Technology | Database Usage | 6,714 | 4,808 | 4,797 | 5,279 | 5,821 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27,419 | 12,262 | |
| | Computer Use (sessions) | 1,620 | 1,611 | 1,914 | 1,803 | 1,702 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,650 | 7,421 | |
| | Wireless Use | 6,045 | 5,805 | 7,261 | 7,107 | 7,917 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 34,135 | 26,340 | |
| | PAC Use | 13,991 | 11,883 | 13,464 | 12,885 | 13,137 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 65,360 | 72,676 | |
| | Website Visits | 40,548 | 35,383 | 39,173 | 39,467 | 41,502 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 196,073 | 192,858 | |
| | iPad/Laptop/Device Use | 38 | 23 | 32 | 28 | 36 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 157 | 136 | |

**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 | 61 | 70 | 68 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 339 | 291 |
| Teen | 6 | 9 | 7 | 13 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 45 | 60 |
| Child 0-5 | 11 | 13 | 19 | 17 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 76 | 83 |
| Child 6-11 | 22 | 17 | 26 | 16 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 105 | 98 |
| General | 4 | 2 | 5 | 3 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 21 |
| One-on-One | 6 | 10 | 9 | 6 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 39 | 18 |
| Grab & Go | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 150 |
| Asynchronous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15 |
| TOTAL | 126 | 114 | 127 | 129 | 132 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 628 | 736 |
| <i>Attendance</i> | | | | | | | | | | | | | | |
| Adult | 989 | 576 | 1,390 | 1,071 | 986 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,012 | 4,128 |
| Teen | 89 | 187 | 159 | 263 | 408 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,106 | 493 |
| Child 0-5 | 464 | 510 | 850 | 856 | 704 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,384 | 3,644 |
| Child 6-11 | 3,060 | 3,883 | 4,095 | 4,538 | 3,359 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18,935 | 15,646 |
| General | 229 | 65 | 317 | 0 | 1,991 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,602 | 3,149 |
| One-on-One | 6 | 11 | 9 | 6 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 40 | 25 |
| Grab & Go | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 150 |
| Asynchronous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 4,837 | 5,232 | 6,820 | 6,738 | 7,456 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 31,083 | 27,235 |
| Outreach | | | | | | | | | | | | | | |
| Events / Programs | 12 | 12 | 11 | 8 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 | 47 |
| Attendance | 716 | 332 | 249 | 645 | 487 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,429 | 1,753 |
| UeCPGGdug3! | | | | | | | | | | | | | | |
| Interlibrary Loan | | | | | | | | | | | | | | |
| Borrowed | 7,156 | 6,749 | 7,265 | 6,943 | 6,975 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 35,088 | 34,590 |
| Loaned | 3,000 | 2,632 | 2,858 | 2,798 | 2,627 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13,915 | 17,012 |
| TOTAL | 10,156 | 9,381 | 10,123 | 9,741 | 9,602 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 49,003 | 51,602 |
| Reference | | | | | | | | | | | | | | |
| Ask Desk | 2,507 | 2,439 | 2,558 | 2,321 | 2,430 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12,255 | 12,883 |
| Children's Library Desk | 1,697 | 1,973 | 1,878 | 1,573 | 1,369 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,490 | 8,128 |
| Computer Support | 473 | 556 | 623 | 624 | 555 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,831 | 1,242 |
| TOTAL | 4,677 | 4,968 | 5,059 | 4,518 | 4,354 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 23,576 | 22,253 |
| Museum Passes | 51 | 49 | 56 | 56 | 74 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 286 | 206 |
| Visitors | 16,872 | 15,913 | 22,236 | 21,531 | 23,971 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100,523 | 126,399 |
| Room Use | | | | | | | | | | | | | | |
| <i>Hours</i> | | | | | | | | | | | | | | |
| Library Programs | 206 | 270 | 387 | 325 | 355 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,544 | 1,815 |
| Board/FOL/Staff | 85 | 29 | 54 | 50 | 43 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 261 | 333 |
| Outside Organizations | 90 | 271 | 329 | 260 | 255 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,205 | 1,160 |
| Room Checkouts | 243 | 205 | 263 | 253 | 240 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,204 | 915 |
| Outside Organization Meetings/Programs (bookings) | 63 | 78 | 99 | 84 | 68 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 392 | 364 |
| Collection Size (print & media) | | | | | | | | | | | | | | |
| Added | 844 | 771 | 801 | 738 | 904 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,058 | 3,838 |
| Withdrawn | 517 | 721 | 875 | 480 | 417 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,010 | 6,500 |
| TOTAL | 147,061 | 147,123 | 146,981 | 147,319 | 147,823 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 147,319 | 148,785 |



May 21, 2025

7:00 pm

Committee Members in attendance: Ed Rodger, Chair; Megan Brown; Suzanne Dugan; Maria McMunn

Staff in attendance: Alex Gutelius

1. Halfmoon Trustee Candidates

- The Committee members discussed the five applicants for the vacant Halfmoon trustee position.
- The Committee decided to interview all the candidates
- Alex will set up the interview times for June 3, 2025.

2. 2026 Personnel Costs

- The Committee reviewed the draft Personnel Costs for 2026.
- There are some libraries that pay more than CPH, such as Bethlehem and Colonie.
- Comparable libraries have planned for a 3-5% increase for the coming year.
- Minimum wage increase for 2026 is to \$16.00 per hour effective December 31, 2025. The current starting pay for CPH is \$16.22. Increasing the starting rate by \$0.50 would be an increase of slightly more than 3% to \$16.72.
- The Committee discussed the options for a salary increase and will recommend a 3.5% increase for 2026.
- The Committee reviewed the health insurance increase recommendation and decided to leave it at 70%, with the goal of getting to the Library portion at 75%.
- There are very high cost increases for health insurance and retirement.
- Staff are tasked with looking at the health insurance and retirement costs to see if there are savings to be found.
- The Personnel Committee will recommend a 3.5% salary increase.



June 2 2025

7:00 pm

Committee Members: Maria McMunn, Mat Cantore, Jason DiGianni, Steve Meyer, Russ Wise

Staff: Alex Gutelius, Rebecca Verhayden

1. Review Notes from last meeting
2. Review prepared statements
 - Acts of Violence – discussed and approved statement.
 - Accident at the Library – suggested areas for improvement; Rebecca will rewrite before the next meeting.
 - Cyber Attack – reviewed current cyber security procedures. Discussed and approved statement.
3. Review Risk Register
 - Added credible threat to the Risk Register
 - Will discuss Accident at the Library, Death at the Library, Building Closure, and Credible Threat statements at next meeting
4. Next steps
 - Next meeting Monday, July 14 at 7 PM



June 5, 2025

7:00 pm

Committee Members in attendance: Megan Brown, Jason DiGianni, Cornelia Mogor

Staff in attendance: Alex Gutelius

1. Status of Children's Library and Front Entrance Projects
 - Work in the Children's Library is complete.
 - The architect and staff are working to resolve the problem with the flooring in the revolving door that has rusted in places.
2. Park Trail
 - Two staff members and one trustee attended a meeting with representatives from the Town of Clifton Park and the Shenendehowa School District to discuss how to proceed with the trail linking the Town Center Park to the Library.
 - A draft MOU was shared and attendees were asked to review it and send changes.
 - The B&G Committee will be asking to meet with the representatives again to work through changes to the MOU in person.
3. Water issues
 - There have been some ongoing problems with the water in the building intermittently with discoloration.
 - Staff are working with Culligan to determine if the issues are due to the water softener not working properly.
4. Invasive Species Removal
 - Davey Trees has provided a proposal to remove some invasive Japanese Knotweed, prune the Japanese Maples and remove a dead tree and replace it with a new maple.
5. Pollinator Garden
 - The Sustainability Committee is working on plan to introduce a pollinator garden in the area between the parking lot and the path. This will be a multi-year project.
6. Landscape/Grounds Contract (November 1, 2025)
 - The landscape/plowing contract RFP will be issued in early July.
 - The Contract starts on November 1, 2025.



7. Capital Projects Funding

- The Committee reviewed possible capital projects and discussed submitting the replacement of the Roof Top Units for this year's State Construction Grant program.