CLIFTON PARK HALFMOON PUBLIC LIBRARY

Board of Trustees Agenda

November 16, 2026 7:15 PM Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the October 17, 2027 meeting for approval.
3. Public Comment
4. Board Comment
5. President's Report
6. Treasurer's Report
   A. October 2026 Financial Statement
   B. *Warrants
      - #2026-24 October 23, 2026 $172,646.92
      - #2026-25 November 6, 2026 $572,877.43
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 Meeting Notes – August 4, 2026 and October 14, 2026
   B. Policy Committee Meeting Notes – October 15, 2026
   C. *Policy 3.11 Patron Privacy and Confidentiality
   D. *Policy 4.2 Materials Selection Policy
   E. *Policy 4.7 Technology Device Lending Policy
   F. *Policy 4.8 Social Media
   G. *Policy 5.5 Criteria for Holding Executive Session
   H. *Policy 5.6 Election and Interim Appointment of a Trustee in Event of a Vacancy on the Board of Trustees
   I. *Policy 5.7 Indemnification of Trustees and Employees
   J. *NEW Parking Lot Policy
   K. *Personnel Committee – Halfmoon Trustee Candidate Recommendation
   L. Building & Grounds Committee Meeting Notes – October 21, 2026
10. Old Business
11. New Business
    A. *SALS Direct Access Plan
    B. *Approve the appointment of Emilia Merkt, part-time Page.
    C. *Nominating Committee
    D. Student Trustee Program
12. Executive Session

* Items so marked are action items

CLIFTON PARK HALFMOON PUBLIC LIBRARY

Board of Trustees Minutes

October 17, 2026 9:15 AM Stillwater Public Library

Present: Brown, Megan; Cantore, Mat; DiGianni, Jason; Dugan, Suzanne; Lamb, Rose-Robin; McMunn, Maria;; Mogor, Cornelia; Srinivasan, Purushothaman; Schlegel, Jennifer; Wise, Russ. Also present were Alex Gutelius, Jim Foster, and Rebecca Verhayden

Absent:. Steve Meyer, Jennifer Schlegel

Guest: Kim Bolan

The meeting was called to order at 9:15 AM by Mr. Cantore

AGENDA: Mr. Cantore presented the October 17, 2026 agenda. A **Motion** was made by Mr. DiGianni, seconded by Ms. Brown, to approve the agenda. The **Motion** passed unanimously by all present

MINUTES:

A **Motion** was made by Ms. Dugan, seconded by Mr. Purushothaman, to accept the September 14, 2026 minutes as sent. The **Motion** passed unanimously by all present.

PUBLIC COMMENT: None

BOARD COMMENT: Trustees expressed their thanks to the Stillwater Public Library for allowing the Board Retreat to take place in their building.

PRESIDENT'S REPORT: Mr. Cantore noted the trustees who have completed their annual trustee education and reminded the other trustees they have until the end of December to complete the training.

TREASURER'S REPORT:

Mr. Purushothaman presented the Financial Statement for September 2026. It was noted that the LLSA funds were received and that there was a repair payment for the lighting controllers.

The Financial Statement was reviewed and received for audit.

The September 22, 2026 warrant for $183,333.85 was presented for approval. A **Motion** was made by Mr. Purushothaman, seconded by Mr. DiGianni, to approve the September 22nd warrant. The **Motion** passed unanimously by all present. The warrant was reviewed by Ms. McMunn.

The October 5, 2026 warrant for $164,770.00 was presented for approval. A **Motion** was made by Mr. Purushothaman, seconded by Mr. Wise, to approve the October 5th warrant. The **Motion** passed unanimously by all present. The warrant was reviewed by Ms. Brown.

Mr. Purushothaman noted that there were a total of $105 in anonymous donations in September.

FRIENDS OF THE LIBRARY REPORT: Mr. Foster gave the following report:

1. The Friends of the Library made approximately $13,000 at the September Used Book Sale.

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

1. Mr. Foster briefly reviewed the circumstances behind the September 24 closure of the library. Supervisory staff will review the closing procedures in light of this type of situation.

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

1. The 20th Anniversary of the Moe Road building will be celebrated on December 10. More details to come soon but it will include cake and local dignitaries will be invited.
2. Library staff have been involved in quite a few outreach events in the past month, including the Ren Faire at the YMCA today.

DIRECTORS REPORT: Ms. Gutelius gave the following report:

1. A $5,000 donation was made to the Library in October from the estate of Betty Doran, a former volunteer.

2. The NY State Retirement projected invoice for 2027 is about $60,000 less than was budgeted. It is not known if this projection takes into account the changes in Tier 6 contributions.

COMMITTEE REPORTS:

BUILDINGS AND GROUNDS: None.

POLICY COMMITTEE: None

PERSONNEL COMMITTEE: None.

PUBLIC RELATIONS: None.

LONG RANGE PLANNING: None.

FINANCE: None

LEGISLATION: None.

OLD BUSINESS:

NEW BUSINESS:

Ms. McMunn presented a staff appointment for approval.

A **Motion** was made by Ms. McMunn, seconded by Ms. Dugan, to approve the appointment of Misha Barton as temporary part-time Librarian I. 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 9:27 AM.

The next scheduled Board Meeting is Monday November 16, 2026 at 7:15 PM.

Clifton Park-Halfmoon Public Library
Financial Statement - October2026

Percentage of Year: 83.33%

RECEIPTS	Adopted Budget Jan 26	June 2026 Adj Budget	Modified Budget	October	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	$17,495.00	92.42%	-$1,435.00
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	$5,580,980.28	99.97%	-$1,431.72
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	$45.00	$891.90	44.60%	-$1,108.10
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	$5,000.00	$7,140.00	0.00%	$7,140.00
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	$5,045.00	$8,031.90	401.60%	$6,031.90
Interest							
4310 Investment Income	$100,000.00	$0.00	$100,000.00	$7,251.08	$91,114.03	91.11%	-$8,885.97
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	$353.65	$5,293.02	105.86%	$293.02
Subtotal	$110,000.00	-$5,000.00	$105,000.00	$7,604.73	$96,407.05	91.82%	-$8,592.95
Other Income							
4410 Fines	$1,000.00	$0.00	$1,000.00	$170.58	$1,584.53	158.45%	$584.53
4420 Library Fees - Lost & Damaged	$5,500.00	$0.00	$5,500.00	$290.56	$5,281.37	96.02%	-$218.63
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	$1,044.62	$11,017.67	100.16%	$17.67
4450 Other	$1,100.00	$0.00	$1,100.00	$301.05	$2,894.26	263.11%	$1,794.26
Subtotal	$18,600.00	$0.00	$18,600.00	$1,806.81	$20,777.83	111.71%	$2,177.83
Total Receipts	$5,725,612.00	$7,137.76	$5,732,749.76	$14,456.54	$5,727,109.82	99.90%	-$5,639.94
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	$14,456.54	$5,727,109.82	99.90%	-$5,639.94

Clifton Park-Halfmoon Public Library
Financial Statement - October2026

Percentage of Year: 83.33%

DISBURSEMENTS	Adopted Budget Jan 26	June 2026 Adj Budget	Modified Budget	October	YTD	YTD as % of Budget	Variance
Personnel							
7010 Salaries - Personnel	$2,695,550.00	-$70,394.63	$2,625,155.37	$299,474.15	$2,131,087.58	81.18%	$494,067.79
7013 Contracted Services	$1,000.00	$0.00	$1,000.00	$500.00	$1,550.00	155.00%	-$550.00
7200 Benefits - Insurance	$412,000.00	$7,000.00	$419,000.00	$18,585.33	$302,140.29	72.11%	$116,859.71
7270 Employee Public Relations	$8,000.00	$0.00	$8,000.00	$292.47	$7,144.72	89.31%	$855.28
7300 Benefits - Taxes	$167,124.00	$5,000.00	$172,124.00	$21,851.39	$154,545.62	89.79%	$17,578.38
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	-$1,671.90	$2,537.03	0.00%	-$2,537.03
Subtotal	$3,658,674.00	-$11,361.63	$3,647,312.37	$339,031.44	$2,690,451.24	73.77%	$956,861.13
Library Materials							
6010 Books	$163,810.00	$0.00	$163,810.00	$26,928.52	$116,563.60	71.16%	$47,246.40
6020 Periodicals	$15,840.00	$0.00	$15,840.00	$6,392.82	$19,662.02	124.13%	-$3,822.02
6030 AV	$36,500.00	$0.00	$36,500.00	$3,126.72	$30,954.65	84.81%	$5,545.35
6050 Digital Resources	$151,150.00	$0.00	$151,150.00	$6,053.99	$120,030.38	79.41%	$31,119.62
6090 Other	$1,600.00	$0.00	$1,600.00	$373.05	$1,422.88	88.93%	$177.12
Subtotal	$368,900.00	$0.00	$368,900.00	$42,875.10	$288,633.53	78.24%	$80,266.47
Facility & Equipment							
6110 Bldg Svc Contracts	$218,000.00	$0.00	$218,000.00	$21,957.26	$186,523.45	85.56%	$31,476.55
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	$338.87	$20,984.63	108.29%	-$1,606.63
6160 Equipment Lease Expense	$27,000.00	$0.00	$27,000.00	$2,138.03	$21,463.76	79.50%	$5,536.24
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	$24,434.16	$294,080.94	88.29%	$39,011.06
Operations							
6200 Programs	$51,256.00	$7,137.76	$58,393.76	$5,542.48	$48,709.30	83.42%	$9,684.46
6510 Automation	$235,000.00	$0.00	$235,000.00	$18,276.38	$184,160.66	78.37%	$50,839.34
6515 Custodial Supp	$9,000.00	$0.00	$9,000.00	-$1,223.10	$6,176.22	68.62%	$2,823.78
6520 Elections	$2,900.00	$0.00	$2,900.00	$444.00	$3,093.54	106.67%	-$193.54
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	$4,059.00	73.80%	$1,441.00
6530 Office & Lib Supplies	$21,500.00	$0.00	$21,500.00	$6,185.41	$28,938.65	134.60%	-$7,438.65
6540 Postage & Freight	$5,100.00	$0.00	$5,100.00	$562.49	$4,308.91	84.49%	$791.09
6545 Professional Services	$35,000.00	$0.00	$35,000.00	$159.95	$29,309.60	83.74%	$5,690.40
6551 PR & Printing	$11,000.00	$0.00	$11,000.00	$1,067.48	$12,495.03	113.59%	-$1,495.03
6556 Travel & Continuing Ed	$18,000.00	$8,900.00	$26,900.00	$584.56	$24,453.19	90.90%	$2,446.81
6575 Utilities	$96,000.00	$10,000.00	$106,000.00	$8,688.40	$87,245.60	82.31%	$18,754.40
6576 Building Security	$127,500.00	$0.00	$127,500.00	$9,758.40	$97,483.95	76.46%	$30,016.05
6581 Other Operational	$2,000.00	$0.00	$2,000.00	$91.26	$892.67	44.63%	$1,107.33
Subtotal	$621,881.00	$26,037.76	$647,918.76	$50,137.71	$533,515.32	82.34%	$114,403.44
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	$15,887.50	$239,850.00	100.00%	$0.00
Subtotal	$738,824.00	$0.00	$738,824.00	$15,887.50	$738,824.15	100.00%	-$0.15
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	$472,365.91	$4,545,505.18	79.24%	$1,190,541.95

Clifton Park-Halfmoon Public Library
Financial Statement - October2026

Percentage of Year: 83.33%

Cash - Bank Balances	
1040 Petty Checking	$366.00
1050 Petty Cash	$675.37
1055 Pioneer Checking	$102,355.20
1056 Pioneer MM Savings	$277,635.15
1057 NYLAF/NYCLASS - General Fund	$2,118,202.09
1057.2 Unemployment Fund Bond - NYCLASS	$131,595.05
TTL CASH	**$2,630,828.86**
1100 Accounts Receivable	$71,847.95
12000 Undeposited Funds	$0.00
13000 Prepaid Expense	$0.00
Fixed Assets	$0.00
TTL ASSETS	**$2,702,676.81**
1080 Accrued Pioneer Bank credit card	$0.00
2000 Accounts Payable	$60,712.91
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	**$60,712.91**
3007 Prior Period Adjustment	$0.00
TTL EQUITY	**$2,641,963.90**
	$0.00
TTL LIAB & EQUITY	**$2,702,676.81**

Fund Balance Reconciliation	
Year to Date Revenues	$5,727,109.82
Year to Date Expenses	-$4,545,505.18
Net Change	**$1,181,604.64**

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 - October2026

Percentage of Year: 83.33%

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)	$1,181,604.64
Subtotal	$2,641,963.90
- Total Cash	-$2,630,828.86
Accounts Payable	$60,712.91
Accounts Receivable	-$71,847.95
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

- The Library has started doing unboxing videos with shipments of new books and patrons are loving it. Thousands of people are checking out what the new arrivals are.
- Patrons visiting the website are heading to our catalog, looking for eBooks, or for the online newspapers.

Print Resources

- The November/December Brochure is available to the public and 785 copies have already been printed.
- The signage in the public bathrooms has been updated to promote different resources like the new Saturday hours for the Local History Room or how to download magazines in the Libby App.

Outreach

- The Library continued to have a strong presence out in the Community attending the Southern Saratoga YMCA's Renaissance Fair, delivering supplies to community partners for the Great Give Back, and winning the best decorated trunk at Halfmoon's Trunk or Treat! We also are participating once a month in the new Sunday Farmer's Market at the Mall starting in November.



Programs

- Throughout October adults were encouraged to participate in the READ IT Challenge – and celebrate National Pizza Month.
- There were 154 programs offered in October ranging from the very popular ELL programs to Story Time programs. Some of the most popular programs offered were:
    - The Manhattan Short Film Festival
    - 90's Trivia Night and 90's Game Night
    - Halloween Story Time
- The Library participated in the Great Give Back by asking patrons to write thank you notes to local first responders, and holding a one day collection of new crayons and colored pencils for first responders to distribute. Staff members contributed to the Great Give Back by donating new and gently used stuffed animals – for distribution by first resonders.

Collections

- There was a slight dip in digital collections use, likely due to the introduction of a PIN requirement.
- Circulation of physical materials is somewhat flat, but use of non-traditional items has increased by 11% and use of digital comics by 20%.

OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

Visitors / Room and Facility Use

- Thee has been an average of 223 library cards created each month.
- The number of visitors to the library dipped slightly in October from the previous few months, which happens annually.
- Use of the meeting rooms has increased slightly with an average of 70 pre-booked rooms and 250 walk-ins per month.

INVEST IN PEOPLE

Continuing Education

- Ten staff members will attend the New York Library Association's Annual Conference in Saratoga Springs November 4-7 (Rebecca V, Jim F., Brie, Sam, Adah, Lauren, Samantha, Chrissie, Deb, & Grace).

NYSLRS Annual Invoice

- We received the NYSLRS Annual Invoice We received the NY State Retirement invoice for 2026. This is the same as the estimated invoice, but significantly less than the projected amount of $422,033. In June the Board approved a budget adjustment based on the projected invoice. Now that we have the actual invoice, another budget adjustment will be required.

SALS Direct Access Plan

- As part of the 2027-2031 SALS Plan of Service, SALS is required to have a Direct Access Plan that is reviewed and approved by the boards of all member libraries. A copy of the final version of the plan is attached. A simple majority of the member library Boards is required to approve this plan.
- Free direct access means the ability of an individual, who resides within the boundaries of a public library system and who has a valid library card issued any member library in the system, to borrow materials for home use directly from the premises of any library that is a member of the public library system on the same basis as that specified for cardholders in each individual library. This policy, in accordance with Commissioner's Regulations §90.3, is aimed at ensuring the broadest possible access to information by all New Yorkers, regardless of circumstance.

Library Awards

- We are pleased to share that the Ed and Francine Rodger have been awarded the Velma K. Moore Award from the NYLA Library Trustees Association Section. The award is presented to a volunteer group or individual who have made exemplary contributions to the development of library services in New York State. https://www.nyla.org/library-trustees-section---our-awards
- We are also pleased to share that our Library has awarded the NYLA Public Library Section Innovative Program Award for the All Abilities Art Program. This award recognized and honors innovative, impactful programming in libraries in New York State. https://nyla.memberclicks.net/public-libraries-section---innovative-program-award
- These awards were announced at the NYLA Conference on November 6. The Velma K. Moore award will be presented to Ed and Francine at a date yet to be determined.

October Incidents

- October 2 – harassment of teen
- October 3 – patron harassment of another patron
- October 9 - Patron taking photo of another patron
- October 10 – teens left mess with glue in men's room
- October 10 – teens left mess with glue in YA area
- October 16 – phone left recording in lobby
- October 19 – emotional support lizard in library
- October 21 – patron concerns about computer station items moved
- October 22 – strange phone calls

Prepared by: Alex Gutelius, Library Director

Clifton Park - Halfmoon Public Library
Program Statistics - October 2026

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Drop-In ELL Help	October 30 2026	Adults					
All Abilities Chair-Based Movement Workshop	October 29 2026	Adults	10	10			
ELL Tutor Talk	October 29 2026	Adults					
The Art of Tattooing: An Artist's Perspective	October 29 2026	Adults	15	15			
ZOOM: Intermediate English Language Learning (ELL)	October 29 2026	Adults	15	15			
90s Craft Night	October 28 2026	Adults	27	27			
Intermediate English Language Learning (ELL)	October 28 2026	Adults					
Tech Tutoring	October 28 2026	Adults	1	1			
ZOOM: Free Images: Best Sources You've Never Used	October 28 2026	Adults	8				8
Zoom: Beginner ELL Learning Group	October 28 2026	Adults					
Beginner English Language Learning (ELL)	October 27 2026	Adults	28	28			
Citizenship Discussion Group	October 27 2026	Adults	7	7			
English Language Learning (ELL) Evening Conversation Gr	October 27 2026	Adults	10	10			
ELL Book Club	October 26 2026	Adults	4	4			
Exploring and Downloading Apps on an iPhone	October 26 2026	Adults	10	10			
Red Cross Community Blood Drive	October 26 2026	Adults	53	53			
Board Game Social	October 25 2026	Adults	10	10			
How to Create Maps for Genealogical Research	October 24 2026	Adults	13	13			
Community Field Trip: Jonesville Cemetery	October 23 2026	Adults	21	21			
Drop-In ELL Help	October 23 2026	Adults					
All Abilities Chair-Based Movement Workshop	October 22 2026	Adults	9	9			
ELL Tutoring Group	October 22 2026	Adults					
Learn to Make Pizza Dough!	October 22 2026	Adults	16	16			
ZOOM: Intermediate English Language Learning (ELL)	October 22 2026	Adults	17	17			17
Advanced Beginner English Language Learning (ELL)	October 21 2026	Adults	32	32			
Hoopla: Stream FREE TV and Music	October 21 2026	Adults	2	2			
Intermediate English Language Learning (ELL)	October 21 2026	Adults	9	9			
Make & Sip: Pumpkin Painting	October 21 2026	Adults	30	30			
One-on-One Tech Help	October 21 2026	Adults	1	1			
What is the Medicare Annual Enrollment Period	October 21 2026	Adults	12	12			
Zoom: Beginner ELL Learning Group	October 21 2026	Adults					
Beginner English Language Learning (ELL)	October 20 2026	Adults	28	28			
Citizenship Discussion Group	October 20 2026	Adults	7	7			
English Language Learning (ELL) Evening Conversation Gr	October 20 2026	Adults	16	16			
Therapy Dogs for Adults	October 20 2026	Adults	29	29			
ELL Book Club	October 19 2026	Adults	3	3			
Tech Tutoring	October 19 2026	Adults	1	1			
All Abilities Chair-Based Movement Workshop	October 15 2026	Adults	8	8			
ELL Tutoring Group	October 15 2026	Adults					
HYBRID: Daytime Book Club	October 15 2026	Adults	5	4			1
Read Digital Newspapers for FREE	October 15 2026	Adults	1	1			
Tech Tutoring	October 15 2026	Adults	1	1			
ZOOM: Intermediate English Language Learning (ELL)	October 15 2026	Adults	16	16			
Bicentennial Fever: How America Sold the Revolution in '	October 14 2026	Adults	14	14			
Advanced Beginner English Language Learning (ELL)	October 14 2026	Adults	37	37			
All Abilities Art Club	October 14 2026	Adults	26	26			
All Abilities Art Show Reception	October 14 2026	Adults					
Intermediate English Language Learning (ELL)	October 14 2026	Adults	7	7			

Clifton Park - Halfmoon Public Library
Program Statistics - October 2026

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Journaling for Adults	October 14 2026	Adults	11	6			5
ZOOM: Microsoft Word: 8 Hidden Tools	October 14 2026	Adults	1				1
Zoom: Beginner ELL Learning Group	October 14 2026	Adults	8	8			8
Beginner English Language Learning (ELL)	October 13 2026	Adults	26	26			
Citizenship Discussion Group	October 13 2026	Adults	9	9			
English Language Learning (ELL) Evening Conversation Gr	October 13 2026	Adults	12	12			
Memories to Memoirs	October 13 2026	Adults	8	8			
Virtual Author Talk: David Epstein	October 13 2026	Adults	37				37
Voter Registration & Information Drop-In	October 13 2026	Adults					
Tech Tutoring	October 09 2026	Adults	1	1			
All Abilities Chair-Based Movement Workshop	October 08 2026	Adults	12	12			
Cinema Club: Pinocchio (2019)	October 08 2026	Adults	2	2			
ELL Tutor Talk	October 08 2026	Adults					
ELL Tutoring Group	October 08 2026	Adults					
Virtual Author Talk: Smithsonian Curator Carolyn Russo	October 08 2026	Adults	12				12
ZOOM: Intermediate English Language Learning (ELL)	October 08 2026	Adults	15	15			15
Advanced Beginner English Language Learning (ELL)	October 07 2026	Adults	30	30			
Inspiration Place: Autumn Pastels	October 07 2026	Adults	12	12			
Intermediate English Language Learning (ELL)	October 07 2026	Adults	5	5			
Libby Basics	October 07 2026	Adults	6	6			
Libby Like A Pro	October 07 2026	Adults	2	2			
Social Security 101	October 07 2026	Adults	4	4			
Zoom: Beginner ELL Learning Group	October 07 2026	Adults	7	7			7
Beginner English Language Learning (ELL)	October 06 2026	Adults	25	25			
Citizenship Discussion Group	October 06 2026	Adults	10	10			
English Language Learning (ELL) Evening Conversation Gr	October 06 2026	Adults					
Memories to Memoirs	October 06 2026	Adults	9	9			
Tech Tutoring	October 06 2026	Adults	1	1			
Animal Communication with a Psychic Medium	October 05 2026	Adults	14	14			
ELL Book Club	October 05 2026	Adults	3	3			
Drop-In ELL Help	October 02 2026	Adults					
Genealogy Assistance	October 01 2026	Adults	4	4			
Inclusible Adult Games	October 01 2026	Adults	11	11			
READ IT Challenge (For adults)□	October 01 2026	Adults					
Virtual Author Talk: Veronica Roth	October 01 2026	Adults	50				50
ZOOM: Intermediate English Language Learning (ELL)	October 01 2026	Adults	12	12			12
Silent Book Club	October 22 2026	Adults					
MANHATTAN SHORT Film Festival: You Be the Judge!	October 03 2026	Adults	52	50	2		
Concert: Atmospirit Duo	October 10 2026	Adults	31	28		3	
MANHATTAN SHORT Film Festival: You Be the Judge!	October 01 2026	Adults	87	87			
90s Trivia Night: From Tamagotchis to Titanic	October 20 2026	Adults	57	57			
90s Game Night	October 27 2026	Adults	35	24	5	6	
Silent Book Club	October 22 2026	Adults	5	5			
Baby Story Time	October 09 2026	Children	31	17		14	
Wonderful Walkers	October 09 2026	Children	30	16		14	
Music & Motion	October 16 2026	Children	87	43		44	
Family Story Time	October 05 2026	Children	59	31		28	

Clifton Park - Halfmoon Public Library
Program Statistics - October 2026

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Family Story Time	October 19 2026	Children	56	27		29	
Family Story Time	October 26 2026	Children	62	28		34	
Imagination Station	October 03 2026	Children	23	9		14	
1000 Books Before Kindergarten	October 31 2026	Children					
Muddy Tots	October 01 2026	Children					
ZOOM: PJ Story Time	October 06 2026	Children	5	2		3	5
Baby Sensory Play Time	October 20 2026	Children	21	11		10	
Toddler Sensory Play Time	October 20 2026	Children	28	15		13	
ZOOM: PJ Story Time	October 20 2026	Children	11	5		6	11
Preschool Story Time & Craft	October 07 2026	Children	13	5		8	
Preschool Story Time & Craft	October 07 2026	Children	19	9		10	
Preschool Story Time & Craft	October 14 2026	Children	20	9		11	
Preschool Story Time & Craft	October 14 2026	Children	13	5		8	
Sensory Story Time	October 14 2026	Children	8	3		5	
Preschool Story Time & Craft	October 21 2026	Children	20	8		12	
Preschool Story Time & Craft	October 21 2026	Children	27	10		17	
Preschool Story Time & Craft	October 28 2026	Children	22	9		13	
Preschool Story Time & Craft	October 28 2026	Children	23	9		14	
Pokémon Club: Learn to Play	October 23 2026	Children	8			8	
Halloween Story Time	October 30 2026	Children	120	63		57	
Monday Funday Craft: Beaded Bracelets	October 05 2026	Children	17	3		14	
Adventures in STEAM: Bats	October 19 2026	Children	29	10		19	
Coding with Scratch: Video Games	October 19 2026	Children	10			10	
Kids Paint & Sip: Paint a Pumpkin	October 19 2026	Children	20	3	2	15	
Coding with Scratch: Video Games	October 26 2026	Children	8			8	
Make-It Monday: Festive Acorns	October 26 2026	Children	10	2		8	
Saturday Story Time	October 10 2026	Children	41	18		23	
Monthly Coloring Pages	October 31 2026	Children	1250			1250	
Monthly Scavenger Hunt	October 31 2026	Children	600			600	
Family Story Time	October 01 2026	Children	66	34		32	
Family Story Time	October 08 2026	Children	46	23		23	
Family Story Time	October 15 2026	Children	65	32		33	
Library Explorers Club: Nutrition	October 21 2026	Children	14	4		10	
Halloween Hoot!	October 25 2026	Children	73	35		38	
Reading Therapy Dogs	October 15 2026	Children	6	2		4	
Reading Therapy Dogs	October 15 2026	Children	2	1		1	
Reading Therapy Dogs	October 15 2026	Children	3	1		2	
Reading Therapy Dogs	October 15 2026	Children	2	1		1	
Reading Therapy Dogs	October 06 2026	Children	2	1		1	
Reading Therapy Dogs	October 06 2026	Children	2	1		1	
Reading Therapy Dogs	October 06 2026	Children	3	1		2	
Reading Therapy Dogs	October 06 2026	Children	2	1		1	
Art Cart	October 31 2026	Children	200			200	
Family Story Time	October 22 2026	Children	70	34		36	
Family Story Time	October 29 2026	Children	68	34		34	
Muddy Tots	October 29 2026	Children					
Books & Bricks Club: Vampires	October 06 2026	Children	5		1	4	

Clifton Park - Halfmoon Public Library
Program Statistics - October 2026

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Terrific Twos Story Time	October 06 2026	Children	27	13		14	
Savvy Care: Early Literacy Story Time	October 14 2026	Children	16	8		8	
The Great Give Back: Local First Responder Thank You Ca	October 09 2026	General					
The Great Giveback: New Crayons & Colored Pencils Drive	October 16 2026	General					
All Abilities Art Show	October 17 2026	General					
The Great Giveback: Thank You Cards & Care Packages	October 17 2026	General					
Homeschool Library Tour	October 02 2026	Outreach	10	4		6	
2026-2027 Shen field trips	October 23 2026	Outreach					
Acadia Gives Thanks	October 26 2026	Outreach					
YMCA Fall Fest - Outreach	October 17 2026	Outreach	95	55		40	
Cheryl's Lodge Outreach	October 01 2026	Outreach	31	6	11	14	
Cheryl's Lodge Outreach	October 15 2026	Outreach	40	9	14	17	
Cheryl's Lodge Outreach	October 29 2026	Outreach	40	9	14	17	
Helping Hands Outreach	October 27 2026	Outreach	68	14		54	
Best Buddies Outreach	October 28 2026	Outreach	150	10	140		
Trunk or Treat at Halfmoon Town Park	October 24 2026	Outreach	1239	550	10	679	
Teen Paint & Sip	October 02 2026	Teens	14	1	13		
Monthly Teen Volunteer Hours	October 30 2026	Teens					
Teen Place Coloring Pages	October 30 2026	Teens					
Teen Craft Corner: Bean Mosaics	October 03 2026	Teens					
VolunTEENs: Book Displays	October 01 2026	Teens					
Read the Rainbow Book Club	October 08 2026	Teens					
Therapy Dogs for Teens	October 08 2026	Teens	11	2	9		
Teen Book Club	October 29 2026	Teens	5		5		
Teen Make & Sip: Pumpkin Painting	October 29 2026	Teens	15	1	14		
Defending the Digital World: A Career in Cybersecurity	October 15 2026	Teens|Adults	16	11	4	1	
Building Confidence & Self-Esteem	October 13 2026	Teens|Children	33	15		18	

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	225	225	264	244	243	208	0	0	**2233**	2,227
Purged*														
TOTAL	32,383	32,369	32,333	32,276	32,259	32,220	32,214	32,029	31,919	31,805	0	0	**31,805**	32,504
Adult	8,965	8,008	8,899	8,115	8,644	9,290	10,329	10,709	9,202	8,518	0	0	**90,679**	91,571
Young Adult	1,409	1,416	1,309	1,361	1,353	1,614	1,939	2,003	1,547	1,339	0	0	**15,290**	15,992
Juvenile	14,868	14,203	15,966	15,088	15,163	15,001	17,260	17,770	15,183	12,696	0	0	**153,198**	157,690
Adult	5,367	4,799	5,414	5,198	5,001	5,045	5,243	5,282	4,818	4,897	0	0	**51,064**	54,378
Young Adult	25	10	4	7	8	11	6	12	10	19	0	0	**112**	145
Juvenile	2,051	2,025	2,063	2,194	1,950	1,885	2,324	2,326	2,013	1,710	0	0	**20,541**	20,267
Adult	1,058	898	1,134	1,098	932	952	978	933	862	1,155	0	0	**10,000**	10,463
Young Adult	21	18	10	9	16	21	25	44	28	13	0	0	**205**	273
Juvenile	698	673	715	589	635	747	819	917	657	580	0	0	**7,030**	6,743
Adult	3,206	3,014	3,075	2,850	2,908	2,896	2,892	2,777	2,677	3,076	0	0	**29,371**	34,485
Juvenile	792	799	767	698	595	699	744	888	704	869	0	0	**7,555**	8,917
eaudiobooks	4,306	4,306	4,238	3,778	3,957	3,866	3,966	3,826	3,826	3,594	0	0	**39,663**	41,719
ebooks	3,580	3,580	3,808	3,045	3,038	3,156	3,313	3,250	3,250	2,602	0	0	**32,622**	35,437
Music	117	117	117	98	103	97	77	96	55	95	0	0	**972**	1,033
Serials*	2,981	2,981	3,024	2,814	2,776	2,858	2,670	0	2,798	0	0	0	**22,902**	22,870
:omics (hoopla)	107	107	113	111	173	127	143	154	121	119	0	0	**1,275**	1,058
eo/TV (hoopla)	403	403	366	339	326	335	400	364	388	360	0	0	**3,684**	3,883
Serials	470	394	437	403	398	445	510	450	332	419	0	0	**4,258**	4,449
Games	508	454	430	506	489	466	518	531	456	435	0	0	**4,793**	4,496
Uncatalogued	42	38	39	36	37	39	50	46	46	58	0	0	**431**	479
Non-traditional	189	195	237	254	257	227	275	273	235	181	0	0	**2,323**	2,083
Print	32,685	30,461	33,655	31,963	32,119	32,846	37,101	38,102	32,773	29,179	0	0	**330,884**	340,313
AV	5,775	5,402	5,701	5,244	5,086	5,315	5,458	5,559	4,928	5,693	0	0	**54,161**	60,881
Digital	11,494	11,494	11,666	10,185	10,373	10,439	10,569	7,690	10,438	6,770	0	0	**101,118**	106,000
Other	1,209	1,081	1,143	1,199	1,181	1,177	1,353	1,300	1,069	1,093	0	0	**11,805**	14,398
TOTAL	51,163	48,438	52,165	48,591	48,759	49,777	54,481	52,651	49,208	42,735	0	0	**497,968**	521,592
)atabase Usage	6,488	4,580	5,560	4,673	3,797	4,003	3,625	2,660	0	4,197	0	0	**39,583**	54,626
- Use (sessions)	1,506	1,655	1,943	1,759	1,661	1,665	1,617	1,793	1,577	1,619	0	0	**16,795**	16,590
Wireless Use	7,272	7,111	8,754	12,885	9,898	8,800	8,975	8,829	8,635	8,267	0	0	**89,426**	72,090
PAC Use	13,873	12,204	13,829	12,885	11,156	11,255	4,837	4,498	3,947	3,962	0	0	**92,446**	132,063
Website Visits	43,853	41,802	44,270	0	0	0	0	0	0	0	0	0	**129,925**	402,214
:op/Device Use	51	68	70	90	63	74	61	62	58	0	0	0	**597**	285

Clifton Park-Halfmoon Public Library
2026 Activity Report

	January	February	March	April	May	June	July	August	September	October	November	December	YTD 2026	YTD 2025
Number of Programs														
Adult	73	70	78	69	73	59	57	41	66	90	0	0	**676**	648
Teen	9	15	13	19	0	13	14	14	10	11	0	0	**118**	104
Child 0-5	15	19	17	18	18	9	5	6	16	22	0	0	**145**	134
Child 6-11	28	25	15	22	15	21	38	35	16	31	0	0	**246**	268
General	0	1	2	2	5	8	3	5	1	0	0	0	**27**	48
One-on-One	0	1	0	1	3	5	6	14	0	0	0	0	**30**	67
Grab & Go	0	0	0	0	0	0	0	0	0	0	0	0	**0**	134
Asynchronous	0	0	0	0	0	0	0	0	0	0	0	0	**0**	0
TOTAL	125	131	125	131	114	115	123	115	109	154	0	0	**1,242**	1,403
Attendance														
Adult	1,533	998	2,056	2,078	1,022	1,150	949	557	831	1,180	0	0	**12,354**	9,868
Teen	78	216	81	308	0	231	211	507	20	94	0	0	**1,746**	2,245
Child 0-5	629	900	871	801	795	477	210	348	841	578	0	0	**6,450**	5,864
Child 6-11	2,319	3,002	3,471	2,562	2,456	3,776	3,675	4,068	1,551	2,785	0	0	**29,665**	35,021
General	0	108	327	315	1,059	725	620	672	350	0	0	0	**4,176**	5,326
One-on-One	0	1	0	1	3	5	6	14	0	0	0	0	**30**	69
Grab & Go	0	0	0	0	0	0	0	0	0	0	0	0	**0**	134
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	3,593	4,637	0	0	**54,421**	58,527
nts / Programs	8	8	11	7	3	5	4	2	5	10	0	0	**63**	78
Attendance	668	482	513	991	72	819	183	95	89	1,673	0	0	**5,585**	5,098
Borrowed	7,598	4,785	7,171	7,275	6,990	7,039	7,780	7,737	5,867	7,167	0	0	**69,409**	70,891
Loaned	3,049	2,588	2,832	2,763	2,648	2,646	2,814	2,616	2,705	2,732	0	0	**27,393**	27,815
TOTAL	10,647	7,373	10,003	10,038	9,638	9,685	10,594	10,353	8,572	9,899	0	0	**96,802**	98,706
Ask Desk	2,811	2,728	2,893	2,530	2,564	2,570	2,678	3,003	2,554	2,704	0	0	**27,035**	24,554
's Library Desk	1,456	1,552	1,604	1,424	1,328	1,537	2,267	2,198	1,225	1,159	0	0	**15,750**	17,447
nputer Support	493	498	679	646	598	552	543	683	522	569	0	0	**5,783**	4,906
TOTAL	4,760	4,778	5,176	4,600	4,490	4,659	5,488	5,884	4,301	4,432	0	0	**48,568**	46,907
	39	4	46	64	69	86	122	122	83	83	61	0	**779**	747
	25,024	24,682	29,195	27,899	29,933	27,615	28,546	29,778	26,625	25,286	0	0	**274,583**	212,791
Hours														
brary Programs	418	418	433	389	500	261	335	264	329	358	0	0	**3,705**	2,946
oard/FOL/Staff	49	49	40	40	25	77	38	37	44	16	0	0	**413**	520
e Organizations	24	237	246	195	206	267	202	236	175	190	0	0	**1,976**	1,894
oom Checkouts	204	245	259	276	270	258	261	235	244	255	0	0	**2,507**	2,482
grams *(bookings)*	74	74	80	67	74	69	60	78	61	55	0	0	**692**	670
Added	716	807	1,181	856	785	961	956	619	566	1,482	0	0	**8,929**	8,471
Withdrawn	325	389	592	1,253	901	1,364	1,310	820	614	618	0	0	**8,186**	7,987
TOTAL	147,926	148,353	148,761	148,437	148,350	148,010	147,453	147,294	147,105	148,263	0	0	**147,105**	147,332

CLIFTON PARK
HALFMOON
PUBLIC
LIBRARY

Public Relations Committee
Meeting Minutes

October 14, 2026 7:00 PM Public Relations Committee

Committee Members in Attendance: Purushothaman Srinivasan, Chair; Robin Lamb; Russ Wise
Staff: Alex Gutelius; Rebecca Verhayden

1. Meeting called to order at 7:02 PM

2. We began with a review Minutes of August 2026 Committee Meeting

3. Reviewed, discussed, and updated the following Crisis Communications Statements:
   - Budget
   - Personnel
   - Building Closure due to damage or emergency

4. Three statements were selected for review at the next meeting in early 2027
   - Public Health Crisis/Emergency
   - Negative Media/Reputational Attack
   - Cyber Attack/Data Breach

5. Rebecca will reach out to the Library supervisors for suggestions of additional Crisis Communications Statements that may be needed.

6. The Public Relations Committee has met four times in 2026 and completed all of it's stated goals. They will meet again in early 2027.

7. Meeting adjourned 7:33 PM.

CLIFTON PARK HALFMOON PUBLIC LIBRARY

Policy Committee Notes

October 15, 2026 7:00 pm

Committee Members in attendance: Suzanne Dugan, Chair; Megan Brown; Steve Meyer; Cornelia Mogor

Staff members in attendance: Jim Foster; Alex Gutelius

1. Policy 3.11 Privacy and Confidentiality
    - The committee reviewed the changes that were made to the policy to comply with the updated minimum standards. Several changes were made to the draft.

2. Policy 4.2 Materials Selection Policy
    - The committee reviewed the addition to the policy regarding AI generated materials.

3. Policy 4.7 Technology Device Lending
    - The committee reviewed the changes made to the policy to reflect current practice.

4. Policy 4.8 Social Media
    - The committee reviewed the policy and eliminated the definition of social media.

5. Policy 5.5 Criteria for holding Executive Session
    - The committee reviewed the policy and made one minor wording change.

6. Policy 5.6 Election and Interim Appointment of a Trustee in Event of a Vacancy on the Board of Trustees
    - The committee reviewed the policy and discussed the wording of the appointment. Alex to review bylaws, legislation and education law to confirm the process.

7. Policy 5.7 Indemnification of Trustees and Employees
    - The committee reviewed the policy – no changes.

8. NEW: Parking Lot Policy

- The committee reviewed and discussed the new policy. Staff drafted the policy to document the appropriate use of the parking lot.

9. NEW: AI Policy
    - The draft AI Policy was presented to the committee for information purposes. Staff are continuing to review and revise the policy. A recommendation was suggested that staff note when materials are made with the assistance of AI tools.

    All policies that were approved by the Committee will go to the Board for review and approval.

POLICY 3.11 PRIVACY AND CONFIDENTIALITY

Need for this Policy:

So that all involved may have a clear understanding of the extent and limitations of the Library's protection of the privacy and confidentiality of its patrons.

Policy:

1. The Library collects only that personally identifiable information about patrons which is necessary to ensure the proper operation of the Library and otherwise required for accessing Library resources or participating in Library functions, including, but limited to, the use of its website.

2. Notwithstanding the foregoing principle, patrons should not have the expectation of complete privacy and confidentiality. Library employees working within the scope of their duties will have access to personal information.

3. When a patrons visits the Library's website, non-personal information (such as cookies, IP Address) may be required for the running of online applications, however this data has no element by which specific individuals may be identified to or by third parties.

4. The Library will not sell, lease, or otherwise distribute or disclose a patron's email address, postal address, phone number, borrower records, or other personal information to outside parties unless required by law.

5. Some Library website pages contain links to external sites not maintained by the Library. The Library cannot be responsible for a patron's privacy when the patron discloses information to outside websites. Visitors to those websites are advised to check the privacy statements of each site to learn how the website will use such information.

6. To use Clifton Park-Halfmoon Public Library databases remotely (from outside the Library), users are asked for their Clifton Park-Halfmoon Public Library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.

7. By entering the Library, patrons consent to the possible use of their image appearing in photography, audio, video, or other formats, which may be included on the Library's or the Friends of the Library's website, social media, and/or promotional materials. To insure the privacy of individuals, including children, images will not be identified using full names or personal identifiable information without written approval from the photographed subject, parent, or legal guardian.

8. If the Library's information gathering practices change, the Library will notify patrons of the change by posting the information on the Library's website.

9. Any concerns about how patron information is used should be directed to the Director or Assistant Directors.

Responsibilities:
It is the responsibility of the Director and his/her staff to enforce this policy.

Initial Adoption Date: 1/24/2011

Modified Date	Description of Modification
4/16/2018	Deleted statement about using patron information in ways not disclosed in policy; updated how patrons will be notified of changes to the policy
11/21/2022	Update to filming section of policy
6/17/2024	Included FOL in #7

POLICY 3.11 PATRON PRIVACY AND CONFIDENTIALITY

Need for this Policy:

So that all involved may have a clear understanding of the extent and limitations of the Library's protection of the privacy and confidentiality of its patrons.

Policy:

The Clifton Park-Halfmoon Public Library (Library) and its staff are committed to protecting the privacy and confidentiality of patrons who use the Library. The Library collects and retains personally identifying information for the purposes of providing library services only. The confidentiality of this information, mandated by New York Civil Practice Law and Rules § 4509, extends, but is not limited to, the circulation of library materials, computer database searches, interlibrary loan transaction, reference queries, and title reserve requests.

To protect confidentiality, such personally identifying information shall not be made available except that such information may be disclosed to the extent necessary for the proper operation of the Library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

The Library Director is solely authorized to receive court-ordered requests and subpoenas for Library records from law enforcement. Library staff and volunteers are required to refer any law enforcement inquiries to the Director immediately. Before complying with any such request, the Director shall consult with the Library Board of Trustees and the Library's legal counsel.

Individuals are required to provide current and valid contact information in order to establish and maintain an active account with the Library. Personally identifiable information the Library may gather and retain includes the following:

- Patron Registration Information: Name, address, telephone number, birth date, and email address. This contact information is linked to a unique Library card number that is assigned to a patrons' account. The Library belongs to the Joint Automation (JA) Project, a cooperative that provides members with certain shared services. The JA Project maintains the automated circulation system that stores library card information and shares that data with all member libraries of the Southern Adirondack Library System and the Mohawk Valley Library System, thus enabling CPH cardholders to borrow items from any library that is a member of the JA Project.
- Circulation Information: For each circulation transaction, such as a checkout, return, or renewal, the Library records the individual's Library account number, the unique item identification number and the time and date of the transaction. The Library does not keep a record of a patron's reading history beyond operational requirements. Once an item is returned, the record is removed from the account. Individual patrons may choose to turn on the reading history feature in the online account to keep a log of items checked out.
- Electronic Access: When a patron visits the Library's website, non-personal information (such as cookies, IP Address) may be required for using online applications, however this data has no element by which specific individuals may be identified to or by third parties. Some Library website pages contain links to external sites not maintained by the Library. The Library cannot be responsible for a patron's privacy when the patron discloses information to outside websites.

Visitors to those websites are advised to check the privacy statements of each site to learn how the website will use such information. To use Clifton Park-Halfmoon Public Library databases remotely (from outside the Library), users are asked for their Clifton Park-Halfmoon Public Library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information. The Library utilizes Google Analtyics, a website analysis service. This analysis is utilized by the Library to learn how its website is used in order to make improvements. Google Analytics does not collect or store any personally identifiable information.

- Onsite Public Computer Use Information: The Library collects information about public computer use, including identity of computer, date, time, and length of computer sessions. All records of internet use and files created on the library's pubic computers are removed once the session has ended.

-
-

The Library collects only that personally identifiable information about patrons which is necessary to ensure the proper operation of the Library and otherwise required for accessing Library resources or participating in Library functions, including, but limited to, the use of its website.

Notwithstanding the foregoing principles, patrons should not have the expectation of complete privacy and confidentiality. Authorized L~~L~~ibrary employees working within the scope of their duties will have access to personal information.

- ~~When a patrons visits the Library's website, non-personal information (such as cookies, IP Address) may be required for the running of online applications, however this data has no element by which specific individuals may be identified to or by third parties.~~

- ~~The Library will not sell, lease, or otherwise distribute or disclose a patron's email address, postal address, phone number, borrower records, or other personal information to outside parties unless required by law.~~

- ~~Some Library website pages contain links to external sites not maintained by the Library. The Library cannot be responsible for a patron's privacy when the patron discloses information to outside websites. Visitors to those websites are advised to check the privacy statements of each site to learn how the website will use such information.~~

- ~~To use Clifton Park-Halfmoon Public Library databases remotely (from outside the Library), users are asked for their Clifton Park-Halfmoon Public Library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.~~

By entering the Library, patrons consent to the possible use of their image appearing in photography, audio, video, or other formats, which may be included on the Library's or the Friends of the Library's website, social media, and/or promotional materials. To insure the privacy of individuals, including children, images will not be identified using full names or personal identifiable information without written approval from the photographed subject, parent, or legal guardian.

If the Library's information gathering practices change, the Library will notify patrons of the change by posting the information on the Library's website.

Any concerns about how p~~patron~~ ersonally identifiable information is used should be directed to the Library Director ~~or Assistant Directors~~.

Responsibilities:
It is the responsibility of the Library Director ~~and his/her staff~~or designee to enforce this policy.

Initial Adoption Date: 1/24/2011

Modified Date	Description of Modification
4/16/2018	Deleted statement about using patron information in ways not disclosed in policy; updated how patrons will be notified of changes to the policy
11/21/2022	Update to filming section of policy
6/17/2024	Included FOL in #7
11/16/2026	Updated to incorporate minimum standards for confidentiality of library records

POLICY 3.11 PATRON PRIVACY AND CONFIDENTIALITY

Need for this Policy:

So that all involved may have a clear understanding of the extent and limitations of the Library's protection of the privacy and confidentiality of its patrons.

Policy:

The Clifton Park-Halfmoon Public Library (Library) and its staff are committed to protecting the privacy and confidentiality of patrons who use the Library. The Library collects and retains personally identifying information for the purposes of providing library services only. The confidentiality of this information, mandated by New York Civil Practice Law and Rules § 4509, extends, but is not limited to, the circulation of library materials, computer database searches, interlibrary loan transaction, reference queries, and title reserve requests.

To protect confidentiality, such personally identifying information shall not be made available except that such information may be disclosed to the extent necessary for the proper operation of the Library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

The Library Director is solely authorized to receive court-ordered requests and subpoenas for Library records from law enforcement. Library staff and volunteers are required to refer any law enforcement inquiries to the Director immediately. Before complying with any such request, the Director shall consult with the Library Board of Trustees and the Library's legal counsel.

Individuals are required to provide current and valid contact information in order to establish and maintain an active account with the Library. Personally identifiable information the Library may gather and retain includes the following:

- Patron Registration Information: Name, address, telephone number, birth date, and email address. This contact information is linked to a unique Library card number that is assigned to a patrons' account. The Library belongs to the Joint Automation (JA) Project, a cooperative that provides members with certain shared services. The JA Project maintains the automated circulation system that stores library card information and shares that data with all member libraries of the Southern Adirondack Library System and the Mohawk Valley Library System, thus enabling CPH cardholders to borrow items from any library that is a member of the JA Project.
- Circulation Information: For each circulation transaction, such as a checkout, return, or renewal, the Library records the individual's Library account number, the unique item identification number and the time and date of the transaction. The Library does not keep a record of a patron's reading history beyond operational requirements. Once an item is returned, the record is removed from the account. Individual patrons may choose to turn on the reading history feature in the online account to keep a log of items checked out.
- Electronic Access: When a patron visits the Library's website, non-personal information (such as cookies, IP Address) may be required for using online applications, however this data has no element by which specific individuals may be identified to or by third parties. Some Library website pages contain links to external sites not maintained by the Library. The Library cannot be responsible for a patron's privacy when the patron discloses information to outside websites. Visitors to those websites are advised to check the privacy statements of each site to learn how the website will use such information. To use Clifton Park-Halfmoon Public Library databases

remotely (from outside the Library), users are asked for their Clifton Park-Halfmoon Public Library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information. The Library utilizes Google Analtyics, a website analysis service. This analysis is utilized by the Library to learn how its website is used in order to make improvements. Google Analytics does not collect or store any personally identifiable information.

- Onsite Public Computer Use Information: The Library collects information about public computer use, including identity of computer, date, time, and length of computer sessions. All records of internet use and files created on the library's pubic computers are removed once the session has ended.

The Library collects only that personally identifiable information about patrons which is necessary to ensure the proper operation of the Library and otherwise required for accessing Library resources or participating in Library functions, including, but limited to, the use of its website.

Notwithstanding the foregoing principles, patrons should not have the expectation of complete privacy and confidentiality. Authorized Library employees working within the scope of their duties will have access to personal information.

By entering the Library, patrons consent to the possible use of their image appearing in photography, audio, video, or other formats, which may be included on the Library's or the Friends of the Library's website, social media, and/or promotional materials. To insure the privacy of individuals, including children, images will not be identified using full names or personal identifiable information without written approval from the photographed subject, parent, or legal guardian.

If the Library's information gathering practices change, the Library will notify patrons of the change by posting the information on the Library's website.

Any concerns about how personally identifiable information is used should be directed to the Library Director.

Responsibilities:
It is the responsibility of the Library Director or designee to enforce this policy.

Initial Adoption Date: 1/24/2011

Modified Date	Description of Modification
4/16/2018	Deleted statement about using patron information in ways not disclosed in policy; updated how patrons will be notified of changes to the policy
11/21/2022	Update to filming section of policy
6/17/2024	Included FOL in #7
11/16/2026	Updated to incorporate minimum standards for confidentiality of library records

POLICY 4.2 MATERIALS SELECTION POLICY

Need for this Policy:

The Collection Development and Materials Selection Policy is necessary to provide a framework for the growth and development of collections in support of the Library's mission. The policy is needed to guide staff and inform the public about the principles on which selection is based.

Policy:

The Library's goal is to provide the community with materials that reflect a wide range of views, expressions, opinions and interests. The Library provides free access to materials in a variety of formats to all patrons. Library patrons make their own choices as to what they will use based on individual interests and concerns. Responsibility for a child's use of library materials lies with their parent or guardian.

The Library Board endorses and declares that the Library will adhere to the principles of intellectual freedom adopted by the American Library Association, enumerated in:

Library Bill of Rights
Freedom to Read
Freedom to View
Interpretations of the Library Bill of Rights

Scope of the Collection

The scope of the collection refers to the range and type of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for free expression and free access to ideas. The Library's collections will focus on the general patron rather than the researcher. Materials of local significance or value may be digitized to expand access. The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out of print titles.

Objectives of Selection

Selection may be defined as the decision that must be made to add materials to the collection or to retain materials already in the collection. The primary objectives are:

- To maintain a well-balanced and broad collection of materials for information, reference and research. Emphasis will not be placed on scholarly works, but on materials which will be considered of interest~~accessible~~ to the general public.
- To provide materials which support educational, cultural and civic activities in the community.
- To collect materials of contemporary significance as well as permanent value.
- To provide materials for recreation and enlightenment.

Criteria for Selection

Resources are evaluated as a whole and not on the basis of a particular section or sections. A resource will not be excluded from the library's collection because it presents an aspect of life realistically or because of frankness of expression.

While a single standard cannot be applied, potential resources are judged by appropriate criteria. In some instances, these criteria include artistic or literary merit, scholarship or the value of the resource to the informational needs of the community. The Library's decision to acquire material does not constitute endorsement of the material's content.

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable.

- Relevance to community needs
- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Attention of critics and reviewers
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness of material
- Relationship to present collections
- Statement of challenging, original or alternative point of view
- Accessibility for multiple users of electronic formats
- Availability and accessibility of the same resources in other Southern Adirondack Library System member libraries or through interlibrary loan.

The Library is committed to maintaining a collection that reflects human creativity, knowledge, and expertise. The Library will make reasonable efforts not to purchase works that are entirely or in-part written by or narrated by artificial intelligence. If inadvertently purchased, AI-generated content will be subject to the same collection development and weeding criteria as our other materials.

Responsibility for Selection

The Director, or an employee designated by the Director, has authority and responsibility for the selection of library resources.

Budget

The materials budget is recommended by the Library Director and approved by the Board of Trustees annually.

Suggestions for Additions to the Collection

Purchase requests from CPH tax district residents are always considered for addition to the collection. Suggested materials are subject to the above selection criteria.

Collection Maintenance, Replacement and Weeding.

The process of removing items from the collection is an integral part of collection development. Materials that are worn, obsolete, unused, older editions or unnecessarily duplicated are removed in order to maintain the collection's usefulness, currency, relevance and condition. The Library Director and designated staff members are responsible for collection maintenance and for the disposition of withdrawn resources. Withdrawn items

may be offered to the Friends of the Library for fundraising purposes, offered to other libraries or non-profit organizations, recycled or discarded.

Gifts

Gifts of books and other resources are accepted with the understanding that they may be used or disposed of at the Library's discretion. Gift materials are subject to the same selection criteria as purchased materials.

When a cash gift is given to the Library for the purchase of memorial books or other tributes, the selection will be made by the Library Director or designated staff with consideration given to the donor's wishes.

Responsibility:

It is the responsibility of the Director to maintain adequate procedures to implement this policy.

Initial Adoption Date: 3/13/1985

Modified Date	Description of Modification
2/15/1993	
4/7/1999	
9/19/2005	
12/18/2017	Expanded the policy to include details on scope, objectives, criteria, responsibility, budget, recommendations, collection maintenance, gifts, and request for reconsideration; removed Library Bill of Rights documents as attachments and referenced them in policy.
9/18/2023	Removed the section on Requests for Reconsideration of Materials to new Policy 3.20 reconsideration Policy and Procedures; made minor wording changes.
12/18/2023	Modified the responsibility for selection section to remove reference to "delegation" by Board of Trustees.
4/21/2025	Removed reference to specific mission statement.
10/18/2025	Changed his or her to their; specified that CPH tax district resident may make purchase requests for additions to the collection.
11/16/2026	Added a section on AI generated materials.

POLICY 4.7 TECHNOLOGY DEVICE LENDING POLICY

Need for this Policy:

A policy is needed to manage the loan of technology devices such as laptops, iPads, hotspots, ~~Chromebooks~~, and other electronic devices for patron use.

Policy:

Technology device equipment such as laptops, tablets, hotspots, and other technology devices can be loaned to library patrons age 15 years and older whose Library account is in good standing.

Patrons can check out devices at a Service Desk using their library card, and by doing so, the borrower agrees to abide by the Library's Computer and Internet Use Policy and the Library's Code of Conduct. By borrowing a device using a valid library card, the patron agrees to the following:

- They will not alter or install any software or hardware settings or configurations on the device, nor damage software, hardware or network services accessible through the device.
- They will not hold the Library responsible for any damage or loss of data or media due to any cause while using the device.
- They understand that the wireless network is public and that they should take appropriate caution with personal information while using library computer devices.
- Any use of the device for illegal purposes, unauthorized copying of copyright-protected materials in any format, or transmission of threatening, harassing, defamatory or obscene material is strictly prohibited.
- All devices except hotspots must remain in the Library building or on Library property.

~~Public computer d~~Devices will be loaned out at the sole discretion of the Library and will be available on a first come-first served basis and cannot be reserved in advance.

~~When assisting patrons with computer device checkout, Library staff will inform borrowers of the maximum replacement cost for devices and provide instruction on how to use the device~~. Lost or damaged material fees for ~~computer~~ devices will be based on a reasonable assessment of the cost of replacement or repair of the equipment. The borrower will be responsible for any loss or damage and will be liable for an amount up to the full replacement cost if the equipment is damaged or stolen. Once a device is checked out to a patron, it becomes the responsibility of that patron.

Initial Adoption Date: 7/19/2010

Modified Date	Description of Modification
09/21/2015	Device agnostic; eliminated residency requirement; no forms; changed title from Laptop Lending to Computer Device Lending
5/24/2021	Updated to include lending of hotspots and Chromebooks for home use.
11/16/2026	Updated to reflect current practice

POLICY 4.8 SOCIAL MEDIA

Need for this Policy

The Library uses social media as an important enhancement to communication and information exchange between staff, Library patrons and the community.

~~Social media is defined as, but not limited to, Facebook and Instagram.~~

This policy governs the use of the Library's social media accounts, publication of comments and staff responses.

Use of Library's Accounts

The Library social media offerings may include information regarding Library programs, services, collections, news and events as well as useful and entertaining information.

Positive interaction with community members will be promoted on the Library's social media accounts to foster an atmosphere of education and learning. The Library may repost and/or like content from community partners. The act of liking or following another page does not imply endorsement by the Library.

Publication of Comments

The Library invites comments, posts and messages, while recognizing and respecting differences of opinion and upholding the standards delineated in the Rules of Conduct for Library Users.

Comments expressed on the Library's social media accounts do not reflect the views or positions of the Library, its Trustees, or its employees.

The Library reserves the right to monitor content on the Library's social media sites and to remove any comments or postings that contain the following type of negative content:

- Commercial promotions or spam
- Duplicate posts from the same person
- Threatening language or personal attacks
- Private, personal information published without consent
- Obscene or libelous content
- Copyright infringement/plagiarized material
- Political advocacy
- Off-topic and/or disruptive posts
- Posts that violate laws or Library policies

If an individual repeatedly provides content that meets the above criteria, the Library may block them from posting any further information to the Library's social media sites, but only after said person has received one warning that they are violating Library policy. Any social media user who has been banned or had a message/content deleted may appeal this decision, in writing or email, to the Library Director.

Responsibilities:

Social media content is the responsibility of the Web & Digital Content Coordinator.

It is the responsibility of the Director to interpret and apply this policy.

Initial Adoption Date: 3/15/2021

Modified Date	Description of Modification
11/16/2026	Deleted definition of social media

POLICY 5.5 CRITERIA FOR HOLDING EXECUTIVE SESSIONS BY THE BOARD OF TRUSTEES

Need for this Policy:

The Board requires means of consistently determining the need for meeting in executive session.

Policy:

It is the policy of the Board that its regularly scheduled meetings shall be open to the general public.

As an exception to this general rule, the Board may meet in executive session only for the reasons referenced in New York State Public Officers Law.

The Board may request the presence of staff or other appropriate resource persons at specific executive sessions.

Responsibilities:

The Board President is responsible for determining that business be conducted in executive session. The determination is subject to the agenda approval process which begins each meeting.

Initial Adoption Date: 3/18/1985

Modified Date	Description of Modification
9/19/05	
12/19/16	Reviewed; no changes
11/15/2021	Reviewed; no changes
11/16/2026	Added that executive session takes place ONLY for the reasons in NY State Public Officers Law

POLICY 5.6 THE INTERIM APPOINTMENT OF A TRUSTEE IN EVENT OF VACANCY ON THE BOARD OF TRUSTEES

Need for this Policy:

A policy is necessary to assure that the Board operates at its full complement of members when a vacancy occurs during a trustee's term of office

Policy:

A. The Personnel Committee is responsible for soliciting, interviewing and recommending a candidate to the Board to fill a Trustee vacancy in a timely manner.

B. The Board shall appoint a qualified person as interim trustee until the electorate votes to fill the position.

C. The appointment to fill the vacancy shall be through December 31 following the next regularly scheduled election.

Responsibilities:

The Board is responsible for appointing a candidate to fill the vacancy.

Initial Adoption Date: 6/16/1986

Modified Date	Description of Modification
4/13/1992	
6/10/1999	
9/19/2005	
12/19/2016	Changed title to remove "election and"; re-ordered the wording and removed redundant wording.
11/15/2021	Reviewed; no changes
11/16/2026	Reviewed; no changes

POLICY 5.7 INDEMNIFICATION OF TRUSTEES AND EMPLOYEES

Need for this Policy:

A policy statement is needed to clarify the indemnification of trustees and employees of the Library.

Policy:

The Library will, to the extent permitted by the Not-For-Profit Corporation Law, and the Public Officers' Law, indemnify any Library trustee or employee who is made a party to any action or proceeding by reason of acting as trustee or employee of the Library, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorney fees.

Responsibilities:

The Board President is responsible for implementing this policy.

Initial Adoption Date: 10/29/1997

Modified Date	Description of Modification
9/19/2005	
12/19/2016	Reviewed; no changes
11/15/2021	Reviewed; no changes
11/16/2026	Reviewed; no changes

Parking Lot Policy

Need for this Policy:

A policy is needed to clarify policy and procedure regarding the Library's parking lot.

Policy:

The Clifton Park-Halfmoon Public Library's parking lot is intended for use by Library staff, patrons, volunteers, contractors, and vendors. Members of the public are welcome to use the parking while visiting the Library or utilizing Library resources. The Library's parking lot is reserved for the sole and exclusive use of Library patrons and staff during operating hours, unless prior approval is obtained from the Library Director. Vehicle parking in the Library parking lot during operating hours by persons other than Library visitors and staff is prohibited.

Vehicles parked in the Library parking lot must park within the demarcated parking spaces, and may not obstruct or impede the use of the parking lot or flow of traffic. If a complaint is received regarding a vehicle's position or condition, the Library Director or designee will address the issue and the driver will need to rectify the issue immediately. Vehicles that present a hazard or safety risk, violate this or any other Library policy, appear to be abandoned, or interfere with the normal operation of the Library will be immediately removed from the Library parking lot at the owner's expense.

Electric Vehicle Charging:

The Library provides four electric vehicle (EV) charging stations for use by Library patrons and others to charge electric vehicles. The EV charging stations are available for use 24 hours per day, and members of the pubic are welcome to utilize the parking lot for this purpose outside of Library operating hours.

Overnight Parking:

The Library provides wireless internet to the parking lot at all times, regardless of operating hours. Members of the public are welcome to utilize the parking lot for this use and in other limited capacities outside of Library operating hours. However, the Library parking lot is not designed or intended to be used for overnight or long-term parking.

Vehicle Abandonment:

DRAFT

Due to vehicle accident, malfunction, or other unusual circumstances, occasionally vehicles are left in the Library parking lot until they can be repaired or towed. Drivers who need to temporarily leave their vehicle past Library operating hours are asked to provide Library staff with their contact information, vehicle description, and an estimated time of removal. Any vehicle left in the parking lot beyond Library operating hours without the consent of Library staff shall be considered abandoned. The Library reserves the right to have any abandoned vehicle or vehicle left in the parking lot for more than 48 hours towed at the owner's expense.

Enforcement Procedures:

The Library Director or designee may have a vehicle parking in violation of this policy towed from the Library premises at the owner's expense.

Other Considerations:

The Library cannot guarantee the safety of any personal property, including vehicles, which is left unattended by Library visitors.

Responsibility:

It is the responsibility of the Library Director or designee to enforce this policy.

Initial Adoption Date: 11/16/2026

DRAFT

CLIFTON PARK
HALFMOON
PUBLIC
LIBRARY

B&G Committee
Meeting Minutes

October 21, 2026 7:00 PM Building & Grounds Committee

Committee Members in Attendance: Megan Brown, Chair; Cornelia Mogor, Jennifer Schlegel
Staff in Attendance: Rebecca Verhayden

Meeting called to order at 7:05 PM by Ms. Brown.

Discussion of what Facility Master Plans can include and the process. Based on examples and information from SALS, the Committee would like more information about what the end product would be and ways to scale it to be affordable. Rebecca will get more information and come back to the Committee.

Rebecca updated the Committee on the LSTA Grant that we were not awarded and let them know that staff are looking for additional funding sources for outdoor musical instruments. The Committee also discussed the completed water fountain project, and getting new sealcoating/striping quotes in 2027.

There was a discussion about the new pavilion project. It was suggested that perhaps design and construction should wait until after the Facility Master Plan is complete. The Committee also explored ideas to improve the outdoor spaces including new doors to the reading garden.

Rebecca updated the Committee on Solar Grant possibilities and the status of New York State Construction Grants. The Committee would like to pursue solar energy sooner rather than later.

The Committee discussed the Synthesis contract. The Committee will make a recommendation to the Board to pay any previous invoices. They would also like to explore options for terminating the existing contract and entering into one with new terms before the HVAC RTU Replacement project begins.

The Committee will schedule its next meeting when updates are available on the outstanding items.

Meeting adjourned at 8:00 PM by Ms. Brown.

475 Moe Road
Clifton Park, NY 12065

Phone: 518-371-8622
Fax: 518-371-3799

www.cphlibrary.org

Direct Access Plan 2027-2031

I. Introduction

The Southern Adirondack Library System (SALS) serves the counties of Hamilton, Saratoga, Warren, and Washington Counties. It has a service population of 322,443 in a geographic area of 4,238 square miles. SALS is a cooperative library system consisting of thirty-four member libraries and one branch. Every member library makes resources available to its residents through onsite use and through direct access in accordance with the New York State Commissioner of Education's Regulations 90.3.

II. CR 90.3.(a) Definitions

Public Library System means a library established by one or more counties, a group of libraries serving an area including one of more counties in whole or in part, a library of a city containing one or more counties, or a cooperative library system established pursuant to the provisions of section 255 of the Education Law.

Approved plan of service means a plan of library service submitted by a public library system board of trustees in accordance with section 272 of the Education Law that has been approved by the Commissioner pursuant to the provisions of this section. The plan of service defines the mutual commitments, responsibilities and obligations of the public library system and its members in meeting the service needs of the area served and statewide library service goals.

Direct Access means the ability of an individual, who resides within the boundaries of a public library system and who has a valid borrower's card issued by the system or any member library in the system, to borrow materials for home use directly from the premises of any library that is a member of the public library system on the same basis as that specified for cardholders in each individual library.

Chartered service area means the geographic area served by a library as stated in charter documents as approved by the Board of Regents and on file with the department. For purposes of this section, the phrase "and its environs" or its equivalent, as contained in any charter document will not be recognized by the commissioner as a valid part of the library's chartered service area.

For purposes of this section, the commissioner will not recognize areas served by the library under contract as a valid part of a library's chartered service area.

Resident borrower means an individual who resides within the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library.

Non-resident borrower means an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library of the public library system who is a system cardholder.

Library resources mean the print and non-print materials owned by the library and any other services provided by the library to the resident borrowers of the library's chartered service area.

Local income means funds supplied by local taxing agencies which may be municipalities, school districts or special districts. These funds may be from the library's sponsoring municipality or from a non-sponsoring municipality in payment for library services.

On-site use means the ability of an individual to use library resources on the premises of a library.

Serious inequities and hardships mean those conditions which adversely affect resident borrowers or member libraries. Such conditions are defined in accordance with the free direct access provisions contained in each system's approved plan of service and may include, but are not limited to, a definition of what constitutes excessive borrowing of a library's resources by non-resident borrowers.

Unserved means those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of chartered service area of a library which is a member of that system.

Underserved means those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system had identified as having an inadequate level of local income to support the delivery of acceptable library services.

III. The Plan

1. Describe how all individuals residing within the boundaries of the System but outside a member library's chartered service area will receive library services.
    a. Individuals residing within the boundaries of the system (SALS) but outside a member library's chartered to serve area will receive library services via:
        - Free direct and on-site access at any member library
        - Central Library Services provided by the Crandall Public Library
        - The SALS website and online catalog
        - A system-wide library card
    b. Member libraries meeting criteria described elsewhere in this Plan may restrict direct access as permitted under CR 90.3.

2. Describe how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or where a chartered and registered library was never a member of the system, will be served by the system.
    a. In the event that a library withdraws from SALS, residents of the library's chartered service area will continue to be entitled to on-site access as specified in #1 above.
    b. Residents served by a newly chartered and registered library, which has not joined the System, will be entitled to on-site access as specified in #1 above.

3. Describe what the System considers "serious inequities and hardships" and the criteria used by the system to make the determination.
    a. SALS considers "serious inequities and hardships" to be when the circulation of materials to non-resident borrowers is excessive and significantly deprives residents of borrowing materials in a reasonable time period.

4. Describe what constitutes excessive out-of-chartered service area borrowing in the System.
    a. Excessive out-of-chartered service area borrowing occurs in a member library when:
        - 20% of total materials circulated from the collection of a member library are to residents outside a library's chartered service area, and/or
        - 10% of total materials circulated from the collection of a member library are residents of a single community outside a library's chartered to serve area, and/or
        - An unserved community has a population over 10,000 and no fair and equitable contract for library services.

5. Analyze the library resources available to unserved and underserved population residing within the system's boundaries. Such analysis should include, but should not be limited to:
    a. Describe the unserved and underserved populations within the System.
        i. Currently, there are 48,621 unserved (NY State Education Department) people residing in the system service area. The unserved areas may be seen on the Division of Library Development's website.
        ii. At the time of drafting this plan, the Fort Edward Free Library and the Waterford Public Library districts are underserved based on the criteria described in 5.b below.
    b. Describe any deficiencies in library resources currently available to individuals residing within the system's boundaries.
        i. The SALS criteria for determining deficiencies in library resources, is the member library's ability to comply with the minimum standards for public libraries as described in New York State education law and New York State Commissioner's Regulations. Each member library reports on their compliance with the NYS minimum standards in their Annual Report for Public and Association Libraries to the State of New York. If the library is in compliance with the minimum standards, or if the Commissioner of Education has granted a waiver from one or more of the standards, the library is deemed to have an adequate level of support.
    c. Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.
        i. SALS will provide consulting and continuing education opportunities to help member library staff and trustees gain the skills needed to solicit additional funding from their municipalities, and to make informed decisions when considering becoming self-taxing districts. System staff and trustees will continue to work with member library staff and trustees to advocate for adequate local, state and federal funding levels necessary to provide library services in our region.
        ii. SALS will provide consulting and assistance to member libraries to aid them in meeting the minimum standards for public libraries.
    d. Provide a timeline for such activities.
        ii. These activities are ongoing.
    e. Identify who will be responsible for carrying out these actions.
        i. SALS and its member library staff and trustees will be responsible for carrying out these actions.

6. Describe the conditions under which such modifications to the free direct access plan can be made:
    a. Without prior approval of the Commissioner of Education on the recommendation of the SALS Board of Trustees and after approval of a majority of the member libraries of this plan and after approval of that plan by the Commissioner:
        i. When a library can document to the satisfaction of the system that 20% of total materials circulated from the collection of a member library are to residents of communities outside a library's charter to serve area and/or
        ii. When a library can document that an unserved community has a population over 10,000 and has no fair and equitable contract for library services that library may restrict the following materials:
            - Nonprint materials and equipment
            - Printed materials that are less than one year old from acquisition date (fiction, nonfiction books and periodicals)
            - Attendance at library programs may be restricted to local residents first.
            - These restricted programs and materials must be supported entirely from local funds.
        iii. If a single unserved community is over 10,000, and a library proves hardship, the library may choose to restrict all but on-site use of library materials.
        iv. A library choosing to restrict must notify the system in writing. The system will immediately notify the other libraries of such restrictions.
    b. With prior approval of the Commissioner of Education:
        i. A library may request a waiver for restrictions beyond those mentioned in the plan if a majority of the other member libraries agree to support such a waiver. This appeal will be in writing and include the following:
            - Documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request.
            - The proposed modifications to unrestricted direct access that will be implemented and a description of the anticipated impact on resident and non-resident borrowers.
            - Recommendations for remedying the underlying inequity with a proposed timetable for action.

7. Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries. Describe how the system obtained member library input to the plan for free direct access.
    a. An annual review of member libraries' compliance, and monthly review of the borrower reports generated by the system-wide Integrated Library System ILS).
    b. SALS' Assistant Director, Executive Director, and the Executive Director of the Crandall Public Library, SALS' Central Library, drafted a plan that was reviewed and approved by the directors of SALS' member libraries as well as SALS' Library Services Committee, consisting of SALS' President and three other board members. SALS' Assistant Director discussed the plan at the September 1, 2026 Directors Council meeting and again during the November 17, 2026 Directors Council meeting.

Shared and approved by the:

SALS Member Library Directors on [date]

Member Library Boards [Name of Library and date]

SALS Board of Trustees on [date]

Student Trustee Program for CPH Library – By Law amendment proposal

In order to create and operate a Student Trustee program, it would be recommended to amend the by-laws to include the program with specific parameters as outlined below. This is modeled after other libraries that have such programs.

Under Article III, Section C, Appointees of the Board, add the following:

4. Student Trustees: The Board may appoint two non-voting Student Trustees. Eligible candidates shall be in grades nine through twelve and remain in good academic standing during the term they serve. There shall be one Student Trustee position available for a student residing in the Town of Clifton Park and one Student Trustee position available for a student residing in the Town of Halfmoon. The selection process for the Student Trustee shall be overseen by the Personnel Committee, who shall identify and recommend candidates for appointment. The process shall begin in the spring of each year and shall be completed no later than April 30. Appointed Student Trustees will serve a term of one academic year beginning on September 1 in the year they are appointed through June 30 of the following year. They will be given the option to begin their term on July 1 of the year they were appointed in. Students may serve more than one term provided they reapply each year they are eligible and are successfully appointed by the Board.

The purpose of the Student Trustee position is for the Board to obtain input from a significant group of library users; to encourage young people to consider librarianship as a career; to encourage use of library services by teens; and to provide practical experience for teens in the operations of local government.

Student Trustees are subject to the same standards, responsibilities, expectations, and conflicts of interest cautions as elected Library Board members. Student Trustees will be given a copy of the Library Trustee Handbook which they must read and abide by. Student Trustees may serve as non-voting members on Board committees.