CLIFTON PARK HALFMOON PUBLIC LIBRARY

Board of Trustees Agenda

September 14, 2026 7:15 PM Board Meeting

1. *Agenda: Approval or Changes

2. *Minutes of the August 17, 2026 meeting for approval.

3. Public Comment

4. Board Comment

5. Treasurer's Report
   A. August 2026 Financial Statement
   B. *Warrants
      - #2026-20 August 24, 2026 $168,962.41
      - #2026-21 September 4, 2026 $196,401.42

6. Friends' Report

7. Director's Report
   A. Public Service -Jim Foster
   B. Planning / Communication -Rebecca Verhayden
   C. General Updates -Alex Gutelius
      - 2027 Closed Dates
      - 2027 Meeting Dates

8. Committee Reports
   A. Long Range Planning Committee Notes – September 3, 2026

9. Old Business

10. New Business

11. Executive Session

* Items so marked are action items

CLIFTON PARK HALFMOON PUBLIC LIBRARY

Board of Trustees Minutes

August 17, 2026 7:15 PM

The regular meeting was preceded by a joint FOL/Library Board meeting. Ms. Gutelius opened the meeting at 6:37pm. Ms. Gutelius thanked everyone for coming and the meeting began with brief introductions and titles/roles in the organizations.

FOL members present: Conklin, Linda; Corigliano, Judy; Corigliano, Tom; Duval, Jenn; Holland, Allison; Koretsky, Rhona; Langlois, Lanna; MacEnroe, Trish; Pickus, Rhoda; Jozwiak, Wilma; Tetreault, Kelly; Totaro, Lisa; Verostek, Mary Fran.

Library Board members present: Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; Lamb, Robin; McMunn, Maria; Mogor, Cornelia; Schlegel, Jennifer, Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius, Jim Foster, and Rebecca Verhayden.

Mr. Cantore thanked the FOL for all the support, time, and energy all the volunteers give the library during the year. They support many services and materials for the library through their fundraising efforts. Their biggest fundraisers are the used book sale and the craft swap event. They provide funding for the Museum Pass program, All Abilities Art Club, and ELL programming. The TTOB author event featuring Liz Moore was a huge success. Additionally, they sponsor travel opportunities, and the Get out the Vote campaign. Everything they do enhances our services to our patrons and we appreciate all their support.

First, Ms. Jozwiak gave a brief update on FOL activities. They had a very busy year and could not have done all the work without the support of their wonderful volunteers and collaboration with library staff. She noted the FOL welcomed new members and that Ms. Conklin will be retiring from her position of Chair for TTOB. They will no longer have a Hospitality committee or the Brick Paver program. The travel program, plant give and take, craft swap, used book sales, and membership are still going strong. We are excited to have water bottle fillers installed for the Library. There is great collaboration with the FOL, the Library Board of Trustees, and staff.

Next, Ms. Langlois and Ms. MacEnroe took a moment to highlight all of the work Ms. Jozwiak has done for the FOL over so many years. She was the driving force for many FOL initiatives and worked on many committees over the years. She initiated the Craft Swap that is now a very successful fundraiser and sustainable way to repurpose craft items. As she steps away from her role with the FOL it is with much appreciation that we recognize all the work she has done for the library.

Next, Ms. MacEnroe noted the lawn signs for the vote are in the lobby tonight. She reminded trustees to sign out and initial the paperwork in an effort to help locate any missing signs after the vote.

Finally, Ms. Gutelius gave an update on the budget and the trustee election. Absentee Ballots are now available. There are two Halfmoon seats and one Clifton Park seat up for election. There is only one trustee running for the Halfmoon seat, so the Board of Trustees will appoint someone to fill the vacant Halfmoon seat for one year. There will be a budget information session and meet the candidates night on September 3. Ms. Gutelius also noted some upcoming library projects. The Library is working on their Sustainability Certification and will be working to install a pollinator garden. The rooftop heating unit will be replaced. The end of Summer Reading event will take place on August 20. The library will be celebrating its 20th year in this building in December. We continue to welcome about 28,000 patrons through our doors every month and look forward to continued partnerships going forward. The joint meeting ended at 7:05pm.

A brief recess was held with the Library Board reconvening at 7:15pm in the Piracci Board Room and the FOL reconvening in Program Room A-B.

Present: Cantore, Mathew; Dugan, Suzanne; DiGianni, Jason; Lamb, Robin; McMunn, Maria; Mogor, Cornelia; Schlegel, Jennifer; Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius and Rebecca Verhayden.

Absent: Megan Brown, Stephen Meyer

Guest: Susan Flint

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

AGENDA: Mr. Cantore presented the August 17, 2026 agenda for approval. Mr. DiGianni made the **Motion**, seconded by Mr. Wise, to approve the agenda as sent. The **Motion** passed unanimously by those present.

MINUTES: A **Motion** was made by Ms. Dugan, seconded by Ms. McMunn, to accept the July 20, 2026 minutes as sent. The **Motion** passed unanimously by those present. Mr. DiGianni chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT: On behalf of the Board of Trustees, Mr. Cantore thanked the FOL for all their support of the library. We are very fortunate to have such a dedicated and hardworking Friends group.

PRESIDENT'S REPORT:

Mr. Cantore reminded trustees of the Library Budget Vote on September 10. There will be a public information session on September 3 at 7pm. Please try to come to support the candidates. As a reminder, the Board will have to appoint someone to fill the vacant Halfmoon seat. This appointment will be a one-year term.

TREASURER'S REPORT:

Mr. Srinivasan presented the Financial Statement for July 2026. The Financial Statement was reviewed and received for audit. Mr. Srinivasan noted under Receipts, Line 4160 has a negative dollar figure for a cancelled program the FOL are paying for. Under Disbursements, Line 6515 includes $5197.94 for the new bottle filler water fountains from the FOL. Mr. Srinivasan noted there was $0.30 in anonymous donations for July 2026.

The July 20, 2026 warrant for $160,387.62 was presented for approval. A **Motion** was made by Mr. Srinivasan, seconded by Ms. Schlegel, to approve the July 20, 2026 warrant. The **Motion** passed unanimously by those present. The reviewer for the July warrant was Ms. Schlegel.

The July 31, 2026 warrant for $164,609.23 was presented for approval. A **Motion** was made by Mr. Srinivasan, seconded by Mr. Wise, to approve the July 31, 2026 warrant. The **Motion** passed unanimously by those present. The reviewer for the July warrant was Ms. Schlegel.

The August 7, 2026 warrant for $170,771.10 was presented to approval. A **Motion** was made by Mr. Srinivasan, seconded by Ms. McMunn, to approve the August 7, 2026 warrant. The **Motion** passed unanimously by those present. The reviewer for the August warrant was Ms. Lamb.

THE FRIENDS: Ms. Verhayden gave the following report:

1. The Summer Reading coupons for a free book from the FOL for the September Used Book Sale have been very popular.
2. The TTOB ballot boxes are in the library for in person voting or you can vote for your favorite book on the FOL website. Voting ends on September 7 and the winning book will be announced on Thursday, September 10. The five contenders are: *Horse* by Geraldine Brooks, *The Correspondant* by Virginia Evans, *The Displacements* by Bruce Holsinger, *The Lion Women of Tehran* by Marjan Kamali, and *Theo of Golden* by Allen Levi. The Two Towns programs will begin in January 2027.

3. The FOL Used Book Sale will be on September 25-27.

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

1. The YS Department is adding WhaZoodles to the collection. A WhaZoodle is a screen free, portable audio speaker designed for children ages 3-12.
2. The library continues to work with community partners to provide a nature walk at the Vischer Ferry Preserve with Cornell Cooperative Extension, and a teen field trip to Warner Bros. Games in Troy. Our Countdown to Kindergarten program features a visit from a Shenendehowa School bus.
3. NARCAN training will be held at the library for the public by Saratoga County Department of Health on August 31 from 10am-6pm.
4. Staff development night is scheduled for Tuesday, September 1 from 4-8pm.
5. The end of Summer Reading Dinopalooza event will be held on Thursday, August 20 at 6pm.

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

1. The metrics for the library website are still off. We continue to look into this issue.
2. Our Social Media engagement is up with recent posts about the Library of Things and a photo of all the bicycles in front of the library.
3. If you have any feedback regarding the new catalog, please email Rebecca.
4. Staff development night is scheduled for Tuesday, September 1 from 4-8pm. The evening will be facilitated by Kim Bolan and the focus will be on the future of the library. Staff will do some pre-work to be ready for discussion ahead of the training.
5. 680 July-August Program Brochures were printed, with many patrons picking up a summer calendar of activities with their Summer Reading tracker.
6. We continue to work on our Sustainable Library Certification. We have submitted four of thirteen sections for review.

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

1. The public budget information session is scheduled for September 3 and the Board Treasurer will present the budget to staff at the staff meeting on September 4.
2. The Personnel Committee will convene to appoint a trustee candidate for the Halfmoon seat for one year.

3. The estimated NYS Retirement invoice was less than anticipated, but we are still not sure of the impact of the changes in Tier 6 on the Library's invoice.

COMMITTEE REPORTS:

POLICY COMMITTEE: No Report

PUBLIC RELATIONS: Mr. Srinivasan gave the following report:

Mr. Srinivasan presented the PR Committee Meeting Notes from August 4, 2026. They reviewed the Crisis Communications Statements and reviewed the draft 2027 Budget Voter Information Brochure. It includes information about the budget and a "Meet the Candidates" page with a short bio on each candidate. These brochures will be available in print in the library and digital copies will be available on our website.

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:

Ms. McMunn presented staff appointments for approval.

A **Motion** was made by Ms. McMunn, seconded by Mr. DiGianni, to approve the appointments of Noah Case and Maya Lerner as Pages. The **Motion** passed unanimously by those present.

Next, Ms. Gutelius presented the recommendation for the New York State-Construction Grant Application. A new snow guard system is recommended to

improve the safety of the public entering the library during the winter. The cost of this project is approximately $150,000. The Construction Grant may provide up to 75% of the total cost of the project. A **Motion** was made by Ms. Schlegel,

seconded by Ms. McMunn, to allow staff to submit a grant application to replace the snow guard system. The **Motion** passed unanimously by those present.

There being no further business, Ms. McMunn made the **Motion**, seconded by Mr. Srinivasan, to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 7:53pm.

The next scheduled Board Meeting is Monday, September 14, 2026 at 7:15pm.

Clifton Park-Halfmoon Public Library
Financial Statement - August 2026

Percentage of Year: 66.67%

RECEIPTS	Adopted Budget Jan 26	June 2026 Adj Budget	Modified Budget	August	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	$0.00	$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	$0.00	$20,912.76	84.54%	-$3,825.00
Donations							
4210 Patron Donations	$2,000.00	$0.00	$2,000.00	$44.80	$741.90	37.10%	-$1,258.10
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	$44.80	$2,881.90	144.10%	$881.90
Interest							
4310 Investment Income	$100,000.00	$0.00	$100,000.00	$8,494.56	$76,079.45	76.08%	-$23,920.55
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	$464.91	$4,631.27	92.63%	-$368.73
Subtotal	$110,000.00	-$5,000.00	$105,000.00	$8,959.47	$80,710.72	76.87%	-$24,289.28
Other Income							
4410 Fines	$1,000.00	$0.00	$1,000.00	$222.89	$1,297.84	129.78%	$297.84
4420 Library Fees - Lost & Damaged	$5,500.00	$0.00	$5,500.00	$597.15	$4,668.47	84.88%	-$831.53
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	$1,250.29	$8,829.59	80.27%	-$2,170.41
4450 Other	$1,100.00	$0.00	$1,100.00	$831.20	$2,595.91	235.99%	$1,495.91
Subtotal	$18,600.00	$0.00	$18,600.00	$2,901.53	$17,391.81	93.50%	-$1,208.19
Total Receipts	$5,725,612.00	$7,137.76	$5,732,749.76	$11,905.80	$5,685,382.47	99.17%	-$47,367.29
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	$11,905.80	$5,685,382.47	99.17%	-$47,367.29

Clifton Park-Halfmoon Public Library
Financial Statement - August 2026

Percentage of Year: 66.67%

DISBURSEMENTS	Adopted Budget Jan 26	June 2026 Adj Budget	Modified Budget	August	YTD	YTD as % of Budget	Variance
Personnel							
7010 Salaries - Personnel	$2,695,550.00	-$70,394.63	$2,625,155.37	$205,722.86	$1,619,306.80	61.68%	$1,005,848.57
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	$24,877.66	$258,590.10	61.72%	$160,409.90
7270 Employee Public Relations	$8,000.00	$0.00	$8,000.00	$1,082.38	$5,234.54	65.43%	$2,765.46
7300 Benefits - Taxes	$167,124.00	$5,000.00	$172,124.00	$14,925.67	$117,264.89	68.13%	$54,859.11
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	-$442.08	$4,807.62	0.00%	-$4,807.62
Subtotal	$3,658,674.00	-$11,361.63	$3,647,312.37	$246,166.49	$2,097,199.95	57.50%	$1,550,112.42
Library Materials							
6010 Books	$163,810.00	$0.00	$163,810.00	$7,942.37	$85,855.85	52.41%	$77,954.15
6020 Periodicals	$15,840.00	$0.00	$15,840.00	$983.90	$12,714.40	80.27%	$3,125.60
6030 AV	$36,500.00	$0.00	$36,500.00	$3,161.03	$24,285.75	66.54%	$12,214.25
6050 Digital Resources	$151,150.00	$0.00	$151,150.00	$1,180.61	$98,360.29	65.07%	$52,789.71
6090 Other	$1,600.00	$0.00	$1,600.00	$159.55	$1,049.83	65.61%	$550.17
Subtotal	$368,900.00	$0.00	$368,900.00	$13,427.46	$222,266.12	60.25%	$146,633.88
Facility & Equipment							
6110 Bldg Svc Contracts	$218,000.00	$0.00	$218,000.00	$22,675.18	$148,515.81	68.13%	$69,484.19
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	$6,371.50	$13,180.90	68.02%	$6,197.10
6160 Equipment Lease Expense	$27,000.00	$0.00	$27,000.00	$2,124.02	$17,037.64	63.10%	$9,962.36
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	$31,170.70	$243,843.45	73.21%	$89,248.55
Operations							
6200 Programs	$51,256.00	$7,137.76	$58,393.76	$18,957.50	$51,734.53	88.60%	$6,659.23
6510 Automation	$235,000.00	$0.00	$235,000.00	$17,450.35	$160,007.58	68.09%	$74,992.42
6515 Custodial Supp	$9,000.00	$0.00	$9,000.00	$1,665.86	$12,107.70	134.53%	-$3,107.70
6520 Elections	$2,900.00	$0.00	$2,900.00	$18.70	$18.70	0.64%	$2,881.30
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	$200.00	$4,049.00	73.62%	$1,451.00
6530 Office & Lib Supplies	$21,500.00	$0.00	$21,500.00	$1,620.62	$18,495.20	86.02%	$3,004.80
6540 Postage & Freight	$5,100.00	$0.00	$5,100.00	$1,141.02	$4,022.30	78.87%	$1,077.70
6545 Professional Services	$35,000.00	$0.00	$35,000.00	$54.00	$28,894.44	82.56%	$6,105.56
6551 PR & Printing	$11,000.00	$0.00	$11,000.00	$1,268.24	$9,821.53	89.29%	$1,178.47
6556 Travel & Continuing Ed	$18,000.00	$8,900.00	$26,900.00	$2,464.53	$22,242.68	82.69%	$4,657.32
6575 Utilities	$96,000.00	$10,000.00	$106,000.00	$11,605.15	$69,883.03	65.93%	$36,116.97
6576 Building Security	$127,500.00	$0.00	$127,500.00	$10,679.52	$87,725.55	68.80%	$39,774.45
6581 Other Operational	$2,000.00	$0.00	$2,000.00	$115.62	$691.68	34.58%	$1,308.32
Subtotal	$621,881.00	$26,037.76	$647,918.76	$67,241.11	$471,882.92	72.83%	$176,035.84
Bonds							
6610 Town of Clifton Park	$498,974.00	$0.00	$498,974.00	$0.00	$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	$0.00	$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	$358,005.76	$3,758,129.09	65.52%	$1,977,918.04

Clifton Park-Halfmoon Public Library
Financial Statement - August 2026

Percentage of Year: 66.67%

Cash - Bank Balances	
1040 Petty Checking	$426.00
1050 Petty Cash	$699.36
1055 Pioneer Checking	$202,361.11
1056 Pioneer MM Savings	$454,208.43
1057 NYLAF/NYCLASS - General Fund	$2,603,983.24
1057.2 Unemployment Fund Bond - NYCLASS	$130,779.32
TTL CASH	**$3,392,457.46**
1100 Accounts Receivable	$63,144.38
12000 Undeposited Funds	$0.00
13000 Prepaid Expense	$0.00
Fixed Assets	$0.00
TTL ASSETS	**$3,455,601.84**
1080 Accrued Pioneer Bank credit card	$0.00
2000 Accounts Payable	$67,989.20
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	**$67,989.20**
3007 Prior Period Adjustment	$0.00
TTL EQUITY	**$3,387,612.64**
	$0.00
TTL LIAB & EQUITY	**$3,455,601.84**

Fund Balance Reconciliation	
Year to Date Revenues	$5,685,382.47
Year to Date Expenses	-$3,758,129.09
Net Change	**$1,927,253.38**

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 - August 2026

Percentage of Year: 66.67%

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)	$1,927,253.38
Subtotal	$3,387,612.64
- Total Cash	-$3,392,457.46
Accounts Payable	$67,989.20
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 traffic shows that patrons continue to be interested in digital resources. Digital newspapers and access to eContent continue to be the most visited pages on the website.

- The Constant Contact Monthly Newsletter remains the most reliable way of reaching our patrons with over 5,000 subscribers opening each edition.

- On social media our patrons love cheering for other patrons. The 1,000 Books Before Kindergarten posts are always popular but this month reached over 18,000 people! The rainbows that appeared over the Library after our DinoPalooza event were seen by 14,000 people.





Print Resources

- 700 copies of the new September/October Program Brochure have been printed by September 4. Patrons also view the brochure online through our website and by using the QR codes we provide.

Programs

- The Summer Reading Program end of summer celebration DinoPalooza, took place on August 20. Despite the rainy weather, over 300 people attended the program.
- The Summer Reading program was a huge success again.
    - 2,566 children and teens registered. By August 31st, 837 reading logs had been returned, a 32% return rate, up from 29% in 2025.
    - Over 600 adults registered, and 243 returned their logs to be entered into the raffles.
- Over 200 people attended the Live Raptors: Birds of Prey program.
- The Hammerhead Horns concert was well attended for a Sunday afternoon in August.

Outreach

- September is Library Card Sign Up Month! The Library will be on the road at several events including welcoming students and families to Shenendehowa Schools, and a Kindergarten event at Atrea. We will be holding Library Card Sign up events at MochaLisa Cafe, the Southern Saratoga YMCA, and Halfmoon Harvest Festival. We are also the kick-off location for Farm Fest with Grama Tippy Toes.

Collections

- Circulation of print collections was the highest this year with over 10,000 adult fiction, 2,003 YA fiction, and 17,770 juvenile fiction items borrowed in August. Non-fiction use was also the highest in 2026.
- DVD use continues to decline, with a small increase in juvenile DVD circulation in August compared to the previous months.
- Digital collections

OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

Visitors / Room and Facility Use

- Nearly 30,000 people entered the Library in August. This figure does not include the patrons who attend outdoor programs such as story time.
- Demand for room reservations and room checkouts continues to increase with a 3% increase in checkouts and 4% increase in reservations.

Multi-Factor Authentication

- Beginning in September 2026, Microsoft will start encouraging users to move away from receiving MFA verification codes by text message or phone call. By February 1, 2027, Microsoft plans to retire these methods as options for multifactor authentication (MFA). IT staff are working with staff who currently use text messaging or phone calls to help them migrate to Microsoft Authenticator or a USB drive.

INVEST IN PEOPLE

Staffing

- Kaity Stefanidis, the full-time Librarian I Outreach Coordinator has resigned. Her position has been posted. Kaity will continue working at the Library as a substitute librarian.
- The Library is hiring a temporary, part-time Librarian I to cover a leave of absence and a full-time Librarian I Outreach Coordinator.

Staff Development Night

- Staff Development Night took place on Tuesday September and 80 staff members attended. Department meetings and dinner were followed by 90 minutes of facilitated work with staff on envisioning the future of the library. Staff were asked to spend some time in advance thinking about the future of the library, exploring libraries online and thinking about designing a new library. Staff were divided into groups of 7-8 and discussed the pre-work and reported out and the evening was facilitated by Kim Bolan, Executive Director of SALS. The information gathered from the staff will be used as part of the next strategic planning process.

August Incidents

- August 2 – Disorderly patron
- August 4 – removal of bee's nest
- August 12 – accident; child bumped into bookshelf corner
- August 21 – inappropriate phone call
- August 23 – defecation in men's room
- August 31 – possible vehicle damage in parking lot

Prepared by: Alex Gutelius, Library Director

Clifton Park - Halfmoon Public Library
Program Statistics - August 2026

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Old as a Dinosaur? Dig up New Reads with Libby - Libby B	August 03 2026	Adults	1	1			
Unearth New Libraries for Your Libby App	August 03 2026	Adults	2	2			
ELL Conversation Group	August 04 2026	Adults	27	27	3		
ELL Conversation Group	August 04 2026	Adults	20	18	2		
Inspiration Place: Fabric Collage	August 05 2026	Adults	16	16			
Genealogy Assistance	August 06 2026	Adults	5	5			
Unearthing Ancient New York: Fossils from Thacher Park	August 06 2026	Adults	14	14			
Paint Your Partner	August 06 2026	Adults	10	100			
ELL Drop in Help	August 07 2026	Adults	5	50			
Concert: The Hammerhead Horns	August 08 2026	Adults	65	65			
Crafty Adults:DIY Dino Night	August 11 2026	Adults	11	11			
Guided Nature Walk: Vischer Ferry Nature Preserve	August 12 2026	Adults	15	15			
All Abilites Art Club	August 12 2026	Adults	18	18			
Journalling for Adults	August 12 2026	Adults	10	10			
Unearth Your Future - Guided Vision Board Experience	August 13 2026	Adults	13	13			
Cinema Club: Eleanor the Great (2025)	August 13 2026	Adults	8	8			
ELL Drop in Help	August 14 2026	Adults	5	5			
Board Game Social	August 16 2026	Adults	11	11			
Community Field Trip: Museum of Racing and Hall of Fam	August 21 2026	Adults	14	14			
Friend Speed Dating	August 22 2026	Adults	13	13			
Remembering Your Good Dog with Peggy Frezon	August 26 2026	Adults	8	8			
Therapy Dogs for Adults	August 25 2026	Adults	16	16			
ZOOM: Mindfulness Meditation	August 07 2026	Adults	12	12			12
ZOOM: Mindfulness Meditation	August 14 2026	Adults	11	11			11
Using the Contacts App on an Android Smartphone	August 21 2026	Adults	4	4			
ELL Conversation Group	August 19 2026	Adults	23	21	2		
ELL Conversation Group	August 19 2026	Adults	15	14	1		
Make & Sip: Create a Cyanotype Print	August 19 2026	Adults	25	25			
ELL Conversation Group	August 25 2026	Adults	15	14	1		
ELL Conversation Group	August 25 2026	Adults	20	19	1		
Intermediate English Lanugate Learning - Grammar Focus	August 26 2026	Adults	6	6			
Inclusible Adult Games	August 27 2026	Adults	16	16			
Silent Book Club - At Mocha Lisa's Caffe & Books	August 27 2026	Adults	10	9		1	
Narcan Training and Distribution	August 27 2026	Adults					
Tech Tutoring	August 10 2026	Adults	9	9			
Data Privacy When Interacting Online	August 24 2026	Adults	15	15			
One-on-One Digital Services Help	August 13 2026	Adults	5	5			
Virtual Author Talk: Lucy Foley	August 27 2026	Adults	20				20
Virtual Author Talk: Julia Child's Kitchen--Paula J. Johnson	August 04 2026	Adults	24				24
Getting to Know Your iPhone	August 25 2026	Adults	10	10			
Virtual Author Talk: Beronda Montgomery	August 25 2026	Adults	15				15
ZOOM: Outsmart Scams: Everyday Cyber Protection	August 05 2026	Adults	5				5
ZOOM: How to Use PowerPoint Sections & Table of Conte	August 19 2026	Adults	4	4			4
Music & Motion	August 29 2026	Children	74	36		38	
Countdown to Kindergarten	August 26 2026	Children	50	23		27	
Countdown to Kindergarten	August 26 2026	Children	47	21		26	
Baby Story Time	August 07 2026	Children	34	19		15	

Clifton Park - Halfmoon Public Library
Program Statistics - August 2026

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Wonderful Walkers	August 07 2026	Children	33	18		15	
Music & Motion	August 21 2026	Children	110	51		59	
Saturday Story Time	August 15 2026	Children	57	28		29	
Paper Circuits	August 19 2026	Children	9			9	
Coding with Ozobot Evo	August 12 2026	Children	4			4	
Coding with ScratchJr	August 12 2026	Children	4			4	
Coding with Ozobot Evo	August 11 2026	Children	22	11		11	
Coding with ScratchJr	August 11 2026	Children	8	3		5	
Coding with Ozobot Evo	August 10 2026	Children	22	11		11	
Coding with ScratchJr	August 10 2026	Children	8	3		5	
Reading Therapy Dogs	August 18 2026	Children	3	1		2	
Reading Therapy Dogs	August 18 2026	Children	2	1		1	
Reading Therapy Dogs	August 18 2026	Children	2	1		1	
Reading Therapy Dogs	August 18 2026	Children	2	1		1	
Reading Therapy Dogs	August 04 2026	Children	0			0	
Reading Therapy Dogs	August 04 2026	Children	1	1			
Reading Therapy Dogs	August 04 2026	Children	2	1		1	
Reading Therapy Dogs	August 04 2026	Children	2	1		1	
Tuesday Crafternoon: CD Painting	August 18 2026	Children	54	23		31	
Family Nature Walk: Fantastic Flora	August 14 2026	Children	2	1		1	
Time Travelers: Archaeology	August 13 2026	Children	6			6	
Tuesday Crafternoon: Painted Rock Pets	August 11 2026	Children	56	22		34	
Tuesday Crafternoon: Hieroglyph Clay Tablets	August 04 2026	Children	22	8		14	
Art Cart	August 31 2026	Children					
Monthly Coloring Pages	August 31 2026	Children	2075			2075	
Monthly Scavenger Hunt	August 31 2026	Children	764			764	
Wacky Wednesday: Water Play	August 19 2026	Children	34		13	21	
Wacky Wednesday: Giant Games	August 12 2026	Children	73	20		53	
Summer Story Time	August 31 2026	Children	99	41		58	
Summer Story Time	August 27 2026	Children	119	41		78	
Summer Story Time	August 24 2026	Children	109	46		63	
Summer Story Time	August 20 2026	Children	93	37		56	
Summer Story Time	August 17 2026	Children	82	34		48	
Summer Story Time	August 13 2026	Children	49	23		26	
Summer Story Time	August 10 2026	Children	95	40		55	
Summer Story Time	August 06 2026	Children	81	34		47	
Summer Story Time	August 03 2026	Children	107	48		59	
Cheryl's Lodge Outreach	August 03 2026	Outreach	20			20	
Story Time on the Road: Halfmoon Town Park	August 25 2026	Outreach	75	35		40	
Monthly Teen Volunteer Hours	August 31 2026	Teens	135		135		
Teen Place Coloring Pages	August 31 2026	Teens	80		80		
Teen Tech Field Trip: Warner Bros. Games New York	August 26 2026	Teens	23	1	22		
Teen Book Club: Dark and Deepest Red	August 25 2026	Teens	5		5		
Teen Make & Sip: Create a Cyanotype Print	August 19 2026	Teens	5		5		
"Water" You Drinking? Make a Healthy Beverage	August 17 2026	Teens	9		9		

Clifton Park - Halfmoon Public Library
Program Statistics - August 2026

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Teen Time: Chess & Magic!	August 14 2026	Teens	3		3		
Read the Rainbow Book Club: The Tea Dragon	August 13 2026	Teens	1		1		
Book Bedazzling	August 12 2026	Teens	13		13		
Teen Paint & Sip	August 10 2026	Teens	13	2	11		
Teen Book Club: The Cousins	August 04 2026	Teens	5		5		
Teen Craft Corner: Rock Painting	August 04 2026	Teens	200		200		
Fuel Up with Breakfast: Make Your Own Omelet	August 03 2026	Teens	6		6		
VolunTEENs: Book Displays	August 03 2026	Teens	9		9		
DinoPalooza & Kona Ice Truck	August 20 2026	General	334	159		175	
Live Raptors: Birds of Prey	August 12 2026	General	223	97		126	
Everything About E-Bikes: Classes of E-Bikes, Laws, & Mo	August 19 2026	General	10	10			
Back to school Bash!	August 27 2026	General	105	35		70	

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	244	0	0	0	0	**1782**	1,746
		Purged*														
		TOTAL	32,383	32,369	32,333	32,276	32,259	32,220	32,214	32,029	0	0	0	0	**32,220**	32,504
Circulation	*Fiction*	Adult	8,965	8,008	8,899	8,115	8,644	9,290	10,329	10,709	0	0	0	0	**72,959**	73,897
		Young Adult	1,409	1,416	1,309	1,361	1,353	1,614	1,939	2,003	0	0	0	0	**12,404**	13,235
		Juvenile	14,868	14,203	15,966	15,088	15,163	15,001	17,260	17,770	0	0	0	0	**125,319**	126,552
	Non-fiction	Adult	5,367	4,799	5,414	5,198	5,001	5,045	5,243	5,282	0	0	0	0	**41,349**	44,404
		Young Adult	25	10	4	7	8	11	6	12	0	0	0	0	**83**	126
		Juvenile	2,051	2,025	2,063	2,194	1,950	1,885	2,324	2,326	0	0	0	0	**16,818**	16,518
	Audio	Adult	1,058	898	1,134	1,098	932	952	978	933	0	0	0	0	**7,983**	8,306
		Young Adult	21	18	10	9	16	21	25	44	0	0	0	0	**164**	236
		Juvenile	698	673	715	589	635	747	819	917	0	0	0	0	**5,793**	5,462
	DVD	Adult	3,206	3,014	3,075	2,850	2,908	2,896	2,892	2,777	0	0	0	0	**23,618**	36,404,735
		Juvenile	792	799	767	698	595	699	744	888	0	0	0	0	**5,982**	7,255
	Digital Media	eaudiobooks	4,306	4,306	4,238	3,778	3,957	3,866	3,966	0	0	0	0	0	**28,417**	32,280
		ebooks	3,580	3,580	3,808	3,045	3,038	3,156	3,313	0	0	0	0	0	**23,520**	28,838
		Music	117	117	117	98	103	97	77	0	0	0	0	0	**726**	815
		Serials*	2,981	2,981	3,024	2,814	2,776	2,858	2,670	0	0	0	0	0	**20,104**	17,635
		Comics (hoopla)	107	107	113	111	173	127	143	0	0	0	0	0	**881**	873
		Streaming Video/TV (hoopla)	403	403	366	339	326	335	400	0	0	0	0	0	**2,572**	3,167
	Other	Serials	470	394	437	403	398	445	510	450	0	0	0	0	**3,507**	3,677
		Games	508	454	430	506	489	466	518	531	0	0	0	0	**3,902**	6,503
		Uncatalogued	42	38	39	36	37	39	50	46	0	0	0	0	**327**	384
		Non-traditional	189	195	237	254	257	227	275	273	0	0	0	0	**1,907**	1,747
		Print	32,685	30,461	33,655	31,963	32,119	32,846	37,101	38,102	0	0	0	0	**268,932**	275,002
		AV	5,775	5,402	5,701	5,244	5,086	5,315	5,458	5,559	0	0	0	0	**43,540**	49,632
		Digital	11,494	11,494	11,666	10,185	10,373	10,439	10,569	0	0	0	0	0	**76,220**	83,608
		Other	1,209	1,081	1,143	1,199	1,181	1,177	1,353	1,300	0	0	0	0	**9,643**	12,311
		TOTAL	51,163	48,438	52,165	48,591	48,759	49,777	54,481	44,961	0	0	0	0	**398,335**	420,553
Technology		Database Usage	6,488	4,580	5,560	4,673	3,797	4,003	3,625	2,660	0	0	0	0	**35,386**	43,059
		Computer Use (sessions)	1,506	1,655	1,943	1,759	1,661	1,665	1,617	1,793	0	0	0	0	**13,599**	13,266
		Wireless Use	7,272	7,111	8,754	12,885	9,898	8,800	8,975	8,829	0	0	0	0	**72,524**	56,128
		PAC Use	13,873	12,204	13,829	12,885	11,156	11,255	4,837	4,498	0	0	0	0	**84,537**	105,776
		Website Visits	43,853	41,802	44,270	0	0	0	0	0	0	0	0	0	**129,925**	320,664
		iPad/Laptop/Device Use	51	68	70	90	63	74	61	0	62	0	0	0	**539**	275

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	41	0	0	0	0	**520**	491
	Teen	9	15	13	19	0	13	14	14	0	0	0	0	**97**	79
	Child 0-5	15	19	17	18	18	9	5	6	0	0	0	0	**107**	92
	Child 6-11	28	25	15	22	15	21	38	35	0	0	0	0	**199**	217
	General	0	1	2	2	5	8	3	5	0	0	0	0	**26**	31
	One-on-One	0	1	0	1	3	5	6	14	0	0	0	0	**30**	61
	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	115	0	0	0	0	**979**	975
	Attendance														
	Adult	1,533	998	2,056	2,078	1,022	1,150	949	557	0	0	0	0	**10,343**	7,323
	Teen	78	216	81	308	0	231	211	507	0	0	0	0	**1,632**	1,865
	Child 0-5	629	900	871	801	795	477	210	348	0	0	0	0	**5,031**	4,393
	Child 6-11	2,319	3,002	3,471	2,562	2,456	3,776	3,675	4,068	0	0	0	0	**25,329**	31,194
	General	0	108	327	315	1,059	725	620	672	0	0	0	0	**3,826**	4,997
	One-on-One	0	1	0	1	3	5	6	14	0	0	0	0	**30**	63
	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	6,166	0	0	0	0	**46,191**	49,839
Outreach	Events / Programs	8	8	11	7	3	5	4	2	0	0	0	0	**48**	66
	Attendance	668	482	513	991	72	819	183	95	0	0	0	0	**3,823**	3,428
Interlibrary Loan	Borrowed	7,598	4,785	7,171	7,275	6,990	7,039	7,780	7,737	0	0	0	0	**56,375**	56,640
	Loaned	3,049	2,588	2,832	2,763	2,648	2,646	2,814	2,616	0	0	0	0	**21,956**	22,012
	TOTAL	10,647	7,373	10,003	10,038	9,638	9,685	10,594	10,353	0	0	0	0	**78,331**	78,652
Reference	Ask Desk	2,811	2,728	2,893	2,530	2,564	2,570	2,678	3,003	0	0	0	0	**21,777**	20,147
	Children's Library Desk	1,456	1,552	1,604	1,424	1,328	1,537	2,267	2,198	0	0	0	0	**13,366**	14,604
	Computer Support	493	498	679	646	598	552	543	683	0	0	0	0	**4,692**	3,725
	TOTAL	4,760	4,778	5,176	4,600	4,490	4,659	5,488	5,884	0	0	0	0	**39,835**	38,476
Museum Passes		39	4	46	64	69	86	122	122	0	0	61	0	**613**	598
Visitors		25,024	24,682	29,195	27,899	29,933	27,615	28,546	29,778	0	0	0	0	**222,672**	165,692
Room Use	*Hours*														
	Library Programs	418	418	433	389	500	261	335	264	0	0	0	0	**3,018**	2,418
	Board/FOL/Staff	49	49	40	40	25	77	38	37	0	0	0	0	**353**	360
	Outside Organizations	24	237	246	195	206	267	202	236	0	0	0	0	**1,611**	1,679
	Room Checkouts	204	245	259	276	270	258	261	235	0	0	0	0	**2,008**	1,952
	Outside Organization Meetings/Programs *(bookings)*	74	74	80	67	74	69	60	78	0	0	0	0	**576**	553
Collection Size (print & media)	Added	716	807	1,181	856	785	961	956	619	0	0	0	0	**6,881**	6,557
	Withdrawn	325	389	592	1,253	901	1,364	1,310	820	0	0	0	0	**6,954**	6,911
	TOTAL	147,926	148,353	148,761	148,437	148,350	148,010	123,414	147,294	0	0	0	0	**148,010**	146,486

CLIFTON PARK HALFMOON PUBLIC LIBRARY

2027 Closed Dates

Friday	January 1, 2027	New Year's Day
Monday	January 18, 2027	Martin Luther King, Jr. Day
Monday	February 15, 2027	President's Day
Sunday	March 28, 2027	Easter Sunday
Monday	May 31, 2027	Memorial Day
Saturday	June 19, 2027	Juneteenth
Sunday	July 4, 2027	Independence Day
Monday	September 6, 2027	Labor Day
Monday	October 11, 2027	Columbus / Indigenous People's Day
Thursday	November 11, 2027	Veteran's Day
Thursday	November 26, 2027	Thanksgiving
Friday	December 24, 2027	Christmas Eve
Saturday	December 25, 2027	Christmas Day

The Library will close at 5pm on Thanksgiving Eve and New Year's Eve.

CLIFTON PARK HALFMOON PUBLIC LIBRARY

Board of Trustees
2027 Meeting Schedule

January 4, 2027 (Monday)
Organizational Meeting

January 25, 2027

February 22, 2027

March 15, 2027

April 19, 2027

May 24, 2027

June 21, 2027

July 19, 2027

August 16, 2027
(Joint Meeting with FOL)

September 16, 2027
(Library Budget Vote and Trustee Election)

September 20, 2027

October 16, 2027 (Saturday)
(Board Meeting & Retreat)

November 15, 2027

December 20, 2027

DRAFT

CLIFTON PARK HALFMOON PUBLIC LIBRARY

Long-Range Planning Committee Meeting Minutes

September 3, 2026 6:00 PM Program Room D

Committee Members Present: Jason DiGianni, Chair; Rose-Robin Lamb, Maria McMunn

Staff Present: Alex Gutelius; Rebecca Verhayden

1. Reviewed Minutes of April 2026 Meeting
    a. Alex updated committee on the process and timeline to issue a bond for any potential projects
    b. Discussed scheduling a meeting with Building and Grounds to coordinate a facilities assessment

2. Rebecca shared the results of the September 1 Staff Development Night including the pre-work, some preliminary staff feedback, and the format used.

3. Discussion of the upcoming October 17 Board Retreat
    a. Prework to Trustees by September Board Meeting
    b. Location: Stillwater Public Library
    c. Schedule:
        i. 9 AM Arrival
        ii. 9:15 AM Board of Trustees meeting
        iii. 10 AM Discussion with facilitator
        iv. 12 PM Lunch
        v. 12:30 PM Discussion with facilitator
        vi. 1:45 PM Wrap Up

4. Next meeting to be held after Board Retreat