



November 17, 2025

7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the October 18, 2025 meeting for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. October 2025 Financial Statement
 - B. *Warrants
 - #2025-23 October 17, 2025 \$184,243.17
 - #2025-24 October 30, 2025 \$133,644.16
 - #2025-25 November 7, 2025 \$62,359.55
6. Friends' Report
7. Director's Report
 - A. Public Service -Jim Foster
 - B. Planning / Communication -Rebecca Verhayden
 - C. General Updates -Alex Gutelius
8. Committee Reports
 - A. Crisis Communications Committee Minutes – October 27, 2025
 - B. Policy Committee Minutes – November 6, 2025
 - C. *Policy 5.4 Calendar for Board of Trustees
 - D. *EDI Policy
 - E. *Partnership Policy
 - F. Personnel Committee Minutes – November 13, 2025
 - G. *Employee Handbook Updates
 - H. Buildings & Grounds Committee Minutes – November 13, 2025
 - I. *Memorandum of Understanding with the Town of Clifton Park and Shenendehowa Central School District
9. Old Business
10. New Business
 - A. *Approval of the appointment of Deb Sgambelluri, full-time Librarian I and Samantha Christensen-Tripi, full-time Librarian I.
 - B. Nominating Committee
11. Executive Session

* Items so marked are action items



October 18, 2025

9:00 AM

Present: Brown, Megan; Cantore, Mat; DiGianni, Jason; McMunn, Maria; Meyer, Steve; Mogor, Cornelia; Srinivasan, Purushothaman; Wise, Russ. Also present were Alex Gutelius, Jim Foster, and Rebecca Verhayden

Absent: Ed Rodger.

Guest: Rose-Robin Lamb

The meeting was called to order at 9:06 AM by Mr. Cantore

AGENDA: Mr. Cantore presented the October 18, 2025 agenda. A **Motion** was made by Mr. DiGianni, seconded by Ms. Brown, to approve the agenda. The **Motion** passed unanimously by all present

MINUTES:

A **Motion** was made by Mr. Wise, seconded by Ms. McMunn, to accept the September 15, 2025 minutes as sent. The **Motion** passed unanimously by all present.

PUBLIC COMMENT: None

BOARD COMMENT: Mr. Cantore welcomed Ms. Lamb to the Board Retreat and congratulated her on her recent election.

TREASURER'S REPORT:

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

The September 24, 2025 warrant for \$172,918.50 was presented for approval.
A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn, to approve the



September 24th warrant. The **Motion** passed unanimously by all present. The warrant was reviewed by Ms. McMunn.

The October 3, 2025 warrant for \$156,873.92 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms Brown, to approve the October 3th warrant. The **Motion** passed unanimously by all present. The warrant was reviewed by Ms. Schlegel.

Mr. Meyer noted that there were a total of \$41.50 in donations in September; \$16.50 in anonymous donations and \$25 in memory of Vivian Atutis.

FRIENDS OF THE LIBRARY REPORT: Mr. Foster gave the following report:

1. The Friends are preparing for next year's Two Towns One Book programs including the visit from Liz Moore, author of *God of the Woods*, in April.
2. The Friends raised over \$12,000 at the Used Book Sale in September.

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

1. There was a reception held on the evening of October 16 for the Living Wall art installation.
2. There was a reception for the All Abilities Art Show at noon on October 8.
3. The author of *The shoe in the Danube: the immigrant experience of a holocaust survivor*, Peter Balint, will be presenting at the Library on November 20.

DIRECTOR'S REPORT: Ms. Verhayden gave the following report on Planning and Communication

1. There were over 100,000 visits to the Library's website in September. Some of the most visited pages included Voting Information and Employment Opportunities.
2. Some pages are being reworked
3. Beginning in November the Library will be offering ebooks for children's in languages other than English.
4. Over 20 staff members attended the first Lunch & Learn in October.
5. The Walking Club continues to be popular and some staff have participated in local 5K runs/walks.



DIRECTORS REPORT: Ms. Gutelius gave the following report:

1. We will be seeking a new auditing firm for the 2025 audit. The Library's policy allows for a CPA firm to audit the books for no more than five years in a row.
2. Due to the shut down of Baker & Taylor, book orders are being transferred to Ingram. This is a labor intensive process for TP staff. This may cause some delay in orders.

COMMITTEE REPORTS:

BUILDINGS AND GROUNDS: None.

POLICY COMMITTEE:

Ms. Dugan reviewed the notes from the most recent Policy Committee Meeting.

Ms. Dugan presented the updated Pandemic Operations Plan, now the Public Health Emergency Plan that has been modified to apply generally to public health emergencies.

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the revisions to the Public Health Emergency Plan. The **Motion** passed unanimously by those present.

Ms. Dugan then presented Policy 4.2 Material Selection Policy which was updated to be gender neutral and specified that CPH tax district resident may make purchase requests for additions to the collection.

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the revisions to Policy 4.2 Materials Selection Policy. The **Motion** passed unanimously by those present.

PERSONNEL COMMITTEE: None.

PUBLIC RELATIONS: None.

LONG RANGE PLANNING: None.



FINANCE: None

LEGISLATION: None.

PUBLIC COMMENT:

OLD BUSINESS:

Ms. Gutelius presented a recommendation that the Board consider closing on Sunday July 5, 2026 following the July 4th holiday which was discussed by the Board.

Mr. Meyer made the **Motion**, seconded by Ms. McMunn, to close the Library on Sunday July 5, 2026. The **Motion** passed with six votes in favor and 3 votes against.

NEW BUSINESS:

Mr. Meyer presented the 403(b) Restated Plan Document. The plan has been updated to include options from the SECURE 2.0 Act of 2022 and the SECURE Act of 2019.

Mr. Meyer made the **Motion**, seconded by Ms. Dugan, to approve the 403(b) Restated Plan Document. The **Motion** passed unanimously by those present.

There being no further business, Ms. Brown made the **Motion**, seconded by Ms. McMunn, to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 9:50 AM.

The next scheduled Board Meeting is Monday November 17, 2025 at 7:15 PM.

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

Percentage of Year: 83.33%

| <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>October</i> | <i>YTD</i> | <i>Budget</i> | <i>Variance</i> |
| Governmental Income | | | | | | | |
| 4010 Town of Clifton Park | \$3,492,091.00 | \$0.00 | \$3,492,091.00 | \$0.00 | \$3,492,093.19 | 100.00% | \$2.19 |
| 4020 Town of Halfmoon | \$1,759,469.00 | \$0.00 | \$1,759,469.00 | \$0.00 | \$1,759,469.96 | 100.00% | \$0.96 |
| 4040 LLSA | \$18,132.00 | \$0.00 | \$18,132.00 | \$0.00 | \$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 | \$0.00 | \$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 | \$345.32 | \$13,607.37 | 151.19% | \$4,607.37 |
| 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 | \$345.32 | \$18,107.37 | 143.71% | \$5,507.37 |
| Donations | | | | | | | |
| 4210 Patron Donations | \$2,000.00 | \$0.00 | \$2,000.00 | \$113.00 | \$323.35 | 16.17% | -\$1,676.65 |
| 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 | \$425.00 | 0.00% | \$425.00 |
| 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 | \$113.00 | \$748.35 | 37.42% | -\$1,251.65 |
| Interest | | | | | | | |
| 4310 Investment Income | \$40,000.00 | \$0.00 | \$40,000.00 | \$6,231.10 | \$49,776.02 | 124.44% | \$9,776.02 |
| 4320 Unrealized Gain/Loss on Investment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,723.64 | 0.00% | \$5,723.64 |
| 4330 Bank Interest Income | \$30,000.00 | \$0.00 | \$30,000.00 | \$414.26 | \$17,151.07 | 57.17% | -\$12,848.93 |
| Subtotal | \$70,000.00 | \$0.00 | \$70,000.00 | \$6,645.36 | \$72,650.73 | 103.79% | \$2,650.73 |
| Other Income | | | | | | | |
| 4410 Fines | \$0.00 | \$0.00 | \$0.00 | \$114.17 | \$1,156.29 | 0.00% | \$1,156.29 |
| 4420 Library Fees - Lost & Damaged | \$5,000.00 | \$0.00 | \$5,000.00 | \$570.70 | \$4,629.44 | 92.59% | -\$370.56 |
| 4431 Emp Books | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 |
| 4440 Copier | \$10,500.00 | \$0.00 | \$10,500.00 | \$1,478.49 | \$10,191.00 | 97.06% | -\$309.00 |
| 4450 Other | \$750.00 | \$0.00 | \$750.00 | \$403.45 | \$2,955.29 | 394.04% | \$2,205.29 |
| Subtotal | \$16,250.00 | \$0.00 | \$16,250.00 | \$2,566.81 | \$18,932.02 | 116.50% | \$2,682.02 |
| Total Receipts | \$5,370,542.00 | \$0.00 | \$5,370,542.00 | \$9,670.49 | \$5,379,364.42 | 100.16% | \$8,822.42 |
| 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 | \$9,670.49 | \$5,379,364.42 | 100.16% | \$8,822.42 |

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

Percentage of Year: 83.33%

| DISBURSEMENTS | Adopted Budget | Adj Budget | Modified | October | YTD as % of | | |
|--------------------------------------|-----------------------|---------------|-----------------------|---------------------|-----------------------|----------------|----------------------|
| | Jan 25 | | Budget | | YTD | Budget | Variance |
| Personnel | | | | | | | |
| 7010 Salaries - Personnel | \$2,604,396.00 | \$0.00 | \$2,604,396.00 | \$280,682.22 | \$1,958,002.33 | 75.18% | \$646,393.67 |
| 7013 Contracted Services | \$1,000.00 | \$0.00 | \$1,000.00 | \$850.00 | \$1,350.00 | 135.00% | -\$350.00 |
| 7200 Benefits - Insurance | \$254,000.00 | \$0.00 | \$254,000.00 | \$18,256.80 | \$287,823.40 | 113.32% | -\$33,823.40 |
| 7270 Employee Public Relations | \$5,000.00 | \$0.00 | \$5,000.00 | \$332.17 | \$8,977.93 | 179.56% | -\$3,977.93 |
| 7300 Benefits - Taxes | \$150,000.00 | \$0.00 | \$150,000.00 | \$20,358.33 | \$141,684.86 | 94.46% | \$8,315.14 |
| 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 | -\$2,876.60 | (\$8,545.77) | 0.00% | \$8,545.77 |
| Subtotal | \$3,324,396.00 | \$0.00 | \$3,324,396.00 | \$317,602.92 | \$2,464,449.00 | 74.13% | \$859,947.00 |
| Library Materials | | | | | | | |
| 6010 Books | \$163,200.00 | \$0.00 | \$163,200.00 | \$20,847.38 | \$121,896.53 | 74.69% | \$41,303.47 |
| 6020 Periodicals | \$18,360.00 | \$0.00 | \$18,360.00 | \$782.15 | \$14,580.85 | 79.42% | \$3,779.15 |
| 6030 AV | \$56,100.00 | \$0.00 | \$56,100.00 | \$5,937.71 | \$32,806.48 | 58.48% | \$23,293.52 |
| 6050 Digital Resources | \$122,400.00 | \$0.00 | \$122,400.00 | \$10,459.54 | \$117,411.41 | 95.92% | \$4,988.59 |
| 6090 Other | \$900.00 | \$0.00 | \$900.00 | \$302.30 | \$1,528.99 | 0.00% | -\$628.99 |
| Subtotal | \$360,960.00 | \$0.00 | \$360,960.00 | \$38,329.08 | \$288,224.26 | 79.85% | \$72,735.74 |
| Facility & Equipment | | | | | | | |
| 6110 Bldg Svc Contracts | \$220,000.00 | \$0.00 | \$220,000.00 | \$19,182.31 | \$190,869.54 | 86.76% | \$29,130.46 |
| 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 | -\$16,662.85 | \$357,263.71 | 1116.45% | -\$325,263.71 |
| 6160 Equipment Lease Expense | \$28,000.00 | \$0.00 | \$28,000.00 | \$2,112.36 | \$20,752.85 | 74.12% | \$7,247.15 |
| 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 | \$4,631.82 | \$626,170.83 | 186.36% | -\$290,170.83 |
| Other | | | | | | | |
| 6200 Programs | \$48,815.00 | \$0.00 | \$48,815.00 | \$4,924.29 | \$51,485.10 | 105.47% | -\$2,670.10 |
| 6510 Automation | \$230,000.00 | \$0.00 | \$230,000.00 | \$37,086.64 | \$219,469.07 | 95.42% | \$10,530.93 |
| 6515 Custodial Supp | \$9,000.00 | \$0.00 | \$9,000.00 | \$1,007.35 | \$8,732.34 | 97.03% | \$267.66 |
| 6520 Elections | \$2,900.00 | \$0.00 | \$2,900.00 | \$0.00 | \$2,723.32 | 93.91% | \$176.68 |
| 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 | \$180.00 | \$5,078.00 | 110.39% | -\$478.00 |
| 6530 Office & Lib Supplies | \$21,500.00 | \$0.00 | \$21,500.00 | \$2,145.78 | \$21,429.77 | 99.67% | \$70.23 |
| 6540 Postage & Freight | \$5,100.00 | \$0.00 | \$5,100.00 | \$1,711.67 | \$5,305.95 | 104.04% | -\$205.95 |
| 6545 Professional Services | \$33,660.00 | \$0.00 | \$33,660.00 | \$8,564.82 | \$139,749.96 | 415.18% | -\$106,089.96 |
| 6551 PR & Printing | \$11,000.00 | \$0.00 | \$11,000.00 | \$701.05 | \$9,614.67 | 87.41% | \$1,385.33 |
| 6556 Travel & Continuing Ed | \$17,000.00 | \$0.00 | \$17,000.00 | \$481.93 | \$5,734.38 | 33.73% | \$11,265.62 |
| 6575 Utilities | \$98,000.00 | \$0.00 | \$98,000.00 | \$7,032.04 | \$83,648.55 | 85.36% | \$14,351.45 |
| 6576 Building Security | \$127,015.00 | \$0.00 | \$127,015.00 | \$12,402.28 | \$107,866.43 | 84.92% | \$19,148.57 |
| 6581 Other Operational | \$5,000.00 | \$0.00 | \$5,000.00 | \$71.22 | \$1,412.47 | 28.25% | \$3,587.53 |
| Subtotal | \$615,593.00 | \$0.00 | \$615,593.00 | \$76,309.07 | \$664,375.01 | 107.92% | -\$48,782.01 |
| 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 | \$18,962.50 | \$240,925.00 | 100.00% | \$0.00 |
| Subtotal | \$733,593.00 | \$0.00 | \$733,593.00 | \$18,962.50 | \$733,592.35 | 100.00% | \$0.65 |
| 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 | \$455,835.39 | \$4,776,811.45 | 88.94% | \$593,730.55 |

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

Percentage of Year: 83.33%

| <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 | \$232,950.83 |
| 1056 Pioneer MM Savings | \$587,989.79 |
| 1057 NYLAF/NYCLASS | \$1,422,851.59 |
| 1057.2 Unemployment Fund Bond - NYCLASS | \$126,924.43 |
| TTL CASH | \$2,371,837.31 |
| | |
| 1100 Accounts Receivable | \$51,094.92 |
| 12000 Undeposited Funds | \$0.00 |
| 13000 Prepaid Expense | \$0.00 |
| Fixed Assets | \$0.00 |
| TTL ASSETS | \$2,422,932.23 |
| | |
| 1071 Accrued Key Bank credit card | \$0.00 |
| 1080 Accrued Pioneer Bank credit card | \$0.00 |
| 2000 Accounts Payable | \$86,059.67 |
| 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 | \$86,059.67 |
| | |
| TTL EQUITY | \$2,336,872.56 |
| | \$0.00 |
| TTL LIAB & EQUITY | \$2,422,932.23 |

| <i>Fund Balance Reconciliation</i> | |
|------------------------------------|---------------------|
| Year to Date Revenues | \$5,379,364.42 |
| Year to Date Expenses | -\$4,776,811.45 |
| Net Change | <u>\$602,552.97</u> |

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

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

Percentage of Year: 83.33%

| <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) | \$602,552.97 |
| Subtotal | \$2,336,872.56 |
| - Total Cash | -\$2,371,837.31 |
| Accounts Payable | \$86,059.67 |
| Accounts Receivable | -\$51,094.92 |
| Prepaid Expense | \$0.00 |
| Accrued Payroll | \$0.00 |
| Undeposited Funds | \$0.00 |
| Accrued Leave and Payroll | \$0.00 |
| Accrued Expense | \$0.00 |
| Payroll Liab | \$0.00 |
| Credit Cards | \$0.00 |
| Deferred Revenue | \$0.00 |
| Fixed Assets | \$0.00 |
| Balance | \$0.00 |



BE A COMMUNITY RESOURCE

Website & Social Media

- Staff from multiple departments are working together to review the website's organization. Changes are being made to make finding information as clear as possible for patrons.
- The Research page, which has the links to online newspapers, and Digital Borrowing are consistently the most visited pages.
- The top photo of the month was from Halloween Hoot with Diane Payette.



Collections

- A new database is available for patrons: LOTE4Kids is an online database of digital books in World Languages, providing access to books in languages other than English (LOTE) for children. Each book comes with English translations to help children learn languages. The database has over 7,500 picture books in over 100 languages. It is accessible via a tile on the homepage and from the Borrow tab.
- Circulation has increased by 5% overall year to date. Use of print materials is up by 5% and digital materials by 18%. AV materials use (DVDs, music, audiobooks on CD) has declined by 12%.

Programs

- The virtual author talks that we offer through the Library Speakers Consortium have been growing in popularity. In October the talk with Malala Yousafzai had 84 views, the talk with Leigh Bardugo (Shadow and Bone trilogy) had 70 views.
- The Manhattan Short Film Festival was well attended with 163 attendees at two screenings.
- Family Story Time programs continue to attract over 50 parents and children twice a week. There was a special Halloween Story Time that took place at the Clifton Park Center Mall and was attended by over 150 people.
- The Therapy Dog for Adults Program continues to grow in popularity with 47 people attending in October.



Outreach

- Library staff participated in several outreach events in October including Trunk or Treat at Halfmoon Town Park, Canal Fest in Vischer Ferry, visits to Helping Hands and Cheryl's Lodge, and the Great Give Back as part of Saratoga Recycles Day.

OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

Sustainability Committee

- Several members of the Sustainability Committee took a field trip to the Department of Environmental Conservation (DEC) Library in Albany to explore their collection and discuss opportunities to collaborate.



Visitors / Room and Facility Use

- The people counter numbers appear to be more accurate with slightly more visitors in October 2025 (23,088) compared to October 2024 (22,939).
- Use of the library facility continues to increase with a 13% in the number of room checkouts and a 10% increase in room bookings.
- Use of the public computers has increased by 10% year to date.

INVEST IN PEOPLE

Training

- A small staff committee is planning AI training for staff to begin early in 2026.
- Lunch and Learn training for staff will continue in January with a session focused on retirement benefits.

Conferences

- Several staff members attended the NYLA Conference in Saratoga Springs the first week of November.
- Rebecca Verhayden along with Ellen Burns from the CPH Friends presented at the conference on the Get out the Vote campaign as part of panel presentation.



- Amanda Menneto, the Library's Web and Digital Coordinator and Lisa Totaro, the Communications Committee Chair for the CPH Friends presented on collaborative social media marketing for the Friends.

New York State Retirement

- We received the NY State Retirement invoice for 2025. The amount is the same as the estimate, \$365,785. The 2025 budgeted amount for NYS Retirement is \$310,000. A budget adjustment will be needed.

Employee Handbook

- The Library's Employee Handbook is being transitioned from a free online platform to a subscription based SHRM's (Society of Human Resource Management) *Employee Handbook Builder*. The free platform had customization limitations. The Employee Handbook Builder automatically updated policies to reflect federal and state employment law changes and is supported by employment law experts at Jackson Lewis.
- The new platform will also provide each employee with a custom link and login to access the Handbook.
- We anticipate it will take two to three months for the Handbook to be completed in the new platform.

October Incidents

- October 7 – medial non-emergency
- October 9 – patron made uncomfortable by another patron
- October 9 - Odd phone call
- October 23 - Mess in women's restroom
- October 29 - Odd story from patron
- October 29 - Medical emergency at program

Prepared by: Alex Gutelius, Library Director

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

| Title | Date | Primary Event Type | Attendance | Adults | Teens | Children | Online Views |
|---|-----------------|--------------------|------------|--------|-------|----------|--------------|
| Pathways of Resistance | October 03 2025 | Adults | 43 | 43 | | | |
| Community Field Trip: Into the Woods Farm | October 10 2025 | Adults | 15 | 15 | | | |
| CDTA - Flex Bus Workshop | October 17 2025 | Adults | 8 | 8 | | | |
| Understanding Scrambler Therapy: A Pain Management Solution | October 06 2025 | Adults | 6 | 6 | | | |
| Using Google Gemini | October 06 2025 | Adults | 11 | 11 | | | |
| Language Exchange Café | October 20 2025 | Adults | 6 | 6 | | | |
| Free Digital Newspapers: NYT, WSJ, & More | October 20 2025 | Adults | 3 | 3 | | | |
| Become a Libby Pro | October 27 2025 | Adults | 8 | 8 | | | |
| MANHATTAN SHORT Film Festival | October 04 2025 | Adults | 56 | 56 | | | |
| French-Canadian Genealogy | October 25 2025 | Adults | 46 | 46 | | | |
| Genealogy Assistance | October 02 2025 | Adults | 5 | 5 | | | |
| ELL Conversation Group | October 02 2025 | Adults | 10 | 10 | | | |
| ZOOM: Virtual Author Talk with Adrian Aldaba & Emily Key | October 02 2025 | Adults | 22 | | | | 22 |
| Introduction to Tarot Reading | October 02 2025 | Adults | 11 | 11 | | | |
| MANHATTAN SHORT Film Festival | October 02 2025 | Adults | 107 | 105 | 2 | | |
| ZOOM: Virtual Author Talk with Leigh Bardugo | October 09 2025 | Adults | 70 | | | | 70 |
| ZOOM: Intermediate English Language Learning (ELL) | October 09 2025 | Adults | 17 | 17 | | | 17 |
| Computer Essentials | October 09 2025 | Adults | 7 | 7 | | | |
| ELL Conversation Group | October 09 2025 | Adults | 10 | 10 | | | |
| Craft & Watch Party: Leigh Bardugo Virtual Author Talk | October 09 2025 | Adults | 1 | 1 | | | |
| World Cinema: The Penguin Lessons (2024) | October 09 2025 | Adults | 11 | 11 | | | |
| Inclusible Adult Games | October 09 2025 | Adults | 27 | 27 | | | |
| Introduction to Tarot Reading | October 09 2025 | Adults | 11 | 11 | | | |
| ELL Conversation Group | October 16 2025 | Adults | 10 | 10 | | | |
| ZOOM: Intermediate English Language Learning (ELL) | October 16 2025 | Adults | 18 | 18 | | | 18 |
| Computer Essentials | October 16 2025 | Adults | 8 | 8 | | | |
| HYBRID: Daytime Book Group | October 16 2025 | Adults | 6 | 6 | | | |
| ELL Conversation Group | October 23 2025 | Adults | 10 | 10 | | | |
| ELL Conversation Group | October 23 2025 | Adults | 10 | 10 | | | |
| ZOOM: Intermediate English Language Learning (ELL) | October 23 2025 | Adults | 17 | 17 | | | |
| Pumpkin Paint & Sip | October 23 2025 | Adults | 27 | 27 | | | |
| Computer Essentials | October 23 2025 | Adults | 8 | 8 | | | |
| Empowered Living As We Age | October 23 2025 | Adults | 11 | 11 | | | |
| ELL Conversation Group | October 30 2025 | Adults | 10 | 10 | | | |
| ZOOM: Intermediate English Language Learning (ELL) | October 30 2025 | Adults | 14 | 14 | | | 14 |
| Computer Essentials | October 30 2025 | Adults | 7 | 7 | | | |
| Every Day Yoga Breathing | October 30 2025 | Adults | 8 | 8 | | | |
| Spiritualism in the Gilded Age | October 30 2025 | Adults | 24 | 24 | | | |
| U.S. Citizenship Discussion Group | October 07 2025 | Adults | 7 | 7 | | | |
| Computer Essentials | October 07 2025 | Adults | 7 | 7 | | | |
| Beginner English Language Learning (ELL) | October 07 2025 | Adults | 19 | 19 | | | |
| Passwords, Passkeys, and More | October 07 2025 | Adults | 12 | 12 | | | |
| ELL Conversation Group | October 07 2025 | Adults | 10 | 10 | | | |
| Trivia Night | October 07 2025 | Adults | 54 | 54 | | | |
| Tech Tutoring | Various | Adults | 10 | 10 | | | |
| Read With Pride Book Group | October 14 2025 | Adults | 3 | 3 | | | |
| Computer Essentials | October 14 2025 | Adults | 7 | 7 | | | |
| U.S. Citizenship Discussion Group | October 14 2025 | Adults | 7 | 7 | | | |
| Beginner English Language Learning (ELL) | October 14 2025 | Adults | 20 | 20 | | | |

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

| Title | Date | Primary Event Type | Attendance | Adults | Teens | Children | Online Views |
|---|-----------------|--------------------|------------|--------|-------|----------|--------------|
| ELL Conversation Group | October 14 2025 | Adults | 10 | 10 | | | |
| Staying Safe Online | October 14 2025 | Adults | 7 | 7 | | | |
| Computer Essentials | October 21 2025 | Adults | 8 | 8 | | | |
| Beginner English Language Learning (ELL) | October 21 2025 | Adults | 23 | 23 | | | |
| ELL Conversation Group | October 21 2025 | Adults | 8 | 8 | | | |
| iPhone: Managing Privacy Settings | October 21 2025 | Adults | 9 | 9 | | | |
| U.S. Citizenship Discussion Group | October 21 2025 | Adults | 6 | 6 | | | |
| HYBRID: Meet-Cutes Book Group | October 28 2025 | Adults | 2 | 2 | | | |
| Computer Essentials | October 28 2025 | Adults | 6 | 6 | | | |
| Beginner English Language Learning (ELL) | October 28 2025 | Adults | 20 | 20 | | | |
| U.S. Citizenship Discussion Group | October 28 2025 | Adults | 8 | 8 | | | |
| ELL Conversation Group | October 28 2025 | Adults | 8 | 8 | | | |
| Intermediate English Language Learning (ELL) | October 01 2025 | Adults | 10 | 10 | | | |
| Advanced Beginner English Language Learning (ELL) | October 01 2025 | Adults | 32 | 32 | | | |
| Inspiration Place: Autumn Pastels | October 01 2025 | Adults | 14 | 14 | | | |
| Radiant Morning Yoga | October 01 2025 | Adults | 11 | 11 | | | |
| All Abilities Art Show Reception | October 08 2025 | Adults | 25 | 25 | | | |
| ZOOM: Virtual Author Visit with Mary Roach | October 08 2025 | Adults | | | | | 94 |
| Stream Free Movies, TV, & Music | October 08 2025 | Adults | 2 | 2 | | | |
| Advanced Beginner English Language Learning (ELL) | October 08 2025 | Adults | 27 | 27 | | | |
| Inspiration Place: Autumn Pastels | October 08 2025 | Adults | 16 | 16 | | | |
| All Abilities Art Club | October 08 2025 | Adults | 28 | 28 | | | |
| Intermediate English Language Learning (ELL) | October 08 2025 | Adults | 9 | 9 | | | |
| ZOOM: Transform Your Data with Pivot Tables | October 08 2025 | Adults | 3 | | | | 3 |
| Journaling for Adults | October 08 2025 | Adults | 15 | 11 | | | 4 |
| Therapy Dogs for Adults | October 15 2025 | Adults | 47 | 47 | | | |
| Free Ebooks for Kindle | October 15 2025 | Adults | 3 | 3 | | | |
| Advanced Beginner English Language Learning (ELL) | October 15 2025 | Adults | 25 | 25 | | | |
| Intermediate English Language Learning (ELL) | October 15 2025 | Adults | 8 | 8 | | | |
| ZOOM: Virtual Author Talk with Malala Yousafzai | October 22 2025 | Adults | 84 | | | | 84 |
| Advanced Beginner English Language Learning (ELL) | October 22 2025 | Adults | 33 | 33 | | | |
| Medicare 101 | October 22 2025 | Adults | 18 | 18 | | | |
| Intermediate English Language Learning (ELL) | October 22 2025 | Adults | 7 | 7 | | | |
| Android: Managing Privacy Settings | October 22 2025 | Adults | 5 | 5 | | | |
| ZOOM: Virtual Author Talk with Philippa Gregory | October 29 2025 | Adults | 24 | | | | 24 |
| Free Digital Newspapers: NYT, WSJ, & More | October 29 2025 | Adults | 1 | 1 | | | |
| Advanced Beginner English Language Learning (ELL) | October 29 2025 | Adults | 35 | 35 | | | |
| Intermediate English Language Learning (ELL) | October 29 2025 | Adults | 10 | 10 | | | |
| Appy Hour: Privacy Settings | October 29 2025 | Adults | 9 | 9 | | | |
| | | | | | | | |
| Veterans Memorial Park Book Walk | October 2025 | Children | | | | | |
| Toddler Sensory Play Time | October 21 2025 | Children | 20 | 10 | | 10 | |
| Preschool Story Time & Craft | October 01 2025 | Children | 20 | 9 | | 11 | |
| Terrific Twos Story Time | October 07 2025 | Children | 26 | 13 | | 13 | |
| Baby Sensory Play Time | October 21 2025 | Children | 26 | 13 | | 13 | |
| Preschool Story Time & Craft | October 15 2025 | Children | 24 | 10 | | 14 | |
| Baby Story Time | October 10 2025 | Children | 29 | 15 | | 14 | |
| Wonderful Walkers | October 10 2025 | Children | 31 | 16 | | 15 | |
| Preschool Story Time & Craft | October 08 2025 | Children | 28 | 13 | | 15 | |

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

| Title | Date | Primary Event Type | Attendance | Adults | Teens | Children | Online Views |
|--|-----------------|--------------------|------------|--------|-------|----------|--------------|
| Preschool Story Time & Craft | October 22 2025 | Children | 33 | 16 | | 17 | |
| Preschool Story Time & Craft | October 29 2025 | Children | 30 | 13 | | 17 | |
| Family Story Time | October 06 2025 | Children | 47 | 25 | | 22 | |
| Family Story Time | October 23 2025 | Children | 49 | 22 | | 27 | |
| Family Story Time | October 16 2025 | Children | 57 | 25 | | 32 | |
| Family Story Time | October 02 2025 | Children | 55 | 22 | | 33 | |
| Family Story Time | October 30 2025 | Children | 65 | 30 | | 35 | |
| Family Story Time | October 27 2025 | Children | 70 | 32 | | 38 | |
| Family Story Time | October 09 2025 | Children | 78 | 38 | | 40 | |
| Music & Motion | October 17 2025 | Children | 81 | 39 | | 42 | |
| Family Story Time | October 20 2025 | Children | 82 | 35 | | 47 | |
| | | | | | | | |
| Awesome Animal Book Club: Sloths | October 21 2025 | Children | 3 | | | 3 | |
| Sensory Story Time | October 22 2025 | Children | 9 | 4 | | 5 | |
| Monday Funday Craft: Yarn-Wrapped Paper Pumpkins | October 06 2025 | Children | 19 | 7 | | 12 | |
| Make-It Monday: Chenille Yarn Pumpkins | October 27 2025 | Children | 13 | | | 13 | |
| Kids Paint & Sip: Paint a Pumpkin | October 20 2025 | Children | 20 | 2 | | 18 | |
| Saturday Story Time | October 18 2025 | Children | 40 | 20 | | 20 | |
| Adventures in STEAM: Apples | October 27 2025 | Children | 35 | 11 | | 24 | |
| Halloween Hoot! | October 26 2025 | Children | 51 | 23 | | 28 | |
| Halloween Story Time | October 31 2025 | Children | 157 | 85 | | 72 | |
| Coding with Ozobot Evo | October 15 2025 | Children | 15 | 6 | | 9 | |
| Coding with Ozobot Evo | October 22 2025 | Children | 9 | | | 9 | |
| Coding with Dash & Dot | October 21 2025 | Children | 10 | | | 10 | |
| Coding with Ozobot Evo | October 29 2025 | Children | 20 | 10 | | 10 | |
| Coding with Dash & Dot | October 14 2025 | Children | 11 | | | 11 | |
| Coding with Dash & Dot | October 28 2025 | Children | 26 | 12 | | 14 | |
| Reading Therapy Dogs | October 07 2025 | Children | 2 | 1 | | 1 | |
| Reading Therapy Dogs | October 23 2025 | Children | 4 | 3 | | 1 | |
| Reading Therapy Dogs | October 23 2025 | Children | 2 | 1 | | 1 | |
| Reading Therapy Dogs | October 07 2025 | Children | 2 | 1 | | 1 | |
| Reading Therapy Dogs | October 07 2025 | Children | 2 | 1 | | 1 | |
| Reading Therapy Dogs | October 23 2025 | Children | 1 | | | 1 | |
| Reading Therapy Dogs | October 07 2025 | Children | 3 | 1 | | 2 | |
| Reading Therapy Dogs | October 23 2025 | Children | 3 | 1 | | 2 | |
| Art Cart | October 31 2025 | Children | | | | | |
| Scavenger Hunt | October 31 2025 | Children | | | | | |
| Monthly Coloring Pages | October 31 2025 | Children | 1300 | | | 1300 | |
| ZOOM: PJ Story Time | October 07 2025 | Children | 16 | 8 | | 8 | |
| ZOOM: PJ Story Time | October 21 2025 | Children | 15 | 7 | | 8 | |
| 1000 Books Before Kindergarten | October 31 2025 | Children | 23 | | | 23 | |
| | | | | | | | |
| All Abilities Art Show | Various | General | 25 | 25 | | | |
| Living Wall Community Project Reception | October 16 2025 | General | 66 | 63 | 3 | | |
| | | | | | | | |
| Adult Grab & Go: Mystery Craft | October 18 2025 | Grab & Go | 30 | 30 | | | |
| Take & Make: Grow Your Own Oak tree | October 10 2025 | Grab & Go | 100 | | | 100 | |
| | | | | | | | |
| MochaLisa Book or Treat | October 26 2025 | Outreach | 75 | 75 | | | |

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

| Title | Date | Primary Event Type | Attendance | Adults | Teens | Children | Online Views |
|--|-----------------|--------------------|------------|--------|-------|----------|--------------|
| Helping Hands Outreach | October 16 2025 | Outreach | 47 | 14 | | 33 | |
| Trunk or Treat at Halfmoon Town Park | October 25 2025 | Outreach | 920 | 400 | | 520 | |
| Cheryl's Lodge Outreach | October 09 2025 | Outreach | 36 | 6 | 8 | 22 | |
| Cheryl's Lodge Outreach | October 23 2025 | Outreach | 36 | 6 | 8 | 22 | |
| Canal Fest & Canal Candy Quiz | October 11 2025 | Outreach | 200 | 130 | 20 | 50 | |
| Red Cross Community Blood Drive | October 27 2025 | Outreach | | | | | |
| The Great Give Back: Saratoga Recycles Day! | October 18 2025 | Outreach | 3 | 3 | | | |
| | | | | | | | |
| Therapy Dogs for Teens | October 16 2025 | Teens | 14 | 4 | 10 | | |
| Craft & Watch Party: Leigh Bardugo Virtual Author Talk | October 09 2025 | Teens | 2 | | 2 | | |
| Teen Craft Corner: Ghost Art | October 01 2025 | Teens | 55 | | 55 | | |
| Best Buddies Outreach | October 22 2025 | Teens | 150 | | 150 | | |
| Monthly Teen Volunteer Hours | October 31 2025 | Teens | 15 | | 15 | | |
| Teen Place Coloring Pages | October 31 2025 | Teens | 165 | | 165 | | |
| Middle School Book Club: Wink by Rob Harrell | October 22 2025 | Teens | 1 | | 1 | | |
| Read the Rainbow Book Club | October 30 2025 | Teens | 3 | | 3 | | |
| Pumpkin Paint & Sip | October 23 2025 | Teens | 7 | 2 | 5 | | |
| High School Book Club: I Was Born for This | October 21 2025 | Teens | 5 | | 5 | | |
| Teen Paint & Sip | October 20 2025 | Teens | 9 | 1 | 8 | | |
| Teen Chess Hangout | October 21 2025 | Teens | 6 | 1 | 5 | | |
| VolunTEEN: Advisory Program (VTAP) | October 02 2025 | Teens | 13 | | 13 | | |

**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 | 289 | 289 | 192 | 0 | 0 | 2227 | 2,108 | |
| | Purged* | | | | | | | | | | | | | | | |
| | TOTAL | 33,334 | 33,306 | 32,948 | 32,885 | 32,889 | 32,887 | 32,880 | 32,504 | 32,604 | 0 | 0 | 0 | 32,880 | 33,422 | |
| Circulation | <i>Fiction</i> | Adult | 9,029 | 8,316 | 8,797 | 8,827 | 9,005 | 9,395 | 10,463 | 10,335 | 8,769 | 8,905 | 0 | 0 | 91,841 | 90,022 |
| | | Young Adult | 1,445 | 1,464 | 1,477 | 1,440 | 1,597 | 1,714 | 2,225 | 1,873 | 1,407 | 1,350 | 0 | 0 | 15,992 | 16,170 |
| | | Juvenile | 14,057 | 13,769 | 16,470 | 15,033 | 15,395 | 15,669 | 18,350 | 17,809 | 15,551 | 15,587 | 0 | 0 | 157,690 | 142,488 |
| | <i>Non-fiction</i> | Adult | 5,703 | 4,932 | 5,673 | 5,383 | 5,672 | 5,524 | 5,897 | 5,620 | 4,987 | 4,987 | 0 | 0 | 54,378 | 55,716 |
| | | Young Adult | 18 | 9 | 14 | 17 | 22 | 23 | 16 | 7 | 6 | 13 | 0 | 0 | 145 | 136 |
| | | Juvenile | 1,720 | 1,783 | 2,136 | 1,895 | 2,103 | 2,118 | 2,326 | 2,437 | 1,964 | 1,785 | 0 | 0 | 20,267 | 18,764 |
| | <i>Audio</i> | Adult | 1,011 | 938 | 1,343 | 1,082 | 1,015 | 957 | 979 | 981 | 1,055 | 1,102 | 0 | 0 | 10,463 | 12,287 |
| | | Young Adult | 21 | 20 | 19 | 31 | 38 | 32 | 31 | 44 | 16 | 21 | 0 | 0 | 273 | 234 |
| | | Juvenile | 513 | 506 | 638 | 610 | 720 | 772 | 888 | 815 | 670 | 611 | 0 | 0 | 6,743 | 5,112 |
| | <i>DVD</i> | Adult | 3,591 | 3,366 | 4,289 | 3,596 | 3,470 | 3,038 | 3,638 | 3,385 | 2,979 | 3,133 | 0 | 0 | 34,485 | 40,833 |
| | | Juvenile | 814 | 833 | 984 | 963 | 985 | 850 | 919 | 907 | 796 | 866 | 0 | 0 | 8,917 | 9,475 |
| | <i>Digital Media</i> | eaudiobooks | 4,141 | 3,804 | 3,998 | 3,987 | 4,190 | 4,157 | 4,401 | 3,602 | 4,793 | 4,646 | 0 | 0 | 41,719 | 37,391 |
| | | ebooks | 3,682 | 3,558 | 3,535 | 3,544 | 3,542 | 3,428 | 3,804 | 3,745 | 3,117 | 3,482 | 0 | 0 | 35,437 | 34,130 |
| | | Music | 109 | 105 | 105 | 108 | 90 | 88 | 102 | 108 | 86 | 132 | 0 | 0 | 1,033 | 1,056 |
| | | Serials* | 2,418 | 2,190 | 2,305 | 2,322 | 2,370 | 2,288 | 2,382 | 1,360 | 2,442 | 2,793 | 0 | 0 | 22,870 | 16,032 |
| | | Comics (hoopla) | 102 | 116 | 108 | 106 | 107 | 86 | 101 | 147 | 97 | 88 | 0 | 0 | 1,058 | 819 |
| | | Streaming Video/TV (hoopla) | 441 | 438 | 446 | 410 | 441 | 344 | 294 | 353 | 362 | 354 | 0 | 0 | 3,883 | 4,041 |
| | <i>Other</i> | Serials | 520 | 411 | 544 | 444 | 454 | 373 | 462 | 469 | 372 | 400 | 0 | 0 | 4,449 | 4,359 |
| | | CD-ROM / Wii | 450 | 401 | 506 | 456 | 460 | 497 | 521 | 3,212 | 423 | 461 | 0 | 0 | 7,387 | 4,054 |
| | | Uncatalogued | 51 | 46 | 55 | 50 | 48 | 43 | 50 | 41 | 46 | 49 | 0 | 0 | 479 | 422 |
| | | Non-traditional | 200 | 199 | 213 | 195 | 213 | 222 | 261 | 244 | 172 | 164 | 0 | 0 | 2,083 | 1,812 |
| | | Print | 31,972 | 30,273 | 34,567 | 32,595 | 33,794 | 34,443 | 39,277 | 38,081 | 32,684 | 32,627 | 0 | 0 | 340,313 | 323,292 |
| | | AV | 5,950 | 5,663 | 7,273 | 6,282 | 6,228 | 5,649 | 6,455 | 6,132 | 5,516 | 5,733 | 0 | 0 | 60,881 | 68,031 |
| | | Digital | 10,893 | 10,211 | 10,497 | 10,477 | 10,740 | 10,391 | 11,084 | 9,315 | 10,897 | 11,495 | 0 | 0 | 106,000 | 93,469 |
| | | Other | 1,221 | 1,057 | 1,318 | 1,145 | 1,175 | 1,135 | 1,294 | 3,966 | 1,013 | 1,074 | 0 | 0 | 14,398 | 10,647 |
| | | TOTAL | 50,036 | 47,204 | 53,655 | 50,499 | 51,937 | 51,618 | 58,110 | 57,494 | 50,110 | 50,929 | 0 | 0 | 521,592 | 495,439 |
| | Technology | Database Usage | 6,714 | 4,808 | 4,797 | 5,279 | 5,821 | 5,189 | 5,472 | 4,979 | 4,105 | 4,652 | 0 | 0 | 51,816 | 30,266 |
| Computer Use (sessions) | | 1,620 | 1,611 | 1,914 | 1,803 | 1,702 | 1,489 | 1,506 | 1,621 | 1,636 | 1,688 | 0 | 0 | 16,590 | 15,039 | |
| Wireless Use | | 6,045 | 5,805 | 7,261 | 7,107 | 7,917 | 7,359 | 7,266 | 7,368 | 7,936 | 8,026 | 0 | 0 | 72,090 | 55,275 | |
| PAC Use | | 13,991 | 11,883 | 13,464 | 12,885 | 13,137 | 12,750 | 14,104 | 13,562 | 0 | 13,214 | 0 | 0 | 118,990 | 145,379 | |
| Website Visits | | 40,548 | 35,383 | 39,173 | 39,467 | 41,502 | 39,605 | 43,551 | 41,435 | 41,018 | 40,532 | 0 | 0 | 402,214 | 380,347 | |
| iPad/Laptop/Device Use | | 38 | 23 | 32 | 28 | 36 | 35 | 39 | 44 | 10 | 0 | 0 | 0 | 285 | 229 | |

**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 | 69 | 88 | 0 | 0 | 648 | 602 |
| Teen | 6 | 9 | 7 | 13 | 10 | 7 | 14 | 13 | 10 | 11 | 0 | 0 | 100 | 124 |
| Child 0-5 | 11 | 13 | 19 | 17 | 16 | 9 | 3 | 4 | 13 | 19 | 0 | 0 | 124 | 139 |
| Child 6-11 | 22 | 17 | 26 | 16 | 24 | 21 | 51 | 40 | 21 | 30 | 0 | 0 | 268 | 241 |
| General | 4 | 2 | 5 | 3 | 6 | 6 | 4 | 1 | 2 | 2 | 0 | 0 | 35 | 52 |
| One-on-One | 6 | 10 | 9 | 6 | 8 | 7 | 6 | 9 | 6 | 0 | 0 | 0 | 67 | 43 |
| Grab & Go | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 130 | 0 | 0 | 134 | 420 |
| Asynchronous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20 |
| TOTAL | 126 | 114 | 127 | 129 | 132 | 96 | 136 | 115 | 121 | 280 | 0 | 0 | 1,376 | 1,641 |
| <i>Attendance</i> | | | | | | | | | | | | | | |
| Adult | 989 | 576 | 1,390 | 1,071 | 986 | 628 | 1,033 | 650 | 1,117 | 1,428 | 0 | 0 | 9,868 | 8,072 |
| Teen | 89 | 187 | 159 | 263 | 408 | 284 | 374 | 101 | 85 | 295 | 0 | 0 | 2,245 | 1,095 |
| Child 0-5 | 464 | 510 | 850 | 856 | 704 | 540 | 209 | 260 | 602 | 851 | 0 | 0 | 5,846 | 5,101 |
| Child 6-11 | 3,060 | 3,883 | 4,095 | 4,538 | 3,359 | 3,312 | 5,317 | 3,630 | 2,016 | 1,811 | 0 | 0 | 35,021 | 23,605 |
| General | 229 | 65 | 317 | 0 | 1,991 | 964 | 908 | 523 | 238 | 91 | 0 | 0 | 5,326 | 5,616 |
| One-on-One | 6 | 11 | 9 | 6 | 8 | 8 | 6 | 9 | 6 | 0 | 0 | 0 | 69 | 50 |
| Grab & Go | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 130 | 0 | 0 | 134 | 490 |
| Asynchronous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 23 |
| TOTAL | 4,837 | 5,232 | 6,820 | 6,738 | 7,456 | 5,736 | 7,847 | 5,173 | 4,064 | 4,606 | 0 | 0 | 58,509 | 44,052 |
| Outreach | | | | | | | | | | | | | | |
| Events / Programs | 12 | 12 | 11 | 8 | 7 | 8 | 6 | 2 | 3 | 9 | 0 | 0 | 78 | 65 |
| Attendance | 716 | 332 | 249 | 645 | 487 | 790 | 187 | 22 | 203 | 1,467 | 0 | 0 | 5,098 | 3,457 |
| Interlibrary Loan | | | | | | | | | | | | | | |
| Borrowed | 7,156 | 6,749 | 7,265 | 6,943 | 6,975 | 6,927 | 7,320 | 7,305 | 7,038 | 7,213 | 0 | 0 | 70,891 | 68,716 |
| Loaned | 3,000 | 2,632 | 2,858 | 2,798 | 2,627 | 2,516 | 2,854 | 2,727 | 2,853 | 2,950 | 0 | 0 | 27,815 | 31,868 |
| TOTAL | 10,156 | 9,381 | 10,123 | 9,741 | 9,602 | 9,443 | 10,174 | 10,032 | 9,891 | 10,163 | 0 | 0 | 98,706 | 100,584 |
| Reference | | | | | | | | | | | | | | |
| Ask Desk | 2,507 | 2,439 | 2,558 | 2,321 | 2,430 | 2,420 | 2,697 | 2,775 | 2,096 | 2,311 | 0 | 0 | 24,554 | 25,463 |
| Children's Library Desk | 1,697 | 1,973 | 1,878 | 1,573 | 1,369 | 1,796 | 2,167 | 2,150 | 1,530 | 1,313 | 0 | 0 | 17,446 | 18,289 |
| Computer Support | 473 | 556 | 623 | 624 | 555 | 414 | 392 | 474 | 560 | 621 | 0 | 0 | 5,292 | 3,328 |
| TOTAL | 4,677 | 4,968 | 5,059 | 4,518 | 4,354 | 4,630 | 5,256 | 5,399 | 4,186 | 4,245 | 0 | 0 | 47,292 | 47,080 |
| Museum Passes | 51 | 49 | 56 | 56 | 74 | 82 | 99 | 131 | 73 | 76 | 0 | 0 | 747 | 558 |
| Visitors | 16,872 | 15,913 | 22,236 | 21,531 | 23,971 | 20,810 | 23,142 | 21,217 | 24,011 | 23,088 | 0 | 0 | 212,791 | 250,955 |
| Room Use | | | | | | | | | | | | | | |
| <i>Hours</i> | | | | | | | | | | | | | | |
| Library Programs | 206 | 270 | 387 | 325 | 355 | 226 | 346 | 302 | 238 | 290 | 0 | 0 | 2,946 | 3,160 |
| Board/FOL/Staff | 85 | 29 | 54 | 50 | 43 | 51 | 29 | 20 | 123 | 37 | 0 | 0 | 520 | 687 |
| Outside Organizations | 90 | 271 | 329 | 260 | 255 | 196 | 149 | 130 | 156 | 59 | 0 | 0 | 1,894 | 1,903 |
| Room Checkouts | 243 | 205 | 263 | 253 | 240 | 252 | 265 | 231 | 250 | 280 | 0 | 0 | 2,482 | 2,192 |
| Outside Organization Meetings/Programs (bookings) | 63 | 78 | 99 | 84 | 68 | 70 | 49 | 42 | 52 | 65 | 0 | 0 | 670 | 604 |
| Collection Size (print & media) | | | | | | | | | | | | | | |
| Added | 844 | 771 | 801 | 738 | 904 | 843 | 940 | 716 | 892 | 1,022 | 0 | 0 | 8,471 | 8,384 |
| Withdrawn | 517 | 721 | 875 | 480 | 417 | 760 | 2,304 | 837 | 607 | 469 | 0 | 0 | 7,987 | 13,110 |
| TOTAL | 147,061 | 147,123 | 146,981 | 147,319 | 147,823 | 148,052 | 146,615 | 146,486 | 146,500 | 147,332 | 0 | 0 | 147,332 | 146,476 |



October 27, 2025

7:00 PM

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

Committee Members Absent: Jason DiGianni

Staff Present: Alex Gutelius, Rebecca Verhayden

1. Reviewed and approved the following prepared statements:
 - Internal Criminal Activity
 - Protest
 - Challenges to Library Policies or Action
 - Interruptions of Operations by Failure of Third Party
 - Outline of steps for:
 - i. Financial Crisis
 - ii. Staffing Crisis
 - iii. Board Crisis
2. Discussed next steps and ending of Ad Hoc Crisis Communications Committee. Crisis Communications will be taken over by the Public Relations Committee in 2026.



November 6, 2025

7:00 pm

Committee Members in attendance: Suzanne Dugan, Chair; Maria McMunn, Steve Meyer

Staff in attendance: Jim Foster; Alex Gutelius

1. Trustee Education

- The Committee discussed the need for a stand-alone trustee education policy.
- Staff will draft a policy for the Committee to review in 2026.

2. AI Policy

- A staff committee is being formed to develop an AI policy for the Policy Committee to review.

3. Sustainability Certification Policies

- Library Partnerships
 - The new draft policy was reviewed and will be presented to the Board at the November 17, 2025 meeting for review and approval.
- EDI Policy
 - The new draft policy was reviewed and a few changes were made to the draft. The updated policy will be presented to the Board at the November 17, 2025 meeting for review and approval.

4. Policy Review Chart

- The updated chart was reviewed. All policies scheduled for review in 2025 were completed.

5. Goals for 2026

- Adhere to the Policy Review Schedule so that all policies are reviewed on a scheduled basis
- On an as-needed basis, address other issues that warrant the Committee's consideration Consider a survey of other libraries' policies and/or the Trustee Handbook to conduct a "gap analysis"
- Meet a meet of 3 times a year and as needed.

POLICY 5.4 CALENDAR FOR BOARD OF TRUSTEES

Need for this Policy:

A calendar of regularly scheduled Board and Committee activities shall be prepared, reviewed annually, and affixed hereto.

Policy:

An ongoing calendar shall be maintained by the Policy Committee, structured as follows:

| <u>DATE/ ITEM</u> | <u>RESPONSIBILITY</u> |
|--|------------------------------------|
| <u>JANUARY</u> | |
| Submit committee preferences | Board |
| Organizational Meeting | |
| Elect new officers to the Board | Board |
| Administer Oath of Office to Trustees | Counsel |
| Appoint Counsel, Clerk, and Board Secretary | Board |
| Set date for the Annual Budget Vote and Trustee Election | Board |
| Review and approve Board Calendar | Board |
| Sign Conflicts of Interest statements | Board, Director and Admin. Staff |
| Assign monthly claims review responsibilities | Board |
| Designation of depositories | Board |
| Resolution to allow electronic transfers | Board |
| Resolution to change authorized users on Fidelity account | Board |
| Approve Board meeting schedule | Board |
| Trustee Training and Education (as necessary) | Board |
| Make Board committee assignments | President |
| Send letter to Saratoga County Board of Elections requesting support for Annual Budget Vote and Trustee Election | President |
| Set committee goals | Committee Chairpersons |
| Update Library operations calendar | Policy Committee |
| Prepare NY State Annual Report | Director |
| <u>FEBRUARY</u> | |
| Approve investment plan for tax levies revenues | Director & Finance Chair |
| Approve the NY State Annual Report | Board |
| Review annual financial audit report | Board |
| <u>FEBRUARY/MARCH</u> | |
| Attend Library Advocacy Day | Legislative Committee |
| <u>APRIL</u> | |
| Make recommendations for budget by May 1 to Finance Committee | All Standing Committees & Director |
| <u>MAY</u> | |
| Attend annual SALS dinner meeting (optional) | Board |

Develop next year's budget Finance Committee & Director

JUNE

Conduct mid-year evaluation of Director Personnel Chair & President
Approve budget for next year Board
Recruit candidates for Board Board

JULY

Review & make adjustments as required to current budget Finance Committee & Director
Appoint election coordinator Director
Announce date for election President
after Labor Day

AUGUST

Accept completed petitions for Trustee candidates Director
Hold joint meeting with FOL Board Board
Prepare communication plan to encourage voting Public Relations Committee

SEPTEMBER

Complete plans for vote by District residents on election of Trustees and budget referendum President

OCTOBER

Present draft Board meeting schedule for next year Director
Annual Board Retreat Board

NOVEMBER

Set Board goals for next year Board
Complete Board self-evaluation Board
Appoint Ad Hoc Nominating Committee to recommend Officers of the Board for next year President
Report on status of completion of trustee education Board
Policy Committee reviews Annual Calendar Policy Committee

DECEMBER

Present slate of Officers Nominating Committee
Accept floor nominations for Officers of the Board Board
Conduct year-end evaluation of Director Personnel Chair & President
Prepare annual committee summaries and suggest next year's goals / activities Committee Chairs
Complete mandatory trustee education and submit
trustee training self-assurance form to Director Board

Responsibilities:

The Policy Committee will review calendar annually and transmit suggested calendar to the Board in January of each year. The Board President is responsible for monitoring the timely completion of the stated tasks.

Initial Adoption Date: 3/28/1990

| Modified Date | Description of Modification |
|-------------------|---|
| 1/4/1994 | |
| 5/4/2001 | |
| 9/19/2005 | |
| 4/18/2008 | |
| 12/16/2016 | |
| 12/18/2017 | Reviewed, no changes |
| 12/17/2018 | Added send letter to BOE; revised the date of election announcement; added Annual Board Retreat |
| 12/16/2019 | Added audit; minor revisions |
| 1/3/2022 | Minor revisions |
| 11/21/2022 | Added need to submit trustee training form. |
| 12/18/2023 | Removed assign monthly FOL Board Meeting attendance. |
| <u>11/17/2025</u> | <u>Modified the trustee training requirement.</u> |

NEW

Equity, Diversity and Inclusion Policy

Need for this Policy

An Equity, Diversity, and Inclusion (EDI) Policy is needed to ensure that all members of our community are welcomed, respected, and empowered to benefit from the Library's resources, programs, and opportunities.

Policy

The Clifton Park-Halfmoon Public Library values equitable access to information and resources and the pursuit of intellectual freedom for all patrons. In support of these principles, the Library welcomes all members of the community and seeks to provide a safe and inclusive space for all patrons, regardless of, e.g., race or color, religion, sexual orientation, actual or perceived gender identity expression, disability, age, national or ethnic origin, military status, status as a victim of domestic violence, or socio-economic status.

The Clifton Park-Halfmoon Public Library upholds the rights of individuals to utilize its facilities without fear of harassment, intimidation, or retaliation.

NEW

Library Partnerships

Need for this Policy

Public libraries increasingly collaborate with community organizations, educational institutions, local businesses, and government agencies to expand services, share resources, and better meet community needs. As partnerships grow more diverse and complex, a formal Partnership Policy is essential to ensure consistency, transparency, and alignment with the Library's mission and strategic plan.

Policy

A partnership is defined as a mutually beneficial collaboration between the Library and an external organization, individual, business, or community group. While the Library and the other entity may not have identical goals, the goals should be complementary and not contradictory.

The purpose of such partnerships is to create new opportunities that further the missions of the Library and its partner(s).

Partnerships are approved by the Library Director or designee and can range from a one-time collaboration to a long term arrangement.

Certain guidelines apply in deciding the specific nature and conditions of acceptable partnerships. These include:

- All partnerships must be consistent with the Library's mission, vision and strategic plan. They should not drive the Library's agenda or priorities.
- All partnerships must be consistent with the Library's policy of equal access to service. Partnerships must not give unfair advantage to, or create discriminations against, any sectors of the community.
- Partnership decisions shall be made consistent with all other policies of the Clifton Park-Halfmoon Public Library.
- To create new partnership relationship, the Library and the potential partner will prepare a set of responsibilities that will outline each party's activities that form the partnership.

Responsibilities

It is the responsibility of the Library Director to inform the Library Board of Trustees of major partnership activities and initiatives. When long term or major commitments involving staff time, library space or financial obligations are involved, Library Board approval may be required before finalizing agreements.



November 13, 2025

6:00 pm

Committee Members present: Ed Rodger, Chair; Megan Brown; Maria McMunn

Staff members in attendance: Alex Gutelius

1. Handbook Updates

- The Committee discussed updates to the Handbook.
- The Leave Without Pay/Unpaid Leave section has been updated to provide a clearer definition of Leave Without Pay/Unpaid Leave. The term will be changed to Unpaid Leave to eliminate confusion with part-time employees' ability to take unpaid vacation time (leave without pay).
- Business Travel Expenses has been updated to add a definition for mileage reimbursement with traveling directly from home to a meeting or program.
- Holidays and Floaters has been updated to clarify schedule adjustments on planned early closings on Thanksgiving Eve and New Year's Eve.
- Updates will be presented to the Board for approval at the November 17, 2025 meeting.

2. 2026 Goals

- The Committee discussed goals for 2026 including:
 - Succession planning for administrative staff
 - The director's annual evaluation – review the process and consider including a 360 review.
 - Continue to review and update benchmarking for staff compensation and benefits.
 - Hold meetings at least quarterly.



There are a few updates to the Employee Handbook that require review by the Personnel Committee and approval by the Board.

Leave Without Pay/Unpaid Leave

Reason for change:

There is need for a clearer definition of Leave Without Pay/Unpaid Leave. The term will be changed to Unpaid Leave to eliminate confusion with part-time employees' ability to take unpaid vacation time (leave without pay).

Current

Leave Without Pay Policy Hourly employees with twelve calendar months of continuous service may request a leave without pay, up to 2 weeks, without adversely affecting seniority or benefit payments. Requests for leave without pay must be made in writing to, and permission must be granted by, the Library Director in her sole discretion.

Salaried employees with twelve calendar months of continuous service may request a leave without pay, up to 4 weeks, without adversely affecting seniority or benefit payments. Requests for leave without pay must be made in writing to, and permission must be granted by, the Library Director.

New

Unpaid Leave

Hourly employees with consistent schedules and with twelve calendar months of continuous service, may request Unpaid Leave, up to two (2) weeks, either consecutively or separately, per calendar year. Hourly employees' requests for unpaid leave may be approved by their supervisor, based on the needs of the Library.

Requests for other durations of Unpaid Leave due to extenuating circumstances will be considered on a case-by-case basis.

| | |
|--|--|
| | Up to two weeks |
| Who can approve? | Supervisor |
| Time off increments | Week increments |
| Does it affect time off accruals? | No |
| Benefits | Payment must be coordinated with Business Office |



Salaried employees with twelve calendar months of continuous service may request Unpaid Leave, for up to six (6) total weeks per calendar year. The 6 weeks can be requested consecutively, or separately. Approval of this leave is subject to the needs of the Library and the following parameters:

1. The first 2 weeks of Unpaid Leave may be approved by the employee’s supervisor without affecting time off accruals. It must be requested in one week increments, which may be taken consecutively*.
2. Additional Unpaid Leave, after the first 2 weeks must be requested in one week increments and be submitted in writing to the Library Director*. The time off may be granted by the Library Director at their sole discretion, or by the Assistant Directors in the absence of the Director.
3. Vacation, floaters, and holiday pay will not be paid or accrued during any Unpaid Leave time after the first 2 weeks requested per calendar year.
4. Paid health benefits will continue during Unpaid Leave. The employee is responsible for coordinating payments for benefits with the Business Office.

Requests for other durations of Unpaid Leave due to extenuating circumstances will be considered on a case-by-case basis.

| | Up to 2 weeks (70 hours for full time salaried, prorated for salaried part-time) | Additional unpaid leave after initial 2 weeks has been used |
|---|---|--|
| Who can approve? | Supervisor | Director/Assistant Directors |
| Time off increments | Week increments* | Weeks, maximum of four additional weeks* |
| Does it affect time off accruals? | No | Yes |
| Benefits | Payment must be coordinated with Business Office | Payment must be coordinated with Business Office |
| Can you take vacation, personal, comp etc. and unpaid in the same week?* | No | No |

*Note: If an employee has exhausted all other paid time off (vacation, comp time, etc.), an employee may request Unpaid Leave in increments less than one week, but not less than one day.



Business Travel Expenses

Reason for change:

Adding a definition for mileage reimbursement when traveling directly from home to a meeting or program. Changes are in red.

Employees may be reimbursed for reasonable expenses incurred in the course of library business or attendance at professional conferences or other continuing education activities that have been pre-approved by the appropriate department head and the Library Director. Receipts are required.

Expenses that generally will be reimbursed include the following:

- Mileage for use of personal vehicles, only when less expensive transportation is not available. Reimbursement is at the current maximum rate allowed by the IRS, for the most direct route, plus tolls and parking.
- **When attending training or business directly from an employee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's normal commute, reimbursement will be paid based on the differential of the distance travelled less the mileage of a normal commute to the workplace.**
- Standard accommodation costs for hotels, motels, or similar lodgings. Non-profit, government or group rates should be requested whenever possible.
- **Meals at the current U.S. General Services Administration meal rate found at <https://www.gsa.gov/travel/plan-book/per-diem-rates> ~~rate of: The \$59.00 (NY per diem) maximum daily rate will apply to full days spent away from home.~~** If a meal is included with conference registration, the reimbursement will not include that meal.
- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, for compact or economy. Authorization for reimbursement of a rental vehicle must be obtained prior to the start of travel.
- Shuttle or airport bus service fees; costs of public transportation for other ground travel.
- Tips and gratuities **not to exceed 20%.**



Holidays and Floaters

Reason for change:

Clarify schedule adjustment on planned early closings on Thanksgiving Eve and New Year's Eve with new wording added to the Holidays and Floaters section of the Handbook.

In the event of a scheduled early closure to a holiday (i.e. day before Thanksgiving and New Year's Eve), salaried employees who are normally scheduled to work during hours that fall outside the revised schedule will not be reassigned or permitted to shift their hours to earlier in the day. This policy is made to reflect operational needs and ensure consistency in staffing and budget planning.

MEMORANDUM OF UNDERSTANDING

Between

The Shenendehowa Central School District

The Clifton Park-Halfmoon Public Library

And

The Town of Clifton Park

Regarding a Collaborative Wooded Trail Project

This Memorandum of Understanding ("MOU") is entered into this ____ day of _____, 2025, by and between the Shenendehowa Central School District, with its principal offices at 5 Chelsea Place, Clifton Park, NY 12065 (hereinafter "School District"), the Clifton Park-Halfmoon Public Library, a special legislative tax district library with its principal address at 475 Moe Road, Clifton Park, NY 12065 (hereinafter "Library"), and the Town of Clifton Park, a municipal corporation with its principal offices at One Town Hall Plaza, Clifton Park, NY 12065 (hereinafter "Town"). The School District, Library, and Town are collectively referred to herein as the "Parties."

1. RECITALS

WHEREAS, the Parties each own or control real property situated in the Town of Clifton Park, County of Saratoga, New York, which properties are contiguous or in close proximity to one another and feature wooded areas suitable for the development of a recreational and educational trail system;

WHEREAS, the Parties share a common interest in enhancing community access to recreational facilities, promoting environmental stewardship, fostering educational opportunities, and improving connectivity between their respective properties and services for the benefit of the residents of Clifton Park and the surrounding areas;

WHEREAS, the development of such a wooded trail would provide significant joint benefits to the students of the Shenendehowa Central School District by offering unique outdoor educational opportunities, promoting physical activity and well-being, and providing safe and convenient access to nature for experiential learning and recreation;

WHEREAS, a connecting trail system would greatly benefit the patrons of the Clifton Park-Halfmoon Public Library by offering enhanced access to library facilities, providing tranquil recreational opportunities in conjunction with library visits, and creating potential for nature-based programming and community engagement activities;

WHEREAS, the residents of the Town of Clifton Park would broadly benefit from an expanded network of passive recreational trails, fostering greater community health, providing additional avenues for enjoying the Town's natural landscapes, and promoting connectivity between key community institutions and neighborhoods;

WHEREAS, the Parties desire to collaborate in good faith to explore, plan, and potentially develop a wooded trail system (the "Project") that would traverse portions of property owned or controlled by each of the Parties, connecting their facilities and creating a valuable community amenity;

WHEREAS, the Parties recognize that the successful planning and implementation of the Project will require mutual cooperation, a commitment to speedy progress, and concerted efforts to secure necessary approvals, resources, and potential grant funding; and

WHEREAS, the Parties wish to outline their mutual understanding and preliminary intentions regarding the Project, while acknowledging that this MOU is an expression of intent and does not create legally binding obligations for the expenditure of funds or the undertaking of specific actions, except as expressly stated herein.

2. PURPOSE OF THE MOU

The primary purpose of this MOU is to establish a framework for cooperation and good faith efforts among the Parties to:

- a. Jointly explore the feasibility and conceptual design of the Project.
- b. Engage in good faith efforts to identify and pursue any and all relevant local, state, federal, or private grant funding opportunities that could support the planning, design, construction, and/or maintenance of the Project.
- c. Encourage speedy and efficient progress in all phases of Project consideration and potential development.
- d. Define the anticipated roles and responsibilities of each Party in the initial exploratory and planning phases.
- e. Establish a mechanism for communication and coordination.

3. THE PROJECT

The Project generally encompasses the conceptualization, planning, and potential future development of a wooded trail system intended to connect the properties of the School District, the Library, and the Town. The precise alignment, design, scope, and features of the trail(s) will be subject to further discussion, feasibility studies, site analysis, community input, and available funding. It is anticipated that the Project may involve aspects such as trail clearing, grading, surfacing, signage, and potentially amenities such as benches or educational markers, all subject to mutual agreement and compliance with applicable laws and regulations, including but not limited to the State Environmental Quality Review Act (SEQRA) if applicable.

4. GOOD FAITH EFFORTS AND MUTUAL COOPERATION

- a. ****Good Faith in Project Advancement:**** Each Party agrees to act in good faith and to cooperate with the other Parties to explore and advance the Project. This includes, but is not limited to, participating in regular meetings, sharing relevant information (subject to any legal restrictions or confidentiality requirements), providing reasonable access to their respective properties for preliminary site assessment and planning purposes (subject to reasonable notice and appropriate

safety and operational considerations), and dedicating appropriate staff time for Project-related discussions and planning activities.

b. ****Good Faith Efforts to Obtain Grant Funding:**** The Parties shall collaboratively identify potential grant funding sources for the Project. Each Party agrees to make good faith efforts to support and, where appropriate and mutually agreed upon, jointly apply for such grants. This may include, but is not limited to:

i. Sharing information on grant opportunities.

ii. Cooperatively developing grant proposals and applications.

iii. Providing necessary data, resolutions of support, or other documentation required for grant submissions, to the extent legally permissible and within each Party's discretion.

iv. Designating a lead applicant for specific grants if mutually agreed upon.

The Parties acknowledge that the award of any grant funding is not guaranteed and is subject to the discretion of the funding agencies.

c. ****Encouraging Speedy Progress:**** The Parties are committed to encouraging speedy progress throughout the consideration and potential development of the Project. They will endeavor to establish reasonable timelines for key decision points and planning milestones and will work diligently to meet such timelines, understanding that various internal and external factors may influence the actual pace of progress.

5. PROTECTION OF PARTIES / NON-PERFORMANCE

a. It is understood that the ability of each Party to contribute to the Project (whether through in-kind services, staff time, or future financial resources) is subject to its respective budgetary appropriations, legal authorities, and internal approval processes.

b. In the event that one or more Parties are unable or unwilling to contribute or assist in the Project as generally contemplated by this MOU, or to participate in good faith efforts as described herein, the remaining Party or Parties shall have the right to: i. Continue to pursue the Project independently or with other partners, to the extent feasible and desired, without further obligation to the non-participating Party under this MOU. ii. Seek to renegotiate the terms of this MOU with the remaining participating Parties. iii. Terminate this MOU in accordance with Section 8.

c. No Party shall be liable to any other Party for monetary damages or penalties due to a failure to perform or assist as contemplated by this MOU, it being understood that the commitments herein are to engage in good faith efforts and that the ultimate decision to proceed with any phase of the Project or expend resources rests with the governing body of each respective Party.

d. Each Party shall be responsible for its own acts and omissions and those of its officers, employees, and agents in connection with this MOU. Nothing in this MOU shall be construed as creating a joint venture, partnership, or agency relationship between the Parties, nor shall it be construed as an indemnification of one Party by another for liabilities not arising from the indemnifying Party's own actions or negligence.

6. ANTICIPATED ROLES AND RESPONSIBILITIES (Initial Phase)

a. **Joint Responsibilities:** i. Establish a Project Steering Committee comprised of at least one designated representative from each Party. This Committee will meet regularly (e.g., quarterly or as otherwise agreed) to oversee the implementation of this MOU, share information, and coordinate activities. ii. Collaboratively develop a preliminary action plan and timeline for feasibility assessment and conceptual planning. iii. Jointly review and provide input on any draft plans, studies, or grant applications.

b. **Shenendehowa Central School District:** i. Identify potential trail routes and access points on its property. ii. Provide existing relevant surveys, maps, or environmental information pertaining to its property, as available and appropriate. iii. Participate in community outreach efforts, as appropriate.

c. **Clifton Park-Halfmoon Public Library:** i. Identify potential trail routes and access points on its property or property it controls. ii. Consider how the trail could integrate with Library programming and services. iii. Participate in community outreach efforts, as appropriate.

d. **Town of Clifton Park:** i. Provide expertise from its Planning, Parks and Recreation, or other relevant departments, as available and appropriate. ii. Assist in identifying potential regulatory pathways and necessary approvals. iii. Identify potential trail routes and access points on Town-owned land or existing trail networks that could connect to the Project. iv. Participate in community outreach efforts, as appropriate.

8. TERM AND TERMINATION

a. This MOU shall become effective upon the date of the last signature by an authorized representative of all Parties and shall remain in effect for an initial term of three (3) years, unless terminated earlier as provided herein.

b. This MOU may be extended by mutual written agreement of all Parties.

c. Any Party may terminate its participation in this MOU at will, with or without cause, by providing at least thirty (30) days written notice to the other Parties.

d. Termination of this MOU by one or more Parties shall not affect the ability of the remaining Party or Parties to continue collaboration amongst themselves, should they choose to do so.

e. Upon termination, the Parties shall endeavor to conclude any joint activities in an orderly manner. Any intellectual property, plans, or data jointly developed up to the point of termination shall be available for use by all Parties, subject to any pre-existing rights or third-party agreements.

9. NO PENALTIES FOR NONCOMPLIANCE

It is expressly understood that this MOU is an instrument to foster cooperative effort and does not impose financial or legal penalties on any Party for noncompliance with its terms.

SHENENDEHOWA CSD

Dr. Cecily Wilson-Turner, Interim Superintendent

Date: _____

TOWN OF CLIFTON PARK

Philip Barrett, Town Supervisor

Date: _____

CLIFTON PARK – HALFMOON PUBLIC LIBRARY

Mathew Cantore, President

Date: _____