



April 20, 2026 7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the March 16, 2026 meeting.
3. Public Comment
4. Board Comment
5. President's Report
6. Treasurer's Report
 - A. March 2026 Financial Statement
 - B. *Warrants
 - #2026-07 March 20, 2026 \$164,498.00
 - #2026-08 April 3, 2026 \$212,388.57
7. Friends' Report
8. Director's Report
 - A. Public Service -Jim Foster
 - B. Planning / Communication -Rebecca Verhayden
 - C. General Updates -Alex Gutelius
9. Committee Reports
 - A. B&G Committee - Notes from Meeting of March 26, 2026
 - B. Personnel Committee - Notes from Meeting of March 30, 2026
 - C. PR Committee - Notes from Meeting of April 6, 2026
10. Old Business
11. New Business
12. Executive Session

* Items so marked are action items



March 16, 2026

7:15 PM

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

Absent:

Guest: Susan Flint

The meeting was called to order at 7:16 PM by Mr. Cantore.

AGENDA: Mr. Cantore presented the March 16, 2026 agenda for approval with one additional item. Under New Business add Item B. Community Wildfire Smoke Preparedness. A **Motion** was made by Ms. Brown, seconded by Ms. McMunn to approve the agenda as amended. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Wise, seconded by Mr. Meyer, to accept the February 24, 2026, minutes with the following edits. In the Directors Report under Communications Item 1, services should be on-line services. Item 4 reworded. Senior staff, Mr. Cantore, and Mr. Wise attended Advocacy Day and met with local representatives Assemblymember Mary Beth Walsh and the Director of Policy from Senator Jim Tedesco's office. The **Motion** passed unanimously by those present. Mr. Srinivasan chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: None

PRESIDENT'S REPORT:

Five trustees are working on their trustee education. Please make plans to complete your trustee education as required. Several committees have already met. Mr. Cantore will follow up with other committees to get meetings on the calendar.



TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for February 2026. The February 2026 Financial Statement was reviewed and received for audit. It was noted that the library has received tax payments from both towns. Under Disbursements, it was noted that Line 6545 Professional Services was high due to the cost of the audit. Item 6556 Travel & Continuing Education was high due to the cost of staff attending the PLA Conference.

The February 24, 2026, warrant for \$185,972.05 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Wise, to approve the February 24, 2026, warrant. The **Motion** passed unanimously by those present. The reviewer for the February 24, 2026, warrant was Mr. Wise.

The March 6, 2026, warrant for \$195,708.50 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown, to approve the March 6, 2026, warrant. The **Motion** passed unanimously by those present. The reviewer for the March 6, 2026, warrant was Mr. Srinivasan.

Mr. Meyer noted in February 2026 there were no donations.

THE FRIENDS: Ms. Verhayden gave the following report:

1. Liz Moore will be here on April 28; registration opens on March 17. TTOB events are wrapping up and have all been very well attended.
2. The FOL Crafters Supplies Give & Take will be held on April 18-19. Donations will only be accepted on April 16-17.
3. The Used Book Sale is scheduled for May 15-17.
4. The Plant Give and Take will be held on May 16 from 9:30am-12:30pm under the portico.

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

1. This was a busy weekend for programming. The mini-golf event drew 160 people, and the genealogy event was well attended.
2. The Bluey Party during February break week welcomed 321 people, and the Bridgerton and Gilmore Girls events were well attended and very popular.



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

1. Staff have been working on updating the website. Updates include an updated Print from Anywhere feature that allows for editing and previewing print jobs.
2. Effective April 1 we will no longer have access to Cloud Library. Staff will be promoting Libby to patrons over the next few weeks.
3. Seven staff members will be attending PLA in Minneapolis March 31-April 4.

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

1. The Foundation met last week to discuss the next steps and the future of the Foundation. We are interested to see if anyone is willing to step up to take over the role of overseeing and fundraising for the Foundation from Ed and Francine Rodger. We are also looking at suitable projects to use the existing funds acquired by the Foundation.
2. The Vega Discover catalog will be available April 1. The Vega Discover catalog will not show e-content. Public libraries are required by federal law to have an ADA accessible catalog by April 26, 2026. In launching the new Vega Discover catalog, it will ensure that MVLS/SALS libraries are in compliance with the law.
3. In March 2026, the NYS Board of Regents voted on new regulations to strengthen minimum standards for public libraries, requiring them to adopt policies supporting diverse viewpoints, material selection, and objection procedures by January 1, 2027. This will not impact us as we already have these policies in place.
4. We were notified by SALS that we will receive an additional 3% from the State for the 2025 construction grant that we used to fix the roof.
5. Ms. Gutelius noted she has not had any follow up from the public regarding the Read the Rainbow book club.

COMMITTEE REPORTS:



POLICY COMMITTEE: Ms. Dugan gave the following report:

Ms. Dugan presented the Policy Committee Notes from February 26, 2026. The committee reviewed the 2026 Policy Review chart and noted the updates that were needed.

Next, Ms. Dugan presented Policy 2.2 Release of Public Statements. This policy was reviewed as per the schedule and no changes were made. Next, Ms. Dugan presented Policy 3.4 Hours Open and Holiday Schedule. This policy was reviewed as per the schedule and no changes were made.

Next, Ms. Dugan presented Policy 3.8 Unattended Children. This policy was modified to add teens to the responsibility sentence as well as a few minor edits. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve Policy 3.8 Unattended Children Policy as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented Policy 3.17 Prevention of Abuse and Molestation. The third paragraph should read; All employees, volunteers, and trustees are subject to this policy, and prior to commencement of employment or other service, must review and abide by this policy. This policy was modified to remove the acknowledgement statement and signature section from the policy. Ms. Dugan made the **Motion**, seconded by Ms. Brown, to approve Policy 3.17 Prevention of Abuse and Molestation Policy as amended. The **Motion** passed unanimously by those present.

Next, Ms. Dugan presented the Purchasing Policy and Procedures Manual. There was one spelling correction, to the word responsible on page 5. Other updates included updated purchasing guidelines to reference positions and not individual staff members, Appendix D increased the credit card limit to \$30,000 and Appendix E changed the title of Page Coordinator to Page Supervisor. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the Purchasing Policy and Procedures manual as amended. The **Motion** passed unanimously by those present.

Finally, Ms. Dugan presented Policy 5.8 Trustee Education Policy. This is a new policy to comply with the New York State Education Law Section 260-D which requires members of library boards to complete two hours of trustee education annually. Ms. Dugan made the **Motion**, seconded by Ms. Brown, to approve Policy 5.8 Trustee Education Policy as presented. The **Motion** passed unanimously by those present.



PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: No Report

BUILDINGS AND GROUNDS: No Report

FINANCE AND AUDIT: No Report

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS:

A. 2025 Annual Report for Public and Association Libraries

Ms. Gutelius presented the Annual Report for Public and Association Libraries for 2025. Ms. Dugan made the **Motion**, seconded by Mr. Wise, to approve the 2025 Clifton Park-Halfmoon Public Library Annual Report to the State as presented, with the provision that the Library Director is authorized to make any subsequent technical or clarifying corrections as may be required or instructed by the State for final acceptance. The **Motion** passed unanimously by all present.

B. Community Wildfire Smoke Preparedness Demonstration

Ms. Gutelius presented the grant proposal from Dr. Zhang. This project will demonstrate practical strategies for improving indoor air protection during wildfire smoke events in publicly accessible community buildings. If funded, the library will receive approximately \$7,000 in project support to assist with implementation of activities such as equipment hosting, outreach, and smoke preparedness efforts. Mr. Meyer made the **Motion**, seconded by Mr. Srinivasan, to submit a letter agreeing to this partnership. The **Motion** passed unanimously by those present.

There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Srinivasan, to adjourn the meeting. The **Motion** passed unanimously by those present, and the meeting adjourned at 7:58PM.

The next scheduled Board Meeting is Monday, April 20, 2026, at 7:15pm.

**Clifton Park-Halfmoon Public Library
Financial Statement - March 2026**

Percentage of Year: 25.00%

| RECEIPTS | Adopted Budget | | Modified | | YTD as % of | | |
|--|-----------------------|---------------|-----------------------|--------------------|-----------------------|---------------|----------------------|
| | Jan 26 | Adj Budget | Budget | March | YTD | Budget | Variance |
| Governmental Income | | | | | | | |
| 4010 Town of Clifton Park | \$3,646,038.00 | \$0.00 | \$3,646,038.00 | \$0.00 | \$3,646,039.96 | 100.00% | \$1.96 |
| 4020 Town of Halfmoon | \$1,917,444.00 | \$0.00 | \$1,917,444.00 | \$0.00 | \$1,917,445.32 | 100.00% | \$1.32 |
| 4040 LLSA | \$18,930.00 | \$0.00 | \$18,930.00 | \$0.00 | \$0.00 | 0.00% | -\$18,930.00 |
| 4030 Bullet Aid | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 |
| Subtotal | \$5,582,412.00 | \$0.00 | \$5,582,412.00 | \$0.00 | \$5,563,485.28 | 99.66% | -\$18,926.72 |
| 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 | \$2,000.00 | \$2,000.00 | 22.22% | -\$7,000.00 |
| 4170a Saratoga Arts | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 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 | \$0.00 | \$12,600.00 | \$2,000.00 | \$2,000.00 | 15.87% | -\$10,600.00 |
| Donations | | | | | | | |
| 4210 Patron Donations | \$2,000.00 | \$0.00 | \$2,000.00 | \$101.40 | \$171.30 | 8.57% | -\$1,828.70 |
| 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 | \$660.00 | \$660.00 | 0.00% | \$660.00 |
| 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 | \$761.40 | \$831.30 | 41.57% | -\$1,168.70 |
| Interest | | | | | | | |
| 4310 Investment Income | \$100,000.00 | \$0.00 | \$100,000.00 | \$14,798.64 | \$21,720.19 | 21.72% | -\$78,279.81 |
| 4320 Unrealized Gain/Loss on Investment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 |
| 4330 Bank Interest Income | \$10,000.00 | \$0.00 | \$10,000.00 | \$293.48 | \$2,842.78 | 28.43% | -\$7,157.22 |
| Subtotal | \$110,000.00 | \$0.00 | \$110,000.00 | \$15,092.12 | \$24,562.97 | 22.33% | -\$85,437.03 |
| Other Income | | | | | | | |
| 4410 Fines | \$1,000.00 | \$0.00 | \$1,000.00 | \$98.14 | \$331.16 | 33.12% | -\$668.84 |
| 4420 Library Fees - Lost & Damaged | \$5,500.00 | \$0.00 | \$5,500.00 | \$602.64 | \$1,732.45 | 31.50% | -\$3,767.55 |
| 4431 Emp Books | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 |
| 4440 Copier | \$11,000.00 | \$0.00 | \$11,000.00 | \$1,089.80 | \$3,114.92 | 28.32% | -\$7,885.08 |
| 4450 Other | \$1,100.00 | \$0.00 | \$1,100.00 | \$536.20 | \$794.28 | 72.21% | -\$305.72 |
| Subtotal | \$18,600.00 | \$0.00 | \$18,600.00 | \$2,326.78 | \$5,972.81 | 32.11% | -\$12,627.19 |
| Total Receipts | \$5,725,612.00 | \$0.00 | \$5,725,612.00 | \$20,180.30 | \$5,596,852.36 | 97.75% | -\$128,759.64 |
| 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 | \$5,725,612.00 | \$0.00 | \$5,725,612.00 | \$20,180.30 | \$5,596,852.36 | 97.75% | -\$128,759.64 |

**Clifton Park-Halfmoon Public Library
Financial Statement - March 2026**

Percentage of Year: 25.00%

| DISBURSEMENTS | Adopted Budget | Adj Budget | Modified | March | YTD as % of | | |
|--------------------------------------|-----------------------|---------------|-----------------------|---------------------|-----------------------|---------------|-----------------------|
| | Jan 26 | | Budget | | YTD | Budget | Variance |
| Personnel | | | | | | | |
| 7010 Salaries - Personnel | \$2,695,550.00 | \$0.00 | \$2,695,550.00 | \$193,232.74 | \$507,621.85 | 18.83% | \$2,187,928.15 |
| 7013 Contracted Services | \$1,000.00 | \$0.00 | \$1,000.00 | \$550.00 | \$550.00 | 55.00% | \$450.00 |
| 7200 Benefits - Insurance | \$412,000.00 | \$0.00 | \$412,000.00 | \$31,429.53 | \$128,927.13 | 31.29% | \$283,072.87 |
| 7270 Employee Public Relations | \$8,000.00 | \$0.00 | \$8,000.00 | \$409.16 | \$875.57 | 10.94% | \$7,124.43 |
| 7300 Benefits - Taxes | \$167,124.00 | \$0.00 | \$167,124.00 | \$14,105.74 | \$36,745.95 | 21.99% | \$130,378.05 |
| 7400 Benefits - Retirement | \$375,000.00 | \$0.00 | \$375,000.00 | \$0.00 | \$91,446.00 | 24.39% | \$283,554.00 |
| 7500 Benefits - Other - Pass through | \$0.00 | \$0.00 | \$0.00 | \$2,564.27 | \$1,929.14 | 0.00% | -\$1,929.14 |
| Subtotal | \$3,658,674.00 | \$0.00 | \$3,658,674.00 | \$242,291.44 | \$768,095.64 | 20.99% | \$2,890,578.36 |
| Library Materials | | | | | | | |
| 6010 Books | \$163,810.00 | \$0.00 | \$163,810.00 | \$13,106.00 | \$31,542.24 | 19.26% | \$132,267.76 |
| 6020 Periodicals | \$15,840.00 | \$0.00 | \$15,840.00 | \$0.00 | \$6,618.57 | 41.78% | \$9,221.43 |
| 6030 AV | \$36,500.00 | \$0.00 | \$36,500.00 | \$2,672.27 | \$6,435.55 | 17.63% | \$30,064.45 |
| 6050 Digital Resources | \$151,150.00 | \$0.00 | \$151,150.00 | \$11,897.25 | \$41,654.85 | 27.56% | \$109,495.15 |
| 6090 Other | \$1,600.00 | \$0.00 | \$1,600.00 | \$96.93 | \$563.23 | 35.20% | \$1,036.77 |
| Subtotal | \$368,900.00 | \$0.00 | \$368,900.00 | \$27,772.45 | \$86,814.44 | 23.53% | \$282,085.56 |
| Facility & Equipment | | | | | | | |
| 6110 Bldg Svc Contracts | \$218,000.00 | \$0.00 | \$218,000.00 | \$36,599.75 | \$61,013.03 | 27.99% | \$156,986.97 |
| 6130 Office Equip | \$10,000.00 | \$0.00 | \$10,000.00 | \$940.00 | \$940.00 | 9.40% | \$9,060.00 |
| 6140 Facility Insurance | \$50,333.00 | \$0.00 | \$50,333.00 | \$0.00 | \$52,604.00 | 104.51% | -\$2,271.00 |
| 6150 Repairs - Bldg & Equipment | \$32,000.00 | \$0.00 | \$32,000.00 | \$169.67 | (\$11,701.86) | -36.57% | \$43,701.86 |
| 6160 Equipment Lease Expense | \$27,000.00 | \$0.00 | \$27,000.00 | \$1,912.75 | \$6,296.11 | 23.32% | \$20,703.89 |
| 61000 Other Fac & Equip | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 |
| Subtotal | \$337,333.00 | \$0.00 | \$337,333.00 | \$39,622.17 | \$109,151.28 | 32.36% | \$228,181.72 |
| Operations | | | | | | | |
| 6200 Programs | \$51,256.00 | \$0.00 | \$51,256.00 | \$4,120.75 | \$12,391.15 | 24.18% | \$38,864.85 |
| 6510 Automation | \$235,000.00 | \$0.00 | \$235,000.00 | \$24,646.10 | \$63,665.32 | 27.09% | \$171,334.68 |
| 6515 Custodial Supp | \$9,000.00 | \$0.00 | \$9,000.00 | \$663.57 | \$2,067.12 | 22.97% | \$6,932.88 |
| 6520 Elections | \$2,900.00 | \$0.00 | \$2,900.00 | \$0.00 | \$0.00 | 0.00% | \$2,900.00 |
| 6521 Insurance - D & O | \$2,125.00 | \$0.00 | \$2,125.00 | \$0.00 | \$2,189.00 | 103.01% | -\$64.00 |
| 6525 Membership Dues | \$5,500.00 | \$0.00 | \$5,500.00 | \$480.00 | \$555.00 | 10.09% | \$4,945.00 |
| 6530 Office & Lib Supplies | \$21,500.00 | \$0.00 | \$21,500.00 | \$3,086.96 | \$7,721.38 | 35.91% | \$13,778.62 |
| 6540 Postage & Freight | \$5,100.00 | \$0.00 | \$5,100.00 | \$733.08 | \$1,333.52 | 26.15% | \$3,766.48 |
| 6545 Professional Services | \$35,000.00 | \$0.00 | \$35,000.00 | \$7,690.00 | \$26,290.00 | 75.11% | \$8,710.00 |
| 6551 PR & Printing | \$11,000.00 | \$0.00 | \$11,000.00 | \$3,601.60 | \$5,650.32 | 51.37% | \$5,349.68 |
| 6556 Travel & Continuing Ed | \$18,000.00 | \$0.00 | \$18,000.00 | \$271.43 | \$7,294.80 | 40.53% | \$10,705.20 |
| 6575 Utilities | \$96,000.00 | \$0.00 | \$96,000.00 | \$18,228.90 | \$28,131.77 | 29.30% | \$67,868.23 |
| 6576 Building Security | \$127,500.00 | \$0.00 | \$127,500.00 | \$10,159.96 | \$31,538.28 | 24.74% | \$95,961.72 |
| 6581 Other Operational | \$2,000.00 | \$0.00 | \$2,000.00 | \$89.50 | \$200.41 | 10.02% | \$1,799.59 |
| Subtotal | \$621,881.00 | \$0.00 | \$621,881.00 | \$73,771.85 | \$189,028.07 | 30.40% | \$432,852.93 |
| Bonds | | | | | | | |
| 6610 Town of Clifton Park | \$498,974.00 | \$0.00 | \$498,974.00 | \$0.00 | \$468,691.55 | 93.93% | \$30,282.45 |
| 6620 Town of Halfmoon | \$239,850.00 | \$0.00 | \$239,850.00 | \$0.00 | \$0.00 | 0.00% | \$239,850.00 |
| Subtotal | \$738,824.00 | \$0.00 | \$738,824.00 | \$0.00 | \$468,691.55 | 63.44% | \$270,132.45 |
| 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 | \$5,725,612.00 | \$0.00 | \$5,725,612.00 | \$383,457.91 | \$1,621,780.98 | 28.33% | \$4,103,831.02 |

**Clifton Park-Halfmoon Public Library
Financial Statement - March 2026**

Percentage of Year: 25.00%

| <i>Cash - Bank Balances</i> | |
|---|-----------------------|
| 1040 Petty Checking | \$426.00 |
| 1050 Petty Cash | \$649.36 |
| 1055 Pioneer Checking | \$183,414.69 |
| 1056 Pioneer MM Savings | \$472,928.02 |
| 1057 NYLAF/NYCLASS | \$4,551,548.53 |
| 1057.2 Unemployment Fund Bond - NYCLASS | \$128,854.77 |
| TTL CASH | \$5,337,821.37 |
| | |
| 1100 Accounts Receivable | \$200,199.21 |
| 12000 Undeposited Funds | \$0.00 |
| 13000 Prepaid Expense | \$0.00 |
| Fixed Assets | \$0.00 |
| TTL ASSETS | \$5,538,020.58 |
| | |
| 1080 Accrued Pioneer Bank credit card | \$0.00 |
| 2000 Accounts Payable | \$102,589.94 |
| 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 | \$102,589.94 |
| | |
| 3007 Prior Period Adjustment | \$0.00 |
| TTL EQUITY | \$5,435,430.64 |
| | \$0.00 |
| TTL LIAB & EQUITY | \$5,538,020.58 |

| <i>Fund Balance Reconciliation</i> | |
|------------------------------------|-----------------------|
| Year to Date Revenues | \$5,596,852.36 |
| Year to Date Expenses | -\$1,621,780.98 |
| Net Change | \$3,975,071.38 |

| Appropriations | Use of Fund | | |
|-------------------------------|-----------------------|---------------|-----------------------|
| | Prior Month Balance | Balance | Current Balance |
| 32000 Unrestricted Net Assets | \$1,460,359.26 | \$0.00 | \$1,460,359.26 |
| Fund Changes | \$1,460,359.26 | \$0.00 | \$1,460,359.26 |

**Clifton Park-Halfmoon Public Library
Financial Statement - March 2026**

Percentage of Year: 25.00%

| <i>Net Fixed Assets</i> | | | | |
|-------------------------|---------------------|------------------------|-------------------|---------------|
| | 12/31/2025 | 12/31/2024 | \$ Change | % Change |
| LAND | \$ 593,860.00 | \$ 593,860.00 | 0.00 | 0% |
| LAND IMPROVEMENTS | \$ 157,068.00 | \$ 169,800.00 | -12,732.00 | -7.50% |
| EQUIPMENT | \$ 61,491.00 | \$ 77,257.00 | -15,766.00 | -20.41% |
| BUILDING | \$ 7,849,766.00 | \$ 7,838,646.00 | 11,120.00 | 0.14% |
| TOTALS | 8,662,185.00 | \$ 8,679,563.00 | -17,378.00 | -0.20% |

| <i>Reconciliation</i> | |
|------------------------------------|-----------------|
| Prior Month Fund Balance | \$1,460,359.26 |
| + Net change (revenues - expenses) | \$3,975,071.38 |
| Subtotal | \$5,435,430.64 |
| - Total Cash | -\$5,337,821.37 |
| Accounts Payable | \$102,589.94 |
| Accounts Receivable | -\$200,199.21 |
| 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 |
| Prior Period Adjustment | \$0.00 |
| Fixed Assets | \$0.00 |
| Balance | \$0.00 |



BE A COMMUNITY RESOURCE

Website & Social Media

- A reel capturing the Bridgerton Tea and photos from the Library Mini Golf were our post popular posts, reaching a combined 14,000 people.
- Website upgrades to ensure Title II and WCAG 2.1 compliance are still underway. We are also moving to the Vega interface for our catalog on April 13. This new interface meets the ADA digital accessibility standards

Print Resources

- For our patrons who prefer print we continue to offer a program brochure, handouts, and special events bookmarks. Many of these items have corresponding QR codes allowing patrons to choose the digital version if they wish. We printed 750 copies of the March/April brochure and 198 people scanned the QR Magnets for direct access to the events calendar.



Collections

- Access to CloudLibrary ended on April 1. We are offering expanded collections for Clifton Park-Halfmoon Library Tax District Residents through Libby and already patrons are enjoying the benefits.

Libby Promo Party

- For two days, staff hosted a Libby Promo Party in the lobby of the library to promote the migration of the Library's digital audiobooks and ebooks from CloudLibrary to Libby. Over the course of the two days, staff spoke to over 600 patrons about the new access to Libby. There were 129 new users of Libby in March.

Programs

- 125 programs were offered at the Library in March, some of the most popular included:
 - Mini Golf at the Library
 - Shenendehowa Middle School Jazz Bands



- Genealogy Day (featuring five programs as well as hands on assistance)
- St. Patrick's Day Celebration with Diane Payette
- The virtual author talks provided through the Library Speakers Consortium continue to grow in popularity. In March there were talks by Kate Quinn, Michael Perry, and Shoshana Walter. Patrons can watch the talks live, or watch the recording at a later date.



Bunbury Players

- The Library hosted the Bunbury Players in March for three performances of a Stephen Sondheim tribute: Good Thing Going. There was limited seating (about 70) due to the way in which the stage was set up, but each performance was filled to capacity.

Outreach

- There were a significant number of outreach events in March including visits to Cheryl's Lodge, YMCA after-care, Orenda Reading Night, Helping Hands, Lifeworks Headstart, and Best Buddies. In addition, there was a field trip of children in second grade.

Tax Preparation Services

- Tax preparation services provided by the AARP volunteers will be complete by mid-April. Approximately 15 tax payers have had their returns completed by volunteers every Monday and Saturday since March.



OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

Visitors / Room and Facility Use

- Visitor numbers appear to be back on track with nearly 30,000 visitors in March.
- Rooms C and D, the Study Room and the Co-Lab were re-painted this month. They get a lot of use and need refreshing every few years.

INVEST IN PEOPLE

Professional Development

- Seven librarians attended the PLA Conference in Minneapolis the first week of April. They attended a variety of presentation, and are working through ideas to implement.

Staff Development

- Fifteen staff members are registered to participate in the Workforce Challenge on Thursday, May 21 in Albany.

National Library Workers Day

- There will be luncheon on April 14 for National Library Workers Day beginning at noon. Trustees are welcome.

SALS Program of the Year

- A 2025 Program of the Year nomination was made to SALS for the **Living Wall Community Project**. See attached nomination form. The SALS Board will notify the winners after the April 21 SALS Board Meeting.

Annual Report

- The Annual Report for Public and Association Libraries was submitted on April 10th through the new reporting platform provided by Counting Opinions.



March Incidents

- March 1 – guard didn't perform duties appropriately
- March 5 – mess in first floor men's room
- March 7 - disorderly child crying very loudly in study room for an hour
- March 9 - harassment, inappropriate comments during phone call
- March 13 - verbally abusive phone call - patron banned from calling library for three months
- March 20 - unattended dog - patron's service dog left unattended while patron in restroom
- March 29 - two disorderly patrons complaining about each other

Prepared by: Alex Gutelius, Library Director

**Clifton Park - Halfmoon Public Library
Program Statistics - March 2026**

| Title | Date | Primary Event Type | Attendance | Adults | Teens | Children | Online Views |
|---|---------------|--------------------|------------|--------|-------|----------|--------------|
| AARP Tax Preparation Help | March 30 2026 | Adults | 12 | 12 | | | |
| AARP Tax Preparation Help | March 28 2026 | Adults | 12 | 12 | | | |
| AARP Tax Preparation Help | March 23 2026 | Adults | 12 | 12 | | | |
| AARP Tax Preparation Help | March 21 2026 | Adults | 12 | 12 | | | |
| AARP Tax Preparation Help | March 16 2026 | Adults | 12 | 12 | | | |
| AARP Tax Preparation Help | March 14 2026 | Adults | 12 | 12 | | | |
| AARP Tax Preparation Help | March 09 2026 | Adults | 12 | 12 | | | |
| AARP Tax Preparation Help | March 07 2026 | Adults | 12 | 12 | | | |
| AARP Tax Preparation Help | March 02 2026 | Adults | 12 | 12 | | | |
| Advanced Beginner English Language Learning (ELL) | March 18 2026 | Adults | 10 | 10 | | | |
| Advanced Beginner English Language Learning (ELL) | March 11 2026 | Adults | 32 | 32 | | | |
| Advanced Beginner English Language Learning (ELL) | March 04 2026 | Adults | 34 | 34 | | | |
| All Abilities Art Club | March 11 2026 | Adults | 25 | 25 | | | |
| All Abilities Chair-Based Movement Workshop | March 12 2026 | Adults | 7 | 7 | | | |
| All Abilities Chair-Based Movement Workshop | March 05 2026 | Adults | 14 | 14 | | | |
| Beginner English Language Learning (ELL) | March 17 2026 | Adults | 17 | 17 | | | |
| Beginner English Language Learning (ELL) | March 10 2026 | Adults | 22 | 22 | | | |
| Beginner English Language Learning (ELL) | March 03 2026 | Adults | 22 | 22 | | | |
| Bridgerton Tea Party | March 03 2026 | Adults | 22 | 21 | 1 | | |
| Bunbury Players Present: Good Thing Going | March 29 2026 | Adults | 70 | 70 | | | |
| Bunbury Players Present: Good Thing Going | March 28 2026 | Adults | 70 | 70 | | | |
| Bunbury Players Present: Good Thing Going | March 27 2026 | Adults | 70 | 70 | | | |
| Cinema Club: Queen of Katwe (2016) | March 12 2026 | Adults | 12 | 12 | | | |
| Citizenship Discussion Group | March 17 2026 | Adults | 5 | 5 | | | |
| Citizenship Discussion Group | March 10 2026 | Adults | 4 | 4 | | | |
| Citizenship Discussion Group | March 03 2026 | Adults | 3 | 3 | | | |
| Cupcake Decorating Party for Adults | March 05 2026 | Adults | 23 | 23 | | | |
| Digital Legacy at a Glance | March 19 2026 | Adults | 8 | 8 | | | |
| ELL Book Club | March 30 2026 | Adults | 4 | 4 | | | |
| ELL Book Club | March 23 2026 | Adults | 4 | 4 | | | |
| ELL Book Club | March 16 2026 | Adults | 4 | 4 | | | |
| ELL Book Club | March 09 2026 | Adults | 4 | 4 | | | |
| ELL Book Club | March 02 2026 | Adults | 4 | 4 | | | |
| ELL Conversation Group | March 26 2026 | Adults | 10 | 10 | | | |
| ELL Conversation Group | March 19 2026 | Adults | 10 | 10 | | | |
| ELL Conversation Group | March 05 2026 | Adults | 10 | 10 | | | |
| ELL Conversation Group | March 05 2026 | Adults | 10 | 10 | | | |
| English Language Learning (ELL) Evening Conversation Gr | March 17 2026 | Adults | 9 | 9 | | | |
| English Language Learning (ELL) Evening Conversation Gr | March 10 2026 | Adults | 8 | 8 | | | |
| Every Day Yoga Breathing | March 09 2026 | Adults | 18 | 18 | | | |
| Genealogy Assistance | March 05 2026 | Adults | 5 | 5 | | | |
| Genealogy Day: Ancestry Tips & Tricks | March 14 2026 | Adults | 32 | 31 | 1 | | |
| Genealogy Day: BYO Lunch Break | March 14 2026 | Adults | 6 | 6 | | | |
| Genealogy Day: Hands-on Help | March 14 2026 | Adults | 9 | 9 | | | |
| Genealogy Day: Help! My Ancestry family tree is a mess! | March 14 2026 | Adults | 12 | 12 | | | |
| Genealogy Day: New York State Library | March 14 2026 | Adults | 23 | 23 | | | |
| Genealogy Day: Organization Showcase | March 14 2026 | Adults | 76 | 75 | 1 | | |
| Genealogy Day: Resources at the Hart Cluett Museum | March 14 2026 | Adults | 11 | 11 | | | |

**Clifton Park - Halfmoon Public Library
Program Statistics - March 2026**

| Title | Date | Primary Event Type | Attendance | Adults | Teens | Children | Online Views |
|--|---------------|--------------------|------------|--------|-------|----------|--------------|
| HYBRID: Banned Book Club | March 02 2026 | Adults | 10 | 10 | | | |
| HYBRID: Daytime Book Club | March 19 2026 | Adults | 4 | 4 | | | |
| Inclusible Adult Games | March 12 2026 | Adults | 18 | 18 | | | |
| Intermediate English Language Learning (ELL) | March 18 2026 | Adults | 10 | 10 | | | |
| Intermediate English Language Learning (ELL) | March 11 2026 | Adults | 9 | 9 | | | |
| Intermediate English Language Learning (ELL) | March 04 2026 | Adults | 10 | 10 | | | |
| Jigsaw Puzzle & Board Game Swap | March 07 2026 | Adults | 94 | | | | 94 |
| Journaling for Adults | March 04 2026 | Adults | 8 | 2 | | | 6 |
| Libby Basics | March 18 2026 | Adults | 1 | 1 | | | |
| Libby Basics | March 09 2026 | Adults | 1 | 1 | | | |
| Libby Like a Pro | March 18 2026 | Adults | 2 | 2 | | | |
| Libby Promo Party | March 19 2026 | Adults | 319 | 319 | | | |
| Libby Promo Party | March 18 2026 | Adults | 318 | 318 | | | |
| Practicing with Google Docs | March 23 2026 | Adults | 5 | 5 | | | |
| Read Digital Newspapers for FREE | March 11 2026 | Adults | 2 | 2 | | | |
| Red Cross Community Blood Drive | March 30 2026 | Adults | | | | | |
| Senior Housing & Resources For Aging in Place | March 19 2026 | Adults | 8 | 8 | | | |
| Tea Blending 101 | March 17 2026 | Adults | 26 | 26 | | | |
| Therapy Dogs for Adults | March 04 2026 | Adults | 28 | 28 | | | |
| TTOB: Adirondack Great Camps | March 08 2026 | Adults | 85 | 85 | | | |
| Upcycled Faux Succulent Container Gardens | March 23 2026 | Adults | 14 | 14 | | | |
| Using Google Gemini | March 02 2026 | Adults | 5 | 5 | | | |
| | | | | | | | |
| Virtual Author Talk: Author Kate Quinn | March 12 2026 | Adults | 100 | | | | 100 |
| Virtual Author Talk: Author Michael Perry | March 04 2026 | Adults | 43 | | | | 43 |
| Virtual Author Talk: Author Shoshana Walter | March 24 2026 | Adults | 11 | | | | 11 |
| ZOOM: Genealogy Day: Make AI Your Personal Genealogy | March 14 2026 | Adults | 42 | 41 | 1 | | 42 |
| ZOOM: Intermediate English Language Learning (ELL) | March 19 2026 | Adults | 12 | 12 | | | 12 |
| ZOOM: Intermediate English Language Learning (ELL) | March 12 2026 | Adults | 11 | 11 | | | 11 |
| ZOOM: Intermediate English Language Learning (ELL) | March 05 2026 | Adults | 13 | 13 | | | |
| ZOOM: Microsoft Word--Page Breaks, Tabs, & Sections | March 25 2026 | Adults | | | | | |
| | | | | | | | |
| ZOOM: PJ Story Time | March 10 2026 | Children | 17 | 7 | | 10 | 17 |
| ZOOM: PJ Story Time | March 24 2026 | Children | 24 | 12 | | 12 | 24 |
| Wonderful Walkers | March 27 2026 | Children | 30 | 16 | | 14 | |
| Toddler Sensory Play Time | March 17 2026 | Children | 25 | 13 | | 12 | |
| Terrific Twos Story Time | March 03 2026 | Children | 30 | 14 | | 16 | |
| Preschool Story Time & Craft | March 18 2026 | Children | 34 | 16 | | 18 | |
| Preschool Story Time & Craft | March 11 2026 | Children | 26 | 12 | | 14 | |
| Preschool Story Time & Craft | March 04 2026 | Children | 29 | 14 | | 15 | |
| Preschool Story Time & Craft | March 25 2026 | Children | 32 | 16 | | 16 | |
| Music & Motion | March 20 2026 | Children | 131 | 60 | | 71 | |
| Family Story Time | March 12 2026 | Children | 83 | 39 | | 44 | |
| Family Story Time | March 09 2026 | Children | 42 | 21 | | 21 | |
| Family Story Time | March 02 2026 | Children | 66 | 34 | | 32 | |
| Family Story Time | March 05 2026 | Children | 92 | 41 | | 51 | |
| Family Story Time | March 30 2026 | Children | 58 | 30 | | 28 | |
| Family Story Time | March 19 2026 | Children | 77 | 36 | | 41 | |

**Clifton Park - Halfmoon Public Library
Program Statistics - March 2026**

| Title | Date | Primary Event Type | Attendance | Adults | Teens | Children | Online Views |
|---|---------------|--------------------|------------|--------|-------|----------|--------------|
| Family Story Time | March 16 2026 | Children | 63 | 31 | | 32 | |
| Baby Story Time | March 27 2026 | Children | 26 | 14 | | 12 | |
| Baby Sensory Play Time | March 17 2026 | Children | 27 | 15 | | 12 | |
| Sensory Story Time | March 25 2026 | Children | 2 | 1 | | 1 | |
| Saturday Story Time | March 07 2026 | Children | 60 | 30 | | 30 | |
| Monday Funday Craft: Bead Bunnies | March 02 2026 | Children | 9 | | | 9 | |
| Make-It Monday: Light-up Letters | March 23 2026 | Children | 14 | | | 14 | |
| Library Explorers: Gardening | March 04 2026 | Children | 28 | 13 | | 15 | |
| Kids Paint & Sip: Watercolors | March 09 2026 | Children | 10 | 2 | | 8 | |
| Awesome Animal Book Club: Elephants | March 24 2026 | Children | 4 | | | 4 | |
| Adventures in STEAM: Mini-Greenhouses | March 23 2026 | Children | 16 | | | 16 | |
| Reading Therapy Dogs | March 24 2026 | Children | 2 | 1 | | 1 | |
| Reading Therapy Dogs | March 24 2026 | Children | 2 | 1 | | 1 | |
| Reading Therapy Dogs | March 24 2026 | Children | 3 | 2 | | 1 | |
| Reading Therapy Dogs | March 24 2026 | Children | 2 | 1 | | 1 | |
| St. Patrick's Day Celebration! | March 15 2026 | Children | 141 | 74 | | 67 | |
| Monthly Scavenger Hunt | March 31 2026 | Children | | | | | |
| Monthly Coloring Pages | March 31 2026 | Children | | | | | |
| Art Cart | March 31 2026 | Children | | | | | |
| | | | | | | | |
| VolunTEENS: Plan a Program | March 20 2026 | Teens | 20 | | 20 | | |
| VolunTEENS: Book Displays | March 30 2026 | Teens | 12 | | 12 | | |
| VolunTEENS: Book Displays | March 02 2026 | Teens | 11 | | 11 | | |
| Upcycled Faux Succulent Container Gardens | March 23 2026 | Teens | 1 | | 1 | | |
| Therapy Dogs for Teens | March 19 2026 | Teens | 11 | 2 | 9 | | |
| Teen Place Coloring Pages | March 31 2026 | Teens | | | | | |
| Teen Paint & Sip | March 16 2026 | Teens | 7 | 1 | 6 | | |
| Teen Craft Corner: Yarn Art | March 03 2026 | Teens | | | | | |
| Teen Book Club: Scythe by Neal Shusterman | March 05 2026 | Teens | 6 | | 6 | | |
| Teen Book Club: One of Us Is Lying | March 26 2026 | Teens | 7 | | 7 | | |
| Read the Rainbow Book Club: Camp Quiltbag | March 19 2026 | Teens | 3 | | 3 | | |
| Monthly Teen Volunteer Hours | March 31 2026 | Teens | | | | | |
| Battle of the Books Meeting 2025-2026 | March 10 2026 | Children | 3 | | | 3 | |
| | | | | | | | |
| Best Buddies Outreach | March 18 2026 | Outreach | 150 | | 150 | | |
| Cheryl's Lodge Outreach | March 26 2026 | Outreach | 36 | 6 | 9 | 21 | |
| Cheryl's Lodge Outreach | March 12 2026 | Outreach | 38 | 5 | 10 | 23 | |
| YMCA after-care outreach | March 26 2026 | Outreach | 31 | 4 | | 27 | |
| YMCA after-care outreach | March 24 2026 | Outreach | 30 | | 14 | 16 | |
| YMCA after-care outreach | March 19 2026 | Outreach | 30 | | 14 | 16 | |
| YMCA after-care outreach | March 03 2026 | Outreach | 27 | 5 | | 22 | |
| Orenda Reading Night - Outreach | March 12 2026 | Outreach | | | | | |
| Helping Hands Outreach | March 16 2026 | Outreach | 68 | 17 | | 51 | |
| Lifeworks Headstart | March 09 2026 | Outreach | | | | | |
| Shen 2nd Grade Field Trips '25-'26 | March 06 2026 | Outreach | 103 | 8 | | 95 | |
| | | | | | | | |
| Mini-Golf in the Library! | March 13 2026 | General | 163 | 98 | | 65 | |
| Shenendehowa Middle School Jazz Bands | March 13 2026 | General | 164 | 91 | 50 | 23 | |

**Clifton Park-Halfmoon Public Library
2026 Activity Report**

| | | January | February | March | April | May | June | July | August | September | October | November | December | YTD 2026 | YTD 2025 | |
|--------------------|-------------------------|-----------------------------|---------------|---------------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------------|----------------|--------|
| Borrowers | New | 193 | 229 | 210 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 632 | 605 | |
| | Purged* | | | | | | | | | | | | | | | |
| | TOTAL | 32,383 | 32,369 | 32,333 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32,333 | 32,948 | |
| Circulation | <i>Fiction</i> | Adult | 8,965 | 8,008 | 8,899 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,872 | 26,142 | |
| | | Young Adult | 1,409 | 1,416 | 1,309 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,134 | 4,386 |
| | | Juvenile | 14,868 | 14,203 | 15,966 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 45,037 | 44,296 |
| | <i>Non-fiction</i> | Adult | 5,367 | 4,799 | 5,414 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15,580 | 16,308 |
| | | Young Adult | 25 | 10 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 39 | 41 |
| | | Juvenile | 2,051 | 2,025 | 2,063 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,139 | 5,639 |
| | <i>Audio</i> | Adult | 1,058 | 898 | 1,134 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,090 | 3,292 |
| | | Young Adult | 21 | 18 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 49 | 60 |
| | | Juvenile | 698 | 673 | 715 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,086 | 1,657 |
| | <i>DVD</i> | Adult | 3,206 | 3,014 | 3,075 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9,295 | 11,246 |
| | | Juvenile | 792 | 799 | 767 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,358 | 2,631 |
| | <i>Digital Media</i> | eaudiobooks | 4,306 | 4,306 | 4,238 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12,850 | 11,943 |
| | | ebooks | 3,580 | 3,580 | 3,808 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,968 | 10,775 |
| | | Music | 117 | 117 | 117 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 351 | 319 |
| | | Serials* | 2,981 | 2,981 | 3,024 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,986 | 6,913 |
| | | Comics (hoopla) | 107 | 107 | 113 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 327 | 326 |
| | | Streaming Video/TV (hoopla) | 403 | 403 | 366 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,172 | 1,325 |
| | <i>Other</i> | Serials | 470 | 394 | 437 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,301 | 1,475 |
| | | Games | 508 | 454 | 430 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,392 | 1,357 |
| | | Uncatalogued | 42 | 38 | 39 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 119 | 152 |
| | | Non-traditional | 189 | 195 | 237 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 621 | 612 |
| | | Print | 32,685 | 30,461 | 33,655 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 96,801 | 96,812 |
| | | AV | 5,775 | 5,402 | 5,701 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16,878 | 18,886 |
| | Digital | 11,494 | 11,494 | 11,666 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 34,654 | 31,601 | |
| | Other | 1,209 | 1,081 | 1,143 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,433 | 3,596 | |
| | TOTAL | 51,163 | 48,438 | 52,165 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 151,766 | 150,895 | |
| Technology | Database Usage | 6,488 | 4,580 | 5,560 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16,628 | 16,319 | |
| | Computer Use (sessions) | 1,506 | 1,655 | 1,943 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,104 | 5,145 | |
| | Wireless Use | 7,272 | 7,111 | 8,754 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 23,137 | 19,111 | |
| | PAC Use | 13,873 | 12,204 | 13,829 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 39,906 | 39,338 | |
| | Website Visits | 43,853 | 41,802 | 44,270 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 129,925 | 115,104 | |
| | iPad/Laptop/Device Use | 51 | 68 | 70 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 189 | 93 | |

**Clifton Park-Halfmoon Public Library
2026 Activity Report**

| | January | February | March | April | May | June | July | August | September | October | November | December | YTD 2026 | YTD 2025 |
|---|----------------|----------------|----------------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------------|----------------|
| Programming | | | | | | | | | | | | | | |
| <i>Number of Programs</i> | | | | | | | | | | | | | | |
| Adult | 73 | 70 | 78 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 221 | 201 |
| Teen | 9 | 15 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 37 | 22 |
| Child 0-5 | 15 | 19 | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 51 | 43 |
| Child 6-11 | 28 | 25 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 68 | 65 |
| General | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 11 |
| One-on-One | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 25 |
| Grab & Go | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Asynchronous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL | 125 | 131 | 125 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 381 | 367 |
| <i>Attendance</i> | | | | | | | | | | | | | | |
| Adult | 1,533 | 998 | 2,056 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,587 | 2,955 |
| Teen | 78 | 216 | 81 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 375 | 435 |
| Child 0-5 | 629 | 900 | 871 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,400 | 1,824 |
| Child 6-11 | 2,319 | 3,002 | 334 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,655 | 11,038 |
| General | 0 | 108 | 327 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 435 | 611 |
| One-on-One | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 26 |
| Grab & Go | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Asynchronous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 4,559 | 5,225 | 3,669 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13,453 | 16,889 |
| Outreach | | | | | | | | | | | | | | |
| Events / Programs | 8 | 8 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27 | 35 |
| Attendance | 668 | 482 | 513 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,663 | 1,297 |
| Interlibrary Loan | | | | | | | | | | | | | | |
| Borrowed | 7,598 | 4,785 | 7,171 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 19,554 | 21,170 |
| Loaned | 3,049 | 2,588 | 2,832 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,469 | 8,490 |
| TOTAL | 10,647 | 7,373 | 10,003 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 28,023 | 29,660 |
| Reference | | | | | | | | | | | | | | |
| Ask Desk | 2,811 | 2,728 | 2,893 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,432 | 7,504 |
| Children's Library Desk | 1,456 | 1,552 | 1,604 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,612 | 5,549 |
| Computer Support | 493 | 498 | 679 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,670 | 1,652 |
| TOTAL | 4,760 | 4,778 | 5,176 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14,714 | 14,705 |
| Museum Passes | 39 | 4 | 46 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 61 | 0 | 150 | 156 |
| Visitors | 25,024 | 24,682 | 29,195 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 78,901 | 55,021 |
| Room Use | | | | | | | | | | | | | | |
| <i>Hours</i> | | | | | | | | | | | | | | |
| Library Programs | 418 | 418 | 433 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,270 | 864 |
| Board/FOL/Staff | 49 | 49 | 40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 137 | 168 |
| Outside Organizations | 24 | 237 | 246 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 506 | 690 |
| Room Checkouts | 204 | 245 | 259 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 708 | 711 |
| Outside Organization Meetings/Programs (bookings) | 74 | 74 | 80 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 228 | 240 |
| Collection Size (print & media) | | | | | | | | | | | | | | |
| Added | 716 | 807 | 1,181 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,704 | 2,416 |
| Withdrawn | 325 | 389 | 592 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,306 | 2,113 |
| TOTAL | 147,926 | 148,353 | 148,761 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 148,761 | 146,981 |

The Clifton Park Halfmoon Public Library is pleased to submit our **Living Wall Community Project** for consideration for Program of the Year. In 2025, the Library was awarded grant funding from Saratoga Arts to host a series of community-based, collaborative art programs led by artist Mallory Zondag. These programs culminated in the creation of a large, community-made felted art installation that now welcomes visitors in the Library's entryway.

Over the course of two months, more than 120 patrons participated in six hands-on workshops—five for adults and one for children. Participants learned a variety of fiber art techniques, including wet felting flowers, pollinators, and mushrooms, as well as embroidering beetles. The workshops were designed to be accessible to all, and no prior experience was required, allowing community members of all skill levels to contribute.

Upon completion of the workshops, Zondag assembled the individually crafted elements into a cohesive installation. These contributions were integrated into a large felted background to create the effect of a “living wall,” a dimensional textile work composed entirely of wool. The completed installation was formally unveiled on October 16 at a public reception hosted by the Library, which included a Q&A with the artist and was attended by more than 50 community members.

Today, the finished installation remains on display in the Library's entryway, where participants can see their individual contributions as part of a larger collective work. For the broader community, the piece stands as a celebration of creativity, collaboration, and connection. The living wall also highlights the importance of green spaces and the natural world. Most importantly, it reflects the power of community—demonstrating how many individual contributions can come together to create something meaningful, beautiful, and lasting. As both an educational and artistic endeavor, the project exemplifies the Library's commitment to inclusive programming, community engagement, and cultural enrichment.



Community Felting Workshops – Summer 2025





Front Entrance Installation and Reception







March 26 2026

7:00 pm

Committee Members in attendance Megan Brown, Cornelia Mogor, Jennifer Schlegel

Staff in attendance: Alex Gutelius

1. Construction Grants Updates

- Updates were provided on the status of the NYS Construction grants; grant process begins with application submitted to SALS in August/September; SALS is generally allocated approximately \$1M, and funding is dependent on overall number and amount of applications from SALS member libraries. Funding is awarded at between a 50% to 90% match.
- 2022 Front Entrance Grant project budget \$401,135 – awarded \$300,848; received \$270,763; final report to be submitted for last 10% \$30,085
- 2023 Phase 3 Children’s Library project budget \$375,401 – awarded \$200,306; received \$180,275; final report to be submitted for last 10% \$20,031
- 2024 Parking Lot Repaving project budget \$165,430 – awarded \$124,027 – no funds received to date.
- 2025 HVAC Phase 1 to replace RTU2 project budget \$645,923 – awarded \$490,700 – no funds received to date.
- Committee will evaluate what project to submit for the 2026 grant.

2. LSTA Grant

- The state is administering a new grant program to improve the capacity of libraries and systems to offer outreach and community engagement services. Staff will review potential projects. The grants are between \$5,000 and \$20,000 and there is no match required.
- The grant application is due May 15.

3. Cleaning Contract

- An RFP for the next cleaning contract will be issued on April 1. The contract begins August 1.

4. Parking lot striping

- Alex will get quotes for parking lot sealcoating and striping and report back to the Committee.
- The sealcoating will need to be done with the Library is closed.

5. Water fountains

- The FOL are financially supporting the installation of new water bottle refilling water fountains.



6. 2026 Goals

- Evaluate project options in order to prepare for the State Construction Grant application that is due in August
- Committee to meet at least quarterly.
- Investigate options for solar panels.

7. Other

- The next meeting may be in conjunction with the Long Range Planning Committee in early May.



March 30, 2026

7:00 pm

Committee Members in attendance: Maria McMunn, Chair; Suzanne Dugan, Jason DiGianni, Russ Wise

Staff members in attendance: Alex Gutelius

1. Trustee absences

- The Committee discussed the current policies and bylaws regarding trustee absences and reviewed other libraries' policies.
- The bylaws currently state that in accordance with section 226 of Education Law, any trustee who fails to attend three consecutive meetings without reasons accepted as satisfactory by the Board shall be deemed to have resigned.
- The committee discussed possibly creating a policy and whether additional parameters such as including a trustee missing four meetings in a twelve month period could be considered.
- The information will be shared with the Board attorney for input.

2. Nepotism

- The Committee reviewed the current Employee Handbook policy and the bylaws regarding nepotism. Currently there is no prohibition regarding the employment of family members, other than no direct supervision. The bylaws do not prohibit an application for employment with the library to be disqualified solely because they are related to a trustee or director.
- There was a discussion regarding the legality of prohibiting a trustee from running for office because of a relative employed by the library.
- The Board attorney will be contacted for input.

3. Salaries and Benefits

- The Committee reviewed past salary increases and cost of benefits, particularly the NYS Retirement plan costs.
- Alex will update the salary survey based on local libraries of comparable size/budget and determine current rate of inflation.
- Discussed the need to be aware of the salary/benefit proportion of the budget increasing at a higher rate than other areas of overall budget – creating a structural imbalance.

4. Succession Planning

- The Committee discussed creating a succession plan for the director and other administrative staff. Alex will develop a schedule for completion and share it with the committee.



5. 2026 Goals

- Succession planning for administrative staff
- Continue to review and update benchmarking for staff compensation and benefits.
- Hold meetings at least quarterly.



April 6, 2026 7:00 PM

Public Relations Committee

Committee Members in Attendance: Purushothaman Srinivasan, Chair; Robin Lamb; Suzanne Dugan; Russ Wise

Staff in Attendance: Alex Gutelius; Rebecca Verhayden

1. Review 2025 Annual Report to the Public
 - The committee reviewed the draft report and made updates.
2. Consider additional topics for Crisis Communications Statements
 - The Committee will add additional topics as needed. No new topics were added at this time.
3. Set schedule for review of Crisis Communications Statements
 - The Committee discussed a review schedule and selected three for review at the next meeting; Censorship, Protest, and Challenges to Library policies or action.
4. Next meeting date
 - May 17 at 2PM



April 9, 2026

6:00 pm

Committee Members in attendance: Steve Meyer, Jennifer Schlege, Cornelia Mogor, Purushothaman Srinivasan

Staff members in attendance: Lisa Oddo; Alex Gutelius

1. Synthesis – Flooring Update/Check
 - The Committee discussed the costs associated with the replacement of the revolving door. The Building & Grounds Committee will be reviewing the situation.
2. Upper Limit for Employee Reimbursements
 - The Committee reviewed whether it was necessary to set an upper limit for employees to make purchases on their own credit card or in cash and then submit for reimbursement. After discussion no action will be taken, but staff will be reminded to use the library purchasing credit cards whenever possible.
3. Bank Statement Opening
 - The Committee discussed the importance of opening the bank statements in a timely manner. The statements will be opened and reviewed at least every two months at the same time as the first warrant of the month.
4. 2027 Budget
 - A meeting will be set for early May for a review of a draft 2027 Budget with the aim of providing the Board a draft 2027 budget for the May board meeting.
5. 2026 Budget Adjustments
 - Board policy requires the budget to be reviewed by the Finance and Audit Committee no later than June and forecast the year-end performance, and make suggested adjustments for approval by the Board.
6. Changes to warrant review process
 - The Committee discussed options for changes to the warrant review process that would better track vendor or budget line expenditures. Additional discussion on this topic is required.
7. Needs from other committees:
 - Personnel



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- Salary study
 - 2027 adjustment
 - The Personnel Committee is working on a salary study a providing a recommended 2027 adjustment to the Finance Committee.
 - LRP
 - End of bond payments plan
 - The LRP Committee will be working with the Finance Committee to develop a plan for 2031 when the bond payments for the building will be complete.