



May 11, 2026 7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the April 20, 2026 meeting.
3. Public Comment
4. Board Comment
5. President's Report
6. Treasurer's Report
 - A. April 2026 Financial Statement
 - B. *Warrants
 - #2026-09 April 17, 2026 \$383,654.67
 - #2026-10 April, 29, 2026 \$134,067.93
 - #2026-11 May 6, 2026 \$59,578.31
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. *Buildings & Grounds – Janitorial Services Contract
10. Old Business
11. New Business
12. Executive Session



CLIFTON PARK
HALFMOON
PUBLIC
LIBRARY

Board of Trustees Agenda

* Items so marked are action items



April 20, 2026

7:15 PM

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

Absent: Cornelia Mogor

Guest: Susan Flint

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

AGENDA: Mr. Cantore presented the April 20, 2026 agenda for approval with one additional item. Under Committee Reports add Item D. Finance Committee. A **Motion** was made by Ms. Brown, seconded by Mr. Srinivasan, to approve the agenda as amended. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Ms. Dugan, seconded by Mr. Meyer to accept the March 16, 2026, minutes as sent. The **Motion** passed unanimously by those present.

PUBLIC COMMENT: Ms. Flint thanked the Board of Trustees for supporting staff continuing education opportunities.

BOARD COMMENT: None

PRESIDENT'S REPORT:

Mr. Cantore noted that all committees are actively meeting. The exception is the Legislative Committee as they will meet based on need.

TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for March 2026. The March 2026 Financial Statement was reviewed and received for audit. It was



noted that the library received a large number of donations this month. Under Disbursements, Line 6150 Building & Equipment has been edited by the auditors. Line 6551 PR & Printing is high due to payment for Constant Contact, and Line 6575 Utilities are high.

The March 20, 2026, warrant for \$164,498.00 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Srinivasan, to approve the March 20, 2026, warrant. The **Motion** passed unanimously by those present. The reviewer for the March 20, 2026, warrant was Mr. Srinivasan.

The April 3, 2026, warrant for \$212,388.57 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Dugan, to approve the April 3, 2026, warrant. The **Motion** passed unanimously by those present. The reviewer for the April 3, 2026, warrant was Ms. Mogor.

Mr. Meyer noted in March 2026 there was a total of \$761.40 in donations. \$1.40 in anonymous donations, \$100.00 donation from John Ropelewski for the area of greatest need. Commemorative Gift Donations include: \$20.00 in memory of Marie (grandmother) of Christine Nicewicz (for books), \$100.00 Anelliott Willis & James Nida in memory of Joanne Chambers, \$100.00 Carol Davis in memory of Joanne Chambers, \$65.00 Lisa & Jeanne Schmidt in memory of Brian Dillon, \$50.00 David and Margaret Grow in memory of Brian Dillon, \$50.00 Wendy Jacques in memory of Joanne Chambers, \$50.00 Constance Hosterman in memory of Joanne Chambers, \$25 Ann Cocca in memory of Brian Dillon, \$100.00 Faylene Hooper in memory of Joanne Chambers, \$100.00 Gary Guyette in memory of Brian Dillon.

THE FRIENDS: Mr. Foster gave the following report:

1. Liz Moore will be here on April 28; registration is full. The event will be at Shenendehowa High School East.
2. The FOL Crafters Supplies Give & Take was very successful with the FOL raising over \$6,000 and most of the items were sold by Sunday afternoon.
3. The Used Book Sale is scheduled for May 15-17.
4. The FOL have selected two scholarship winners. One high school senior, and one staff member that is attending library school. They will be notified by May 1 and invited to a small reception, hosted by the FOL.



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

1. Projects from the Youth AstroNet program are on display in the Art Gallery. This very popular program will be offered again this summer.
2. The library is featuring a number of programs for Earth Month. Solar Power in your Home, *At the Edge of the World: An Antarctic Expedition* author event, a program with a Master Gardener, and Bo the Beaver on April 25.
3. April is Insect month in the children's library. Activities include: ant crafts, spring critters scavenger hunt, and a live ant farm. The ant farm will be featured at the library outreach table for Shen Science Night.
4. The library is hosting Real Talk: Immigration on Tuesday, April 21. Real Talk is a forum held in partnership with CAPTAIN Community Human Services and the Shenendehowa Central School District to educate and inform teens and adults about a prominent issue in our community.
5. The library will be hosting the Shenendehowa Art Show in May.

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

1. Digital upgrades are underway to ensure we are WCAG2.1 compliant. We were recently notified that the deadline for compliance was changed to April of 2027. We will continue with our current upgrade schedule and will be compliant ahead of schedule.
2. We have had a number of very popular social media posts. The Bridgerton Tea party, Library on Fire, and High Five Day saw lots of engagement.
3. Effective April 1 we no longer have access to Cloud Library. We are offering expanded collections for tax district residents through Libby. For two days staff hosted a Libby Promo Party. There were 129 new users of Libby in March.

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

1. A 2025 Program of the Year nomination was made to SALS for the Living Wall Community Project. Please let Ms. Gutelius know if you plan to attend the SALS Annual Dinner.



2. 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 apply for the LSTA Grant by requesting three oversized musical instruments and Adirondack chairs to be placed in the reading garden.
3. We received an OATS Senior Planet grant for \$3,600 to purchase technology support.
4. We are looking into a grant opportunity with the United Way that supports digital equity. We will consider applying to fund hotspots.

COMMITTEE REPORTS:

POLICY COMMITTEE: No Report

PUBLIC RELATIONS: Ms. Verhayden gave the following report: Ms. Verhayden reviewed the Public Relations Committee meeting notes from April 6, 2026. She reviewed the 2025 Annual Report to the Public. She also shared topics and the schedule for Crisis Communications Statements.

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: Ms. McMunn gave the following report: Ms. McMunn reviewed the Personnel Committee meeting notes from March 30, 2026. She reviewed their discussions on trustee absences, nepotism, salaries and benefits, and succession planning.

BUILDINGS AND GROUNDS: Ms. Brown gave the following report: Ms. Brown reviewed the Building & Grounds Committee meeting notes from March 26, 2026. She reviewed construction grant updates, discussed LSTA grant, cleaning contract for August 1, and parking lot striping. She noted the FOL will be financially supporting the installation of new water bottle refilling water fountains.

FINANCE AND AUDIT: Mr. Meyer gave the following report: Mr. Meyer presented the Finance Committee notes from April 9, 2026. Mr. Meyer discussed the timing of opening the bank statements. The 2027 budget meeting will be set for early May, and 2026 budget adjustments should take place in June. The Finance Committee will meet with the Personnel Committee to discuss salary recommendations for 2027. The



Finance Committee will meet with LRP Committee to develop a plan for 2031 when the bond payments for the building will be complete.

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS: None

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 8:06PM.

The next scheduled Board Meeting is Monday, May 11, 2026, at 7:15pm.

Clifton Park-Halfmoon Public Library
Financial Statement - April 2026

Percentage of Year: 33.33%

RECEIPTS	Adopted Budget	Modified		YTD as % of			
	Jan 26	Adj Budget	Budget	April	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	\$111,664.00	\$111,664.00	0.00%	\$111,664.00
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	\$3,000.00	\$5,000.00	55.56%	-\$4,000.00
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	\$114,664.00	\$116,664.00	925.90%	\$104,064.00
Donations							
4210 Patron Donations	\$2,000.00	\$0.00	\$2,000.00	\$0.10	\$171.40	8.57%	-\$1,828.60
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	\$1,405.00	\$2,065.00	0.00%	\$2,065.00
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	\$1,405.10	\$2,236.40	111.82%	\$236.40
Interest							
4310 Investment Income	\$100,000.00	\$0.00	\$100,000.00	\$12,793.81	\$34,514.00	34.51%	-\$65,486.00
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	\$335.44	\$3,178.22	31.78%	-\$6,821.78
Subtotal	\$110,000.00	\$0.00	\$110,000.00	\$13,129.25	\$37,692.22	34.27%	-\$72,307.78
Other Income							
4410 Fines	\$1,000.00	\$0.00	\$1,000.00	\$126.89	\$458.05	45.81%	-\$541.95
4420 Library Fees - Lost & Damaged	\$5,500.00	\$0.00	\$5,500.00	\$420.96	\$2,153.41	39.15%	-\$3,346.59
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	\$1,272.64	\$4,387.56	39.89%	-\$6,612.44
4450 Other	\$1,100.00	\$0.00	\$1,100.00	\$174.95	\$969.23	88.11%	-\$130.77
Subtotal	\$18,600.00	\$0.00	\$18,600.00	\$1,995.44	\$7,968.25	42.84%	-\$10,631.75
Total Receipts	\$5,725,612.00	\$0.00	\$5,725,612.00	\$131,193.79	\$5,728,046.15	100.04%	\$2,434.15
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	\$131,193.79	\$5,728,046.15	100.04%	\$2,434.15

Clifton Park-Halfmoon Public Library
Financial Statement - April 2026

Percentage of Year: 33.33%

DISBURSEMENTS	Adopted Budget	Adj Budget	Modified	YTD as % of			
	Jan 26		Budget	April	YTD	Budget	Variance
Personnel							
7010 Salaries - Personnel	\$2,695,550.00	\$0.00	\$2,695,550.00	\$296,578.92	\$804,200.77	29.83%	\$1,891,349.23
7013 Contracted Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$550.00	55.00%	\$450.00
7200 Benefits - Insurance	\$412,000.00	\$0.00	\$412,000.00	\$17,848.84	\$146,775.97	35.63%	\$265,224.03
7270 Employee Public Relations	\$8,000.00	\$0.00	\$8,000.00	\$1,164.67	\$2,040.24	25.50%	\$5,959.76
7300 Benefits - Taxes	\$167,124.00	\$0.00	\$167,124.00	\$21,509.65	\$58,255.60	34.86%	\$108,868.40
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	-\$7,791.44	(\$5,862.30)	0.00%	\$5,862.30
Subtotal	\$3,658,674.00	\$0.00	\$3,658,674.00	\$329,310.64	\$1,097,406.28	29.99%	\$2,561,267.72
Library Materials							
6010 Books	\$163,810.00	\$0.00	\$163,810.00	\$1,364.72	\$32,906.96	20.09%	\$130,903.04
6020 Periodicals	\$15,840.00	\$0.00	\$15,840.00	\$3,206.70	\$9,825.27	62.03%	\$6,014.73
6030 AV	\$36,500.00	\$0.00	\$36,500.00	\$3,161.05	\$9,596.60	26.29%	\$26,903.40
6050 Digital Resources	\$151,150.00	\$0.00	\$151,150.00	\$8,285.35	\$49,940.20	33.04%	\$101,209.80
6090 Other	\$1,600.00	\$0.00	\$1,600.00	\$0.00	\$563.23	35.20%	\$1,036.77
Subtotal	\$368,900.00	\$0.00	\$368,900.00	\$16,017.82	\$102,832.26	27.88%	\$266,067.74
Facility & Equipment							
6110 Bldg Svc Contracts	\$218,000.00	\$0.00	\$218,000.00	\$20,849.57	\$81,862.60	37.55%	\$136,137.40
6130 Office Equip	\$10,000.00	\$0.00	\$10,000.00	\$2,624.55	\$3,564.55	35.65%	\$6,435.45
6140 Facility Insurance	\$50,333.00	\$0.00	\$50,333.00	\$4,138.00	\$56,742.00	112.73%	-\$6,409.00
6150 Repairs - Bldg & Equipment	\$32,000.00	\$0.00	\$32,000.00	\$615.44	(\$11,086.42)	-34.65%	\$43,086.42
6160 Equipment Lease Expense	\$27,000.00	\$0.00	\$27,000.00	\$2,106.88	\$8,402.99	31.12%	\$18,597.01
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	\$30,334.44	\$139,485.72	41.35%	\$197,847.28
Operations							
6200 Programs	\$51,256.00	\$0.00	\$51,256.00	\$6,713.97	\$19,105.12	37.27%	\$32,150.88
6510 Automation	\$235,000.00	\$0.00	\$235,000.00	\$14,973.15	\$78,638.47	33.46%	\$156,361.53
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$622.18	\$2,689.30	29.88%	\$6,310.70
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	\$0.00	\$555.00	10.09%	\$4,945.00
6530 Office & Lib Supplies	\$21,500.00	\$0.00	\$21,500.00	\$2,396.79	\$10,118.17	47.06%	\$11,381.83
6540 Postage & Freight	\$5,100.00	\$0.00	\$5,100.00	\$287.61	\$1,621.13	31.79%	\$3,478.87
6545 Professional Services	\$35,000.00	\$0.00	\$35,000.00	-\$3,121.77	\$23,168.23	66.19%	\$11,831.77
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$1,172.47	\$6,822.79	62.03%	\$4,177.21
6556 Travel & Continuing Ed	\$18,000.00	\$0.00	\$18,000.00	\$11,398.21	\$18,693.01	103.85%	-\$693.01
6575 Utilities	\$96,000.00	\$0.00	\$96,000.00	\$9,289.65	\$37,421.42	38.98%	\$58,578.58
6576 Building Security	\$127,500.00	\$0.00	\$127,500.00	\$0.00	\$31,538.28	24.74%	\$95,961.72
6581 Other Operational	\$2,000.00	\$0.00	\$2,000.00	\$84.65	\$285.06	14.25%	\$1,714.94
Subtotal	\$621,881.00	\$0.00	\$621,881.00	\$43,816.91	\$232,844.98	37.44%	\$389,036.02
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	\$223,962.50	\$223,962.50	93.38%	\$15,887.50
Subtotal	\$738,824.00	\$0.00	\$738,824.00	\$223,962.50	\$692,654.05	93.75%	\$46,169.95
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	\$643,442.31	\$2,265,223.29	39.56%	\$3,460,388.71

Clifton Park-Halfmoon Public Library
Financial Statement - April 2026

Percentage of Year: 33.33%

<i>Cash - Bank Balances</i>	
1040 Petty Checking	\$426.00
1050 Petty Cash	\$649.36
1055 Pioneer Checking	\$195,357.26
1056 Pioneer MM Savings	\$358,721.96
1057 NYLAF/NYCLASS	\$4,063,968.84
1057.2 Unemployment Fund Bond - NYCLASS	\$129,228.27
TTL CASH	\$4,748,351.69
1100 Accounts Receivable	\$176,103.82
12000 Undeposited Funds	\$26,949.98
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
TTL ASSETS	\$4,951,405.49
1080 Accrued Pioneer Bank credit card	\$0.00
2000 Accounts Payable	\$28,223.37
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	\$28,223.37
3007 Prior Period Adjustment	\$0.00
TTL EQUITY	\$4,923,182.12
	\$0.00
TTL LIAB & EQUITY	\$4,951,405.49

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$5,728,046.15
Year to Date Expenses	-\$2,265,223.29
Net Change	<u>\$3,462,822.86</u>

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 - April 2026

Percentage of Year: 33.33%

Net Fixed Assets				
	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%

Reconciliation	
Prior Month Fund Balance	\$1,460,359.26
+ Net change (revenues - expenses)	\$3,462,822.86
Subtotal	\$4,923,182.12
- Total Cash	-\$4,748,351.69
Accounts Payable	\$28,223.37
Accounts Receivable	-\$176,103.82
Prepaid Expense	\$0.00
Accrued Payroll	\$0.00
Undeposited Funds	-\$26,949.98
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

- April featured many great events to promote on social media. Bo the Beaver, a social media star herself with 100,000 followers, came to the Library and taught us about beavers and their importance to the local ecosystem. There is also a great reel, and a lot of tagged photos from the Liz Moore Author Event.
- All public computers and the website have been updated to the new Vega interface of the library catalog. This interface is ADA accessible but also groups together material types for patrons. For example, if you search for *The God of the Woods* by Liz Moore, the Vega catalog will show you all the formats we own it in together (regular, large type, book on CD, etc.) The deadline for WCAG 2.0 has been extended to 2027 however, we are now providing our digital resources to the new guidelines.

Print Resources

- A new May/June Program Brochure is now available to the public. We've made a change and included the CPH Insider newsletter as part of the regular brochure; it was previously a stand-alone handout. CPH Insider covers things beyond books and programs. The May/June edition focuses on the Friends of the Library.

Programs

- April featured several popular programs including the author visit with Liz Moore (1,200 attendees) and Meet Bo the Beaver (283 attendees).





Collections

- Circulation of physical items remains steady, but not increasing significantly. AV materials use continues to decline (DVDs, audiobooks etc.). Use of digital collections continues to increase – year-to-date by 6.5%.

Some of the top circulating items in April include:

Adult Fiction

1. The correspondent / Virginia Evans
2. Theo of Golden / Allen Levi
3. Remarkable bright creatures / Shelby Van Pelt
4. The god of the woods / Liz Moore
5. My friends / Fredrik Backman

Young Adult Fiction

1. Sunrise on the reaping / Suzanne Collins
2. The Hunger Games / Suzanne Collins
3. Catching fire / Suzanne Collins
4. Gleanings / Neal Shusterman
5. The toll / Neal Shusterman

Children's Fiction

- The top eight circulating children's fiction books are Diary of a Wimpy Kids books by Jeff Kinney

Children's Picture Books

- The top five circulating picture books are Pigeon books by Mo Willems

Outreach

- Library staff participated in regular monthly outreach to Helping Hands Preschool and Cheryl's Lodge. In addition, staff attended the YMCA Healthy Kids Day, the Shenendehowa STEM and Health Night, and the YMCA aftercare.

OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

Visitors / Room and Facility Use

- The visitor numbers are steady with over 108,000 people visiting the library year to date.



Sustainability Committee

- Due to the high cost of energy audits, the Sustainability Committee is collecting the data for the energy audit and will be writing up the results.
- The process to remove the invasive Japanese Knotweed is continuing this spring. The aim is to have it gone this year in order to proceed with the pollinator garden planning.

INVEST IN PEOPLE

Staff Training

- For all staff members who have computer access, they are required to complete phishing training through a company called KnowBe4. This training began in 2023. As part of the training, phishing “tests” are sent out to staff, and the “failure” rate has decreased dramatically. The baseline results was a 17.4% phish-prone result, and after the most recent testing, only four people (0.9% of all SALS users) clicked and failed the test.

Minimum Standards for Public Libraries

- The NYS Board of Regents recently approved an amendment to the [Minimum Standards for Public and Association Libraries](#), adding requirements for written policies. Beginning in May through July, webinars are being offered by the NY State Division of Library Development exploring each of the new elements of the minimum standards. The webinars are being recorded for later viewing. Our Library is compliant with the new minimum standards, but I will be watching the webinars to ensure all our policies are compliant. Information about the New York Public and Association Libraries Minimum Standards can be found at <https://www.nysl.nysed.gov/libdev/ministan>.

April Incidents

- April 12 – patron medical emergency
- April 16 – disorderly patron
- April 22 – patron behaving oddly
- April 30 – police wellness check for patron

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
ZOOM: Intermediate English Language Learning (ELL)	April 30 2026	Adults	15	15			15
Advanced Beginner English Language Learning (ELL)	April 29 2026	Adults	35	35			
Intermediate English Language Learning (ELL)	April 29 2026	Adults	5	5			
Memories to Memoirs	April 29 2026	Adults	9	9			
Beginner English Language Learning (ELL)	April 28 2026	Adults	26	26			
Citizenship Discussion Group	April 28 2026	Adults	4	4			
English Language Learning (ELL) Evening Conversation Gr	April 28 2026	Adults	14	14			
Seed Starting, by a Master Gardener	April 28 2026	Adults	9	9			
ELL Book Club	April 27 2026	Adults	10	10			
Libby Basics	April 27 2026	Adults	6	6			
Libby Like a Pro	April 27 2026	Adults	4	4			
Sharing Photos with an iPhone	April 24 2026	Adults	8	8			
ELL Conversation Group	April 23 2026	Adults	10	10			
One-on-One Digital Services Help	April 23 2026	Adults	1	1			
TTOB Event: Book Discussion--The God of the Woods	April 23 2026	Adults	21	21			
ZOOM: Intermediate English Language Learning (ELL)	April 23 2026	Adults	15	15			15
Advanced Beginner English Language Learning (ELL)	April 22 2026	Adults	25	25			
Intermediate English Language Learning (ELL)	April 22 2026	Adults	6	6			
Memories to Memoirs	April 22 2026	Adults	11	11			
Solar Power in Your Home	April 22 2026	Adults	11	11			
Therapy Dogs for Adults	April 22 2026	Adults	30	30			
ZOOM: Microsoft Word: Table of Contents Made Easy	April 22 2026	Adults					
ZOOM: Virtual Author Talk with Miranda Cowley Heller	April 22 2026	Adults	11				11
Beginner English Language Learning (ELL)	April 21 2026	Adults	26	26			
Citizenship Discussion Group	April 21 2026	Adults	4	4			
English Language Learning (ELL) Evening Conversation Gr	April 21 2026	Adults	13	13			
ELL Book Club	April 20 2026	Adults	4	4			
Community Field Trip: Shaker Heritage Society	April 17 2026	Adults	17	17			
ELL Conversation Group	April 16 2026	Adults	10	10			
HYBRID: Daytime Book Club	April 16 2026	Adults	3	3			
Sharing Photos with an Android Smartphone	April 16 2026	Adults	4	4			
ZOOM: Intermediate English Language Learning (ELL)	April 16 2026	Adults	16	16			16
Advanced Beginner English Language Learning (ELL)	April 15 2026	Adults	27	27			
Inspiration Place: Upcycled Flower Painting	April 15 2026	Adults	16	16			
Intermediate English Language Learning (ELL)	April 15 2026	Adults	13	13			
Memories to Memoirs	April 15 2026	Adults	10	10			
Beginner English Language Learning (ELL)	April 14 2026	Adults	24	24			
Citizenship Discussion Group	April 14 2026	Adults	3	3			
English Language Learning (ELL) Evening Conversation Gr	April 14 2026	Adults	14	14			
Love Canal 2: A Landfill Dilemma in Nassau NY	April 14 2026	Adults	21	21			
Virtual Author Talk: Author Brad Taylor	April 14 2026	Adults	22				22
AARP Tax Preparation Help	April 13 2026	Adults	10	10			
ELL Book Club	April 13 2026	Adults	4	4			
Intro to Chatting with Artificial Intelligence (AI)	April 13 2026	Adults	6	6			
Libby Basics	April 13 2026	Adults	9	9			
Libby Like a Pro	April 13 2026	Adults	5	5			
AARP Tax Preparation Help	April 11 2026	Adults	10	10			
One-on-One Digital Services Help	April 10 2026	Adults	1	1			

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

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Cinema Club: Earth (2007)	April 09 2026	Adults	14	14			
Inclusible Adult Games	April 09 2026	Adults	28	28			
All Abilities Art Club	April 08 2026	Adults	22	22			
Memories to Memoirs	April 08 2026	Adults	8	8			
Read Digital Newspapers for FREE	April 08 2026	Adults	1	1			
ZOOM: Canva Features Made Simple	April 08 2026	Adults					
AARP Tax Preparation Help	April 06 2026	Adults	10	10			
Cold Case Analysis with Dr. Christina Lane	April 06 2026	Adults	37	37			
ELL Book Club	April 06 2026	Adults	4	4			
Practicing with Google Docs	April 06 2026	Adults	3	3			
AARP Tax Preparation Help	April 04 2026	Adults	10	10			
Genealogy Assistance	April 02 2026	Adults	5	5			
Read With Pride Book Club	April 02 2026	Adults	5	5			
Virtual Author Talk: Curator Emerita Valerie Neal	April 02 2026	Adults	33				33
Banking and Finance Apps at a Glance	April 01 2026	Adults	5	5			
Journaling for Adults	April 01 2026	Adults	7	3			4
Memories to Memoirs	April 01 2026	Adults	11	11			
Concert: The Christine Spero Group	April 26 2026	Adults	46	46			
Author Event: A Visit with Liz Moore	April 28 2026	Adults	1200	1200			
Silent Book Club	April 16 2026	Adults	10	10			
Sinister Spring: A Mystery Author Event	April 11 2026	Adults	41	41			
Veterans Memorial Park Book Walk	April 18 2026	Children					
Parachute Play!	April 10 2026	Children	24	10		14	
Wonderful Walkers	April 17 2026	Children	33	18		15	
Toddler Sensory Play Time	April 21 2026	Children	26	13		13	
Terrific Twos Story Time	April 07 2026	Children	26	13		13	
Preschool Story Time & Craft	April 01 2026	Children	33	15		18	
Preschool Story Time & Craft	April 15 2026	Children	26	11		15	
Preschool Story Time & Craft	April 29 2026	Children	25	11		14	
Preschool Story Time & Craft	April 22 2026	Children	31	14		17	
Music & Motion	April 10 2026	Children	82	33		49	
Family Story Time	April 27 2026	Children	48	24		24	
Family Story Time	April 02 2026	Children	82	36		46	
Family Story Time	April 13 2026	Children	64	29		35	
Family Story Time	April 30 2026	Children	70	33		37	
Family Story Time	April 23 2026	Children	59	27		32	
Bilingual Story Time: Spanish	April 09 2026	Children	32	14		18	
Baby Story Time	April 17 2026	Children	26	15		11	
Baby Sensory Play Time	April 21 2026	Children	30	17		13	
Saturday Story Time	April 25 2026	Children	68	33		35	
Paper Roll Dandelions	April 09 2026	Children	8			8	
Mountain Mysteries	April 10 2026	Children	7			7	
Monday Funday Craft: Earth Day Tree Collage	April 13 2026	Children	11	4		7	
Minecraft Mania!	April 06 2026	Children	64	24		40	
Make-It Monday: Paper Plants	April 27 2026	Children	12	1		11	
Library Explorers: Musical Instruments	April 01 2026	Children	32	12		20	
Kids Paint & Sip: Imaginary Animals	April 20 2026	Children	11			11	

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

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Awesome Animal Book Club: Snakes	April 21 2026	Children	3			3	
Adventures in STEAM: Recycled CD Spinners	April 27 2026	Children	13	4		9	
Coding with ScratchJr	April 22 2026	Children	12		12		
Coding with ScratchJr	April 15 2026	Children	12		12		
Coding with ScratchJr	April 29 2026	Children	12		12		
Coding with Ozobot Evo	April 14 2026	Children	8			8	
Coding with Ozobot Evo	April 21 2026	Children	22	9		13	
AR Explorers: Learning in 3D	April 28 2026	Children	14		14		
Reading Therapy Dogs	April 09 2026	Children	5	2		3	
Monthly Scavenger Hunt	April 30 2026	Children	745			745	
Monthly Coloring Pages	April 30 2026	Children	920			920	
Art Cart	April 30 2026	Children	587			587	
Pajama Jam & Stuffy Sleep-Over	April 07 2026	Children	49	20		29	
ZOOM: PJ Story Time	April 07 2026	Children	27	11		16	27
ZOOM: PJ Story Time	April 21 2026	Children	4	2		2	4
Monthly Teen Volunteer Hours	April 30 2026	Teens	28		28		
Teen Book Club: Spin the Dawn	April 30 2026	Teens	6		6		
Teen Place Coloring Pages	April 30 2026	Teens					
Virtual Author Talk: Author Jason Reynolds	April 30 2026	Teens	10				10
Best Buddies Group Visit	April 29 2026	Teens	74	7	67		
Read the Rainbow Book Club: The Court of the Dead	April 23 2026	Teens	4		4		
Therapy Dogs for Teens	April 23 2026	Teens	6		6		
Teen Paint & Sip	April 17 2026	Teens	10	2	8		
Origami Crane Mobiles	April 09 2026	Teens	7		7		
Mario Kart 8: Spring Tournament	April 08 2026	Teens	25	4	18	3	
Make Your Own Burrito	April 07 2026	Teens	7		7		
VolunTEENS: Library Decorations	April 06 2026	Teens	11		11		
Teen Time	April 03 2026	Teens	6		6		
VolunTEENS: Plan a Program	April 03 2026	Teens	13		13		
Teen Craft Corner: Spring Collage Bookmarks	April 01 2026	Teens					
YouthAstroNet Capstone Showcase Installation	April 01 2026	Teens	37	17	14	6	
Real Talk: Immigration	April 21 2026	Teens Adults	33	25	8		
Real Talk: Outreach Table	April 21 2026	Teens Adults	27	20	7		
Language Exchange Café	April 16 2026	Teens Adults	4	4			
Cheryl's Lodge Outreach	April 30 2026	Outreach	39	6	8	25	
YMCA Healthy Kids Day	April 18 2026	Outreach	181	83	16	82	
Cheryl's Lodge Outreach	April 16 2026	Outreach	35	6	7	22	
YMCA after-care outreach	April 16 2026	Outreach					
YMCA after-care outreach	April 02 2026	Outreach					
Shen STEM and Health Night	April 24 2026	Outreach	652	325	150	177	
Helping Hands Outreach	April 20 2026	Outreach	84	22		62	
Meet Bo the Beaver!	April 25 2026	General	283	159		124	
At the Edge of the World: An Antarctic Expedition	April 27 2026	General	32	31		1	

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ELL Conversation Group	April 23 2026	Adults	10	10			
One-on-One Digital Services Help	April 23 2026	Adults	1	1			
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Preschool Story Time & Craft	April 22 2026	Children	31	14		17	
Music & Motion	April 10 2026	Children	82	33		49	
Family Story Time	April 27 2026	Children	48	24		24	
Family Story Time	April 02 2026	Children	82	36		46	
Family Story Time	April 13 2026	Children	64	29		35	
Family Story Time	April 30 2026	Children	70	33		37	
Family Story Time	April 23 2026	Children	59	27		32	
Bilingual Story Time: Spanish	April 09 2026	Children	32	14		18	
Baby Story Time	April 17 2026	Children	26	15		11	
Baby Sensory Play Time	April 21 2026	Children	30	17		13	
Saturday Story Time	April 25 2026	Children	68	33		35	
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**Clifton Park-Halfmoon Public Library
2026 Activity Report**

		January	February	March	April	May	June	July	August	September	October	November	December	YTD 2026	YTD 2025	
	New	193	229	210	192	0	0	0	0	0	0	0	0	824	793	3.91%
	Purged*															
	TOTAL	32,383	32,369	32,333	32,276	0	0	0	0	0	0	0	0	32,333	32,885	
<i>Fiction</i>	Adult	8,965	8,008	8,899	8,115	0	0	0	0	0	0	0	0	33,987	34,699	-2.05%
	Young Adult	1,409	1,416	1,309	1,361	0	0	0	0	0	0	0	0	5,495	5,826	-5.68%
	Juvenile	14,868	14,203	15,966	15,088	0	0	0	0	0	0	0	0	60,125	59,329	1.34%
<i>Non-fiction</i>	Adult	5,367	4,799	5,414	5,198	0	0	0	0	0	0	0	0	20,778	21,691	5.11%
	Young Adult	25	10	4	7	0	0	0	0	0	0	0	0	46	58	-20.69%
	Juvenile	2,051	2,025	2,063	2,194	0	0	0	0	0	0	0	0	8,333	7,534	10.61%
<i>Audio</i>	Adult	1,058	898	1,134	1,098	0	0	0	0	0	0	0	0	4,188	4,374	-4.25%
	Young Adult	21	18	10	9	0	0	0	0	0	0	0	0	58	91	-36.26%
	Juvenile	698	673	715	589	0	0	0	0	0	0	0	0	2,675	2,267	18.00%
<i>DVD</i>	Adult	3,206	3,014	3,075	2,850	0	0	0	0	0	0	0	0	12,145	14,842	-18.17%
	Juvenile	792	799	767	698	0	0	0	0	0	0	0	0	3,056	3,594	-14.97%
<i>Digital Media</i>	eaudiobooks	4,306	4,306	4,238	3,778	0	0	0	0	0	0	0	0	16,628	15,930	4.38%
	ebooks	3,580	3,580	3,808	3,045	0	0	0	0	0	0	0	0	14,013	14,319	-2.14%
	Music	117	117	117	98	0	0	0	0	0	0	0	0	449	427	5.15%
	Serials*	2,981	2,981	3,024	2,814	0	0	0	0	0	0	0	0	11,800	9,235	27.77%
	Comics (hoopla)	107	107	113	111	0	0	0	0	0	0	0	0	438	432	1.39%
	Streaming Video/TV (hoopla)	403	403	366	339	0	0	0	0	0	0	0	0	1,511	1,735	-12.91%
<i>Other</i>	Serials	470	394	437	403	0	0	0	0	0	0	0	0	1,704	1,919	-11.20%
	Games	508	454	430	506	0	0	0	0	0	0	0	0	1,898	1,813	4.69%
	Uncatalogued	42	38	39	36	0	0	0	0	0	0	0	0	155	202	-23.27%
	Non-traditional	189	195	237	254	0	0	0	0	0	0	0	0	875	807	8.43%
	Print	32,685	30,461	33,655	31,963	0	0	0	0	0	0	0	0	128,764	129,407	-0.50%
	AV	5,775	5,402	5,701	5,244	0	0	0	0	0	0	0	0	22,122	25,168	-12.10%
	Digital	11,494	11,494	11,666	10,185	0	0	0	0	0	0	0	0	44,839	42,078	6.56%
	Other	1,209	1,081	1,143	1,199	0	0	0	0	0	0	0	0	4,632	4,741	-2.30%
	TOTAL	51,163	48,438	52,165	48,591	0	0	0	0	0	0	0	0	200,357	201,394	-0.51%
	Database Usage	6,488	4,580	5,560	0	0	0	0	0	0	0	0	0	16,628	21,598	-23.01%
	Computer Use (sessions)	1,506	1,655	1,943	1,759	0	0	0	0	0	0	0	0	6,863	6,948	-1.22%
	Wireless Use	7,272	7,111	8,754	12,885	0	0	0	0	0	0	0	0	36,022	26,218	37.39%
	PAC Use	13,873	12,204	13,829	12,885	0	0	0	0	0	0	0	0	52,791	52,223	1.09%
	Website Visits	43,853	41,802	44,270	0	0	0	0	0	0	0	0	0	129,925	154,571	-15.94%
	iPad/Laptop/Device Use	51	68	70	90	0	0	0	0	0	0	0	0	279	121	130.58%

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

	January	February	March	April	May	June	July	August	September	October	November	December	YTD 2026	YTD 2025	
<i>Number of Programs</i>															
Adult	73	70	78	69	0	0	0	0	0	0	0	0	290	271	7.01%
Teen	9	15	13	19	0	0	0	0	0	0	0	0	56	35	60.00%
Child 0-5	15	19	17	18	0	0	0	0	0	0	0	0	69	60	15.00%
Child 6-11	28	25	15	22	0	0	0	0	0	0	0	0	90	81	11.11%
General	0	1	2	2	0	0	0	0	0	0	0	0	5	14	-64.29%
One-on-One	0	1	0	1	0	0	0	0	0	0	0	0	2	31	-93.55%
Grab & Go	0	0	0	0	0	0	0	0	0	0	0	0	0	4	-100.00%
Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0		#DIV/0!
TOTAL	125	131	125	131	0	0	0	0	0	0	0	0	512	496	3.23%
<i>Attendance</i>															
Adult	1,533	998	2,056	2,078	0	0	0	0	0	0	0	0	6,665	4,026	65.55%
Teen	78	216	81	308	0	0	0	0	0	0	0	0	683	698	-2.15%
Child 0-5	629	900	871	801	0	0	0	0	0	0	0	0	3,201	2,680	19.44%
Child 6-11	2,319	3,002	3,471	2,562	0	0	0	0	0	0	0	0	11,354	15,576	-27.11%
General	0	108	327	315	0	0	0	0	0	0	0	0	750	611	22.75%
One-on-One	0	1	0	1	0	0	0	0	0	0	0	0	2	32	-93.75%
Grab & Go	0	0	0	0	0	0	0	0	0	0	0	0	0	4	-100.00%
Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
TOTAL	4,559	5,225	6,806	6,065	0	0	0	0	0	0	0	0	22,655	23,627	-4.11%
Events / Programs	8	8	11	7	0	0	0	0	0	0	0	0	34	43	-20.93%
Attendance	668	482	513	991	0	0	0	0	0	0	0	0	2,654	1,942	36.66%
Borrowed	7,598	4,785	7,171	7,275	0	0	0	0	0	0	0	0	26,829	28,113	-4.57%
Loaned	3,049	2,588	2,832	2,763	0	0	0	0	0	0	0	0	11,232	11,288	-0.50%
TOTAL	10,647	7,373	10,003	10,038	0	0	0	0	0	0	0	0	38,061	39,401	-3.40%
Ask Desk	2,811	2,728	2,893	2,530	0	0	0	0	0	0	0	0	10,962	9,825	11.57%
Children's Library Desk	1,456	1,552	1,604	1,424	0	0	0	0	0	0	0	0	6,036	7,122	-15.25%
Computer Support	493	498	679	646	0	0	0	0	0	0	0	0	2,316	2,276	1.76%
TOTAL	4,760	4,778	5,176	4,600	0	0	0	0	0	0	0	0	19,314	19,223	0.47%
	39	4	46	64	0	0	0	0	0	0	61	0	214	212	0.94%
	25,024	24,682	29,195	27,899	0	0	0	0	0	0	0	0	106,800	76,552	39.51%
<i>Hours</i>															
Library Programs	418	418	433	389	0	0	0	0	0	0	0	0	1,658	1,189	39.47%
Board/FOL/Staff	49	49	40	40	0	0	0	0	0	0	0	0	177	218	-18.74%
Outside Organizations	24	237	246	195	0	0	0	0	0	0	0	0	701	950	-26.22%
Room Checkouts	204	245	259	276	0	0	0	0	0	0	0	0	984	964	2.07%
Organization Meetings/Programs (bookings)	74	74	80	67	0	0	0	0	0	0	0	0	295	324	-8.95%
Added	716	807	0	856	0	0	0	0	0	0	0	0	2,379	3,154	-24.57%
Withdrawn	325	389	0	1,253	0	0	0	0	0	0	0	0	1,967	2,593	-24.14%
TOTAL	147,926	148,353	0	148,437	0	0	0	0	0	0	0	0	148,353	147,319	0.70%



The current Janitorial Services Contract with K&P Facilities Maintenance expires on July 31, 2026. Janitorial services are provided daily, after hours, and include vacuuming, cleaning of bathrooms, dusting, garbage removal, etc. We currently pay \$6,300 per month.

A request for bids for the Janitorial Services Contract was issued on April 3, 2026. The Notice to Bidders was published in the Times Union for a week beginning on April 6, 2026. A site visit was held on April 15, 2026, and bids were due by April 30, 2026.

The bid document was emailed to the following companies:

- K&P Janitorial Services
- Unique Shine
- AllPro Restoration and Janitorial
- Maxi Cleaning and Maintenance Solutions
- Duran Cleaning Services

One company K&P Janitorial Services attended the building walkthrough, and one company, K&P Janitorial Services submitted a bid by the due date. The bid was opened in public at 10:00am by Lisa Oddo and Alex Gutelius.

		K&P Facilities Maintenance
Monthly price for all services as specified for each year of the contract.	2026/2027	Monthly Price \$ 7,500
	2027/2028	\$ 8,000
	2028/2029	\$ 8,500
Hourly rate for all work done outside item #1	Per Hour	\$ 39.00
Hourly rate for all work done during holidays on a non-emergency basis	Per Hour	\$ 43.00
Hourly Rate for all work done on an emergency basis.	Per Hour	\$ 50.00
Percent of MSRP for all materials supplied outside the specifications		15%



Janitorial Services Contract Recommendation May 2026

The bid by K&P for 2026/2027 is 19% higher than the current price. However, there has been no increase in the cost since 2023.

In 2023 we received two bids, one from K&P for \$6,300 per month and another from Vanguard for \$15,540 per month.

K&P have been providing janitorial services to the Library for the past 10 years, and we have been very pleased with their service.

Recommendation

It is recommended that the Library contract with K&P Facilities Maintenance at a monthly cost of \$7,500 beginning August 1, 2026 through July 31, 2027.

Prepared by: Alex Gutelius, Library Director