



December 15, 2025

7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the November 17, 2025 meeting for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. November 2025 Financial Statement
 - B. *Warrants
 - #2025-26 November 24, 2025 \$542,243.76
 - #2025-27 December 5, 2025 \$158,829.20
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. Nominating Committee
 - B. Finance Committee Meeting Notes
 - *2025 Budget Adjustments
 - *Auditor
9. Old Business
10. New Business
 - A. *Approval of the appointment of Elizabeth Campbell, part-time clerk.
11. Executive Session

* Items so marked are action items



November 17, 2025

7:15 PM

Present: Brown, Megan; Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; McMunn, Maria; Meyer, Stephen; Mogor, Cornelia; Rodger, Ed; Schlegel, Jennifer; Srinivasan, Purushthaman; Wise, Russell. Also present were Alex Gutelius and Rebecca Verhayden.

Guests: Robin Lamb, Susan Flint

The meeting was called to order at 7:21 PM by Mr. Cantore.

AGENDA: Mr. Cantore presented the November 17, 2025, agenda for approval. A **Motion** was made by Ms. Brown, seconded by Mr. DiGianni to approve the agenda as sent. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Meyer, seconded by Mr. Srinivasan to accept the October 18, 2025, minutes as sent. The **Motion** passed unanimously by those present.

PUBLIC COMMENT: None

BOARD COMMENT:

Mr. Cantore noted that four trustees have completed their annual trustee training and submitted the assurance forms and that all trustees need to complete their two hours of trustee training plus the Sexual Harassment Prevention Training by the end of December.

TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for October 2025. Mr. Meyer noted that the investment income is doing well due to the investment in NYCLASS. He also noted that line 6150 Repairs – Building & Equipment is negative for October because of the refund for the front door floor. Year to date, Building Repair and Professional Services are high due to the construction expenses.

The October Financial Statement was reviewed and received for audit. Mr. Meyer noted we received \$113.00 in anonymous donations.

The October 17, 2025, warrant for \$184,243.17 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn to approve the October 17, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the October 17, 2025, warrant was Ms. Schlegel.



The October 30, 2025, warrant for \$133,644.16 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn to approve the October 30, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the October 30, 2025, warrant was Ms. Schlegel.

The November 7, 2025, warrant for \$62,359.55 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown to approve the November 7, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the November 7, 2025, warrant was Ms. Brown.

Finally, Mr. Meyer shared that the Finance Committee will be meeting the week of December 8 to review budget adjustments for 2025 and the audit RFP submissions.

THE FRIENDS: Ms. Verhayden gave the following report:

1. The Friends Booksale is January 23-25, 2026.
2. Two Town-One Book Kickoff event is January 11, 2026 with Gem Radio Theatre
3. Author Liz Moore will be speaking at the Library on April 28, 2026.

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

1. Several librarians attended the NYLA Conference in Saratoga Springs, November 5-8. Amanda Menneto and Rebecca Verhayden, along with several members of the CPH Friends gave presentations.
2. There are many exciting programs coming up including local author and Holocaust survivor, Peter Balint, talking about his book *The Shoe in the Danube* on November 20. The Clifton Park Senior Chorus signing on December 14, and the Big Bubble Bonanza on December 7.

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

1. Staff are working to review the website and make updates to better present the resources available.
2. LOTE4Kids is a new online database of digital books in world languages. The database includes over 7,500 books in more than 100 languages.
3. The staff will be participating in AI Training in January.



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

1. The date for the September 2026 budget vote was discussed, and it was decided to leave the date as September 10, 2026.
2. The Library held a food drive for CAPTAIN from November 10 through November 16.
3. The GASB 75 Actuarial Valuation has been completed for 2025 and is ready for the Auditors.

COMMITTEE REPORTS:

CRISIS COMMUNICATIONS COMMITTEE: Mr. Cantore gave a report on the recent Crisis Communications Committee meeting and that the work of the Committee has been completed. Any ongoing work on this topic will be folded into the Public Relations Committee. Mr. Cantore thanked Ms. McMunn, Mr. Meyer, Mr. DiGianni, and Mr. Wise for their work on this committee. He also thanked Rebecca Verhayden and other staff for their contributions.

The Ad Hoc Crisis Communications Committee has been officially dissolved.

POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan reviewed the notes from the most recent Policy Committee Meeting. The Committee discussed the need for a standalone trustee education policy as well as the need for an AI policy.

Ms. Dugan presented the revised Policy 5.4 Calendar for Board of Trustees that includes a modification to clarify trustee training requirements.

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the revisions to Policy 5.4 Calendar for Board of Trustees. The **Motion** passed unanimously by those present.

Ms. Dugan presented the new Equity Diversity and Inclusion policy that is required as part of the Sustainable Libraries certification process.

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the new Equity Diversity and Inclusion policy. The **Motion** passed unanimously by those present.

Finally, Ms. Dugan presented the new Partnership Policy that is required as part of the Sustainable Libraries certification process.

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the new Partnership policy, subject to the amendment of term to term. The **Motion** passed unanimously by those present.



Ms. Dugan presented the revised Policy 5.4 Calendar for Board of Trustees that includes a modification to clarify trustee training requirements.

Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the revisions to Policy 5.4 Calendar for Board of Trustees. The **Motion** passed unanimously by those present.

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: Mr. Rodger gave the following report:

Mr. Rodger reviewed the notes from the November 13, 2025 Personnel Committee meeting, including the draft 2026 goals.

Mr. Rodger presented the updates to the Employee Handbook including sections on Leave Without Pay/Unpaid Leave, Business Travel Expenses and Holidays and Floaters.

Mr. Rodger made the **Motion** on behalf of the Personnel Committee to approve the updates to the Employee Handbook. The **Motion** passed unanimously by those present.

BUILDINGS AND GROUNDS: Ms. Brown gave the following report:

Ms. Brown reviewed the notes from the November 13, 2025 Buildings & Grounds Committee meeting. The Committee discussed the costs for the floor of the revolving door. The cost of the stainless-steel floor has been refunded, but there are outstanding costs for the re-installation and the professional services costs. The Committee will be working on recouping the cost of the re-installation and professional services costs.

Ms. Brown presented the Memorandum of Understanding (MOU) between the Town of Clifton Park, the Shenendehowa Central School District and the Clifton Park-Halfmoon Public Library. The MOU has been drafted to further the efforts to explore grant funding to design and construct a trail connection.

Ms. Brown made the **Motion** on behalf of the Buildings & Grounds Committee to approve the Memorandum of Understanding between the Library, the Town of Clifton Park, and the Shenendehowa Central School District. The **Motion** passed unanimously by those present.



FINANCE AND AUDIT: No Report

LEGISLATION: No Report

Mr. Cantore asked trustees to start considering what committees they might like to serve on in 2026. Committee assignments will be made after the Organizational Meeting in January.

OLD BUSINESS: None

NEW BUSINESS:

Mr. Rodger made the **Motion**, seconded by Mr. DiGianni, to approve the appointment of Deb Sgambelluri, full-time Librarian I and Samantha Christensen-Tripi, full-time Librarian I. The **Motion** was approved by those present.

Mr. Cantore selected a nominating committee consisting of Suzanne Dugan as Chair, and Jeniffer Schlegel and Cornelia Mogor as members to solicit a slate of officers for 2026 for Board President, Vice-President and Treasurer.

Mr. Meyer made the **Motion**, seconded by Mr. Srinivasan to approve the appointment of the nominating committee. The **Motion** passed unanimously by those present.

EXECUTIVE SESSION:

At 8:07pm Mr. Rodger made the **Motion**, seconded by Ms. Brown to end Regular Session and enter into Executive Session for the purpose of discussing the Director's Review. The **Motion** passed unanimously and Executive Session was entered at 8:07pm.

At 8:19pm Mr. Rodger made the **Motion**, seconded by Mr. DiGianni to adjourn Executive Session and return to Regular Session. The **Motion** passed unanimously by those present.

Mr. Rodger made the **Motion** on behalf of the Personnel Committee to adopt the performance evaluation and salary increase as recommended by the Personnel Committee. The **Motion** was carried 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 8:23PM.

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

Percentage of Year: 91.67%

<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>November</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	\$0.00	\$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	\$0.00	\$18,107.37	143.71%	\$5,507.37
Donations							
4210 Patron Donations	\$2,000.00	\$0.00	\$2,000.00	\$752.00	\$1,075.35	53.77%	-\$924.65
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	\$752.00	\$1,500.35	75.02%	-\$499.65
Interest							
4310 Investment Income	\$40,000.00	\$0.00	\$40,000.00	\$4,579.93	\$54,355.95	135.89%	\$14,355.95
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	\$430.31	\$17,581.38	58.60%	-\$12,418.62
Subtotal	\$70,000.00	\$0.00	\$70,000.00	\$5,010.24	\$77,660.97	110.94%	\$7,660.97
Other Income							
4410 Fines	\$0.00	\$0.00	\$0.00	\$69.15	\$1,225.44	0.00%	\$1,225.44
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$534.18	\$5,163.62	103.27%	\$163.62
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	\$824.85	\$11,015.85	104.91%	\$515.85
4450 Other	\$750.00	\$0.00	\$750.00	\$391.41	\$3,346.70	446.23%	\$2,596.70
Subtotal	\$16,250.00	\$0.00	\$16,250.00	\$1,819.59	\$20,751.61	127.70%	\$4,501.61
Total Receipts	\$5,370,542.00	\$0.00	\$5,370,542.00	\$7,581.83	\$5,386,946.25	100.31%	\$16,404.25
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	\$7,581.83	\$5,386,946.25	100.31%	\$16,404.25

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

Percentage of Year: 91.67%

DISBURSEMENTS	Adopted Budget	Adj Budget	Modified	November	YTD as % of		
	Jan 25		Budget		YTD	Budget	Variance
Personnel							
7010 Salaries - Personnel	\$2,604,396.00	\$0.00	\$2,604,396.00	\$192,625.98	\$2,150,628.31	82.58%	\$453,767.69
7013 Contracted Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,350.00	135.00%	-\$350.00
7200 Benefits - Insurance	\$254,000.00	\$0.00	\$254,000.00	\$24,381.68	\$312,205.08	122.92%	-\$58,205.08
7270 Employee Public Relations	\$5,000.00	\$0.00	\$5,000.00	\$138.07	\$9,116.00	182.32%	-\$4,116.00
7300 Benefits - Taxes	\$150,000.00	\$0.00	\$150,000.00	\$13,963.40	\$155,648.26	103.77%	-\$5,648.26
7400 Benefits - Retirement	\$310,000.00	\$0.00	\$310,000.00	\$365,785.00	\$440,941.25	142.24%	-\$130,941.25
7500 Benefits - Other - Pass through	\$0.00	\$0.00	\$0.00	\$1,497.01	(\$7,048.76)	0.00%	\$7,048.76
Subtotal	\$3,324,396.00	\$0.00	\$3,324,396.00	\$598,391.14	\$3,062,840.14	92.13%	\$261,555.86
Library Materials							
6010 Books	\$163,200.00	\$0.00	\$163,200.00	\$14,488.38	\$136,384.91	83.57%	\$26,815.09
6020 Periodicals	\$18,360.00	\$0.00	\$18,360.00	\$6,514.02	\$21,094.87	114.90%	-\$2,734.87
6030 AV	\$56,100.00	\$0.00	\$56,100.00	\$5,426.85	\$38,233.33	68.15%	\$17,866.67
6050 Digital Resources	\$122,400.00	\$0.00	\$122,400.00	\$5,633.04	\$123,044.45	100.53%	-\$644.45
6090 Other	\$900.00	\$0.00	\$900.00	\$875.01	\$2,404.00	0.00%	-\$1,504.00
Subtotal	\$360,960.00	\$0.00	\$360,960.00	\$32,937.30	\$321,161.56	88.97%	\$39,798.44
Facility & Equipment							
6110 Bldg Svc Contracts	\$220,000.00	\$0.00	\$220,000.00	\$8,803.47	\$199,673.01	90.76%	\$20,326.99
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	\$429.83	\$357,693.54	1117.79%	-\$325,693.54
6160 Equipment Lease Expense	\$28,000.00	\$0.00	\$28,000.00	\$2,112.39	\$22,865.24	81.66%	\$5,134.76
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	\$11,345.69	\$637,516.52	189.74%	-\$301,516.52
Other Programs							
6200 Programs	\$48,815.00	\$0.00	\$48,815.00	\$2,978.03	\$54,463.13	111.57%	-\$5,648.13
6510 Automation	\$230,000.00	\$0.00	\$230,000.00	\$16,606.63	\$236,075.70	102.64%	-\$6,075.70
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	-\$36.18	\$8,696.16	96.62%	\$303.84
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	\$60.00	\$5,138.00	111.70%	-\$538.00
6530 Office & Lib Supplies	\$21,500.00	\$0.00	\$21,500.00	\$1,836.37	\$23,266.14	108.21%	-\$1,766.14
6540 Postage & Freight	\$5,100.00	\$0.00	\$5,100.00	\$600.72	\$5,906.67	115.82%	-\$806.67
6545 Professional Services	\$33,660.00	\$0.00	\$33,660.00	\$5,823.74	\$145,573.70	432.48%	-\$111,913.70
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$585.44	\$10,200.11	92.73%	\$799.89
6556 Travel & Continuing Ed	\$17,000.00	\$0.00	\$17,000.00	\$983.22	\$6,717.60	39.52%	\$10,282.40
6575 Utilities	\$98,000.00	\$0.00	\$98,000.00	\$6,705.56	\$90,354.11	92.20%	\$7,645.89
6576 Building Security	\$127,015.00	\$0.00	\$127,015.00	\$9,341.86	\$117,208.29	92.28%	\$9,806.71
6581 Other Operational	\$5,000.00	\$0.00	\$5,000.00	\$76.69	\$1,489.16	29.78%	\$3,510.84
Subtotal	\$615,593.00	\$0.00	\$615,593.00	\$45,562.08	\$709,937.09	115.33%	-\$94,344.09
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	\$240,925.00	100.00%	\$0.00
Subtotal	\$733,593.00	\$0.00	\$733,593.00	\$0.00	\$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	\$688,236.21	\$5,465,047.66	101.76%	-\$94,505.66

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

Percentage of Year: 91.67%

<i>Cash - Bank Balances</i>	
1040 Petty Checking	\$426.00
1050 Petty Cash	\$649.36
1051 Key Checking	\$0.00
1052 Key MM Savings	\$0.00
1055 Pioneer Checking	\$95,866.75
1056 Pioneer MM Savings	\$530,020.83
1057 NYLAF/NYCLASS	\$927,030.59
1057.2 Unemployment Fund Bond - NYCLASS	\$127,325.36
TTL CASH	\$1,681,318.89
1100 Accounts Receivable	\$51,094.92
12000 Undeposited Funds	\$0.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
TTL ASSETS	\$1,732,413.81
1071 Accrued Key Bank credit card	\$0.00
1080 Accrued Pioneer Bank credit card	\$0.00
2000 Accounts Payable	\$76,195.63
21000 Accrued Pay	\$0.00
24000 Payroll Liab	
24100 Accrued Leave and Payroll	\$0.00
24103 Deferred Revenue	\$0.00
24200 Accrued Expense	\$0.00
TTL LIABILITIES	\$76,195.63
TTL EQUITY	\$1,656,218.18
	\$0.00
TTL LIAB & EQUITY	\$1,732,413.81

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$5,386,946.25
Year to Date Expenses	-\$5,465,047.66
Net Change	----- -\$78,101.41

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 November 2025

Percentage of Year: 91.67%

<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)	-\$78,101.41
Subtotal	\$1,656,218.18
- Total Cash	-\$1,681,318.89
Accounts Payable	\$76,195.63
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

- Website visits were down overall for November but Digital Newspapers and the direct link to NY Times access were two of the top visited pages.
- A Facebook post about two sisters who completed the 1,000 Books Before Kindergarten Program together reached over 5,000 people and was our top performing post of the month.



Print Resources

- Microsoft Publisher is being discontinued and we are moving to a new software program.
- The January/February program brochure has a new look and will use less paper going forward.
- The signs in the restrooms are proving to be very effective.
- In November 118 people scanned the QR Code to learn about digital newspapers.

Collections

- Circulation has continued to increase by 5% overall year-to-date.
- The digital materials use has increased by 12.7%. The CloudLibrary PPU (Pay Per Use) usage was lower this month due to a limit that was set on how many PPU checkouts each patron can use each month. The limit only affects a handful of super user patrons.
- Database use continues to increase, due in most part to the use of digital newspapers. In November the NY Times was accessed 1,145 times and Newsbank was accessed 2,088 times.

Programs

- The Books for Babies program, which is sponsored by the CPH Friends, took place from November 3-9. 95 packets that include a board book were distributed to the parents and family members of new babies.
- The Therapy Dog program continues to be popular for children, teens and adults. The program for children is an appointment-based program, with children reading to the therapy dog for 15 minutes. The teen and adult



- program is a drop-in, allowing patrons to visit with the therapy dog. The adult program attracted nearly 40 participants in November.
- Another popular program drawing large regular attendance is the monthly All Abilities Art Club. In November 59 people attended the program.
 - Thank you cards for Veterans were made available for patrons to fill out in early November. They were delivered to a local veteran's organization.
 - Hundreds of post cards have been written to the YS staff by our youngest patrons. YS staff have written answers and the cards are posted on the windows in the Children's Library.



Outreach

- Library staff participated in outreach events in October including an event with the Best Buddies Club at High School East, a tour for Lifeworks and Headstart, participation in Acadia's Cultural and Community Celebration, and regular visit to Cheryl's Lodge and Helping Hands.

OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

Sustainability Committee

- The Sustainability Committee continues to look for small opportunities for improvement. The staff compost program has expanded to the Friends/Program Kitchen.
- A water dispenser was added to the Friends/Program Kitchen so we can reduce the number of water bottles purchased.
- The Committee also identified other staff areas to add recycling bins.



Visitors / Room and Facility Use

- The people counter numbers seem to be back on track for the last four months. In 2024 there were 88,168 visitors to the Library between August and November, and during the same period in 2025 there were 89,304 visitors.
- Use of the library facility continues to increase with an 11% growth in the number of room checkouts and a 12% increase in room bookings.

INVEST IN PEOPLE

Special Recognition Award

- Special Recognition Awards were presented to five staff members of the Technical Processing (TP) Department at the December Staff Meeting. Gwen Weldy, Judy Gerwitz, Janice Anderson, Dori Loughran, and Patricia Purcell were instrumental in identifying a potential problem with the Library's major book vendor Baker & Taylor in the fall of 2024. The team began looking at alternative vendors and began the process of transitioning our book ordering to Ingram. This transition has involved a significant increase in the amount of work by the TP team including updating all the processes for TP staff and librarians.

November Incidents

- November 4 – patron acting oddly passive aggressive about 5 cents in copier
- November 20 – patron walked into glass wall inside revolving door and fell – patron said she was fine a declined further help

Prepared by: Alex Gutelius, Library Director

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Genealogy Assistance	November 06 2025	Adults	5	5			
ZOOM: Virtual Author Talk with Charles Duhigg	November 18 2025	Adults	19				19
Community Field Trip: The Tang Teaching Museum	November 14 2025	Adults	15	15			
ZOOM: Virtual Author Talk with Amanda Peters	November 13 2025	Adults	31				31
ZOOM: Virtual Author Talk with Joseph Lee	November 05 2025	Adults	23				23
Therapy Dogs for Adults	November 05 2025	Adults	39	39			
Language Exchange Café	November 17 2025	Adults	6	6			
Tech Tutoring	November 03 2025	Adults	7	7			
Jigsaw Puzzle & Board Game Swap	November 16 2025	Adults	38	38			
ELL Conversation Group	November 13 2025	Adults	10	10			
ELL Conversation Group	November 06 2025	Adults	10	10			
ZOOM: Intermediate English Language Learning (ELL)	November 06 2025	Adults	16	16			16
ZOOM: Intermediate English Language Learning (ELL)	November 13 2025	Adults	11	11			16
ZOOM: Intermediate English Language Learning (ELL)	November 20 2025	Adults	14	14			16
Libby Like a Pro	November 10 2025	Adults	2	2			
Libby Basics	November 10 2025	Adults	2	2			
Download Ebooks for FREE	November 17 2025	Adults	2	2			
Read Digital Newspapers for FREE	November 17 2025	Adults	2	2			
Beginner English Language Learning (ELL)	November 18 2025	Adults	14	14			
Beginner English Language Learning (ELL)	November 04 2025	Adults	16	16			
Sound Bath Meditation	November 17 2025	Adults	13	13			
Using the Contacts App on an Android Smartphone	November 18 2025	Adults	7	7			
Inclusible Adult Games	November 20 2025	Adults	27	27			
All Abilities Art Club	November 12 2025	Adults	52	52			
U.S. Citizenship Discussion Group	November 04 2025	Adults	8	8			
ELL Conversation Group	November 04 2025	Adults	8	8			
Computer Essentials	November 06 2025	Adults	8	8			
HYBRID: Meet-Cutes Book Group	November 25 2025	Adults	1	1			
Advanced Beginner English Language Learning (ELL)	November 05 2025	Adults	37	37			
Medicare 201	November 13 2025	Adults	8	8			
Intermediate English Language Learning (ELL)	November 12 2025	Adults	8	8			
Advanced Beginner English Language Learning (ELL)	November 12 2025	Adults	35	35			
How to Choose a New Computer	November 14 2025	Adults	7	7			
iPhone: Using the Contacts App	November 17 2025	Adults	11	11			
Inspiration Place: Holiday Cork Art	November 19 2025	Adults					
ELL Conversation Group	November 20 2025	Adults	10	10			
Streaming and Smart TVs	November 20 2025	Adults	12	12			
Computer Essentials	November 04 2025	Adults	7	7			
ELL Book Club	November 24 2025	Adults	7	7			
ELL Book Club	November 17 2025	Adults	6	6			
ELL Book Club	November 10 2025	Adults	7	7			
Intermediate English Language Learning (ELL)	November 05 2025	Adults	6	6			
HYBRID: Daytime Book Group	November 20 2025	Adults	8	8			
Curious About Heat Pumps?	November 18 2025	Adults	17	17			
Eating for Longevity	November 10 2025	Adults	21	21			
The History of Aviation	November 15 2025	Adults	4	4			
HYBRID: Banned Book Club	November 03 2025	Adults	9	9			
Henry Knox's "Noble Train of Artillery": A Closer Look	November 04 2025	Adults	46	46			
The Basics of Financial Strategy	November 06 2025	Adults	4	3	1		

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Journaling for Adults	November 05 2025	Adults	13	9			4
ZOOM: Internet Search Techniques	November 19 2025	Adults	7				7
ZOOM: Organize Email: Cut Clutter, Stay in Control	November 05 2025	Adults	7				7
Jigsaw Puzzle & Board Game Swap	November 15 2025	Adults	95				
World Cinema: Lambert and Stamp (2014)	November 13 2025	Adults	18	17		1	
Silent Book Club	November 20 2025	Adult	8	8			
Regional Transportation Planning in the Capital Region	November 03 2025	Adult	15	15			
Author Talk with Peter Balint	November 20 2025	Adult	27	27			
Thankful Tree	November 12 2025	General					
Veterans Memorial Park Book Walk	November 01 2025	Children					
Clifton Park Nursery School tour/book search	November 14 2025	Children	36	18		18	
Preschool Story Time & Craft	November 12 2025	Children	32	16		16	
Toddler Sensory Play Time	November 18 2025	Children	18	9		9	
Family Story Time: Pop Up	November 26 2025	Children	20	8		12	
Baby Sensory Play Time	November 18 2025	Children	30	16		14	
Baby Story Time	November 07 2025	Children	32	17		15	
Terrific Twos Story Time	November 04 2025	Children	25	10		15	
Wonderful Walkers	November 07 2025	Children	36	20		16	
Preschool Story Time & Craft	November 05 2025	Children	28	12		16	
Preschool Story Time & Craft	November 19 2025	Children	31	14		17	
Family Story Time	November 17 2025	Children	53	26		27	
Family Story Time	November 10 2025	Children	55	24		31	
Music & Motion	November 22 2025	Children	61	29		32	
Family Story Time	November 20 2025	Children	75	36		39	
Family Story Time	November 06 2025	Children	75	36		39	
Family Story Time	November 13 2025	Children	82	37		45	
Family Story Time	November 03 2025	Children	84	39		45	
Music & Motion	November 14 2025	Children	93	44		49	
Family Story Time	November 24 2025	Children	100	46		54	
Books for Babies	November 03 2025	Children	75			75	
Battle of the Books Meeting 2025-2026	November 25 2025	Children	9			9	
Battle of the Books Meeting 2025-2026	November 04 2025	Children	15	7		8	
Saturday Story Time	November 08 2025	Children					
Awesome Animal Book Club: Wolves	November 18 2025	Children	2			2	
Make-It Monday: Polymer Clay Pumpkins	November 24 2025	Children	5			5	
Monday Funday Craft: Pinecone Animals	November 10 2025	Children	12	3		9	
Kids Paint & Sip: Bear in a Hat	November 17 2025	Children	12			12	
Homeschool Group	November 25 2025	Children	27	9		18	
Homeschool Library Tour	November 25 2025	Children	27	9		18	
Adventures in STEAM: Cardboard Construction	November 24 2025	Children	27	9		18	
Saturday Story Time	November 08 2025	Children	49	25		24	
World Kindness Day	November 13 2025	Children	32			32	
Fall 2025-spring 2026 Shen Field Trip Dates	November 21 2025	Children	104	9		95	
Coding with ScratchJr	November 12 2025	Children	16	8		8	
Coding with ScratchJr	November 19 2025	Children	18	9		9	
Coding with Ozobot Evo	November 25 2025	Children	24	14		10	
Coding with Ozobot Evo	November 18 2025	Children	10			10	

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Coding with ScratchJr	November 05 2025	Children	12	1		11	
AR Explorers: Learning in 3D	November 03 2025	Children	31	10		21	
Reading Therapy Dogs	November 06 2025	Children	2	1		1	
Reading Therapy Dogs	November 18 2025	Children	1			1	
Reading Therapy Dogs	November 06 2025	Children	3	2		1	
Reading Therapy Dogs	November 18 2025	Children	1			1	
Reading Therapy Dogs	November 18 2025	Children	1			1	
Reading Therapy Dogs	November 06 2025	Children	3	1		2	
Reading Therapy Dogs	November 06 2025	Children	4	2		2	
Art Cart	November 30 2025	Children	566			566	
Scavenger Hunt	November 30 2025	Children	610			610	
Monthly Coloring Pages	November 30 2025	Children	1450			1450	
ZOOM: PJ Story Time	November 04 2025	Children	17	8		9	17
ZOOM: PJ Story Time	November 18 2025	Children	25	11		14	25
1000 Books Before Kindergarten	November 30 2025	Children	11			11	
Literary Legos Family Build	November 28 2025	Children	27	12		15	
Veteran Thank You Cards	November 01 2025	General	136	67		69	
Best Buddies Outreach	November 19 2025	Outreach	125		125		
Lifeworks/Headstart tour and info session	November 03 2025	Outreach	4	3		1	
Cheryl's Lodge Outreach	November 13 2025	Outreach	36	5	9	22	
Cheryl's Lodge Outreach	November 20 2025	Outreach	38	5	11	22	
Helping Hands Outreach	November 20 2025	Outreach	78	21		57	
Acadia Cultural and Community Celebration	November 18 2025	Outreach	136	49	87		
Advanced Crafts: Paper Flowers for Fall	November 26 2025	Teens					
Teen Craft Corner: Collage Bookmarks	November 03 2025	Teens	100		100		
Therapy Dogs for Teens	November 20 2025	Teens	7		7		
Teen Place Coloring Pages	November 30 2025	Teens	210		210		
Monthly Teen Volunteer Hours	November 28 2025	Teens	12		12		
Teen Paint & Sip	November 03 2025	Teens	6	1	5		
Teen Chess Hangout	November 18 2025	Teens	5		5		
High School Book Club: The Outsiders	November 18 2025	Teens	8		8		
Computer Take-Apart Workshop	November 20 2025	Teens	8		8		
Read the Rainbow Book Club: The Sun and the Star	November 20 2025	Teens	3		3		
VolunTEENs	November 13 2025	Teens	16		16		

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

		January	February	March	April	May	June	July	August	September	October	November	December	YTD 2025	YTD 2024	
Borrowers	New	212	180	213	188	212	200	252	289	289	192	191	0	2418	2,291	
	Purged*															
	TOTAL	33,334	33,306	32,948	32,885	32,889	32,887	32,880	32,504	32,604	32,504	32,447	0	32,447	33,309	
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	8,213	0	100,054	97,523
		Young Adult	1,445	1,464	1,477	1,440	1,597	1,714	2,225	1,873	1,407	1,350	1,257	0	17,249	17,577
		Juvenile	14,057	13,769	16,470	15,033	15,395	15,669	18,350	17,809	15,551	15,587	14,949	0	172,639	156,506
	<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	4,878	0	59,256	60,736
		Young Adult	18	9	14	17	22	23	16	7	6	13	12	0	157	149
		Juvenile	1,720	1,783	2,136	1,895	2,103	2,118	2,326	2,437	1,964	1,785	1,939	0	22,206	20,451
	<i>Audio</i>	Adult	1,011	938	1,343	1,082	1,015	957	979	981	1,055	1,102	1,058	0	11,521	13,432
		Young Adult	21	20	19	31	38	32	31	44	16	21	24	0	297	247
		Juvenile	513	506	638	610	720	772	888	815	670	611	755	0	7,498	5,593
	<i>DVD</i>	Adult	3,591	3,366	4,289	3,596	3,470	3,038	3,638	3,385	2,979	3,133	3,043	0	37,528	44,783
		Juvenile	814	833	984	963	985	850	919	907	796	866	974	0	9,891	10,405
	<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	3,908	0	45,627	40,952
		ebooks	3,682	3,558	3,535	3,544	3,542	3,428	3,804	3,745	3,117	3,482	3,035	0	38,472	37,238
		Music	109	105	105	108	90	88	102	108	86	132	116	0	1,149	1,158
		Serials*	2,418	2,190	2,305	2,322	2,370	2,288	2,382	1,360	2,442	2,793	2,582	0	25,452	18,094
		Comics (hoopla)	102	116	108	106	107	86	101	147	97	88	81	0	1,139	921
		Streaming Video/TV (hoopla)	441	438	446	410	441	344	294	353	362	354	356	0	4,239	4,492
	<i>Other</i>	Serials	520	411	544	444	454	373	462	469	372	400	407	0	4,856	4,824
		Games	450	401	506	456	460	497	521	3,212	423	461	412	0	7,799	4,483
		Uncatalogued	51	46	55	50	48	43	50	41	46	49	41	0	520	476
		Non-traditional	200	199	213	195	213	222	261	244	172	164	214	0	2,297	2,018
		Print	31,972	30,273	34,567	32,595	33,794	34,443	39,277	38,081	32,684	32,627	31,248	0	371,561	352,938
		AV	5,950	5,663	7,273	6,282	6,228	5,649	6,455	6,132	5,516	5,733	5,854	0	66,735	74,550
		Digital	10,893	10,211	10,497	10,477	10,740	10,391	11,084	9,315	10,897	11,495	10,078	0	116,078	102,945
		Other	1,221	1,057	1,318	1,145	1,175	1,135	1,294	3,966	1,013	1,074	1,074	0	15,472	11,801
		TOTAL	50,036	47,204	53,655	50,499	51,937	51,618	58,110	57,494	50,110	50,929	48,254	0	569,846	542,234
	Technology	Database Usage	6,714	4,808	4,797	5,279	5,821	5,189	5,472	4,979	5,440	6,172	5,392	0	60,063	35,541
Computer Use (sessions)		1,620	1,611	1,914	1,803	1,702	1,489	1,506	1,621	1,636	1,688	1,395	0	17,985	16,495	
Wireless Use		6,045	5,805	7,261	7,107	7,917	7,359	7,266	7,368	7,936	8,026	7,349	0	79,439	62,288	
PAC Use		13,991	11,883	13,464	12,885	13,137	12,750	14,104	13,562	13,073	13,214	12,427	0	144,490	157,978	
Website Visits		40,548	35,383	39,173	39,467	41,502	39,605	43,551	41,435	41,018	40,532	37,784	0	439,998	414,205	
iPad/Laptop/Device Use		38	23	32	28	36	35	39	44	10	0	37	0	322	259	

**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	65	0	713	673
Teen	6	9	7	13	10	7	14	13	10	11	12	0	112	130
Child 0-5	11	13	19	17	16	9	3	4	13	19	20	0	144	148
Child 6-11	22	17	26	16	24	21	51	40	21	30	33	0	301	260
General	4	2	5	3	6	6	4	1	2	2	1	0	36	58
One-on-One	6	10	9	6	8	7	6	9	6	0	0	0	67	52
Grab & Go	0	0	0	4	0	0	0	0	0	130	0	0	134	520
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	131	0	1,507	1,861
<i>Attendance</i>														
Adult	989	576	1,390	1,071	986	628	1,033	650	1,117	1,428	765	0	10,633	9,156
Teen	89	187	159	263	408	284	374	101	85	295	375	0	2,620	1,222
Child 0-5	464	510	850	856	704	540	209	260	602	851	1,041	0	6,887	5,640
Child 6-11	3,060	3,883	4,095	4,538	3,359	3,312	5,317	3,630	2,016	1,811	3,153	0	38,174	24,280
General	229	65	317	0	1,991	964	908	523	238	91	136	0	5,462	5,712
One-on-One	6	11	9	6	8	8	6	9	6	0	0	0	69	59
Grab & Go	0	0	0	4	0	0	0	0	0	130	0	0	134	590
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	5,470	0	63,979	46,682
Outreach														
Events / Programs	12	12	11	8	7	8	6	2	3	9	6	0	84	71
Attendance	716	332	249	645	487	790	187	22	203	1,467	417	0	5,515	3,886
Interlibrary Loan														
Borrowed	7,156	6,749	7,265	6,943	6,975	6,927	7,320	7,305	7,038	7,213	6,572	0	77,463	74,933
Loaned	3,000	2,632	2,858	2,798	2,627	2,516	2,854	2,727	2,853	2,950	2,615	0	30,430	34,608
TOTAL	10,156	9,381	10,123	9,741	9,602	9,443	10,174	10,032	9,891	10,163	9,187	0	107,893	109,541
Reference														
Ask Desk	2,507	2,439	2,558	2,321	2,430	2,420	2,697	2,775	2,096	2,311	2,110	0	26,664	27,634
Children's Library Desk	1,697	1,973	1,878	1,573	1,369	1,796	2,167	2,150	1,530	1,313	1,275	0	18,721	19,835
Computer Support	473	556	623	624	555	414	392	474	560	621	453	0	5,745	3,777
TOTAL	4,677	4,968	5,059	4,518	4,354	4,630	5,256	5,399	4,186	4,245	3,838	0	51,130	51,246
Museum Passes	51	49	56	56	74	82	99	131	73	76	61	0	808	612
Visitors	16,872	15,913	22,236	21,531	23,971	20,810	23,142	21,217	24,011	23,088	20,998	0	233,789	263,120
Room Use														
<i>Hours</i>														
Library Programs	206	270	387	325	355	226	346	302	238	290	263	0	3,209	3,440
Board/FOL/Staff	85	29	54	50	43	51	29	20	123	37	33	0	553	713
Outside Organizations	90	271	329	260	255	196	149	130	156	59	233	0	2,126	2,055
Room Checkouts	243	205	263	253	240	252	265	231	250	280	228	0	2,710	2,429
Outside Organization Meetings/Programs (bookings)	63	78	99	84	68	70	49	42	52	65	67	0	737	657
Collection Size (print & media)														
Added	844	771	801	738	904	843	940	716	892	1,022	1,272	0	9,743	9,430
Withdrawn	517	721	875	480	417	760	2,304	837	607	469	655	0	8,642	14,034
TOTAL	147,061	147,123	146,981	147,319	147,823	148,052	146,615	146,486	146,500	147,332	147,827	0	147,827	146,566

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

Percentage of Year: 91.67%

RECEIPTS	Adopted Budget		Modified		Percentage of Year: 91.67%			Variance
	Jan 25	Adj Budget	Budget	November	YTD	YTD as % of Budget		
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	-\$3,600.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
4160 Friends - Specified	\$9,000.00	\$4,607.00	\$13,607.00	\$0.00	\$13,607.37	100.00%	\$0.37	
4170a Saratoga Arts	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00	0.00%	\$0.00	
4170b Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
4175 Construction Grant Challenge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
4170 Other Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Subtotal	\$12,600.00	\$5,507.00	\$18,107.00	\$0.00	\$18,107.37	100.00%	\$0.37	
Donations								
4210 Patron Donations	\$2,000.00	\$0.00	\$2,000.00	\$752.00	\$1,075.35	53.77%	-\$924.65	
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	\$752.00	\$1,500.35	75.02%	-\$499.65	
Interest								
4310 Investment Income	\$40,000.00	\$17,355.00	\$57,355.00	\$4,579.93	\$54,355.95	94.77%	-\$2,999.05	
4320 Unrealized Gain/Loss on Investment	\$0.00	\$5,723.64	\$5,723.64	\$0.00	\$5,723.64	0.00%	\$0.00	
4330 Bank Interest Income	\$30,000.00	-\$12,118.00	\$17,882.00	\$430.31	\$17,581.38	98.32%	-\$300.62	
Subtotal	\$70,000.00	\$10,960.64	\$80,960.64	\$5,010.24	\$77,660.97	95.92%	-\$3,299.67	
Other Income								
4410 Fines	\$0.00	\$0.00	\$0.00	\$69.15	\$1,225.44	0.00%	\$1,225.44	
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$534.18	\$5,163.62	103.27%	\$163.62	
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	\$824.85	\$11,015.85	104.91%	\$515.85	
4450 Other	\$750.00	\$0.00	\$750.00	\$391.41	\$3,346.70	446.23%	\$2,596.70	
Subtotal	\$16,250.00	\$0.00	\$16,250.00	\$1,819.59	\$20,751.61	127.70%	\$4,501.61	
Total Receipts	\$5,370,542.00	\$16,467.64	\$5,387,009.64	\$7,581.83	\$5,386,946.25	100.00%	-\$63.39	
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	\$16,467.64	\$5,387,009.64	\$7,581.83	\$5,386,946.25	100.00%	-\$63.39	

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

Percentage of Year: 91.67%

DISBURSEMENTS	Adopted Budget	Adj Budget	Modified	November	Percentage of Year: 91.67%		
	Jan 25		Budget		YTD	YTD as % of Budget	Variance
Personnel							
7010 Salaries - Personnel	\$2,604,396.00	-\$159,767.00	\$2,444,629.00	\$192,625.98	\$2,150,628.31	87.97%	\$294,000.69
7013 Contracted Services	\$1,000.00	\$350.00	\$1,350.00	\$0.00	\$1,350.00	100.00%	\$0.00
7200 Benefits - Insurance	\$254,000.00	\$82,000.00	\$336,000.00	\$24,381.68	\$312,205.08	92.92%	\$23,794.92
7270 Employee Public Relations	\$5,000.00	\$4,116.00	\$9,116.00	\$138.07	\$9,116.00	100.00%	\$0.00
7300 Benefits - Taxes	\$150,000.00	\$18,648.00	\$168,648.00	\$13,963.40	\$155,648.26	92.29%	\$12,999.74
7400 Benefits - Retirement	\$310,000.00	\$39,495.00	\$349,495.00	\$365,785.00	\$440,941.25	126.17%	-\$91,446.25
7500 Benefits - Other - Pass through	\$0.00	\$0.00	\$0.00	\$1,497.01	(\$7,048.76)	0.00%	\$7,048.76
Subtotal	\$3,324,396.00	-\$15,158.00	\$3,309,238.00	\$598,391.14	\$3,062,840.14	92.55%	\$246,397.86
Library Materials							
6010 Books	\$163,200.00	-\$14,200.00	\$149,000.00	\$14,488.38	\$136,384.91	91.53%	\$12,615.09
6020 Periodicals	\$18,360.00	\$0.00	\$18,360.00	\$6,514.02	\$21,094.87	114.90%	-\$2,734.87
6030 AV	\$56,100.00	-\$14,100.00	\$42,000.00	\$5,426.85	\$38,233.33	91.03%	\$3,766.67
6050 Digital Resources	\$122,400.00	\$12,600.00	\$135,000.00	\$5,633.04	\$123,044.45	91.14%	\$11,955.55
6090 Other	\$900.00	\$1,700.00	\$2,600.00	\$875.01	\$2,404.00	0.00%	\$196.00
Subtotal	\$360,960.00	-\$14,000.00	\$346,960.00	\$32,937.30	\$321,161.56	92.56%	\$25,798.44
Facility & Equipment							
6110 Bldg Svc Contracts	\$220,000.00	\$0.00	\$220,000.00	\$8,803.47	\$199,673.01	90.76%	\$20,326.99
6130 Office Equip	\$10,000.00	-\$4,000.00	\$6,000.00	\$0.00	\$5,385.73	89.76%	\$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	\$325,693.00	\$357,693.00	\$429.83	\$357,693.54	100.00%	-\$0.54
6160 Equipment Lease Expense	\$28,000.00	\$0.00	\$28,000.00	\$2,112.39	\$22,865.24	81.66%	\$5,134.76
61000 Other Fac & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$336,000.00	\$321,693.00	\$657,693.00	\$11,345.69	\$637,516.52	96.93%	\$20,176.48
Other Expense Types							
6200 Programs	\$48,815.00	\$8,500.00	\$57,315.00	\$2,978.03	\$54,463.13	95.02%	\$2,851.87
6510 Automation	\$230,000.00	\$24,000.00	\$254,000.00	\$16,606.63	\$236,075.70	92.94%	\$17,924.30
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	-\$36.18	\$8,696.16	96.62%	\$303.84
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	\$60.00	\$5,138.00	111.70%	-\$538.00
6530 Office & Lib Supplies	\$21,500.00	\$0.00	\$21,500.00	\$1,836.37	\$23,266.14	108.21%	-\$1,766.14
6540 Postage & Freight	\$5,100.00	\$1,500.00	\$6,600.00	\$600.72	\$5,906.67	89.50%	\$693.33
6545 Professional Services	\$33,660.00	\$111,913.00	\$145,573.00	\$5,823.74	\$145,573.70	100.00%	-\$0.70
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$585.44	\$10,200.11	92.73%	\$799.89
6556 Travel & Continuing Ed	\$17,000.00	-\$9,200.00	\$7,800.00	\$983.22	\$6,717.60	86.12%	\$1,082.40
6575 Utilities	\$98,000.00	\$0.00	\$98,000.00	\$6,705.56	\$90,354.11	92.20%	\$7,645.89
6576 Building Security	\$127,015.00	\$0.00	\$127,015.00	\$9,341.86	\$117,208.29	92.28%	\$9,806.71
6581 Other Operational	\$5,000.00	-\$3,000.00	\$2,000.00	\$76.69	\$1,489.16	74.46%	\$510.84
Subtotal	\$615,593.00	\$133,713.00	\$749,306.00	\$45,562.08	\$709,937.09	94.75%	\$39,368.91
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	\$240,925.00	100.00%	\$0.00
Subtotal	\$733,593.00	\$0.00	\$733,593.00	\$0.00	\$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	\$426,248.00	\$5,796,790.00	\$688,236.21	\$5,465,047.66	94.28%	\$331,742.34



This report includes information on the status of the budget to the end of November, projections to the end of 2025 and recommendations for adjustments to the 2025 budget.

Budget Review and Adjustments Responsibilities

- Whenever there is a needed change in one or more budgetary line items of \$5,000 or more, the Finance Committee, working with the Director, shall make suggested adjustments for approval by the Board.
- The Finance Committee, with the Treasurer of the Board as chairperson, is responsible for proposing all budget adjustments to the Board.

Receipts:

Grants

- 4160 Friends Specified (+\$4,607)
- 4170a Saratoga Arts Grant (+\$4,500)

Interest

- 4310 Investment Income (NYCLASS) (+17,355) – assuming \$3,000 in interest in December.
- 4320 Unrealized Gain/Loss on Investment (+\$5,723) – gain from Fidelity funds that was moved to NYCLASS
- 4330 Bank Interest Income (-\$12,118) – funds moved to NYCLASS

Disbursements:

Personnel

- 7010 Salaries – (-\$159,767) – gapping several full-time positions due to retirements
- 7200 Insurance – (+\$82,000) health insurance costs increased
- 7270 Employee Public Relations (+5,000)
- 7400 Retirement – (+39,495)

Library Materials

- 6010 Books – (-\$14,200) – issues with B&T
- 6030 AV – (-\$14,100) – ordering fewer DVDs, audiobooks on CD
- 6050 Digital Resources – (+\$12,600) – high demand for ebooks and downloadable audio

Facility & Equipment

- 6150 Repairs – Building & Equipment; Children's Library Renovation, Front Entrance (+\$325,693)



Operations

- 6200 Programs – Author visits (funded by FOL) **(+\$8,500)**
- 6510 Automation – new self-check machines and credit card hardware **(+24000)**
- 6545 Professional Services – Children’s Library Reno and Front Entrance **(+\$111,913)**
- 6556 Travel & Cont Ed. – **(-\$9,200)**

Net Changes

	Adopted Budget	Adjustments	Modified Budget
Receipts	\$5,370,542	\$20,067	\$5,387,009
Disbursements	\$5,370,542	\$445,748	\$5,796,790
Net Change		\$425,681	\$409,781

Prepared by: Alex Gutelius, Library Director
Lisa Oddo, Business Manager

The audit of Fiscal Year 2024 represented the final year of our five-year contract with Cusack & Company. As per Policy 7.7 Audit, the Library has a full audit of its financial activities performed annually. In addition, the Library will have the audit performed by the same auditing firm or individual for no more than five consecutive years.

The Audit RFP was emailed to or uploaded to eight CPA firms including:

TM Byxbee
UHY
Bonadio
MMB & Co (formerly Marvin)
RBT CPAs
Teal Becker & Chiarmonte
Buckely, Gent & Cary
BST & Co

One firm, Teal Becker & Chiarmonte contacted us to indicate they could not meet the February time line. Two other firms, MMB & Co and RBT CPAs submitted proposals by the due date of December 8, 2025.

Firm	Address	Cost Proposal	Estimated Hours	Additional Services Rates
MMB&Co	11 British American Blvd, Latham	2025 - \$20,000 2026- \$21,000 2027 - \$22,100 2028 - \$23,200 2029 - \$24,400 Total - \$110,700	120 hours	Partner \$440 Principal \$180-440 Manager \$135-250 Senior \$80-120
RBT	11 Racquet Road, Newburgh	2025 - \$20,000 2026- \$21,000 2027 - \$22,050 2028 - \$23,150 2029 - \$24,200 Total - \$110,400 *additional costs for fixed asset maintenance	not noted in proposal	Partner \$504 Quality Control \$504 Manager \$458 Supervisor \$411 Senior Accountant \$354 In-Charge Accountant \$265 Associate Accountant \$224 Administrative Assistant \$200

- The overall cost of the annual audit is only a difference of \$300 over the five years.
- The additional service hourly rates for RBT are significantly higher than MMB.
- The MMB and RBT quote is significantly more than we paid with Cusack for the past 5 years. Of note, we did receive a quote from UHY in 2019 that was more in line with the current quotes.

MMB&Co

- MMB&Co was formed in 2023 with the merging of Marvin & Co and Mengel Metzger Barr & Co.
- Firm has offices in Latham, Queensbury, Elmira, Canandaigua, and Fairport.
- Experience with public libraries including Bethlehem, Albany and Saratoga Springs.
- Library worked with Marvin & Co prior to Cusack & Co.
- Engagement team includes two members Veronica Maheux and Rachel Reynolds who worked on our audits with Marvin & Co.

RBT CPAs

- Firm is based in the Hudson Valley with offices in Newburgh, Poughkeepsie, Wurtsboro, NYC, Lake Katrine, and Hudson.
- Experience with public libraries/systems including Southeastern NY Library Resources Council, Mahopac Public Library (school district pl), Town of Esopus Library (special district pl).

Costs for contract with Cusack & Company

Audit Year	Proposal Cost	Actual Cost
2020	\$11,950	\$12,150
2021	\$12,325	\$12,525
2022	\$12,695	\$12,695
2023	\$13,075	\$13,412
2024	\$13,412	\$13,475
Total	\$63,250	\$64,257

Recommendation

It is recommended that the Board approve the proposal from MMB & Co for auditing services for 2025 – 2029.

Clifton Park-Halfmoon Public Library 2025 Strategic Plan Review

BE A COMMUNITY RESOURCE Strategies:

<p>Promote literacy and lifelong learning among the community by providing rich and expansive physical and digital collections.</p>	<ul style="list-style-type: none"> • Expanded and improved the way the Activities Collection is in the catalog to make it searchable for patrons in April 2025. • Added LOTE4Kids November 2025 • Circulation of physical items increased from 2024 • Circulation of digital materials increased from 2024 • Database (newspapers) usage increased from 2024
<p>Lead and offer programs that foster connections through educational and recreational opportunities.</p>	<ul style="list-style-type: none"> • First ever Genealogy Day March 2025 • Local Author Fair May 2025 • Added STEAM Programs for homeschoolers • Added Adult Field Trips • Added nature walks with Cornell Cooperative Extension • New Sensory Story Times for toddlers and babies
<p>Be a leader in information literacy and a resource to access all types of information</p>	<ul style="list-style-type: none"> • Website visits are up for 2025 • Senior Planet Classes on tech skills and information literacy • One on one tech appointments available
<p>Expand upon Library marketing and outreach activities to ensure community awareness of the Library and its offerings.</p>	<ul style="list-style-type: none"> • 3000% increase in post reach on Instagram after visit from Mychal the Librarian in April 2025. • Partnered with CBS 6 to provide book talk interviews starting May 2025 and Partnered with WNYT 13 to provide book talk interviews starting November 2025. • Balance Reel goes viral August 2025 • Added signage to promote services and resources in restrooms starting August 2025 • Added QR codes to give digital access to all print materials • Updated broadcast screens with monthly calendars

	<ul style="list-style-type: none"> • QR Code magnets created to bring patrons directly to the monthly calendar
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OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER Strategies:

<p>Employ the Library as a third space by providing functional spaces for programs, events, outside groups, remote workers, students, and recreational users.</p>	<ul style="list-style-type: none"> • Sensory Room celebrated 1 year of use in July 2025, used over 1,000 times in the first year. • Room checkouts increased over 2024 • Room use by outside organizations increased over 2024
<p>Connect to the community and support environmentally friendly access to the Library and its resources.</p>	<ul style="list-style-type: none"> • Bike Day 2025 • Working with Shenendehowa Schools and Town of Clifton Park on a grant application to extend trail system • Hosted CDTA Flex Bus Workshop October 2024 • Hosted Regional Transportation Planning in the Capital Region November 2025
<p>Embrace innovative ideas, technology, and efficiencies to allow the Library to grow and adapt to best serve the community.</p>	<ul style="list-style-type: none"> • Updated audio/visual equipment in the computer lab in July 2025. • New projector screens installed in Rooms C & D in July 2025. • Upgraded self-check machines (4) in December 2025. • Exploring Polaris Vega as part of a JA Upgrade for early 2026.
<p>Act as good stewards of the Library through environmental sustainability, fiscal responsibility, and socially equitable practices.</p>	<ul style="list-style-type: none"> • The new revolving door became operational in January 2025, resulting in a noticeable difference in the temperature inside the library. • Added staff compost options and more recycling bins in March 2025. • Added Sustainability Policy April 2025. • Added Equity, Diversity, and Inclusion Policy November 2025

INVEST IN PEOPLE Strategies:

<p>Attract and retain highly qualified staff by providing opportunities for growth, learning, and inclusivity while offering competitive salary and benefits packages.</p>	<ul style="list-style-type: none"> • Hired two full-time librarians to fill positions after retirements • Approved 3.5% raise in 2026 budget
<p>Invest in educational opportunities to support employee and trustee growth and development.</p>	<ul style="list-style-type: none"> • Six Staff attended SALS Annual Meeting • Seven Staff attended (and 4 presented) CDLC Reinvigorating Librarianship • One Staff attended NYLA Spring on the Hill Staff Development Night with a focus on Cultural Competency • Lunch and Learn series added October 2025 • NYLA November 2025. Two staff presented and many attended???
<p>Increase engagement and build support for the Library by connecting with the community through organizations and community members.</p>	<p>The Library partnered with:</p> <ul style="list-style-type: none"> • Town of Clifton Park • Town of Halfmoon • Clifton Park Senior Center • Halfmoon Senior Center • CAPTAIN and Cheryl’s Lodge • Helping Hands Preschool • AARP • YMCA • Shenendehowa Schools • Saratoga County Department of Health • New York State Archives • Clifton Park Center Mall • Mocha Lisa’s • Cornell Cooperative Extension <p>Library Volunteers:</p> <ul style="list-style-type: none"> • Volunteers did 184 hours of volunteer work in 2024, ELL Volunteers, FOL Volunteers