



September 15, 2025

7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the August 18, 2025 meeting for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. August 2025 Financial Statement
 - B. *Warrants
 - #2025-19 August 25, 2025 \$200,366.25
 - #2025-20 September 8, 2025 \$158,487.72
6. Friends' Report
7. Director's Report
 - A. Public Service -Jim Foster
 - B. Planning / Communication -Rebecca Verhayden
 - C. General Updates -Alex Gutelius
 - 2026 Closed Dates
 - 2026 Meeting Dates
8. Committee Reports
 - A. *Building & Grounds Committee – Grounds Maintenance Contract
 - B. Crisis Communications Committee
9. Old Business
10. New Business
11. Executive Session

* Items so marked are action items



August 18, 2025

7:15 PM

The regular meeting was preceded by a joint FOL/Library Board meeting. Ms. Gutelius opened the meeting at 6:38pm. Ms. Gutelius thanked everyone for coming and the meeting began with brief introductions and titles/roles in the organizations.

FOL members present: Conklin, Linda; Corigliano, Judy; Corigliano, Tom; Holland, Allison; Koretsky, Rhona; Jozwiak, John; Jozwiak, Wilma; Robbins, Jo Anne; Verostek, Mary Fran.

Library Board members present: Brown, Megan; Cantore, Mathew; DiGianni, Jason; Meyer, Stephen; Mogor, Cornelia; Rodger, Ed; Schlegel, Jennifer, Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius, Jim Foster.

Mr. Cantore thanked the FOL for all the support they give the Library during the year. They support many services and materials for the library through their fundraising efforts. Their biggest fundraisers are the used book sale and the craft swap event. They provide funding for the Museum Pass program, All Abilities Art Club, and ELL programming. The Mychal Threets author event was a huge success, and their support of the new Sensory Room has proven to be a popular feature at the library. Additionally, they sponsor the TTOB activities, travel opportunities, and the Get out the Vote campaign. Their logo was recently refreshed; everything they do enhances our services to our patrons and we appreciate all their support.

First, Ms. Jozwiak gave a brief update on FOL activities. They had a very busy year and could not have done all the work without the support of their wonderful volunteers. She noted the craft swap and the plant swap is now completely donation based. There is great collaboration with the FOL, the Library Board of Trustees, and staff. The FOL will continue to support the library and are always asking, "What do you need now?"

Next, Ms. Robbins gave an update on the Get out the Vote plan for this year. They have made some changes this year regarding communications and PR. They have decided to cut back on the number of emails sent prior to the vote. They have a new poster for Get out the Vote and have a QR Code on their website that will take you right to the page about the library vote. They are utilizing a combination of the FOL Calendar, Newsletter, and Constant Contact to share information. Information about the vote will be on the electronic signs at the Clifton Commons and the entrance to the Shenendehowa Campus. They have decided to cut back on newsprint ads as they are expensive and lack the reach. They will have paid ads in Stewarts Shops and Facebook. A total of 112 signs will be placed around town. Signs should go out the weekend before the vote and be picked up



right after the vote. Please make a note of any signs that are missing after the vote and let Ms. Robbins know.

Finally, Ms. Gutelius gave an update on the budget and the trustee election. Absentee Ballots are now available. There are four petitions submitted for three Clifton Park seats. Budget mailers are no longer being mailed to households in the district. The lack of a mailed brochure did not impact voter turnout in the previous year and it was a significant savings to the Library. Information will be on our website and paper copies will be available in the Library. Mr. Meyer spoke about the budget process and the impact of rising health care and retirement costs. There will be a budget information session and meet the candidates on September 4. The joint meeting ended at 7:08pm.

A brief recess was held with the Library Board reconvening at 7:15pm in the Piracci Board Room and the FOL reconvening in Program Room A-B.

Present: Brown, Megan; Cantore, Mathew; DiGianni, Jason; McMunn, Maria; Meyer, Stephen; Mogor, Cornelia; Rodger, Ed; Schlegel, Jennifer, Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius, Lisa Oddo.

Absent: Suzanne Dugan

Guest: Susan Flint

The meeting was called to order at 7:15pm by Mr. Cantore.

AGENDA: Mr. Cantore presented the August 18, 2025 agenda for approval with one correction. Under New Business correct spelling of Aiden Caligiuri. Ms. Brown made the **Motion**, seconded by Mr. Meyer to approve the agenda as amended. The **Motion** passed unanimously by those present.

MINUTES: A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn, to accept the July 21, 2025 minutes as sent. The **Motion** passed unanimously by those present. Mr. DiGianni and Mr. Wise chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: On behalf of the Board of Trustees, Ms. Brown and Mr. Cantore thanked the FOL for all their support of the library. We are very fortunate to have such a dedicated and hardworking Friends group.

TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for July 2025. The Financial Statement was reviewed and received for audit. Mr. Meyer noted the personnel costs are low as we recently had three full time librarians retire. Mr. Meyer noted



there were no donations for July 2025. Ms. Schlegel asked for clarification on the process of approving warrants via email and at the Board meetings. The process was reviewed.

The July 18, 2025 warrant for \$210,918.32 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Rodger, to approve the July 18, 2025 warrant. The **Motion** passed unanimously by those present. The reviewer for the July warrant was Mr. DiGianni.

The July 31, 2025 warrant for \$141,912.91 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Wise, to approve the July 31, 2025 warrant. The **Motion** passed unanimously by those present. The reviewer for the July warrant was Mr. DiGianni.

The August 8, 2025 warrant for \$142,459.02 was presented to approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Rodger, to approve the August 8, 2025 warrant. The **Motion** passed unanimously by those present. The reviewer for the August warrant was Mr. Rodger.

THE FRIENDS: Ms. Gutelius gave the following report:

1. The GOTV signs will be available. Please pick them up and set them out prior to the vote.
2. The TTOB ballot boxes are in the library for in person voting or you can vote for your favorite book on the FOL website. The winning book will be announced on Thursday, September 11. Two Towns programs will begin in January 2026.
3. The FOL Used Book Sale will be on September 26-28.

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

1. The Sensory Room has been used over 1,000 times in the first year. The FOL featured an article about it in their newsletter that got picked up by News 10 ABC. Thanks to Ms. Reese for all her hard work on the Sensory Room project.
2. Summer Reading will wrap up tomorrow night with the Colorpalooza on the back lawn at 6:30pm.
3. NARCAN training will be held for staff and the public on Tuesday, August 26 from 10am-6pm.
4. Staff development night is scheduled for Wednesday, August 27 from 4-8pm.
5. The "Nicki Minai Challenge" is a social media trend where people recreate a pose popularized by Nicki Minai in her 2013 "High School" music video. The pose involves a single-leg squat while wearing high heels, with one leg crossed over the other. The Library Instagram Reel featured staff on the bookshelves in the children's library and it has received over 26,000 views and lots of comments.



6. Sara Dallas will be retiring on August 22. Kimberly Boland has been hired as her replacement and is scheduled to begin on September 15.
7. Ms. Gutelius shared positive patron feedback she received regarding our coding classes and our ability to be welcoming and inclusive to all members of the community.

COMMITTEE REPORTS:

POLICY COMMITTEE: No Report

PUBLIC RELATIONS: Ms. Gutelius gave the following report:

Ms. Gutelius shared the working draft of the Budget Vote and Trustee Election Information Brochure. It includes information about the budget and a “Meet the Candidates” page with a short bio on each candidate. These brochures will be available in print in the library and digital copies will be available on our website.

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:

Mr. Rodger presented staff appointments for approval.

A **Motion** was made by Mr. Rodger, seconded by Ms. Brown, to approve the appointments of Lori Schwartz and Kerry Walker as Clerks. The **Motion** passed unanimously by those present.

A **Motion** was made by Mr. Rodger, seconded by Mr. DiGianni, to approve the appointment of Aiden Caligiuri, Alexander Huiest, and Katherine Lafferty as Pages. The **Motion** passed unanimously by those present.



Next, Ms. Gutelius presented the recommendation for the New York State-Construction Grant Application. The Library has three gas powered Roof Top Units (RTUs). The life span of the roof top units is about 20 years. RTU2 has had frequent repairs over the past several years, and due to the age of the unit, replacement parts are sometimes difficult to get. The recommendation is to replace the aging gas-powered RTU2 unit with a high-efficiency cold climate air-source heat pump as the first phase of the roof top unit replacements. A **Motion** was made by Mr. Wise, seconded by Mr. Srinivasan, to allow staff to submit a grant application to replace the aging Roof Top Unit 2. 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 7:53pm.

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

Clifton Park-Halfmoon Public Library
Financial Statement August 2025

Percentage of Year: 66.67%

<i>RECEIPTS</i>	<i>Adopted Budget</i>	<i>Modified</i>		<i>YTD as % of</i>			
	<i>Jan 25</i>	<i>Adj Budget</i>	<i>Budget</i>	<i>August</i>	<i>YTD</i>	<i>Budget</i>	<i>Variance</i>
Governmental Income							
4010 Town of Clifton Park	\$3,492,091.00	\$0.00	\$3,492,091.00	\$0.00	\$3,492,093.19	100.00%	\$2.19
4020 Town of Halfmoon	\$1,759,469.00	\$0.00	\$1,759,469.00	\$0.00	\$1,759,469.96	100.00%	\$0.96
4040 LLSA	\$18,132.00	\$0.00	\$18,132.00	\$17,362.80	\$17,362.80	95.76%	-\$769.20
4030 Bullet Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$5,269,692.00	\$0.00	\$5,269,692.00	\$17,362.80	\$5,268,925.95	99.99%	-\$766.05
Grants							
4110 SALS Programming	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4130 NYS Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4150 DFY Municipal	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$0.00	0.00%	-\$3,600.00
4160 Friends - Specified	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$4,262.05	47.36%	-\$4,737.95
4170a Saratoga Arts	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00%	\$4,500.00
4170b Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4175 Construction Grant Challenge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170 Other Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$12,600.00	\$0.00	\$12,600.00	\$0.00	\$8,762.05	69.54%	-\$3,837.95
Donations							
4210 Patron Donations	\$2,000.00	\$0.00	\$2,000.00	\$25.00	\$193.85	9.69%	-\$1,806.15
4220 Friends - Unspecified	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4230 Commemorative	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%	\$400.00
4240 Other Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$2,000.00	\$0.00	\$2,000.00	\$25.00	\$593.85	29.69%	-\$1,406.15
Interest							
4310 Investment Income	\$40,000.00	\$0.00	\$40,000.00	\$8,884.76	\$35,571.03	88.93%	-\$4,428.97
4320 Unrealized Gain/Loss on Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$5,312.09	0.00%	\$5,312.09
4330 Bank Interest Income	\$30,000.00	\$0.00	\$30,000.00	\$394.09	\$16,436.68	54.79%	-\$13,563.32
Subtotal	\$70,000.00	\$0.00	\$70,000.00	\$9,278.85	\$57,319.80	81.89%	-\$12,680.20
Other Income							
4410 Fines	\$0.00	\$0.00	\$0.00	\$169.09	\$943.22	0.00%	\$943.22
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$472.08	\$3,703.51	74.07%	-\$1,296.49
4431 Emp Books	\$0.00	\$0.00	\$0.00	-\$15.98	\$0.00	0.00%	\$0.00
4440 Copier	\$10,500.00	\$0.00	\$10,500.00	\$1,327.65	\$8,091.40	77.06%	-\$2,408.60
4450 Other	\$750.00	\$0.00	\$750.00	\$136.55	\$2,426.19	323.49%	\$1,676.19
Subtotal	\$16,250.00	\$0.00	\$16,250.00	\$2,089.39	\$15,164.32	93.32%	-\$1,085.68
Total Receipts	\$5,370,542.00	\$0.00	\$5,370,542.00	\$28,756.04	\$5,350,765.97	99.63%	-\$19,776.03
Applied Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total Receipts including Appropriations	\$5,370,542.00	\$0.00	\$5,370,542.00	\$28,756.04	\$5,350,765.97	99.63%	-\$19,776.03

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

Percentage of Year: 66.67%

DISBURSEMENTS	Adopted Budget	Adj Budget	Modified	August	YTD as % of		
	Jan 25		Budget		YTD	Budget	Variance
Personnel							
7010 Salaries - Personnel	\$2,604,396.00	\$0.00	\$2,604,396.00	\$185,335.70	\$1,484,904.90	57.02%	\$1,119,491.10
7013 Contracted Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$500.00	50.00%	\$500.00
7200 Benefits - Insurance	\$254,000.00	\$0.00	\$254,000.00	\$23,312.15	\$245,182.40	96.53%	\$8,817.60
7270 Employee Public Relations	\$5,000.00	\$0.00	\$5,000.00	\$2,951.16	\$8,314.64	166.29%	-\$3,314.64
7300 Benefits - Taxes	\$150,000.00	\$0.00	\$150,000.00	\$13,692.10	\$107,358.04	71.57%	\$42,641.96
7400 Benefits - Retirement	\$310,000.00	\$0.00	\$310,000.00	\$0.00	\$75,156.25	24.24%	\$234,843.75
7500 Benefits - Other - Pass through	\$0.00	\$0.00	\$0.00	\$806.08	(\$5,076.36)	0.00%	\$5,076.36
Subtotal	\$3,324,396.00	\$0.00	\$3,324,396.00	\$226,097.19	\$1,916,339.87	57.64%	\$1,408,056.13
Library Materials							
6010 Books	\$163,200.00	\$0.00	\$163,200.00	\$9,496.05	\$86,396.05	52.94%	\$76,803.95
6020 Periodicals	\$18,360.00	\$0.00	\$18,360.00	\$567.80	\$12,862.45	70.06%	\$5,497.55
6030 AV	\$56,100.00	\$0.00	\$56,100.00	\$6,737.69	\$23,133.10	41.24%	\$32,966.90
6050 Digital Resources	\$122,400.00	\$0.00	\$122,400.00	\$7,975.17	\$99,970.52	81.68%	\$22,429.48
6090 Other	\$900.00	\$0.00	\$900.00	\$361.74	\$1,031.70	0.00%	-\$131.70
Subtotal	\$360,960.00	\$0.00	\$360,960.00	\$25,138.45	\$223,393.82	61.89%	\$137,566.18
Facility & Equipment							
6110 Bldg Svc Contracts	\$220,000.00	\$0.00	\$220,000.00	\$18,134.71	\$147,429.60	67.01%	\$72,570.40
6130 Office Equip	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$5,385.73	53.86%	\$4,614.27
6140 Facility Insurance	\$46,000.00	\$0.00	\$46,000.00	\$0.00	\$51,899.00	112.82%	-\$5,899.00
6150 Repairs - Bldg & Equipment	\$32,000.00	\$0.00	\$32,000.00	\$21,524.00	\$373,506.88	1167.21%	-\$341,506.88
6160 Equipment Lease Expense	\$28,000.00	\$0.00	\$28,000.00	\$2,102.01	\$16,374.41	58.48%	\$11,625.59
61000 Other Fac & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$336,000.00	\$0.00	\$336,000.00	\$41,760.72	\$594,595.62	176.96%	-\$258,595.62
Other							
6200 Programs	\$48,815.00	\$0.00	\$48,815.00	\$11,607.71	\$43,202.24	88.50%	\$5,612.76
6510 Automation	\$230,000.00	\$0.00	\$230,000.00	\$19,377.11	\$167,965.93	73.03%	\$62,034.07
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$468.25	\$6,942.11	77.13%	\$2,057.89
6520 Elections	\$2,900.00	\$0.00	\$2,900.00	\$61.29	\$19.80	0.68%	\$2,880.20
6521 Insurance - D & O	\$2,003.00	\$0.00	\$2,003.00	\$0.00	\$2,125.00	106.09%	-\$122.00
6525 Membership Dues	\$4,600.00	\$0.00	\$4,600.00	\$175.00	\$4,898.00	106.48%	-\$298.00
6530 Office & Lib Supplies	\$21,500.00	\$0.00	\$21,500.00	\$2,316.91	\$17,429.30	81.07%	\$4,070.70
6540 Postage & Freight	\$5,100.00	\$0.00	\$5,100.00	\$70.10	\$2,961.41	58.07%	\$2,138.59
6545 Professional Services	\$33,660.00	\$0.00	\$33,660.00	\$69.24	\$121,791.19	361.83%	-\$88,131.19
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$160.61	\$7,884.61	71.68%	\$3,115.39
6556 Travel & Continuing Ed	\$17,000.00	\$0.00	\$17,000.00	\$2,226.38	\$4,538.41	26.70%	\$12,461.59
6575 Utilities	\$98,000.00	\$0.00	\$98,000.00	\$10,819.24	\$66,059.60	67.41%	\$31,940.40
6576 Building Security	\$127,015.00	\$0.00	\$127,015.00	\$10,162.73	\$85,417.41	67.25%	\$41,597.59
6581 Other Operational	\$5,000.00	\$0.00	\$5,000.00	\$380.94	\$1,263.14	25.26%	\$3,736.86
Subtotal	\$615,593.00	\$0.00	\$615,593.00	\$57,895.51	\$532,498.15	86.50%	\$83,094.85
Bonds							
6610 Town of Clifton Park	\$492,668.00	\$0.00	\$492,668.00	\$0.00	\$492,667.35	100.00%	\$0.65
6620 Town of Halfmoon	\$240,925.00	\$0.00	\$240,925.00	\$0.00	\$221,962.50	92.13%	\$18,962.50
Subtotal	\$733,593.00	\$0.00	\$733,593.00	\$0.00	\$714,629.85	97.42%	\$18,963.15
Other Expense Types							
8000 Unrecoverable Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total Disbursements	\$5,370,542.00	\$0.00	\$5,370,542.00	\$350,891.87	\$3,981,457.31	74.14%	\$1,389,084.69

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

Percentage of Year: 66.67%

<i>Cash - Bank Balances</i>	
1040 Petty Checking	\$426.00
1050 Petty Cash	\$694.67
1051 Key Checking	\$0.00
1052 Key MM Savings	\$0.00
1055 Pioneer Checking	\$211,541.48
1056 Pioneer MM Savings	\$374,798.86
1057 NYLAF/NYCLASS	\$2,535,571.03
1060 Unemployment Fund Bond	-\$411.55
TTL CASH	\$3,122,620.49
1100 Accounts Receivable	\$51,094.92
12000 Undeposited Funds	\$312.44
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
TTL ASSETS	\$3,174,027.85
1071 Accrued Key Bank credit card	\$0.00
1080 Accrued Pioneer Bank credit card	\$0.00
2000 Accounts Payable	\$70,399.60
21000 Accrued Pay	\$0.00
24000 Payroll Liab	\$0.00
24100 Accrued Leave and Payroll	\$0.00
24103 Deferred Revenue	\$0.00
24200 Accrued Expense	\$0.00
TTL LIABILITIES	\$70,399.60
TTL EQUITY	\$3,103,628.25
TTL LIAB & EQUITY	\$3,174,027.85

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$5,350,765.97
Year to Date Expenses	-\$3,981,457.31
Net Change	\$1,369,308.66

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

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

Percentage of Year: 66.67%

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

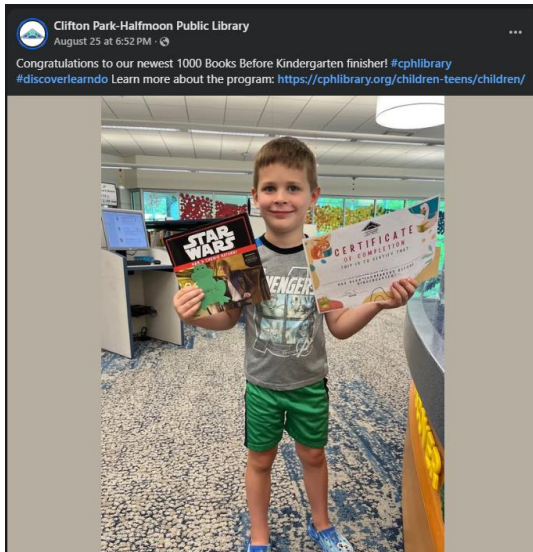
<i>Reconciliation</i>	
Prior Month Fund Balance	\$1,734,319.59
+ Net change (revenues - expenses)	\$1,369,308.66
Subtotal	\$3,103,628.25
- Total Cash	-\$3,122,620.49
Accounts Payable	\$70,399.60
Accounts Receivable	-\$51,094.92
Prepaid Expense	\$0.00
Accrued Payroll	\$0.00
Undeposited Funds	-\$312.44
Accrued Leave and Payroll	\$0.00
Accrued Expense	\$0.00
Payroll Liab	\$0.00
Credit Cards	\$0.00
Deferred Revenue	\$0.00
Fixed Assets	\$0.00
Balance	\$0.00



BE A COMMUNITY RESOURCE

Website & Social Media

- The Balance Reel continues to be our most popular social media post ever, with over 66,000 views and counting. It has officially become a “viral” reel.



Once again, the most popular Facebook post is a child completing their 1,000 Books Before Kindergarten.

Signage

- We added signs inside the restrooms this month. Unlike many of our other promotional efforts, these signs focus on services or materials we offer, not programs. The first four are: the Local History Collection/Room, 1,000 Books Before Kindergarten challenge, how to read digital newspapers, and museum passes. Each includes a QR code to scan for more information. They have been very effective and the most scanned sign is digital newspapers.
- There are new welcome banner signs on the light poles on the sidewalk in front of the Library saying “Welcome to the Library”, replacing the welcome back signs that had been there since we reopened during the pandemic.

Program Brochures

- We continue to encourage patrons to use the QR codes or visit our website but do provide print brochures for anyone who would like one. We printed 1200 of the July/August Brochure over the course of the summer and 24 people scanned the QR code in August.



Collections

- Based on patron suggestions we are adding a thermal camera and an electricity usage monitor to our Activities Collection this month. Both tools will give patrons the opportunity to assess the energy efficiency of their homes.
- One of the most popular recently added item to the collection is the DVD player, despite the fact that use of Library DVDs continues to decline.
- Overall circulation has increased by 4.6% year-to-date. Children's fiction and adult non-fiction have seen 9 and 10 percent increases in use respectively.
- Most audio collections are not seeing increasing usage, except the children's audio, which includes the popular Playaways and Wonderbooks.

Programs

- The Summer Reading program was a huge success:
 - Sign-ups: 2,400 children + 274 teens + 875 adults = 3,549 total
 - Finishers: 699 children + 81 teens + 300 adults = 1,080 total
 - This is the largest total sign-up number we have ever had by several hundred.
- The end of Summer Reading ColorPalooza was a huge success. The Youth Services staff planned a great evening of games and activities including the Kona Ice truck and a 360 camera. Over 500 children and their parents were in attendance.
- Summer story time programs consistently attracted over 100 people. They were offered twice a week, and most were held outside.
- There was a scavenger hunt for Library signs in parks in Halfmoon and Clifton Park that was very popular.
- Erie Canal 200th Anniversary programming began in August with "Low Bridge: the Erie Canal in Saratoga County". Canal themed programming will continue through the fall.



Comments & Suggestions

I just wanted to say
 this is the best library
 ever and I have so many
 amazing memories here from my
 early childhood to now. The staff
 are the best!

Use back if more space is needed.

If you would like a response, please provide your name and

contact information:

NAME:

EMAIL:

PHONE:



OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

Visitors / Room and Facility Use

- The visitor foot traffic continues to be lower than it should be. We discovered that the hours setting in the software were incorrect which was one problem. We also feel that the counter was not placed optimally and have moved it again and are monitoring the numbers.
- Use of the facility is growing. The number of advanced room bookings has increased by 14% year-to-date, with an average of more than two bookings per day.
- Room checkouts have also increased by 21%. Room checkouts are people borrowing rooms on a first come first served basis each day.
- The use of public computers has increased by 11%. Some of this increase may be attributed to the special needs groups that use the Library regularly during the week.

INVEST IN PEOPLE

Staff Development Night

- Staff Development Night took place on Wednesday August 27 and over 75 staff members attended. Dinner and department meetings were followed by training on cultural competencies.
- Attached to this report is the August CPH Staff Newsletter that includes photos from Staff Development Night.

Walking Club

- The walking club has been a hit with staff members and several are planning to participate in a 5K on Saturday, September 27. We hope to have a staff team participate in the Workforce Challenge next May.

Personnel

- The three open Librarian I positions have been posted for an Adult Services Librarian, Youth Services Librarian, and a Community Engagement and Outreach Librarian. Applications are still being accepted and interviews will begin in mid-September.



New York State Retirement

- We received the estimated NY State Retirement invoice for 2025. The estimate, due December 15, 2025 is \$365,785. The 2025 budgeted amount for NYS Retirement is \$310,000. (In 2024, the Retirement invoice was \$300,625).
- The projection for 2026 is \$422,033 and the budgeted figure is \$375,000. For your information, the billing schedule for NY State Retirement is as follows:

August

- **Estimated** invoices for employer contributions due December 15th of the current year or Feb 1st of the following year are available. These are only estimates.

September

- Employee contribution rates are issued and **projected** invoices are available for the next fiscal year. The projection received in September 2025 is for the invoice to be paid in December 2026 or February 2027.

November

- Annual invoices are made available. The invoice is due by December 15 or the following February 1. The Library pays in December as there is a discount, usually a few thousand dollars.

2026 Board Meeting Dates and Closings

- The 2026 Board Meeting Dates are included for your review. The final approval of the meeting dates will take place at the January 2026 Organizational Meeting.
- The 2026 Closing dates are as per policy 3.4 Hours Open and Holiday Schedule and are included for your information.

August Incidents

- August 1 – Odd phone call.
- August 5 – Car accident in staff parking lot.
- August 18 – Staff member filmed in staff parking lot.
- August 28 – Odd phone call.
- August 29 – Car door hit in parking lot

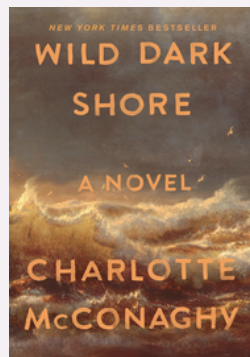
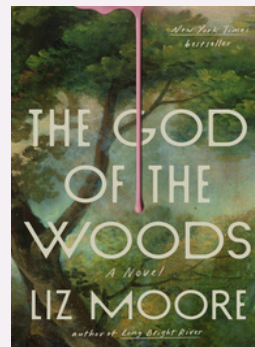
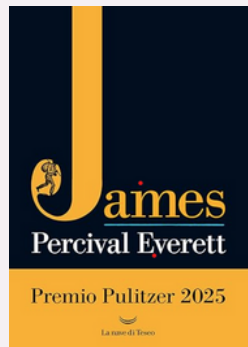
Prepared by: Alex Gutelius, Library Director

CPH WRAPPED

STAFF NEWSLETTER

2026 TWO TOWNS - ONE BOOK

The Friends of the Library are accepting votes for the next Two Towns - One Book. Once chosen they will offer a series of programming related to the title starting in early 2026. Voting is open through September 7 - in person at the Library or [online](#). Everyone, staff included, is encouraged to vote.



FRIENDS EVENTS

Used Book Sale
[September 26 - 28](#)

Used Book Sale
[January 23 - 25](#)

Crafters Supply Give & Take
[April 17 - 18](#)



SOCIAL MEDIA STARS



We had so much fun making this reel. Want to be involved in future social media? Let us know!

VIRTUAL AUTHOR TALKS

Virtual Author Talk with
Hannah Nicole Maehrer
[September 3 at 7 PM](#)

Virtual Author Talk with
Jefferson Fisher
[September 10 at 2 PM](#)

Virtual Author Talk with
Gabe Henry
[September 17 at 2 PM](#)

STAFF DEVELOPMENT NIGHT

Thank you for joining us! 75 staff gathered for dinner, department meetings, and cultural competency training.



FEEDBACK

Fill out the [survey](#) and let us know what you learned and how we can improve for future staff events.

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Genealogy Assistance	August 07 2025	Adults	5	5			
ZOOM: Create Powerful Videos	August 13 2025	Adults	9				9
ZOOM: Virtual Author Talk with Casey McQuiston	August 20 2025	Adults	16				16
ZOOM: Virtual Author Talk with Smithsonian Biologist J. Fall	August 05 2025	Adults	44				44
ZOOM: Virtual Author Talk with Psychologist Dr. Tasha Eur	August 28 2025	Adults	21				21
Language Exchange Caf��	August 18 2025	Adults	5	5			
Wet Felted Flowers Workshop	August 24 2025	Adults	9	9			
Community Field Trip: Arts & Glass	August 15 2025	Adults	24	23	1		
Therapy Dogs for Adults	August 20 2025	Adults	27	27			
Guided Nature Walk	August 05 2025	Adults	3	3			
Tech Tutoring	Various	Adults	8	8			
One-on-One Digital Services Help	August 18 2025	Adults	1	1			
Read With Pride Book Group	August 12 2025	Adults	3	3			
ZOOM: Mindfulness Meditation	August 01 2025	Adults	13	13			13
ZOOM: Mindfulness Meditation	August 08 2025	Adults	13	13			13
ZOOM: Mindfulness Meditation	August 15 2025	Adults	9	9			9
ZOOM: Canva Power Ups	August 06 2025	Adults	5				5
Free Audiobooks for Your Phone	August 05 2025	Adults	0	0			
Free Ebooks for Kindle	August 01 2025	Adults	1	1			
Read Digital Newspapers for FREE	August 06 2025	Adults	4	4			
ELL Conversation Group	August 05 2025	Adults	16	16			
Intermediate English Language Learning (ELL)	August 20 2025	Adults	7	7			
Intermediate English Language Learning (ELL)	August 13 2025	Adults	13	13			
HYBRID: Meet-Cutes Book Group	August 26 2025	Adults	3	3			
ELL Conversation Group	August 26 2025	Adults	15	15			
ELL Conversation Group	August 12 2025	Adults	21	21			
ELL Conversation Group	August 06 2025	Adults	20	20			
ELL Conversation Group	August 13 2025	Adults	23	23			
ELL Conversation Group	August 20 2025	Adults	11	11			
World Cinema: Another Year (2010)	August 14 2025	Adults	18	18			
ELL Conversation Group	August 27 2025	Adults	10	10			
Narcan Training and Distribution	August 26 2025	Adults					
Inclusable Adult Games	August 21 2025	Adults	17	17			
Know Your Rights: SSI/SSD Benefits	August 08 2025	Adults	20	20			
Embroidered Beetles Workshop	August 25 2025	Adults	20	20			
Exploring & Downloading Apps	August 27 2025	Adults	2	2			
Low Bridge: The Erie Canal in Saratoga County	August 01 2025	Adults	46	46			
Podcasts at a Glance	August 21 2025	Adults	4	4			
Identity Theft Prevention	August 13 2025	Adults	20	20			
All Abilities Art Club	August 13 2025	Adults	33	33			
ELL Program Orientation	August 12 2025	Adults	3	3			
HYBRID: Daytime Book Group	August 21 2025	Adults	9	9			
Friend Speed Dating	August 09 2025	Adults	11	11			
Journaling for Adults	August 13 2025	Adults	14	11			3
Bingo for Books	August 26 2025	Adults	42	40		2	
Silent Book Club	August 28 2025	Adults					
Climbing Above the Clouds with Author Mark Marchand	August 04 2025	Adults	27	27			
Baby Story Time	August 15 2025	Children	30	17		13	

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Wonderful Walkers	August 15 2025	Children	29	13		16	
Countdown to Kindergarten	August 26 2025	Children	35	16		19	
Countdown to Kindergarten	August 26 2025	Children	50	21		29	
Music & Motion	August 22 2025	Children	116	53		63	
Colors in Nature	August 07 2025	Children	11			11	
Solar Frogs for Young Coders	August 06 2025	Children	34	14		20	
Family Fun: BINGO	August 08 2025	Children	40	18		22	
Saturday Outdoor Story Time	August 16 2025	Children	67	32		35	
Coding with Ozobot Evo	August 06 2025	Children	7			7	
Coding with Ozobot Evo	August 08 2025	Children	7			7	
Coding with Ozobot Evo	August 07 2025	Children	9			9	
Coding with ScratchJr	August 22 2025	Children	12	1		11	
Coding with ScratchJr	August 21 2025	Children	13	2		11	
Coding with ScratchJr	August 20 2025	Children	14	2		12	
Coding with Dash and Dot	August 11 2025	Children	12			12	
Coding with Dash and Dot	August 12 2025	Children	12			12	
Unplugged Coding Games & Puzzles	August 11 2025	Children	12			12	
Reading Therapy Dogs	August 05 2025	Children	2	1		1	
Reading Therapy Dogs	August 05 2025	Children	2	1		1	
Reading Therapy Dogs	August 05 2025	Children	1			1	
Reading Therapy Dogs	August 05 2025	Children	6	4		2	
Art in the Afternoon: Spin Art	August 14 2025	Children	8		3	5	
Art in the Afternoon: Scribble Art	August 07 2025	Children	12			12	
Tuesday Crafternoon: Pipe Cleaner Creations	August 12 2025	Children	50	22		28	
Tuesday Crafternoon: Community Color	August 05 2025	Children	56	19		37	
Monthly Coloring Pages	August 31 2025	Children	1299			1299	
Art Cart	August 31 2025	Children					
Scavenger Hunt	August 31 2025	Children	579			579	
Wacky Wednesday: Water Play	August 06 2025	Children	88	35		53	
Wacky Wednesday: Obstacle Course	August 13 2025	Children	103	40		63	
Summer Story Time	August 21 2025	Children	78	35		43	
Summer Story Time	August 28 2025	Children	86	38		48	
Summer Story Time	August 14 2025	Children	93	41		52	
Summer Story Time	August 11 2025	Children	96	44		52	
Summer Story Time	August 18 2025	Children	102	46		56	
Summer Story Time	August 07 2025	Children	110	51		59	
Summer Story Time	August 04 2025	Children	114	52		62	
Summer Story Time	August 25 2025	Children	102	40		62	
ZOOM: PJ Story Time	August 12 2025	Children	11	5		6	
Color Our World Guessing Game	August 22 2025	Children	46			46	
Color Our World Guessing Game	August 15 2025	Children	84			84	
Color Our World Guessing Game	August 08 2025	Children	107			107	
Color Our World Guessing Game	August 01 2025	Children	111			111	
1000 Books Before Kindergarten	August 31 2025	Children	34			34	
Therapy Dogs for Teens	August 14 2025	Teens	9		9		
Teen Make & Sip: Create a Cyanotype Print	August 21 2025	Teens					
Teen Craft Corner: Paper Fans	August 01 2025	Teens					
Teen Craft Corner: Air Dry Clay Keychains	September 01 2025	Teens					

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
VolunTEEN: Advisory Program (VTAP)	August 15 2025	Teens	13		13		
Middle School/High School Book Club	August 04 2025	Teens	10		10		
Learn to Knit	August 18 2025	Teens	9		9		
Teen Puzzle Chess	August 14 2025	Teens	3		3		
Make a Programmable DrawBot	August 06 2025	Teens	12		12		
Teen LEGO Mastery Competition!	August 13 2025	Teens	7		7		
Cupcake Craze: Rainbow Edition	August 05 2025	Teens	12		12		
Teen Paint & Sip	August 11 2025	Teens	15		15		
Wet Felted Flowers Workshop	August 24 2025	Teens	11		11		
Cheryl's Lodge Outreach	August 04 2025	Outreach	11	2	9		
Cheryl's Lodge Field Trip	August 06 2025	Outreach	11	2	9		
ColorPalooza & Kona Ice Truck	August 19 2025	General	523	235	25	263	

**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	200	252	227	0	0	0	0	1684	1,713	
	Purged*															
	TOTAL	33,334	33,306	32,948	32,885	32,889	32,887	32,880	32,611	0	0	0	0	32,611	33,344	
<hr/>																
Circulation	<i>Fiction</i>	Adult	9,029	8,316	8,797	8,827	9,005	9,395	10,463	10,335	0	0	0	0	74,167	72,423
		Young Adult	1,445	1,464	1,477	1,440	1,597	1,714	2,225	1,873	0	0	0	0	13,235	13,285
		Juvenile	14,057	13,769	16,470	15,033	15,395	15,669	18,350	17,809	0	0	0	0	126,552	115,570
	<i>Non-fiction</i>	Adult	5,703	4,932	5,673	5,383	5,672	5,524	5,897	5,620	0	0	0	0	44,404	40,302
		Young Adult	18	9	14	17	22	23	16	7	0	0	0	0	126	108
		Juvenile	1,720	1,783	2,136	1,895	2,103	2,118	2,326	2,437	0	0	0	0	16,518	15,291
	<i>Audio</i>	Adult	1,011	938	1,343	1,082	1,015	957	979	981	0	0	0	0	8,306	10,041
		Young Adult	21	20	19	31	38	32	31	44	0	0	0	0	236	206
		Juvenile	513	506	638	610	720	772	888	815	0	0	0	0	5,462	4,367
	<i>DVD</i>	Adult	3,591	3,366	4,289	3,596	3,470	3,038	3,638	3,385	0	0	0	0	28,373	33,818
		Juvenile	814	833	984	963	985	850	919	907	0	0	0	0	7,255	7,854
	<i>Digital Media</i>	eaudiobooks	4,141	3,804	3,998	3,987	4,190	4,157	4,401	3,602	0	0	0	0	32,280	29,678
		ebooks	3,682	3,558	3,535	3,544	3,542	3,428	3,804	3,745	0	0	0	0	28,838	27,646
		Music	109	105	105	108	90	88	102	108	0	0	0	0	815	868
		Serials*	2,418	2,190	2,305	2,322	2,370	2,288	2,382	1,360	0	0	0	0	17,635	12,741
		Comics (hoopla)	102	116	108	106	107	86	101	147	0	0	0	0	873	622
		Streaming Video/TV (hoopla)	441	438	446	410	441	344	294	353	0	0	0	0	3,167	3,267
	<i>Other</i>	Serials	520	411	544	444	454	373	462	469	0	0	0	0	3,677	3,465
		CD-ROM / Wii	450	401	506	456	460	497	521	3,212	0	0	0	0	6,503	3,314
		Uncatalogued	51	46	55	50	48	43	50	41	0	0	0	0	384	344
		Non-traditional	200	199	213	195	213	222	261	244	0	0	0	0	1,747	1,462
		TOTAL	50,036	47,204	53,655	50,499	51,937	51,618	58,110	57,494	0	0	0	0	420,553	401,895
	<hr/>															
Technology	Database Usage	6,714	4,808	4,797	5,279	5,821	5,189	5,332	3,953	0	0	0	0	41,893	22,261	
	Computer Use (sessions)	1,620	1,611	1,914	1,803	1,702	1,489	1,506	1,621	0	0	0	0	13,266	11,891	
	Wireless Use	6,045	5,805	7,261	7,107	7,917	7,359	7,266	7,368	0	0	0	0	56,128	42,889	
	PAC Use	13,991	11,883	13,464	12,885	13,137	12,750	14,104	13,562	0	0	0	0	105,776	118,294	
	Website Visits	40,548	35,383	39,173	39,467	41,502	39,605	43,551	4,554	0	0	0	0	283,783	307,745	
	iPad/Laptop/Device Use	38	23	32	28	36	35	39	0	0	0	0	0	231	197	
	TOTAL	77,256	69,443	75,743	72,373	78,692	72,526	78,111	79,773	19,490	0	0	0	0	1,030,337	803,675

**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	46	58	48	0	0	0	0	491	449
Teen	6	9	7	13	10	7	14	13	0	0	0	0	79	107
Child 0-5	11	13	19	17	16	9	3	4	0	0	0	0	92	101
Child 6-11	22	17	26	16	24	21	51	40	0	0	0	0	217	209
General	4	2	5	3	6	6	4	1	0	0	0	0	31	43
One-on-One	6	10	9	6	8	7	6	9	0	0	0	0	61	31
Grab & Go	0	0	0	4	0	0	0	0	0	0	0	0	4	250
Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	20
TOTAL	126	114	127	129	132	96	136	115	0	0	0	0	975	1,210
<i>Attendance</i>														
Adult	989	576	1,390	1,071	986	628	1,033	650	0	0	0	0	7,323	6,055
Teen	89	187	159	263	408	284	374	101	0	0	0	0	1,865	810
Child 0-5	464	510	850	856	704	540	209	260	0	0	0	0	4,393	4,526
Child 6-11	3,060	3,883	4,095	4,538	3,359	3,312	5,317	3,630	0	0	0	0	31,194	22,712
General	229	65	317	0	1,991	964	908	523	0	0	0	0	4,997	5,332
One-on-One	6	11	9	6	8	8	6	9	0	0	0	0	63	38
Grab & Go	0	0	0	4	0	0	0	0	0	0	0	0	4	250
Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	17
TOTAL	4,837	5,232	6,820	6,738	7,456	5,736	7,847	5,173	0	0	0	0	49,839	39,740
Outreach														
Events / Programs	12	12	11	8	7	8	6	2	0	0	0	0	66	55
Attendance	716	332	249	645	487	790	187	22	0	0	0	0	3,428	2,035
Interlibrary Loan														
Borrowed	7,156	6,749	7,265	6,943	6,975	6,927	7,320	7,305	0	0	0	0	56,640	55,479
Loaned	3,000	2,632	2,858	2,798	2,627	2,516	2,854	2,727	0	0	0	0	22,012	25,925
TOTAL	10,156	9,381	10,123	9,741	9,602	9,443	10,174	10,032	0	0	0	0	78,652	81,404
Reference														
Ask Desk	2,507	2,439	2,558	2,321	2,430	2,420	2,697	2,775	0	0	0	0	20,147	20,301
Children's Library Desk	1,697	1,973	1,878	1,573	1,369	1,796	2,167	2,150	0	0	0	0	14,603	12,518
Computer Support	473	556	623	624	555	414	392	474	0	0	0	0	4,111	3,977
TOTAL	4,677	4,968	5,059	4,518	4,354	4,630	5,256	5,399	0	0	0	0	38,861	36,796
Museum Passes	51	49	56	56	74	82	99	131	0	0	0	0	598	503
Visitors	16,872	15,913	22,236	21,531	23,971	20,810	23,142	21,217	0	0	0	0	165,692	205,836
Room Use														
<i>Hours</i>														
Library Programs	206	270	387	325	355	226	346	302	0	0	0	0	2,418	2,582
Board/FOL/Staff	85	29	54	50	43	51	29	20	0	0	0	0	360	546
Outside Organizations	90	271	329	260	255	196	149	130	0	0	0	0	1,679	1,513
Room Checkouts	243	205	263	253	240	252	265	231	0	0	0	0	1,952	1,607
Outside Organization Meetings/Programs (bookings)	63	78	99	84	68	70	49	42	0	0	0	0	553	483
Collection Size (print & media)														
Added	844	771	801	738	904	843	940	716	0	0	0	0	6,557	6,511
Withdrawn	517	721	875	480	417	760	2,304	837	0	0	0	0	6,911	11,504
TOTAL	147,061	147,123	146,981	147,319	147,823	148,052	146,615	146,486	0	0	0	0	146,486	146,290



Thursday	January 1, 2026	New Year's Day
Monday	January 19, 2026	Martin Luther King, Jr. Day
Monday	February 16, 2026	President's Day
Sunday	April 5, 2026	Easter Sunday
Monday	May 25, 2026	Memorial Day
Friday	June 19, 2026	Juneteenth
Saturday	July 4, 2026	Independence Day
Monday	September 7, 2026	Labor Day
Monday	October 12, 2026	Columbus / Indigenous People's Day
Wednesday	November 11, 2026	Veteran's Day
Thursday	November 26, 2026	Thanksgiving
Thursday	December 24, 2026	Christmas Eve
Friday	December 25, 2026	Christmas Day

The Library will close at 5pm on Thanksgiving Eve and New Year's Eve.



January 5, 2026 (Monday)
Organizational Meeting

January 26, 2026

February 23, 2026

March 16, 2026

April 20, 2026

May 11, 2026

June 15, 2026

July 20, 2026

August 17, 2026
(Joint Meeting with FOL)

September 10, 2026
(Library Budget Vote and Trustee Election)

September 14, 2026
(Yom Kippur September 20-21)

October 17, 2026 (Saturday)
(Board Meeting & Retreat)

November 16, 2026

December 21 September, 2026

The current Grounds Maintenance Contract with Northside Services expires on October 31, 2025. The grounds maintenance services include mowing, edging, weeding, cleanup, mulching and maintenance of the plants. In the winter, the services include snow plowing and snow removal of the parking lot and sidewalks.

A request for bids for the next Grounds Maintenance Contract was issued on July 24, 2025. The bid documents were emailed to the current and past vendors and past bidders. The Notice to Bidders was published in the Times Union for seven days beginning on July 29. A site visit was held on August 12 (no attendees), and bids were due by August 19.

One company submitted a bid by the due date. The bid was opened in public at 10:00am by Lisa Oddo and Alex Gutelius. The bid tabulation sheet is attached.

Northside's original bid in 2022 was \$3,350 monthly, with no increases for the second and third year. Their bid for 2025-2028 starts at \$4,000 per month and includes a 5% and 4.76% increase for the second and third year of the contract. They have also included annual increases for the cost of salt and calcium.

Northside Services

- Bid documents were submitted as outlined in the RFP.
- Northside has been in business for over 14 years; incorporated as an LLC in 2018. Located in Schenectady.
- We have been pleased with their services over the past three years. Northside is responsive when asked to address issues.

Recommendation

It is recommended that the Library contract with Northside Services for one year, with the option to renew for the second and third years.

The monthly cost would be \$4,000 and a rate of \$600 per salt application and \$150 per calcium chloride application.

Prepared by: Alex Gutelius, Library Director

Clifton Park-Halfmoon Public Library				
BID PRICE TABULATION SHEET				
BID NAME AND NUMBER		Grounds Maintenance Contract 2025-GROUNDS		
OPENING TIME		10:00 AM		
OPENING DATE		Friday August 29, 2025		
VENDOR		Northside Services		
ITEM	DESCRIPTION			
1	Monthly Price for all services as specified 2025-2026	\$	4,000.00	
2	Monthly Price for all services as specified 2026-2027	\$	4,200.00	
3	Monthly Price for all services as specified 2027-2028	\$	4,400.00	
4	Cost for each application of salt (parking lot) 2025-2026	\$	600.00	
5	Cost for each application of salt (parking lot) 2026-2027	\$	630.00	
6	Cost for each application of salt (parking lot)) 2027-2028	\$	660.00	
7	Cost for each application of calcium chloride) 2025-2026	\$	150.00	
8	Cost for each application of calcium chloride) 2026-2027	\$	160.00	
9	Cost for each application of calcium chloride) 2027-2028	\$	170.00	
	Annual Cost for Services 2025-2026	\$	48,000.00	\$ - \$ -
	Cost for Salt 25 applications	\$	15,000.00	\$ - \$ -
	Cost of Calcium 35 applications	\$	5,250.00	\$ - \$ -
	Total Estimated Cost 2025-2026	\$	68,250.00	\$ - \$ -