CLIFTON PARK HALFMOON PUBLIC LIBRARY

Board of Trustees Agenda

August 17, 2026 7:15 PM Board Meeting

The regular meeting will be preceded by a joint FOL/Library Board Meeting at 6:00pm. The Library Board Meeting will begin at approximately 7:15pm.

1. *Agenda: Approval or Changes
2. *Minutes of the July 20, 2026 meeting.
3. Public Comment
4. Board Comment
5. President's Report
6. Treasurer's Report
   A. July 2026 Financial Statement
   B. *Warrants
      - #2026-17 July 20, 2026 $160,387.62
      - #2026-18 July 31, 2026 $164,609.23
      - #2026-19 August 7, 2026 $170,771.10
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. PR Committee – August 4, 2026 Meeting Notes
   B. PR Committee – Budget Information Brochure
10. Old Business
11. New Business
    A. *Approve appointment of Noah Case and Maya Lerner, Pages.
    B. *State Aid for Library Construction Grant Application
12. Executive Session

* Items so marked are action items

July 20, 2026 7:15 PM Board Meeting

Present: Brown, Megan; Cantore, Mathew; Dugan, Suzanne; Lamb, Robin; McMunn, Maria; Meyer, Stephen; Mogor, Cornelia; Schlegel, Jennifer; Srinivasan, Purushothaman; Wise, Russ. Also present were Alex Gutelius and Jim Foster.

Absent: Jason DiGianni

Guest: Susan Flint

The meeting was called to order at 7:18 PM by Mr. Cantore.

AGENDA: Mr. Cantore presented the July 20, 2026 agenda for approval. A **Motion** was made by Ms. Brown, seconded by Mr. Srinivasan, to approve the agenda as sent. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn, to accept the June 15, 2026, minutes as sent. The **Motion** passed unanimously by those present. Ms. Dugan chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: None

PRESIDENT'S REPORT:

Mr. Cantore reminded trustees to complete their annual trustee training requirements for 2026. Committee meetings and work continue to be on track. The library participated in the July 4 parade. Mr. Cantore thanked the staff that participated and especially Ms. Morrison for walking the entire parade in a dinosaur costume.

TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for June 2026. The June 2026 Financial Statement was reviewed and received for audit. Mr. Meyer noted disbursements are a bit high for facilities and equipment, but overall, we are on target for this time of the year.

The June 18, 2026, warrant for $159,578.33 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown, to approve the June 18, 2026, warrant. The **Motion** passed unanimously by those present. The reviewer for the June 18, 2026, warrant was Mr. DiGianni.

The June 29, 2026, warrant for $141,994.88 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Mogor, to approve the June 29, 2026, warrant. The **Motion** passed unanimously by those present. The reviewer for the June 29, 2026, warrant was Mr. DiGianni.

The July 6, 2026, warrant for $62,994.29 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Schlegel, to approve the July 6, 2026, warrant. The **Motion** passed unanimously by those present. The reviewer for the July 6, 2026, warrant was Ms. Schlegel. It was noted this warrant did not include payroll.

Mr. Meyer noted in June 2026 there was a total of $74.40 in donations. $24.40 in anonymous donations and $50.00 from Eleanor and Adam Miller in memory of Toby Elman.

THE FRIENDS: Mr. Foster gave the following report:

1. The FOL are working on the replacement of the water fountains to include bottle fillers.
2. Next year is the FOL 30th anniversary. They are in the early stages of planning a celebration.

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

1. Mr. Foster shared the new library cards. These cards are less expensive and use less plastic. Patrons currently have a choice which card they would like until the old cards run out.
2. The library has a wide variety of programming taking place this summer for all ages.
3. We have over 2,000 children signed up for Summer Reading. We have a Live Reptile Show with Uncharted Wild on July 29 and Live Raptors: Birds of Prey on August 12. Scavenger hunts outside and at the local parks continue to be popular.

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

1. Website visits are down 26% for June compared to May. We believe this is an error with the reported analytics. Online newspapers continue to be our most visited page.
2. Popular Social Media content on Facebook this month included our adult field trip to the Saratoga Battlefield and the Dinoman Summer Reading Kickoff. The Instagram reels with staff promoting National Audiobook Month were also very popular.

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

1. JA is finalizing the new Joint Automation Agreement for member libraries. The new agreement is much more detailed (21 pages) than the previous agreement (3 pages).
2. After a power surge earlier this month we have experienced lighting issues. The processor for the lighting unit has been damaged and needs to be repaired.
3. Absentee Ballots applications are now available. Absentee ballots will be available August 17. Trustee petitions are due on August 11.
4. Staff participated in AI Training in June and classes for the public are offered through Senior Planet.

COMMITTEE REPORTS:

POLICY COMMITTEE: No Report

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: Ms. McMunn gave the following report:
Ms. McMunn presented the Personnel Committee meeting notes from June 22, 2026. They discussed creating a new title Community Service & Public Relations Assistant. The committee reviewed the draft 2027 personnel budget and made salary recommendations that were sent to the Finance Committee.

BUILDINGS AND GROUNDS: No Report

FINANCE AND AUDIT: Mr. Meyer gave the following report:

Mr. Meyer presented the Finance Committee meeting notes from July 8, 2026.

Next, Mr. Meyer presented the 2027 Draft Budget. The draft budget as presented would be a tax levy of $5,908,702 a 6.21% increase. The budget includes increases in staff salaries, health care and retirement. It also includes increases in Facilities and Equipment and Operations. The board discussed the budget and the considerable increases to health insurance and retirement, as these are items that are out of their control. They also discussed the impact of costs and repairs on the aging building as well as rising utility costs. Mr. Meyer made the **Motion** on behalf of the Finance Committee to approve the 2027 draft budget as presented. The **Motion** passed unanimously by those present.

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS:

Mr. Gutelius presented the recommendation to create a civil service title of Community Services & Public Relations Assistant. The new position job description better reflects the actual duties of the position. Ms. McMunn made the **Motion**, on behalf of the Personnel Committee to create the job title Community Services & Public Relations Assistant. 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 8:21PM.

The next scheduled Board Meeting is Monday, August 17, 2026, at 7:15pm.

Clifton Park-Halfmoon Public Library
Financial Statement - July 2026

Percentage of Year: 58.33%

RECEIPTS	Adopted Budget Jan 26	June 2026 Adj Budget	Modified Budget	July	YTD	YTD as % of 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	$7,001.40	$16,001.40	-$225.00	$15,776.40	98.59%	-$225.00
4170a Saratoga Arts	$0.00	$1,000.00	$1,000.00	$0.00	$1,000.00	100.00%	$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	$4,136.36	$4,136.36	$0.00	$4,136.36	100.00%	$0.00
Subtotal	$12,600.00	$12,137.76	$24,737.76	-$225.00	$20,912.76	84.54%	-$3,825.00
Donations							
4210 Patron Donations	$2,000.00	$0.00	$2,000.00	$0.30	$697.10	34.86%	-$1,302.90
4220 Friends - Unspecified	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
4230 Commemorative	$0.00	$0.00	$0.00	$0.00	$2,140.00	0.00%	$2,140.00
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	$0.30	$2,837.10	141.86%	$837.10
Interest							
4310 Investment Income	$100,000.00	$0.00	$100,000.00	$9,784.11	$67,584.89	67.58%	-$32,415.11
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	-$5,000.00	$5,000.00	$451.54	$4,166.36	83.33%	-$833.64
Subtotal	$110,000.00	-$5,000.00	$105,000.00	$10,235.65	$71,751.25	68.33%	-$33,248.75
Other Income							
4410 Fines	$1,000.00	$0.00	$1,000.00	$285.89	$1,074.95	107.50%	$74.95
4420 Library Fees - Lost & Damaged	$5,500.00	$0.00	$5,500.00	$996.10	$4,071.32	74.02%	-$1,428.68
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	$1,274.80	$7,579.30	68.90%	-$3,420.70
4450 Other	$1,100.00	$0.00	$1,100.00	$329.85	$1,764.71	160.43%	$664.71
Subtotal	$18,600.00	$0.00	$18,600.00	$2,886.64	$14,490.28	77.90%	-$4,109.72
Total Receipts	$5,725,612.00	$7,137.76	$5,732,749.76	$12,897.59	$5,673,476.67	98.97%	-$59,273.09
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	$7,137.76	$5,732,749.76	$12,897.59	$5,673,476.67	98.97%	-$59,273.09

Clifton Park-Halfmoon Public Library
Financial Statement - July 2026

Percentage of Year: 58.33%

DISBURSEMENTS	Adopted Budget Jan 26	June 2026 Adj Budget	Modified Budget	July	YTD	YTD as % of Budget	Variance
Personnel							
7010 Salaries - Personnel	$2,695,550.00	-$70,394.63	$2,625,155.37	$210,168.70	$1,413,583.94	53.85%	$1,211,571.43
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	$7,000.00	$419,000.00	$26,531.99	$233,712.44	55.78%	$185,287.56
7270 Employee Public Relations	$8,000.00	$0.00	$8,000.00	$352.67	$4,152.16	51.90%	$3,847.84
7300 Benefits - Taxes	$167,124.00	$5,000.00	$172,124.00	$15,238.04	$102,339.22	59.46%	$69,784.78
7400 Benefits - Retirement	$375,000.00	$47,033.00	$422,033.00	$0.00	$91,446.00	21.67%	$330,587.00
7500 Benefits - Other - Pass through	$0.00	$0.00	$0.00	$1,432.98	$5,249.70	0.00%	-$5,249.70
Subtotal	$3,658,674.00	-$11,361.63	$3,647,312.37	$253,724.38	$1,851,033.46	50.75%	$1,796,278.91
Library Materials							
6010 Books	$163,810.00	$0.00	$163,810.00	$9,807.01	$77,913.48	47.56%	$85,896.52
6020 Periodicals	$15,840.00	$0.00	$15,840.00	$413.65	$11,730.50	74.06%	$4,109.50
6030 AV	$36,500.00	$0.00	$36,500.00	$2,414.87	$21,124.72	57.88%	$15,375.28
6050 Digital Resources	$151,150.00	$0.00	$151,150.00	$10,351.49	$97,179.68	64.29%	$53,970.32
6090 Other	$1,600.00	$0.00	$1,600.00	$50.90	$890.28	55.64%	$709.72
Subtotal	$368,900.00	$0.00	$368,900.00	$23,037.92	$208,838.66	56.61%	$160,061.34
Facility & Equipment							
6110 Bldg Svc Contracts	$218,000.00	$0.00	$218,000.00	$14,448.56	$125,840.63	57.73%	$92,159.37
6130 Office Equip	$10,000.00	$0.00	$10,000.00	$0.00	$6,395.10	63.95%	$3,604.90
6140 Facility Insurance	$50,333.00	$8,381.00	$58,714.00	$0.00	$58,714.00	100.00%	$0.00
6150 Repairs - Bldg & Equipment	$32,000.00	-$12,622.00	$19,378.00	$2,884.82	$6,809.40	35.14%	$12,568.60
6160 Equipment Lease Expense	$27,000.00	$0.00	$27,000.00	$2,124.02	$14,913.62	55.24%	$12,086.38
61000 Other Fac & Equip	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Subtotal	$337,333.00	-$4,241.00	$333,092.00	$19,457.40	$212,672.75	63.85%	$120,419.25
Operations							
6200 Programs	$51,256.00	$7,137.76	$58,393.76	$4,547.28	$32,777.03	56.13%	$25,616.73
6510 Automation	$235,000.00	$0.00	$235,000.00	$30,830.40	$142,557.23	60.66%	$92,442.77
6515 Custodial Supp	$9,000.00	$0.00	$9,000.00	$5,966.34	$10,441.84	116.02%	-$1,441.84
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	$299.00	$3,849.00	69.98%	$1,651.00
6530 Office & Lib Supplies	$21,500.00	$0.00	$21,500.00	$1,887.67	$16,874.58	78.49%	$4,625.42
6540 Postage & Freight	$5,100.00	$0.00	$5,100.00	$613.42	$2,881.28	56.50%	$2,218.72
6545 Professional Services	$35,000.00	$0.00	$35,000.00	$378.00	$28,840.44	82.40%	$6,159.56
6551 PR & Printing	$11,000.00	$0.00	$11,000.00	$1,413.21	$8,553.29	77.76%	$2,446.71
6556 Travel & Continuing Ed	$18,000.00	$8,900.00	$26,900.00	$144.93	$19,778.15	73.52%	$7,121.85
6575 Utilities	$96,000.00	$10,000.00	$106,000.00	$9,168.53	$58,277.88	54.98%	$47,722.12
6576 Building Security	$127,500.00	$0.00	$127,500.00	$12,128.56	$77,046.03	60.43%	$50,453.97
6581 Other Operational	$2,000.00	$0.00	$2,000.00	$101.27	$576.06	28.80%	$1,423.94
Subtotal	$621,881.00	$26,037.76	$647,918.76	$67,478.61	$404,641.81	62.45%	$243,276.95
Bonds							
6610 Town of Clifton Park	$498,974.00	$0.00	$498,974.00	$30,282.60	$498,974.15	100.00%	-$0.15
6620 Town of Halfmoon	$239,850.00	$0.00	$239,850.00	$0.00	$223,962.50	93.38%	$15,887.50
Subtotal	$738,824.00	$0.00	$738,824.00	$30,282.60	$722,936.65	97.85%	$15,887.35
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	$10,435.13	$5,736,047.13	$393,980.91	$3,400,123.33	59.28%	$2,335,923.80

Clifton Park-Halfmoon Public Library
Financial Statement - July 2026

Percentage of Year: 58.33%

Cash - Bank Balances	
1040 Petty Checking	$426.00
1050 Petty Cash	$699.36
1055 Pioneer Checking	$205,655.06
1056 Pioneer MM Savings	$294,910.01
1057 NYLAF/NYCLASS - General Fund	$3,095,885.49
1057.2 Unemployment Fund Bond - NYCLASS	$130,382.51
TTL CASH	**$3,727,958.43**
1100 Accounts Receivable	$63,144.38
12000 Undeposited Funds	$0.00
13000 Prepaid Expense	$0.00
Fixed Assets	$0.00
TTL ASSETS	**$3,791,102.81**
1080 Accrued Pioneer Bank credit card	$0.00
2000 Accounts Payable	$57,390.21
21000 Accrued Payroll	$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	**$57,390.21**
3007 Prior Period Adjustment	$0.00
TTL EQUITY	**$3,733,712.60**
	$0.00
TTL LIAB & EQUITY	**$3,791,102.81**

Fund Balance Reconciliation	
Year to Date Revenues	$5,673,476.67
Year to Date Expenses	-$3,400,123.33
Net Change	**$2,273,353.34**

Appropriations	Prior Month Balance	Use of Fund 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 - July 2026

Percentage of Year: 58.33%

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%

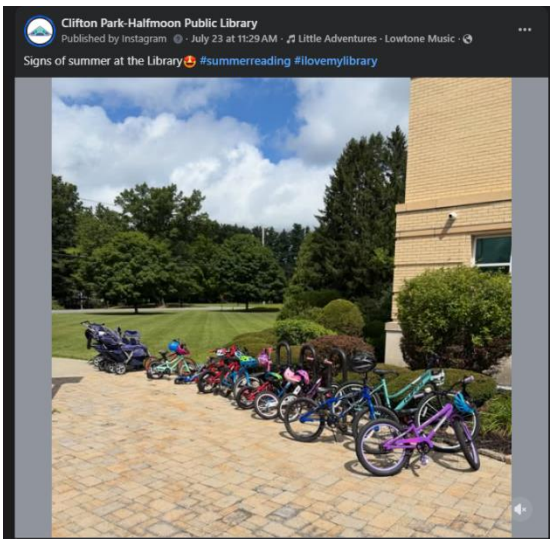
Reconciliation	
Prior Month Fund Balance	$1,460,359.26
+ Net change (revenues - expenses)	$2,273,353.34
Subtotal	$3,733,712.60
- Total Cash	-$3,727,958.43
Accounts Payable	$57,390.21
Accounts Receivable	-$63,144.38
Prepaid Expense	$0.00
Accrued Payroll	$0.00
Undeposited Funds	$0.00
Accrued Leave and 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

- Website visits are up 12% compared to June but still well below our normal July numbers. Our eNewsletter continues to be popular with over 5,000 people opening each edition. We also had huge social media engagement in July. Our Save Money with the Library of Things post reached over 15,000 people and Signs of Summer post reached 14,000.





Print Resources

- We have printed 680 program brochures and just over 500 Summer Reading Program Calendars.

Programs

- The summer reading theme of Unearth A Story has been extremely popular - from scheduled programs such as the Live Reptile Show to passive programming such as the Dino Guess to the outdoor scavenger hunt. Other well attended programs in July include:
  - The Family Fun Ice Cream Social
  - Outdoor Storytime programs
  - Tuesday crafternoon programs
  - Scottish Immigration to America

Collections

- Patrons have requested that the Library add Tonies or Yoto boxes (and other brands) to the library's collection. However, the commercial brand audio players for children are not made for library loaning. CPH will be adding WhaZoodles to the children's collection by the end of 2026. WhaZoodles are competitor to Tones and Yoto boxes, but are more library friendly. They come with their own charging cords, a 2-year warranty, and are made for heavy usage. They are one small device in an easy to shelve box – no cards or characters.
  https://www.playaway.com/our-products/whazoodle/all

OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

Visitors / Room and Facility Use

- The first of the new hydration stations has been installed. (see below). The unit was installed the week of August 3, and by August 12 there had been 143 uses of the bottle filler.



Sustainable Libraries Certification

- The Sustainability Committee continues to work towards certification. Sections A-D have been submitted for review and approval. The Committee is working on a facilities plan, pollinator garden, and composting education for the public this fall.

INVEST IN PEOPLE

Retirement Invoice

- The New York State Retirement System provides a *projected* invoice in September of the year before the invoice is due as a budgeting tool. Because the Library's budget for the following year is developed no later than July, we must use an estimate for the budget development. An *estimated* invoice is provided in July of the year the invoice is due. The *annual invoice* is provided in November and shows the total due on or before February 1 the following year. If the invoice is prepaid in December, there is a discount. The Library pays the invoice in December.
- In September 2025, the Library's *projected* invoice due December 2026 was $422,033.
- The July 2026 *estimated* invoice due December 2026 is $385,283 – a difference of $36,750.
- The annual invoice will be received in November 2026. A budget adjustment may be required at that time; however, we are still unsure of the implications of the changes to Tier 6.

Professional Development

- Staff Development Night has been scheduled for September 1 from 4pm – 9pm. Staff will be focused on the future of the library. The evening begins with department meetings, followed by dinner, and will end with a library visioning exercise, facilitated by SALS Executive Director, Kim Bolan.

July Incidents

- July 7 – Lost child – mother concerned child left Children's Library – child found
- July 9 – patron left in copy room after closing
- July 16 – Disorderly patron, threats of suicide, violence; 911 called
- July 17 – staff accident; chemical splash; no lasting issues
- July 19 – patron concern about access to 1300's bible
- July 25 – child cut leg in Reading Garden (Insurance report submitted)
- July 27 – patron expressed concern about other patron's noise in computer area

Prepared by: Alex Gutelius, Library Director

Clifton Park - Halfmoon Public Library
Program Statistics - July 2026

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
ELL Drop-In Help	July 03 2026	Adults	3	3			
ELL Drop-In Help	July 10 2026	Adults	4	4			
Women's Basic Self-Defense	July 10 2026	Adults	12	11		1	
ZOOM: Mindfulness Meditation	July 10 2026	Adults	14	14			
Community Field Trip: Thacher State Park	July 17 2026	Adults	11	11			
ZOOM: Mindfulness Meditation	July 17 2026	Adults	11	11			
ELL Drop-In Help	July 24 2026	Adults	2	2			
ZOOM: Mindfulness Meditation	July 24 2026	Adults	12	12			
ZOOM: Mindfulness Meditation	July 31 2026	Adults	31				
HYBRID: Banned Book Club	July 06 2026	Adults	7	6			1
One-on-One Digital Services Help	July 20 2026	Adults	1	1			
Red Cross Community Blood Drive	July 20 2026	Adults	44	44			
Unearth A Story: Book Bingo	July 20 2026	Adults	14	14			
Avoiding Financial Fraud	July 27 2026	Adults	15	15			
Downsizing for Older Adults	July 27 2026	Adults	19	19			
Jigsaw Puzzle & Board Game Swap	July 25 2026	Adults	73	73			
Scottish Immigration to America	July 25 2026	Adults	48	48			
Board Game Social	July 19 2026	Adults	5	5			
Jigsaw Puzzle & Board Game Swap	July 26 2026	Adults	26	26			
Genealogy Assistance	July 02 2026	Adults	5	5			
Unearth A Story: Book Bingo	July 02 2026	Adults	37	34		3	
Cinema Club: Jurassic Park (1993)	July 09 2026	Adults	5	5			
Dig Into Free Digital Newspapers	July 09 2026	Adults	2	2			
Inclusible Adult Games	July 09 2026	Adults	14	14			
Estate Planning Essentials	July 16 2026	Adults	22	22			
HYBRID: Daytime Book Group	July 16 2026	Adults	6	5			1
Virtual Author Talk: Migrant Heart by Reyna Grande	July 16 2026	Adults	20				20
Getting to Know Your Android Smartphone	July 23 2026	Adults	4	4			
One-on-One Tech Help	July 23 2026	Adults	1	1			
Crafty Adults: Embroidered Dinosaur Bookmarks	July 07 2026	Adults	10	10			
ELL Conversation Group	July 07 2026	Adults	15	15			
ELL Conversation Group	July 14 2026	Adults	16	16			
The Mystery of Ft. Edward's Jane McCrea	July 14 2026	Adults	14	14			
Virtual Author Talk: Karin Slaughter	July 14 2026	Adults	46				46
ELL Conversation Group	July 21 2026	Adults	26	23	3		
ELL Conversation Group	July 28 2026	Adults	26	24	2		
ELL Volunteer Meeting	July 28 2026	Adults	4	4			
Solar Power in Your Home	July 28 2026	Adults	3	3			
Therapy Dogs for Adults	July 28 2026	Adults	38	38			
Virtual Author Talk: The Power of Connection with Dr. Fra	July 28 2026	Adults	29				29
Intermediate English Language Learning (ELL)	July 01 2026	Adults	5	5			
All Abilities Art Club	July 08 2026	Adults	10	10			
Avoiding Health and Wellness Scams	July 08 2026	Adults	8	8			
ELL Conversation Group	July 08 2026	Adults	18	16	2		
Intermediate English Language Learning (ELL)	July 08 2026	Adults	3	3			
Journaling for Adults	July 08 2026	Adults	9	7			2
Tech Tutoring	July 8 2026	Adults	1	1			
ZOOM: Stop the Noise: Turn Off Unwanted AI Today	July 08 2026	Adults					

Clifton Park - Halfmoon Public Library
Program Statistics - July 2026

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
ELL Conversation Group	July 15 2026	Adults	19	19			
Guided Nature Walk: Hayes Nature Park	July 15 2026	Adults	9	9			
Inspiration Place: Fabric Collage	July 15 2026	Adults	14	14			
Intermediate English Language Learning (ELL)	July 15 2026	Adults	11	11			
Old as a Dinosaur? Dig Up New Reads with Libby	July 15 2026	Adults	2	2			
Unearth New Libraries for Your Libby App	July 15 2026	Adults	3	3			
ELL Conversation Group	July 22 2026	Adults	24	20	4		
Intermediate English Language Learning (ELL)	July 22 2026	Adults	7	7			
One-on-One Digital Services Help	July 22 2026	Adults	1	1			
Unearth Your Next Book: Goodreads & Novelist	July 22 2026	Adults	1	1			
ZOOM: Organize Your Digital Life¦Reduce Stress	July 22 2026	Adults					
ELL Conversation Group	July 29 2026	Adults	18	16	2		
Intermediate English Language Learning (ELL)	July 29 2026	Adults	9	9			
Using the Contacts App on an iPhone	July 29 2026	Adults	8	8			
ZOOM: Moments & Memories--A Travel Photography Gui	July 29 2026	Adults	80	80			80
Play, Learn, & Grow!	July 21 2026	Children	16	7		9	
Play, Learn, & Grow!	July 21 2026	Children	23	13		10	
Wonderful Walkers	July 10 2026	Children	32	17		15	
Baby Story Time	July 10 2026	Children	37	21		16	
Music & Motion	July 24 2026	Children	102	46		56	
Solar Critters for Young Coders	July 14 2026	Children	37	14		23	
Saturday Story Time	July 11 2026	Children	53	25		28	
Lego Challenge!	July 23 2026	Children	14		4	10	
Unplugged Coding Games & Puzzles	July 07 2026	Children	9	2	1	6	
AR Explorers: Learning in 3D	July 14 2026	Children	6			6	
AR Explorers: Learning in 3D	July 15 2026	Children	15	6		9	
Reading Therapy Dogs	July 23 2026	Children	2	1		1	
Reading Therapy Dogs	July 23 2026	Children	2	1		1	
Reading Therapy Dogs	July 23 2026	Children	2	1		1	
Reading Therapy Dogs	July 16 2026	Children	1			1	
Reading Therapy Dogs	July 16 2026	Children	1			1	
Tuesday Crafternoon: Sew a Heart--Celebrate America's 2	July 07 2026	Children	46	18		28	
Tuesday Crafternoon: Prehistoric Jungle Prints	July 28 2026	Children	52	17		35	
Tuesday Crafternoon: Dinosaur Sticker Art	July 14 2026	Children	48	19		29	
Tuesday Crafternoon: DIY Dino Costume	July 21 2026	Children	61	23	38		
Spin and Create Art	July 16 2026	Children	12	2		10	
Paper Roll Pencil Holders	July 25 2026	Children	22	12		10	
Fun with Fossils	July 08 2026	Children	20			20	
Family Nature Walk: Fantastic Flora	July 24 2026	Children	4	2		2	
Swimming Safety	July 18 2026	Children	17	9		8	
Monthly Scavenger Hunt	July 31 2026	Children	1116			1116	
Monthly Coloring Pages	July 31 2026	Children	1160				
Art Cart	July 31 2026	Children					
Wacky Wednesday:18th Century Games-Celebrate Americ	July 08 2026	Children	50	20		30	
Wacky Wednesday: Water Play	July 01 2026	Children	105	41		64	
Wacky Wednesday: Fun & Games with the YMCA!	July 15 2026	Children	101	34		67	

Clifton Park - Halfmoon Public Library
Program Statistics - July 2026

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Summer Story Time	July 23 2026	Children	92	39		53	
Summer Story Time	July 20 2026	Children	107	49		58	
Summer Story Time	July 16 2026	Children	75	30		45	
Summer Story Time	July 27 2026	Children	91	41		50	
Summer Story Time	July 09 2026	Children	78	32		46	
Summer Story Time	July 06 2026	Children	98		60		
Summer Story Time	July 13 2026	Children	86	39		47	
Summer Story Time	July 02 2026	Children	92	38		54	
Revolutionary Writing - Celebrate America's 250th	July 09 2026	Teens|Children	6		3	3	
VolunTEENs: Book Displays	July 02 2026	Teens	8		8		
Teen Time: Celebrate America's 250th	July 10 2026	Teens	4		4		
Teen Place Coloring Pages	July 31 2026	Teens	75		75		
Teen Paint & Sip	July 13 2026	Teens	5		5		
Teen Craft Corner: Safety Pin Flags	July 03 2026	Teens					
Mario Kart 8: Summer Tournament	July 27 2026	Teens	40	16	18	6	
Carve & Print: Teen Printmaking Workshop	July 23 2026	Teens	11		11		
YouthAstroNet: Explore the Universe	July 16 2026	Teens	11	1	10		
YouthAstroNet: Explore the Universe	July 15 2026	Teens	11	1	10		
YouthAstroNet: Explore the Universe	July 14 2026	Teens	10		10		
YouthAstroNet: Explore the Universe	July 13 2026	Teens	10		10		
Read the Rainbow Book Club	July 16 2026	Teens	3	1	1	1	
From Earth to Art Supplies: Make Your Own Pastels	July 31 2026	Teens	17		17		
Wacky Wednesday: Live Reptile Show	July 29 2026	General	330	129		201	
Wacky Wednesday: Live Reptile Show	July 29 2026	General	301	136		165	
Family Fun: Fri-YAY! Ice Cream Social	July 17 2026	General	271	146	13	112	
Cheryl's Lodge Outreach	July 06 2026	Outreach	49	8	6	35	
Cheryl's Lodge Outreach	July 27 2026	Outreach	45	5	5	35	

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	192	225	225	264	0	0	0	0	0	**1538**	1,457
		Purged*														
		TOTAL	32,383	32,369	32,333	32,276	32,259	32,220	32,214	0	0	0	0	0	**32,220**	32,880
Circulation	*Fiction*	Adult	8,965	8,008	8,899	8,115	8,644	9,290	10,329	0	0	0	0	0	**62,250**	63,562
		Young Adult	1,409	1,416	1,309	1,361	1,353	1,614	1,939	0	0	0	0	0	**10,401**	11,362
		Juvenile	14,868	14,203	15,966	15,088	15,163	15,001	17,260	0	0	0	0	0	**107,549**	108,743
	Non-fiction	Adult	5,367	4,799	5,414	5,198	5,001	5,045	5,243	0	0	0	0	0	**36,067**	38,784
		Young Adult	25	10	4	7	8	11	6	0	0	0	0	0	**71**	119
		Juvenile	2,051	2,025	2,063	2,194	1,950	1,885	2,324	0	0	0	0	0	**14,492**	14,081
	Audio	Adult	1,058	898	1,134	1,098	932	952	978	0	0	0	0	0	**7,050**	7,325
		Young Adult	21	18	10	9	16	21	25	0	0	0	0	0	**120**	192
		Juvenile	698	673	715	589	635	747	819	0	0	0	0	0	**4,876**	4,647
	DVD	Adult	3,206	3,014	3,075	2,850	2,908	2,896	2,892	0	0	0	0	0	**20,841**	24,988
		Juvenile	792	799	767	698	595	699	744	0	0	0	0	0	**5,094**	6,348
	Digital Media	eaudiobooks	4,306	4,306	4,238	3,778	3,957	3,866	3,966	0	0	0	0	0	**28,417**	28,678
		ebooks	3,580	3,580	3,808	3,045	3,038	3,156	3,313	0	0	0	0	0	**23,520**	25,093
		Music	117	117	117	98	103	97	77	0	0	0	0	0	**726**	707
		Serials*	2,981	2,981	3,024	2,814	2,776	2,858	2,670	0	0	0	0	0	**20,104**	16,275
		Comics (hoopla)	107	107	113	111	173	127	143	0	0	0	0	0	**881**	726
		Streaming Video/TV (hoopla)	403	403	366	339	326	335	400	0	0	0	0	0	**2,572**	2,814
	Other	Serials	470	394	437	403	398	445	510	0	0	0	0	0	**3,057**	3,208
		Games	508	454	430	506	489	466	518	0	0	0	0	0	**3,371**	3,291
		Uncatalogued	42	38	39	36	37	39	50	0	0	0	0	0	**281**	343
		Non-traditional	189	195	237	254	257	227	275	0	0	0	0	0	**1,634**	1,503
		Print	32,685	30,461	33,655	31,963	32,119	32,846	37,101	0	0	0	0	0	**230,830**	236,921
		AV	5,775	5,402	5,701	5,244	5,086	5,315	5,458	0	0	0	0	0	**37,981**	43,500
		Digital	11,494	11,494	11,666	10,185	10,373	10,439	10,569	0	0	0	0	0	**76,220**	74,293
		Other	1,209	1,081	1,143	1,199	1,181	1,177	1,353	0	0	0	0	0	**8,343**	8,345
		TOTAL	51,163	48,438	52,165	48,591	48,759	49,777	54,481	0	0	0	0	0	**353,374**	363,059
Technology		Database Usage	6,488	4,580	5,560	4,673	3,797	4,003	0	0	0	0	0	0	**29,101**	38,080
		Computer Use (sessions)	1,506	1,655	1,943	1,759	1,661	1,665	1,617	0	0	0	0	0	**11,806**	11,645
		Wireless Use	7,272	7,111	8,754	12,885	9,898	8,800	8,975	0	0	0	0	0	**63,695**	48,760
		PAC Use	13,873	12,204	13,829	12,885	11,156	11,255	4,837	0	0	0	0	0	**80,039**	92,214
		Website Visits	43,853	41,802	44,270	0	0	0	0	0	0	0	0	0	**129,925**	279,229
		iPad/Laptop/Device Use	51	68	70	90	63	74	61	0	0	0	0	0	**477**	231

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	*Number of Programs*														
	Adult	73	70	78	69	73	59	57	0	0	0	0	0	**479**	443
	Teen	9	15	13	19	0	13	14	0	0	0	0	0	**83**	66
	Child 0-5	15	19	17	18	18	9	5	0	0	0	0	0	**101**	88
	Child 6-11	28	25	15	22	15	21	38	0	0	0	0	0	**164**	177
	General	0	1	2	2	5	8	3	0	0	0	0	0	**21**	30
	One-on-One	0	1	0	1	3	5	6	0	0	0	0	0	**16**	52
	Grab & Go	0	0	0	0	0	0	0	0	0	0	0	0	**0**	4
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	**0**	0
	TOTAL	125	131	125	131	114	115	123	0	0	0	0	0	**864**	860
	Attendance														
	Adult	1,533	998	2,056	2,078	1,022	1,150	949	0	0	0	0	0	**9,786**	6,673
	Teen	78	216	81	308	0	231	211	0	0	0	0	0	**1,125**	1,764
	Child 0-5	629	900	871	801	795	477	210	0	0	0	0	0	**4,683**	4,133
	Child 6-11	2,319	3,002	3,471	2,562	2,456	3,776	3,675	0	0	0	0	0	**21,261**	27,564
	General	0	108	327	315	1,059	725	620	0	0	0	0	0	**3,154**	4,474
	One-on-One	0	1	0	1	3	5	6	0	0	0	0	0	**16**	54
	Grab & Go	0	0	0	0	0	0	0	0	0	0	0	0	**0**	4
	Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	**0**	0
	TOTAL	4,559	5,225	6,806	6,065	5,335	6,364	5,671	0	0	0	0	0	**40,025**	44,666
Outreach	Events / Programs	8	8	11	7	3	5	4	0	0	0	0	0	**46**	64
	Attendance	668	482	513	991	72	819	183	0	0	0	0	0	**3,728**	3,406
Interlibrary Loan	Borrowed	7,598	4,785	7,171	7,275	6,990	7,039	7,780	0	0	0	0	0	**48,638**	49,335
	Loaned	3,049	2,588	2,832	2,763	2,648	2,646	2,814	0	0	0	0	0	**19,340**	19,285
	TOTAL	10,647	7,373	10,003	10,038	9,638	9,685	10,594	0	0	0	0	0	**67,978**	68,620
Reference	Ask Desk	2,811	2,728	2,893	2,530	2,564	2,570	2,678	0	0	0	0	0	**18,774**	17,372
	Children's Library Desk	1,456	1,552	1,604	1,424	1,328	1,537	2,267	0	0	0	0	0	**11,168**	12,454
	Computer Support	493	498	679	646	598	552	543	0	0	0	0	0	**4,009**	3,251
	TOTAL	4,760	4,778	5,176	4,600	4,490	4,659	5,488	0	0	0	0	0	**33,951**	33,077
Museum Passes		39	4	46	64	69	86	122	0	0	0	61	0	**491**	467
Visitors		25,024	24,682	29,195	27,899	29,933	27,615	28,546	0	0	0	0	0	**192,894**	144,475
Room Use	*Hours*														
	Library Programs	418	418	433	389	500	261	335	0	0	0	0	0	**2,754**	2,116
	Board/FOL/Staff	49	49	40	40	25	77	38	0	0	0	0	0	**316**	340
	Outside Organizations	24	237	246	195	206	267	202	0	0	0	0	0	**1,375**	1,549
	Room Checkouts	204	245	259	276	270	258	261	0	0	0	0	0	**1,773**	1,721
Outside Organization Meetings/Programs *(bookings)*		74	74	80	67	74	69	60	0	0	0	0	0	**498**	511
Collection Size (print & media)	Added	716	807	1,181	856	785	961	956	0	0	0	0	0	**6,262**	5,841
	Withdrawn	325	389	592	1,253	901	1,364	1,310	0	0	0	0	0	**6,134**	6,074
	TOTAL	147,926	148,353	148,761	148,437	148,350	148,010	123,414	0	0	0	0	0	**148,010**	146,615

CLIFTON PARK HALFMOON PUBLIC LIBRARY

Public Relations Committee
Meeting Minutes

August 4, 2026 7:00 PM Public Relations Committee

Committee Members Present: Purushothaman Srinivasan, Chair; Robin Lamb; Suzanne Dugan;
Staff Present: Rebecca Verhayden

1. Reviewed Crisis Communications Statements
    - Approved changes to Challenges to Library Policy or Action or Room Use
    - Discussed Budget and will modify for next meeting
    - Discussed Personnel and will modify for next meeting

2. Selected future Crisis Communications Statements for review at next meeting:
    - Budget
    - Personnel
    - Building closure due to damage or emergency

3. Reviewed 2027 Budget Voter Information Brochure and suggested changes

4. Next meeting date TBD

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