

Saratoga Springs Public Library Board of Trustees
At Saratoga Springs Public Library and Vinalhaven, ME via Videoconference
Organizational Meeting, July 13, 2025
Agenda

- I. Oath of Office for Nurcan Atalan-Helicke
- II. Election of Officers – Action Required
 - a. President
 - b. Vice President
 - c. Secretary
- III. Committee Assignments
 - a. Personnel
 - b. Strategic Planning
 - c. Branch/Expansion
- IV. Annual Trustee Code of Ethics and Conflict of Interest Policy Attestation and Statement
- V. Meeting and Holiday Schedule for FY 2026-27 and CY 2027 – Action Required
- VI. Schedule of Fines and Fees – Action Required

STATE OF NEW YORK)
)
COUNTY OF SARATOGA) SS.;

I, _____, do solemnly swear that I will support the constitution of the United States and the constitution of the State of New York, and I will faithfully discharge the duties of the office of _____ of the Board of Trustees of the Saratoga Springs Public Library according to the best of my ability.

Date

Signature

Before me personally appeared _____ and sworn to me this _____ day of _____, 20____.

Notary Public

Trustee Code of Ethics

The Saratoga Springs Public Library Board of Trustees depends on the trust of the community to successfully achieve the mission of the Library. Therefore, it is crucial that all Board members strive to maintain the highest ethical standards when conducting business on behalf of the Library. All Board members affirm that they shall:

- Accept and carry out all duties and functions of the position of Trustee with absolute truth, integrity, and honor.
- Recognize that their authority lies only within the legal actions of the Board and not with its individual members.
- Respect the confidential nature of Library business while being aware of and complying with all applicable laws governing the freedom of information.
- Immediately disclose to the Board any conflict of interest, as defined in the Saratoga Springs Public Library Conflict of Interest Policy, they may have with regard to any official action or business before the Board and abstain from any involvement in or decision-making on said issue if they do have such a conflict of interest.
- Avoid situations in which there is a reasonable probability that their personal interests may appear to be in conflict with the best interests of the Library.
- Ensure that their personal philosophies or interests do not interfere with or compromise their ability to carry out their duties in a fair, impartial and objective manner.
- Abstain from using Library resources (other than collections, programs, and services available to the general public) or allowing such resources to be used, for their own personal interest or financial benefit.
- Abstain from using or attempting to use their position as Trustee to obtain personal privileges or advantages for themselves, their friends, or their families.
- Strive to uphold the integrity of the Library and be respectful to their fellow Board members.

To preserve and uphold the Saratoga Springs Public Library's reputation as an organization of unimpeachable integrity, each Board member will sign a statement acknowledging receipt and understanding of the Code of Ethics and Conflict of Interest Policies at the beginning of each fiscal year (and at the commencement of his/her service) during his or her tenure on the Saratoga Springs Public Library Board of Trustees.

If any Board member appears to be in conflict with the statements above, he or she will be asked to meet with the Board as a whole to discuss the issue. The Board will make a recommendation to the Board member as to how the conflict may be rectified. Failure to rectify the conflict to the satisfaction of the Board and/or governing law may result in a Board recommendation for the removal of the offending Board member.

Conflict of interest policy

The Library depends on the trust of the community to achieve its mission. It is therefore crucial for all employees to strive to maintain the highest ethical standards when conducting business on behalf of the Library. The standard of behavior at the Library is that all staff and Board members shall avoid any conflict of interest between the interests of the Library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceived conflicts of interest.

Definitions

Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings for this policy:

Interest: A direct or indirect pecuniary or material benefit accruing to an officer or employee as a result of a contract with Saratoga Springs Public Library. For the purpose of this policy, a Library officer or employee shall be deemed to have an interest in the contract of:

- A spouse, minor children, and dependents, except as to a contract of employment with the Library.
- A firm, partnership, or association of which such officer or employee is a member or employee.
- A corporation of which such officer or employee is an officer, director, or employee.
- A corporation of which more than five percent of the outstanding stock is owned by any such officer, employee, or his/her relative.

Legislation: A matter which appears on the agenda of the Library Board of Trustees or on a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, local laws, ordinances, or resolutions.

Officer or Employee: An elected or appointed officer or employee of the Library whether paid or unpaid.

Relative: A spouse, child, stepchild, parent, stepparent, brother, sister, stepbrother, stepsister, or legal guardian of any of said persons of an officer or employee.

Spouse: The husband or wife of an officer or employee unless living separate and apart pursuant to:

- A judicial order, decree, or judgment of separation.
- A legally binding written agreement of separation in accordance with the Domestic Relations Law.

Standards of Conduct

Every officer or employee of the Library shall be subject to and abide by the following standards of conduct:

- **Gifts:** No officer or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of \$75 or more, whether in the form of money, services, loans, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence him/her in the performance of his/her official duties or was intended as a reward for any official action taken by such officer or employee.
- **Confidential information:** No officer or employee shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.
- **Disclosure of interest in legislation:** To the extent known, any officer or employee of the Library who participates in the discussion or gives an official opinion to the Library Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she may have in such legislation, including any involvement in current or past legislation.
- **Disclosure of interests in contracts:** Any officer or employee of the Library who has, will have, or subsequently acquires any interest in any actual or proposed contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board as well as to his/her immediate supervisor as soon as he/she has knowledge of such actual or prospective interest.
- **Investments in conflict with official duties:** No officer or employee shall invest or hold any investment, directly or indirectly, in any financial, business, commercial, or other private transaction which creates a conflict.
- **Private employment:** No officer or employee shall engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her duties.
- **Prohibited conflicts of interest:** No Library officer or employee shall have an interest in any contract between the Library and a corporation or partnership of which he/she is an officer or employee when such Library officer or employee has the power to:
 - Negotiate, prepare, authorize, or approve the contract or authorize or approve payment thereunder;
 - Audit bills or claims under the contract; or
 - Appoint an officer or employee who has any of the powers or duties set forth above, and, no chief fiscal officer, treasurer, or his/her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he/she is an officer or employee.

The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

- **Certain interests prohibited:** No officer or employee of the Library who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term participation shall include the promotion of the site as well as the negotiation of the terms of acquisition.

No Library officer or employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

Responsibilities

It shall be the responsibility of the Library Director to ensure that:

- All staff (including the Director), and Board of Trustees members are given a copy of this policy to read and to sign the policy attestation.
- All employees and Board members will sign the policy attestation upon election, hiring, or appointment.
- Board members and employees who are in a position to make hiring or purchasing decisions will sign the policy attestation annually.

The signed attestations will be kept on file.

Attestation:

1. The standard of behavior at Saratoga Springs Public Library is that all staff and Board members shall avoid any conflict of interest between the interests of the Library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.
2. I understand that the purposes of this policy are:
 - a. to protect the integrity of the Library's decision-making process,
 - b. to enable our constituencies to have confidence in our integrity, and
 - c. to protect the integrity and reputation of staff and Board members.
3. Upon or before election, hiring, or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.
4. In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.
5. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signed: _____ Date: _____

Conflict of Interest Statement

I, _____, acknowledge my receipt, review, and understanding of the Saratoga Springs Public Library Code of Ethics and Conflict of Interest Policies. As a part of my commitment to the transparent administration of the Library's business and finances, I affirm as follows:

_____ I have no affiliations to business, political, or other interests which would influence the decisions that I make in regards to the Library's business and finance.

_____ I disclose the following affiliations that may influence my decisions or that should be a consideration when actions are made by the Board:

Signed: _____ Date: _____

Saratoga Springs Public Library
Holiday, Special Closing, and Board Meeting Schedule for FY26-27 / CY27

Sat	July 4, 2026	Independence Day	Library Closed
Mon	July 13, 2026	Regular Board Meeting	5PM
Mon	September 7, 2026	Labor Day	Library Closed
Mon	September 21, 2026	Regular Board Meeting	5PM, Rescheduled from 9/14*
Fri	September 25, 2026	Staff Development Day	Library Closed
Mon	October 12, 2026	Indigenous Peoples' Day	Library Open 9-5
Tues	October 13, 2026	Regular Board Meeting	5PM, Rescheduled from 10/12
Mon	November 9, 2026	Regular Board Meeting	5PM
Weds	November 11, 2026	Veterans Day	Library Closed
Weds	November 25, 2026	Thanksgiving Eve	Library Open 9-5**
Thurs	November 26, 2026	Thanksgiving Day	Library Closed
Mon	December 14, 2026	Regular Board Meeting	5PM
Thurs	December 24, 2026	Christmas Eve	Library Closed
Fri	December 25, 2026	Christmas Day	Library Closed
Thurs	December 31, 2026	New Year's Eve	Library Open 9-5
Fri	January 1, 2027	New Year's Day	Library Closed
Mon	January 11, 2027	Regular Board Meeting	5PM
Mon	January 18, 2027	Martin Luther King, Jr. Day	Library Open 9-5
Mon	February 8, 2027	Regular Board Meeting	5PM
Mon	February 15, 2027	Presidents Day	Library Open 9-5
Mon	March 8, 2027	Regular Board Meeting	5PM
Sun	March 28, 2027	Easter	Library Closed**
Mon	April 12, 2027	Regular Board Meeting	5PM
Mon	April 12, 2027	Budget Hearing	7PM***
Thurs	April 15, 2027	Budget Vote & Trustee Electio	9AM-9PM***
Mon	May 10, 2027	Regular Board Meeting	5PM
Fri	May 14, 2027	Spring Staff Day	Library Open 1-6
Mon	May 31, 2027	Memorial Day	Library Closed
Mon	June 14, 2027	Regular Board Meeting	5PM
Sat	June 19, 2027	Juneteenth	Library Open 9-5
Sun	July 4, 2027	Independence Day	Library Closed
Mon	July 12, 2027	Regular Board Meeting	5PM
Mon	September 6, 2027	Labor Day	Library Closed
Mon	September 20, 2027	Regular Board Meeting	5PM, Rescheduled from 9/14*
Fri	September 24, 2027	Staff Development Day	Library Closed
Mon	October 11, 2027	Indigenous Peoples' Day	Library Open 9-5
Tues	October 12, 2027	Regular Board Meeting	5PM, Rescheduled from 10/11
Mon	November 8, 2027	Regular Board Meeting	5PM
Thurs	November 11, 2027	Veterans Day	Library Closed
Weds	November 24, 2027	Thanksgiving Eve	Library Open 9-5**
Thurs	November 25, 2027	Thanksgiving Day	Library Closed
Mon	December 13, 2027	Regular Board Meeting	5PM
Fri	December 24, 2027	Christmas Eve	Library Closed
Sat	December 25, 2027	Christmas Day	Library Closed
Thurs	December 31, 2027	New Year's Eve	Library Open 9-5

*Rescheduled to accommodate Director's family reunion.

***Special Closing Day," not a paid holiday.

***National Library Week 2027 is April 11-17. Budget vote is traditionally Thursday of National Library Week.

Other important dates: Saratoga Book Festival, October 1-4, 2026

Regular Meeting, July 13, 2026
H. Dutcher Community Room, Saratoga Springs Public Library and
34 Strawson Road, Vinalhaven, Maine 04863
Agenda

I. Call to Order

II. Approval of June, 2026 Meeting Minutes–Action Required

III. Approval of Expenditures– Action Required (See Exhibit I)

A. Request for Reallocation:

Amount	From	To
\$6,500	Equipment	Repairs and Maintainece
\$100	Professional Services	Printing
\$600	Professional Services	Program Expenses
\$3,000	Professional Services	Postage
\$1,600	Health Insurance	SDI Disability Employer

B. Prepaid Checks #74832-74838 Totaling \$8,690.65

C. March Warrants/Checks #74839-74934 Totaling \$229,456.40

IV. Approval of Financial Reports – Action Required

A. Prepays and Warrant Summary Sheet (Exhibit I)

B. Budget Report - (Exhibit II)

C. Income Report - (Exhibit III)

V. President's Report

VI. Public Comment

VII. Correspondence and Communication

VIII. Director's Report

A. Director's Written Report (Exhibit IV)

B. Department Reports (Exhibit VI)

IX. Special / Committee Reports

X. Unfinished Business

XI. New Business

A. Requests to Appoint:

a. Robert Peck, Working Supervisor, Operations (F/T), effective July 6, 2026.

b. Kolby Tricell, Building Maintenance Worker, Operations (F/T), effective July 6, 2026.

c. Alex Collins, Library Clerk, Adult Services (P/T), effective July 14, 2026.

B. Proposed Library Program Policy

XII. Executive Session to Discuss a Particular Personnel Matter

XII. Adjournment

Regular Meeting, June 8, 2026
H. Dutcher Community Room, Saratoga Springs Public Library
Draft Meeting Minutes

Present: Eric Blackman, Frank Brady, Catherine Brenner, Jamie Chabot, Heather Crocker, Carol Daggs, Terence Diggory, Tonya Faiola, Jean Fei, Jen Ferris, Don Flinton, Nancy Luther, Kelly McCombs, Trevor Oakley, Issac (Ike) Pulver
Absent: Katie Capelli

- I. Call to Order – 5:03pm
- II. Approval of May, 2026 Meeting Minutes – Action Required
Terry approved with changes to date, Frank seconded. Motion approved.
- III. Unfinished Business
 1. FYE 2025 Audit – Jen Menard of MMB & Co. reviewed the financial report for the June 30, 2025 audit.
- IV. Approval of Expenditures – Action Required (See Exhibit I)
 - A. Request for Reallocation –
 - \$25,000.00 from Retirement to Salaries
 - \$20,000.00 from Professional Services to Salaries
 - \$87,000.00 from Health Insurance to Salaries
 - \$2,000.00 from Equipment to Software & Licenses
 - \$10,000.00 from Equipment to Repair and Maintenance
 - \$8,000.00 from Professional Services to Program Expenses
 - \$4,000.00 from Books to MiscellaneousFrank motioned to approve; Terry seconded. Motion approved.
 - B. Prepaid Checks 74748-74750 Totaling \$3,023.71
 - C. June Warrants/Checks 74751-74831 / Totaling \$154,219.71
Carol motioned to approve; Jean seconded. Motion approved.
- V. Approval of Financial Reports – Action Required
 - A. June Prepays and Warrant Summary Sheet (Exhibit I)
 - B. Budget Report - (Exhibit II)
 - C. Income Report - (Exhibit III)
Terry motioned to approve; Frank seconded. Motion approved.
- VI. President's Report – Heather reported that the Bike Lane letter had been drafted and submitted to the city. She also expressed appreciation to Frank for his 10 years of service on the Board.
- VII. Public Comment – N/A
- VIII. Correspondence and Communication- N/A
- IX. Director's Report
 - A. Director's Written Report (Exhibit IV)- In addition to his written report, Ike discussed successful completion of a construction project ahead of schedule and under budget, leading to potential scope adjustments for grant funding. He also discussed the Operations Manager's retirement and the process of interviewing candidates for a replacement.
 - B. Department Reports (Exhibit VI)-

Jen (Assistant Director) – In addition to her written report, Jen discussed that the library had completed its fourth month of data collection on building usage and that results would be shared at the next meeting.

Don (IT Dept)- In addition to his written report, Don reported that his department was finalizing the forms required to develop a web-based report. Staff will begin testing the system, along with related training, in the near future.

Trevor (Access and Outreach)- In addition to his written report, Trevor discussed updates regarding parking permits.

Catherine (Youth Services)- In addition to her written report, Catherine discussed school visits to promote summer reading have begun. Librarians are visiting Dorothy Nolan, Geyser, Lake Avenue, Caroline Street, and Maple Avenue schools during May and June.

Jamie (Adult Services) - In addition to her written report, Jamie discussed strong usage of digital resources, particularly New York Times All Access, and high demand for Mahjong classes. She also reported issues with expired food being left in the refrigerator. Gina and Rebecca are monitoring the situation, and Gina is working with the F2L group to develop clearer signage regarding food storage.

Kelly (HR Dept)- In addition to her written report, Kelly discussed implementing a Recruitment Tracking Spreadsheet to better monitor applicant activity, communication, interview scheduling, and hiring outcomes.

X. Special / Committee Reports- N/A

XI. New Business

A. Resolution of Commendation for Frank Brady – Jean motioned to approve; Carol seconded. Motion approved.

B. Requests to Appoint:

1. Madison Scirocco, Cleaner, Operations (P/T), effective May 26, 2026.

2. Ronald Pedrick, Building Monitor, Operations (P/T), effective May 27, 2026

Frank moved to approve the appointments; Terry seconded. Motion approved.

XII. Adjourned at 5:55 PM to share refreshments in honor of retiring Trustee Frank Brady, followed by Executive Session to Discuss Two Particular Personnel Matters

Respectfully submitted: Tonya Faiola, Senior Account Clerk

XIII. Executive Session

Present: Frank Brady, Heather Crocker, Carol Daggs, Terence Diggory, Jean Fei, Issac (Ike) Pulver, Kelly McCombs

A. Call to order 6:16 PM

B. A particular personnel matter was discussed

Ike and Kelly left the meeting at 6:45

C. A second particular personnel matter was discussed

D. Executive Session adjourned 7:05 PM.

XIV. Regular meeting reconvened and adjourned 7:06 PM

Respectfully submitted: Terence Diggory, Board Secretary

Saratoga Springs Public Library					
Prepaid checks #74832-74838 / Totaling \$8,690.65					
June 9 - July 10, 2026					
Date	Category	Num	Vendor	Memo/Description	Amount
06/09/2026	Insurance	74832	U.S. OMNI - For Payroll	Payroll #1 for pay date 06/12/26	\$ 2,603.00
06/26/2026	Insurance	74833	Colonial Life	Payroll #2 for pay date 06/26/26	\$ 17.88
06/26/2026	Insurance	74834	Marshall & Sterling for FSA	Payroll #2 for pay date 06/26/26	\$ 402.83
06/26/2026	Insurance	74835	U.S. OMNI - For Payroll	Payroll #2 for pay date 06/26/26	\$ 2,603.00
07/10/2026	Insurance	74836	Colonial Life	Payroll #1 for pay date 07/10/26	\$ 17.88
07/10/2026	Insurance	74837	Marshall & Sterling for FSA	Payroll #1 for pay date 07/10/26	\$ 443.06
07/10/2026	Insurance	74838	U.S. OMNI - For Payroll	Payroll #1 for pay date 07/10/26	\$ 2,603.00
				Total	\$ 8,690.65

Saratoga Springs Public Library					
Warrant Checks #74839-74934 / Totaling \$229,456.40					
July 13, 2026					
Date	Category	Num	Vendor	Memo/Description	Amount
07/13/2026	Insurance	74839	AFLAC New York	Inv# 865328	\$ 88.92
07/13/2026	Peridicals & Microforms	74840	Albany Business Review	Acct # *****4417	\$ 250.00
07/13/2026	Program Expenses	74841	Amazon Capital Services, Inc	Inv# 1HDC-3YP6-FPF9 / CM# 131Q-7GFQ-D99Y	\$ 447.49
07/13/2026	Insurance	74842	Amsure	Client code SARATSPR2	\$ 5,511.89
07/13/2026	Insurance	74843	Anthem Blue Cross	VOID	\$ -
07/13/2026	Insurance	74934	Anthem Blue Cross	Inv# 0202606506220	\$ 30,314.59
07/13/2026	Repairs & Maintenance	74844	Aquasitions, LLC	Inv# 16266	\$ 180.00
07/13/2026	Books & Rental Books	74845	Ballston Spa Public Library	Paid by patron	\$ 13.96
07/13/2026	Professional Services	74846	Bond, Schoeneck & King, PLLC	Bill# 20146756	\$ 270.00
07/13/2026	Electronic Resources	74847	BookBrowse LLC	INV 4122	\$ 890.00
07/13/2026	Equipment Purchases	74848	Capital One Trade Credit	Statement# 1670601129	\$ 159.00
07/13/2026	Repairs & Maintenance	74849	Casella Waste MGT	July service	\$ 366.88
07/13/2026	Insurance	74850	CDPHP ACTIVE	Inv# 261770009034	\$ 9,395.52
07/13/2026	Equipment Purchases	74851	CDW Government	Inv# AJ8RJ3M	\$ 346.45
07/13/2026	Repairs & Maintenance	74852	Cintas	Payer # 13307498	\$ 687.16
07/13/2026	Program Expenses	74853	City Clerk	End of Summer Reading Party	\$ 100.00
07/13/2026	Books & Rental Books	74854	Clare Kelly	Reimburse replacement cost	\$ 22.00
07/13/2026	Books & Rental Books	74855	Clifton Park-Halfmoon Public Library	Paid by patron	\$ 98.48
07/13/2026	Professional Services	74856	Commercial Investigations LLC DBA CICchecked	Inv#2026060055	\$ 36.24
07/13/2026	Equipment Purchases	74857	Connection	Inv# 77728146 & Inv# 77732414 & Inv# 77758187	\$ 481.52
07/13/2026	Program Expenses	74858	Connors, Tara	Geode Cupcakes - 08/17/26	\$ 350.00
07/13/2026	Books & Rental Books	74859	Crandall Public Library	Paid by patron	\$ 30.94
07/13/2026	Library Supplies	74860	Crystal Rock/Primo Brands	Inv# 06F8740028224	\$ 1,371.82
07/13/2026	Software & Licenses	74861	Data Partner Inc	Inv. # DP26492	\$ 1,718.75
07/13/2026	Library Supplies	74862	Demco	Inv# 7823690	\$ 104.30
07/13/2026	Program Expenses	74863	Derven, Sarah	Mileage reimbursement for June 2026	\$ 63.08
07/13/2026	Electronic Resources	74864	Dow Jones & Co. / Wall St. Journal	Inv # 10001010010373	\$ 1,890.00
07/13/2026	Electronic Resources	74865	EBSCO Information Services	Inv # 91011046962	\$ 9,648.67
07/13/2026	Professional Services	74866	EnvisionWare, Inc	Inv# 81450 & Inv# 81451	\$ 10,564.98
07/13/2026	Conferences & Training	74867	Ferriss, Jennifer	Reimbursement for ALA conference	\$ 126.00
07/13/2026	Printing	74868	First Citizens Bank	Inv# 49390001	\$ 325.00
07/13/2026	Telephone	74869	FirstLight Networks, LLC	Inv# 23366673	\$ 946.94
07/13/2026	Program Expenses	74870	Forman, Rhona Koretzky	Please go away! planning your vacation - 7/15/26	\$ 100.00
07/13/2026	Conferences & Training	74871	Friends of SSPL	Coffee of Brown bag lunch programs	\$ 120.00
07/13/2026	Insurance	74872	Guardian	Group ID 00 539758	\$ 2,850.32
07/13/2026	Program Expenses	74873	Handy, Laurence	Unearthing stories - 07/27/26	\$ 100.00
07/13/2026	Insurance	74874	Highmark BSNENY	Inv# 260619340085	\$ 6,915.70
07/13/2026	Electronic Resources	74875	Hoopla / Midwest Tape, LLC	Invoice #509082858	\$ 5,103.42
07/13/2026	Professional Services	74876	Image Integrator, LLC	SC01258 & SC01259	\$ 1,500.00
07/13/2026	Books & Rental Books	74877	Ingram Library Services	Acct# ***8062	\$ 11,018.00
07/13/2026	Electronic Resources	74878	Kanopy, Inc.	Inv# 509849 - PPU	\$ 491.00

07/13/2026	Program Expenses	74879	Kerry Nelson	Unearthing their Stories - 07/27/2026	\$ 100.00
07/13/2026	Program Expenses	74880	Lambert, Kate	School visits - Mileage reimbursement	\$ 54.52
07/13/2026	Software & Licenses	74881	Librarica LLC	Inv# 203805-111R	\$ 1,101.81
07/13/2026	Electronic Resources	74882	LJL3 Incorporated	Invoice #66461	\$ 347.00
07/13/2026	Repairs & Maintenance	74883	Lowe's	Inv# 979822	\$ 166.92
07/13/2026	Program Expenses	74884	Luzerne Music Center, Inc.	Luzerne Music Faculty Brass Quintet - 8/4/2026	\$ 400.00
07/13/2026	Repairs & Maintenance	74885	Mahoney Notify Plus, Inc.	Inv# 0367568-IN	\$ 104.00
07/13/2026	Electronic Resources	74886	Mango Languages	Inv# 018683	\$ 5,232.54
07/13/2026	Program Expenses	74887	Marcia Lefebvre	Flights of Fancy Crafting - 7/23/26	\$ 250.00
07/13/2026	Professional Services	74888	Marshall & Sterling Employee Benefits	Inv# 60231 & 60248	\$ 2,659.50
07/13/2026	Insurance	74889	Marshall & Sterling HRA	HRA Reimbursements for June 2026	\$ 333.81
07/13/2026	Audio & Visual Materials	74890	Midwest Tape 2000001948	Acct # *****1948	\$ 691.85
07/13/2026	Periodicals & Microforms	74891	Mohawk Valley Library System	Inv# 5906	\$ 828.00
07/13/2026	Insurance	74892	MVP Health Care, Inc.	07/01/26-07/31/26 Billing	\$ 9,012.87
07/13/2026	Insurance	74893	MVP Health Care, Inc.	Inv# 23089526	\$ 10,860.64
07/13/2026	Heat - Gas / Electric	74894	National Grid	Acct # *****3104 / Acct # *****3119	\$ 11,279.95
07/13/2026	Electronic Resources	74895	NewsBank, Inc.	Inv# 2012950 -	\$ 9,923.00
07/13/2026	Printing	74896	Northeast Toner, Inc	Inv# 120730 & Inv# 120734	\$ 766.50
07/13/2026	Program Expenses	74897	Northwind Graphics		\$ 146.25
07/13/2026	Software & Licenses	74898	Nub Games, Inc.	Inv 13385	\$ 480.00
07/13/2026	Electronic Resources	74899	OCLC, Inc	Inv#1000504132	\$ 633.14
07/13/2026	Electronic Resources	74900	OverDrive, Inc	Inv# 01641MA26224258	\$ 4,506.21
07/13/2026	Books & Rental Books	74901	Penworthy Company	Inv #0619048-IN	\$ 247.83
07/13/2026	Printing / Program Exp	74902	Petty Cash	Reimburse change & Michelle brown bag lunch	\$ 44.00
07/13/2026	Audio & Visual Materials	74903	Playaway Products LLC	Inv# 538091 & 538335	\$ 213.71
07/13/2026	Postage	74904	Quadient Fin. - POSTAGE	Postage	\$ 719.45
07/13/2026	Postage	74905	Quadient, Inc. - Equipment	INV # Q2421711	\$ 182.97
07/13/2026	Program Expenses	74906	Riley Black	Read with Pride - 07/02/2026	\$ 200.00
07/13/2026	Program Expenses	74907	Saratoga Clay Arts Center, LLC	Fun with Clay - 6/30/26	\$ 250.00
07/13/2026	Program Expenses	74908	Scholastic, Inc	Inv# 87624225	\$ 37.00
07/13/2026	Automation	74909	Southern Adirondack Library System	Inv# 111357	\$ 8,921.71
07/13/2026	Telephone	74910	Spectrum Business 18428	Inv# 0018428061126	\$ 26.05
07/13/2026	Telephone	74911	Spectrum Enterprise 1901	Inv# 149401901061426	\$ 465.47
07/13/2026	Heat - Gas	74912	Sprague Operating Resources LLC.	Inv# 71405838	\$ 231.00
07/13/2026	NY Paid Family Leave	74913	Standard Security Life Ins. Co Of NY	Policy# R10665-00	\$ 5,327.95
07/13/2026	Library Supplies	74914	Staples 298508	Acct # 298508	\$ 261.74
07/13/2026	Repairs & Maintenance	74915	Stark Tech Services LLC	Inv# 10057984 & Inv# 10057970	\$ 14,550.60
07/13/2026	Library Supplies	74916	Sunny Side Gardens	Inv# 274571 - Hanging baskets	\$ 830.00
07/13/2026	Miscellaneous	74917	T-Mobile	Acct# *****1775	\$ 253.52
07/13/2026	Electronic Resources	74918	The New York Times	Inv# 117306607	\$ 12,625.60
07/13/2026	Program Expenses	74919	The Whalemobile, Inc.	Whalemobile program - 8/5/26	\$ 745.00
07/13/2026	Professional Services	74920	U.S. OMNI & TSACG Compliance Services, Inc	Inv # 28262	\$ 750.00
07/13/2026	Electronic Resources	74921	Value Line Publishing LLC	Inv# KF729750257	\$ 6,450.00
07/13/2026	Telephone	74922	Verizon Wireless	Inv# 6146905011	\$ 116.65
07/13/2026	Program Expenses	74923	VISA CB	Card ending in 3409	\$ 970.89
07/13/2026	Postage/Professional Services	74924	VISA IP	Card ending in 6305	\$ 1,916.07

07/13/2026	Program Exp / A&V materials	74925	VISA JC	Card ending in 5669	\$ 555.50
07/13/2026	Library Supplies/ Conferences	74926	VISA TO	Card ending in 5172	\$ 1,745.77
07/13/2026	Library Supplies	74927	W.B. Mason Company, Inc #C2692801	Inv# 262608822 & 262609006	\$ 2,007.47
07/13/2026	Program Expenses	74928	Walton, Jeffrey	Song Swap - 7/20/26	\$ 125.00
07/13/2026	Audio & Visual Materials	74929	Waterford Public Library	Paid by patron	\$ 59.99
07/13/2026	Program Expenses	74930	William Breslin	We the people - 07/16/26	\$ 100.00
07/13/2026	Books & Rental Books	74931	Womans Round Lake Improvement Society	Paid by patron	\$ 98.97
07/13/2026	Postage	74932	WORLDWIDE EXPRESS	Inv# 260426W001321 & Inv# 260524W001137	\$ 1,098.96
07/13/2026	Program Expenses - Grant	74933	Ye Hui	Stories in sound - 7/27, 7/28 and 7/29	\$ 2,450.00
				Total	\$ 229,456.40

Saratoga Springs Public Library
Expend to Budget Report
June 2026 (100%)

	June	Jul 25 - Jun 26	YTD Budget	Balance	% of Budget
60005-1 · Salaries	\$ 267,725.70	\$ 3,449,010.62	\$ 3,482,000.00	\$ 32,989.38	99.05%
60006-1 · Bank Charges	-	-	500.00	500.00	0.0%
60010-1 · Health Insurance - Employer	61,758.39	739,441.44	785,850.00	46,408.56	94.09%
60012-1 · NYS Retirement Expense	-	424,651.30	425,000.00	348.70	99.92%
60015-1 · Books & Rental Books	11,462.20	133,750.28	156,000.00	22,249.72	85.74%
60018-1 · Electronic Resources	10,447.63	148,074.58	170,000.00	21,925.42	87.1%
60020-1 · Periodicals and Microforms	1,078.00	21,282.43	27,000.00	5,717.57	78.82%
60025-1 · Audio & Visual Materials	1,696.44	33,312.44	40,000.00	6,687.56	83.28%
60032-1 · Software and Licenses	1,718.75	24,894.94	25,000.00	105.06	99.58%
60035-1 · Repairs and Maintenance	16,055.56	166,186.04	160,000.00	(6,186.04)	103.87%
60040-1 · Equipment Purchases	986.97	43,434.99	65,000.00	21,565.01	66.82%
60045-1 · Professional Services	5,304.33	26,252.53	42,000.00	15,747.47	62.51%
60045-2 · Capital Projects	-	334,980.67	470,000.00	135,019.33	71.27%
60050-1 · Conferences and Staff Training	1,572.52	25,592.23	30,000.00	4,407.77	85.31%
60055-1 · Printing	111.50	10,032.31	10,000.00	(32.31)	100.32%
60060-1 · Program Expenses	6,796.93	83,559.57	83,000.00	(559.57)	100.67%
60065-1 · Automation	8,921.71	107,628.60	115,000.00	7,371.40	93.59%
60070-1 · Insurance	5,511.89	73,042.22	75,000.00	1,957.78	97.39%
60080-1 · Heat - Gas	466.94	14,201.82	15,000.00	798.18	94.68%
60081-1 · Electric	11,045.01	113,157.75	125,000.00	11,842.25	90.53%
60085-1 · Telephone	1,555.11	19,202.56	20,000.00	797.44	96.01%
60090-1 · Water and Sewer Tax	-	6,755.22	10,000.00	3,244.78	67.55%
60095-1 · Postage	3,361.20	13,695.95	11,000.00	(2,695.95)	124.51%
60100-1 · Library Supplies	5,158.96	42,483.34	50,000.00	7,516.66	84.97%
60110-1 · Miscellaneous	253.52	10,620.58	14,000.00	3,379.42	75.86%
60200-1 · Employer FICA Expense	19,773.30	254,635.02	260,000.00	5,364.98	97.94%
60500-1 · SDI Disability Employer	2,015.60	4,528.61	3,000.00	(1,528.61)	150.95%
	<u>\$ 444,778.16</u>	<u>\$ 6,324,408.04</u>	<u>\$ 6,669,350.00</u>	<u>\$ 344,941.96</u>	<u>94.83%</u>

Saratoga Springs Public Library Monthly Income Report FY 2025-2026

Month	Bd of Ed/ Taxes	Grants / Aid	Copies and Printing	Total Fines and Fees	Misc	Donations	Rental Income	Retiree Health Copay	Interest	Reserve	Total
Jul-25	\$453,621.50	\$0.00	\$741.35	\$1,135.88	\$680.80	\$11.51	\$750.00	\$775.92	\$16,120.71	\$0.00	\$473,837.67
Aug-25	\$453,621.50	\$14,811.30	\$844.00	\$859.25	\$19,935.39	\$1,126.00	\$750.00	\$913.37	\$15,271.71	\$0.00	\$508,132.52
Sep-25	\$453,621.50	\$0.00	\$1,099.67	\$723.58	\$2,156.00	\$17.10	\$750.00	\$287.45	\$15,379.12	\$0.00	\$474,034.42
Oct-25	\$453,621.50	\$0.00	\$806.44	\$405.16	\$19,769.54	\$2,745.75	\$750.00	\$1,111.10	\$15,889.04	\$0.00	\$495,098.53
Nov-25	\$453,621.50	\$0.00	\$701.75	\$527.47	\$2,718.12	\$1.95	\$750.00	\$245.57	\$14,366.90	\$0.00	\$472,933.26
Dec-25	\$453,621.50	\$0.00	\$718.10	\$718.26	\$125.68	\$1,525.51	\$750.00	\$1,562.77	\$14,105.06	\$0.00	\$473,126.88
Jan-26	\$455,745.61	\$0.00	\$742.15	\$469.54	\$2.00	\$105.40	\$750.00	\$858.48	\$13,885.83	\$0.00	\$472,559.01
Feb-26	\$907,243.00	\$0.00	\$900.45	\$516.50	\$15,382.94	\$100.45	\$750.00	\$362.72	\$12,555.82	\$0.00	\$937,811.88
Mar-26	\$0.00	\$0.00	\$983.70	\$627.92	\$65.99	\$47,760.50	\$750.00	\$183.59	\$14,202.93	\$0.00	\$64,574.63
Apr-26	\$453,621.50	\$414,757.00	\$1,046.47	\$1,089.07	\$10,362.58	\$0.00	\$750.00	\$316.68	\$14,218.51	\$0.00	\$896,161.81
May-26	\$453,621.50	\$134.81	\$821.68	\$655.82	\$8.81	\$40,193.10	\$750.00	\$198.05	\$14,866.35	\$0.00	\$511,250.12
Jun-26	\$453,621.50	\$2,750.00	\$1,013.60	\$678.12	\$320.49	\$2,701.60	\$750.00	\$231.43	\$13,567.64	\$0.00	\$475,634.38
YTD Total	\$5,445,582.11	\$432,453.11	\$10,419.36	\$8,406.57	\$71,528.34	\$96,288.87	\$9,000.00	\$7,047.13	\$174,429.62	\$0.00	\$6,255,155.11
FY Estimate	\$5,443,458	\$300,000	\$9,000	\$10,000	\$20,000	\$25,000	\$9,000	\$9,000	\$200,000	\$643,892	\$6,669,350
YTD %	100%	144%	116%	84%	358%	385%	100%	78%	87%	0%	94%

Fines and Fees Income Source

Month	Reg Cash	Self Svc Cash	Self Svc CC
Jul-25	184.84	6.35	944.69
Aug-25	284.76	7.70	566.79
Sep-25	56.74	0.00	666.84
Oct-25	113.39	3.00	288.77
Nov-25	298.61	20.00	208.86
Dec-25	266.94	5.00	446.32
Jan-26	105.39	0.00	364.15
Feb-26	150.57	4.75	361.18
Mar-26	179.07	31.10	417.75
Apr-26	300.70	18.65	769.72
May-26	127.74	12.45	515.63
Jun-26	328.62	30.45	319.05
Total	2,397.37	139.45	5,869.75

Disbursements:

7/13/2026 \$ 229,456.40

Bank Balances:

MM \$4,927,690.71

Checking \$71,835.73

Total \$4,770,070.04

Notes:

6/9/2026 SALS / Ck# 9922216830 / \$308.00 / Notary Reimbursement for KR & RR
 6/9/2026 Saratoga Arts / Ck# 15671 / \$2,750.00 / Stories in Sound Program July 27,28,29th
 6/9/2026 Friends / Ck# 900780 / \$750.00 / Rent
 6/12/2026 SSCSD / ACH / \$453,621.20 / Taxes
 6/22/2026 Common Roots Foundation Inc. / Ck #1408 / \$700.00 / Read to Recovery don
 6/30/2026 Friends / Ck# 900786 / \$2,000.00 / Donation for towels and flowers



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To: Saratoga Springs Public Library Board of Trustees
From: A. Issac Pulver, Director
RE: Director's Written Report
Date: July 10, 2026

Personnel Update: Included on this month's board agenda are requests to appoint two full-time Operations Department personnel. Following Ric Taras's recent retirement, his position as Operations Working Supervisor was posted, and a committee consisting of Jen Ferriss, Kelly McCombs, Jamie Chabot, Dan Salmon, and Paul Mays of Butler Rowland Mays Architects interviewed three candidates for his successor. We are pleased to be united in our choice to offer a promotion to Rob Peck, a full-time Building Maintenance Worker in the department to fill the position. Rob's promotion created a vacancy for a full-time position in the department, which are pleased to offer to part-time Building Maintenance Worker, Koby Tricell. A part-time vacancy has been created by Kolby's transition to full-time, and is currently posted.

Encroachment/Spill: During the weekend of the Belmont Stakes, a grease/oil bin shared by Noah's, Fillies on Phila, and Bailey's overflowed, spilling cooking oil into the library parking lot. The oil receptacle sits next to a dumpster behind Fillies that is shared by the three restaurants, and there is conjecture about whether it overflowed by filling with rainwater when it was left open by restaurant workers, or whether it was jostled by a garbage truck emptying the dumpster. In any event, the spill was spotted by library workers after several vehicles had driven through it. These staff attempted to soak up the spill with kitty litter. The manager of Bailey's indicated that the receptacle was shared among the three, and contacted KPM Restoration for cleanup. Because of the size of the spill, and much of it being directed toward the storm sewer, I notified the DEC. Oil barrels, trash, and other items not belonging to the library were removed from library property. The spill has hastened the demise of paint demarking the fire lane, which will need to be restriped.

NYLA Membership: We have renewed our annual institutional membership in the New York Library Association, which includes individual memberships for a number of library staff. There is a Trustee membership category that would be supported by the library; however, a Trustee must apparently be the main point of contact for board membership.

Policy Review: As our new fiscal year begins, we will renew our efforts at periodic review of library policies. Included in this month's packet is a draft of a new policy that particularly addresses criteria for library programs, as this method of delivering content becomes an increasing aspect of our work.

Recently-planned programs about potentially controversial topics highlight the need for a dedicated policy.

Meetings, Programs & Community Activities: Once again, I drove the library van in the Flag Day parade on June 13, following a contingent of library staff and their family members.

Along with Heather Crocker and Jennifer Ferriss, I met with representatives of the City to touch base about potential changes to the traffic pattern on Henry Street to accommodate bike lanes between Lake Avenue and Congress Park.

On a day notable for a tornado watch, my June 18 discussion of ***Lives in Ruins: Archeologists and the Seductive Lure of Human Rubble*** by Marilyn Johnson drew a smaller group of 8 intrepid attendees rather than the typical 15. The July discussion selection, ***The Dig: A Novel Based on True Events*** by John Preston is similarly inspired by this year's summer reading theme, "Unearth a Story."

Figure 1 Library staff participating in the 2026 Flag Day Parade



Assistant Director Report to the Board – July 13, 2026

[Space Usage Study](#)

We completed the fifth month of data collection and are beginning to identify several recurring trends during the third week of each month.

- Peak building occupancy typically occurs during the late morning (10 a.m.–12 p.m.) and early afternoon (1 p.m.–4 p.m.).
- The most consistently busy hour is 10 a.m.–11 a.m.
- Wednesday appears to be the busiest day overall, followed by Tuesday and Thursday.
- Saturday is the busiest weekend day, with peak activity occurring between 1 p.m. and 4 p.m.
- Traffic noticeably declines after 6 p.m. on most days.
- Wi-Fi user counts frequently exceed 100–200 users on busy days. Computer use on the second floor remains steady throughout the day.
- Programs drive visitation. For example, 331 people were in the building on Wednesday, March 18, between 10 a.m. and 11 a.m.

Of note: There were several instances where no data was collected. We also have lump sum reporting for reference questions and in-house check

[Digital Literacy Grant](#)

The library is the recipient of a Digital Literacy Grant administered through the Southern Adirondack Library System (SALS) and the United Way of the Greater Capital Region, in collaboration with the Capital District Regional Planning Commission, the Upper Hudson Library System, and the Schenectady County Public Library.

As part of this grant, we will receive a mobile Chromebook lab with five devices and a Tech Tub charging station to store and charge them.

[American Library Association Annual Conference](#)

I appreciate the opportunity to attend this year's American Library Association (ALA) Annual Conference in Chicago.

Networking and participating in ALA Council, the organization's governing body, occupy much of my time at the conference. I also have opportunities to meet with businesses and nonprofit organizations that support library work, as well as attend continuing education sessions.

One highlight was attending Emily Martin's presentation on our Read to Recovery program. She devoted considerable effort to the presentation, and it showed. Although I may be biased, it was one of the most interesting sessions I attended.

I want to share some key resolutions that were passed at the ALA Council.

- The Librarian's and Library Workers' Bill of Rights was adopted as an official statement of principle and practice. Please read [the press release](#) and consider endorsing and adopting the work at a future meeting.
- ALA Council affirmed that libraries serve as essential civic and economic infrastructure in communities. The Committee on Legislation and the Committee on Advocacy are working with the appropriate ALA offices and federal elected officials and staff to help gain support for funding aging buildings to make them modern, accessible, energy efficient and resilient to extreme weather.
- ALA Council adopted the Artificial Intelligence (AI) Working Group's AI Guidance for Libraries document. It is a living document and a future iteration will address copyright issues and have a greater representation of school librarians' perspectives.
- ALA Council unanimously approved the Resolution on Library Card Access Policies as a Form of Social Equity. The resolution calls for further consideration of findings from the Library Card Access Research Report published by the Brooklyn Public Library and Avenue M Group in April 2024. The Saratoga Springs Public Library has already implemented many, of the report's recommendations.

Respectfully submitted,
Jennifer Ferriss

June IT update

Door Count – 22,808

Board Report

Will push one more month as Brendon finishes up the forms required for stitching together a web-based report. We will be able to test run with some training and redo's with next month's report in time to forget everything for the September double report.

Reprise

We are looking to bring back / beef-up our loanable hotspot offering. We started off with several for loan we are down to a few. We were going to phase it, but the few units we have are in constant use and there did seem to be a need/want. We found a lower cost carrier that we could replace the units for significantly less than direct from T-Mobile so we are going to give it another go.

Cookies - Update

JA and Clarivate have successfully updated the cookie functionality for our new PAC website. We have tested and they are working for us, retaining the selections that our patrons choose while not interfering with the function of the site.

Copiers - Update

Our new copiers are in place and working well. They are very similar to the previous batch and work nearly identically to the old units. We added scan to email on the upstairs copier as another free benefit. While we already have free scanning, the device is old and uses a roller system exclusively and doesn't work with ID's or small papers very well. The new copier will allow patrons to use the flat bed or feeder to scan documents at no charge.

Respectfully,
Don and Brendon

Digital Communications Report — June 2026

Prepared by Gina Michelin, Community Relations Coordinator

Constant Contact (eNewsletter)

Audience engagement remained strong into June, maintaining a 62% open rate, which outperforms the typical non-profit industry average of around 20%. While overall email volume and deliveries shifted lower following the heavy campaign pushes of the previous months, the click rate stabilized at 3%.

Metric	June 2025	May 2026	June 2026	MoM Change (%)	YoY Change (%)
Total Emails Sent	6,381	6,382	4,607	-27.8%	-27.8%
Delivered	5,714	5,718	4,396	-23.1%	-23.1%
Bounces	667	664	211	-68.2%	-68.4%
Opens (Open Rate)	3,641 (64%)	3,769 (66%)	2,704 (62%)	-28.3% (-4% pts)	-25.7% (-2% pts)
Clicks (Click Rate)	193 (3%)	217 (4%)	129 (3%)	-40.6% (-1% pt)	-33.2% (0% pts)
Unsubscribed	6	4	1	-75.0%	-83.3%

Breakdown of Email Engagement

- Opens by Device: Mobile (51%) / Desktop (49%)
- Clicks by Device: Mobile (58%) / Desktop (42%)

Facebook

The "less is more" strategy continued into June. While post volume increased slightly compared to May, content efficiency improved significantly, with the engagement rate per reach increasing by 57% to 3.3%. However, overall reach and year-over-year views experienced drops.

Metric	June 2025	May 2026	June 2026	MoM Change (%)	YoY Change (%)
Total Followers	5,646	6,323	6,400	+1.2%	+13.4%
Net Follower Growth	+78	+35	+40	+14.3%	-48.7%
Total Views	54,230	57,216	50,000	-12.6%	-7.8%
Total Engagement	824	852	791	-7.2%	-4.0%
Posts Published	65	68	68	0.0%	+4.6%

Breakdown of Post Interactions (MoM)

- Reactions: 712 (May) → 758 (June) (+6.5%) *(758 reactions computed from 791 total engagement minus 26 comments and 7 private messages)*
- Shares: 127 (May) → 72 (June) (-43.3%)
- Comments: 11 (May) → 26 (June) (+136.4%)

Instagram

Instagram metrics showed a strong recovery in visibility during June, reversing the declines we saw in May.. Total views rebounded with a 26.5% month-over-month increase, and the overall engagement rate per reach grew to 6.8%.

Metric	June 2025	May 2026	June 2026	MoM Change (%)	YoY Change (%)
Total Followers	1,617	1,953	2,000	+2.4%	+23.7%
Net Follower Growth	+25	+25	+26	+4.0%	+4.0%
Total Views	12,569	12,645	16,000	+26.5%	+27.3%
Total Engagement	302	309	427	+38.2%	+41.4%
Posts Published	80	61	61	0.0%	-23.8%
Engagement Rate	6.17%	2.4%	6.8%	+183.3%	+10.2%

Breakdown of Post Interactions (MoM)

- Likes: 265 (May) → 371 (June) (+40.0%)
- Shares: 27 (May) → 43 (June) (+59.3%)
- Comments: 20 (May) → 4 (June) (-80.0%)

YouTube

Following a strong surge in May, YouTube traffic experienced a typical seasonal cooling trend in June. However, the audience baseline remains interactive, and showed a slight lift in the baseline click-through rate compared to last year.

Metric	June 2025	May 2026	June 2026	MoM Change (%)	YoY Change (%)
Engaged Views	623	432	355	-17.8%	-43.0%
Unique Viewers	450	310	281	-9.4%	-37.6%
Returning Viewers	69	46	38	-17.4%	-44.9%
Total Channel Views	623	444	355	-20.0%	-43.0%
Watch Time (Hours)	20.6	15.4	14.7	-4.5%	-28.6%
Subscribers	4	4	2	-50.0%	-50.0%
Total Impressions	5,222	3,711	2,883	-22.3%	-44.8%
Click-Through Rate (CTR)	4.94%	5%	5.45%	+9.0%	+10.3%

June Top-Performing Videos on YouTube:

Traffic for the month was heavily anchored by our seasonal promotional campaign for Summer Reading, alongside steady baseline views from core youth programming content - “Slippery Fish” is still strangely a huge hit and our most viewed video.

- **SSPL Summer Reading Video 2026:** 78 views | 2.22 hours watch time. This targeted campaign video was our primary driver, generating an exceptional 17.95% click-through rate.

This Month's Takeaways...

- **Less is More:** Holding post volume steady at 61 posts on Instagram and 68 on Facebook allowed us to maximize audience focus. Instagram views grew by 26.5% month-over-month and interaction metrics surged by 38.2%, affirming that more targeted content is better than over-publishing.
- **Hashtag Performance Tracking:** The hashtag **#SSPL** served as a major engine for Instagram visibility this month, generating **3,102 total interactions**. We have consistently used this hashtag in every post, and obviously, will continue to do so. Its sudden spike as a visibility engine in June isn't due to *where* it was placed, but *how* the audience interacted with the content attached to it during the month. On Instagram, when a post receives more engagement (likes and shares), the algorithm treats its associated hashtags as "trending" or highly relevant topics. This pushes those posts higher in the feeds of users who follow or interact with the library, creating greater visibility that builds on itself.
- **Campaign-Summer Reading 2026:** Looking back across the data, while standard YouTube metrics experienced a month-over-month dip, the performance of the **"SSPL Summer Reading 2026"** promotional video proved that campaigns get noticed, pulling a notable 17.95% click-through rate from impressions. This confirms that seasonal marketing initiatives are a reliable strategy for getting focus back onto our YouTube channel. That said, our YouTube video posts have been sporadic since the Pandemic days. So, it's all relative.

Saratoga Springs Public Library: Access and Outreach Services Monthly Report June 2026

Circulation and Technical Services:

Circulation for June 2026:

Total circulation (physical items and Libby eBooks & eAudiobooks): **35,815**

Total physical item circulation: **30,087**

Total eBook circulation (Libby, Hoopla, Comics Plus): **3551**

Total eAudiobook circulation (Libby, Hoopla): **4155**

Streaming video downloads (Kanopy, Hoopla): **381**

Streaming music downloads (Hoopla): **44**

Digital magazine circulation (Libby): **2717**

In June 2026, Circulation and Technical Services:

- Processed **221** library card applications
- Issued **187** parking permits
- Received and processed **2937** items from other libraries to fill holds
- Pulled and transferred **2229** items to fill holds at other libraries
- Filled **4534** total holds
- Processed **399** withdrawn items
- Received, processed, and added **1357** physical items to library collections

Compare to June 2025 circulation:

*Total circulation (physical items and Libby eBooks & eAudiobooks): **36,980***

*Total physical item circulation: **30,769***

*Total eBook circulation (Libby, Hoopla, Comics Plus): **3889***

*Total eAudiobook circulation (Libby, Hoopla): **4039***

*Streaming video downloads (Kanopy, Hoopla): **474***

*Streaming music downloads (Hoopla): **42***

*Digital magazine circulation (Libby): **2653***

Outreach Services:

Senior Services, Persons-at-Home

(Sarah Derven)

During June Sarah:

- Visited 13 Outreach Sites
- Lead 6 Memory Care Writing Groups
- Visited and Delivered Materials to 10 Individuals
- Served 244 Patrons
- Loaned 777 items
- Made 66 Phone Calls

- Selected and Placed 267 items on Hold
- Renewed 150 Items

Community Events, Partnerships, Mobile Library

(Jennifer Ogrodowski)




On the Road with SSPL Mobile Outreach
We're taking the library to YOU! Check out and return items, sign up for a library card, learn how to download e-books, enjoy family activities, and more! Scan the QR Code for information.

SSPL Visits the S. Johnson Recreation Center
Wednesdays, July 1 - Aug. 26 | 10:45 a.m.-12:15 p.m. | S. Johnson Rec. Park

SSPL Visits West Side Recreation Center
Wednesdays, July 1 - Aug. 26 | 12:30-1:30 p.m. | West Side Rec. Center

SSPL Visits the Greenfield Farmers' Market
Thursdays, July 2 - Sept. 10 | 4-7 p.m. | Greenfield Farmers' Market

SSPL Visits Loudon Oaks
Fridays, July 8 - Aug. 28 | 12:45- 1:45 p.m. | Loudon Oaks



**at the
Greenfield
Senior Center**

Thursdays, July 9 & Aug. 13 | 1-2 p.m.

SSPL Visits Pyramid Pines
Fridays, July 8 - Aug. 28 | 1:30-2 p.m. | Pyramid Pines

SSPL Visits the Town of Greenfield Historical Society Car Show
Saturday, July 11 | 10 a.m.-3 p.m. | Middle Grove Town Park

SSPL Visits the Saratoga Farmers' Market
Saturdays, July 18, August 1 & 15 | 9 a.m.-1 p.m. | High Rock Park

SSPL Visits Caboose Day in Greenfield Center
Saturday, August 8 | 10 a.m.-3 p.m. | King's Station - Greenfield Center

The SSPL Mobile Library is set up for a busy summer! Jen O. has scheduled close to 50 off-site events in July and August

Programs/Outreach:

Shelters of Saratoga Book Group and Game Night
Saratoga Farmers Market
Greenfield Senior Center
Her Story Book Group
Wesley Craft Day
Juneteenth Celebration at the YMCA
Pride Festival
Bellmont Family Fun Day at the Racing Museum
School Visits
Senior Giveback Day

Statistics:

Attendance: 644
Items Loaned: 5
Cards Issued & Renewed: 3

Pride Festival

This year's Pride Festival was wonderfully well attended. Jen O and Sarah Derven gave out several crates of withdrawn books to happy festival goers and engaged in some great conversations with community members.

Juneteenth Celebration

The 5th annual Juneteenth celebration was held at the YMCA. It was a beautiful celebration of freedom with performances by dancers, singers, and poets. Local politicians were also in attendance as well as other community organizations.

Adult Literacy & ELL

(Mary Ann Rockwell)

In addition to our regularly scheduled English Language Learning (ELL) and adult literacy classes, Mary Ann has expanded our ELL offerings by introducing a new book discussion group, *Learn English: Read a Book*. In May, participants read and discussed *Charlotte's Web*, and in July they will be reading *To Kill a Mockingbird*. Reading full-length books is an effective language-learning tool, helping participants build vocabulary, develop a more intuitive understanding of grammar, and strengthen reading and listening comprehension through exposure to natural language patterns. This new program provides learners with an engaging way to practice English while fostering conversation and community.

Continuing Education

Trevor at the Horror Writers Association Annual StokerCon & Bram Stoker Awards 6/3-6/6



Clockwise from top left: Promoting Horror Panel; The horror librarians from said panel; Post-panel, building relationships between authors & libraries feat. Grady Hendrix; Trevor with superstar horror librarian & Bram Stoker winning author, Becky Spratford.

I was grateful for the opportunity to attend StokerCon, including the StokerCon Librarians' Day conference and the Bram Stoker Awards, and would like to thank the Library Administration and Board of Trustees for their support. This year, I also served as a Horror Writers Association conference volunteer, assisting with conference preparation, including organizing advance reader copies (ARCs), assembling attendee swag bags, and supporting registration. During the conference, I presented on two panels: one for Librarians' Day on promoting horror programming and collections in libraries, and another alongside *New York Times* bestselling author Grady Hendrix on building relationships between authors and libraries. I also met with authors appearing at our August 4 HWA-sponsored *Summer Scares* event, co-sponsored by the Friends of the Saratoga Springs Public Library and Bailey's Café, to coordinate event logistics, while also beginning recruitment for a Friends-sponsored "Halfway to Halloween" literary pub crawl planned for next spring. In addition, I connected with authors scheduled to appear at the Saratoga Book Festival. These relationships continue to create new programming opportunities, strengthen partnerships, and support the Friends of the Library and, by extension, the Library itself.

Respectfully submitted by:

Trevor Oakley, Head of Access and Outreach Services

July 2026

Youth Services Department

June 2026

Programming and Outreach:

Teen programs: 8 Teen attendance: 300 Teen room attendance: 209 Teen Volunteer hours: 148

Children's programs: 104 Children's Attendance: 1863

Unearth a Story has begun. In the first 12 days over 600 kids and 75 teens signed up for the summer reading program. This is a huge jump compared to 2025. In May and June the librarians completed 101 school visits seeing over 2000 students. They worked so hard and it is paying off in increased participation.

Kristine also provided books in Spanish with summer reading information to the ENL classes.

Summer kicked off with two big dinosaur programs for kids and a special visit from Saratoga Clay Arts who even brought actual pottery wheels. Patrons seem really happy to be back and ready for a fun summer.

AnnaRae started the summer with a scavenger hunt and about 350 kids have participated (this does not even count the parents and caregivers who searched along with them).

The added baby story time was extremely popular- it was worth the extra time. Saturdays have also been drawing a nice crowd.

The annual teen lock-in was during Belmont weekend, so the outside of the library matched the excitement inside. It was possibly the best one yet and teens had a great time making slime, playing games, running around the stacks in the dark and eating all the snacks. Special thanks to Dan and AnnaRae for working so late and to Jess and the cleaners who worked around everyone.

Summer teen volunteers had their information meeting and have already begun their volunteer work. AnnaRae does limit the number of teens that she takes based on the amount of work available.

AnnaRae visited the Pride Fest with Sarah and Jen O. from AOS. She said they handed out so many free books!

Take and makes have been very popular recently- many patrons who do not regularly come to programs have been stopping by. The teen Candy Sushi is ever popular, and Alex has been putting out over 100 for kids every month.

Updates and Projects:

The BOCES interns completed another school year. They seem unlikely to be returning next year due to changes in their program, but we remain open to having them again. They do a variety of projects to prep for crafts, cleaning books and toys as well as some light dusting.

Getting ready for summer reading and keeping things neat and tidy have been the biggest projects.

Collections and Display:

June's teen book displays were "Once Upon a Pride," and "Not Another Straight Story" for Pride Month and the Teen Advisory Board display "June Journals."

Kid's displays-summer reading, Pollinators, World Cup, Horse Racing, Flag Day, Independence Day, Dinosaurs, Pride, Father's Day, Juneteenth and author spotlights for Deborah Underwood and Sally Lloyd Jones.

The bulletin boards are all promoting summer reading – both the program itself and the programming.

CE:

AnnaRae continues to serve on the YSS Scholarship committee.

Kristine will be presenting at the end of August about the library's work on decodables.

What we're reading:

AnnaRae is reading *Before We Wake* by Sophia Glock

Alex is reading *Phoenix (Ride On #1)* by Kimberly Brubaker Bradley

Kristine is reading *Pony* by R.J. Palacio



Respectfully submitted by Catherine Brenner, Head of Youth Services

Adult Services Board Report: June 2026

Service Stats

- Service Desks (Ref, Computer, Info, Saratoga Room and Volunteers) = 3,084 service interactions
- Notary Appointments: 30
- Interlibrary Loans: 23

Digital Resources

- Electronic Databases:
 - o ABC Mouse, 394
 - o Ancestry, 656
 - o Book Browse, 116
 - o Consumer Reports, 519
 - o EBSCO, 248
 - o Heritage Quest, 227
 - o Mango/ Little Pim, 76/0
 - o Morningstar, 2
 - o NOVEL, 79
 - o ProQuest NYT, 236
 - o Tech-Talk, 47
 - o Value Line, NA
- Electronic Periodicals:
 - o I do not have stats for electronic periodicals this month
- LibGuides:
 - o During the month of June our 150 LibGuides were viewed a total of 4,776 times. The top guides were the Summer Reading 2026 for Kids and Teens guide with 812 views; the Teen Services guide with 713 views; and Emily's Book Club is my Alibi guide with 277 views.

Programs

1. Universally Accessible
 - a. Evening Mah Jongg
 - b. Apple for Everyone
 - c. Handcraft Meetup
 - d. Make it Sew: Zippered Pouch
 - e. Taming the Digital Frontier: AI
 - f. Streaming and Smart TVs by Senior Planet

- g. Bagels and Barks
- 2. Community Leadership
 - a. Read Against the Machine Book Club
 - b. Using govtracks.us by Senior Planet
 - c. Cat Adoption Event
 - d. Brown Bag Lunch: Dressing the Revolutionary Lady
 - e. Read with Pride Book Club
 - f. Transgender & Nonbinary Name Change Clinic
 - g. National HIV testing Day
- 3. Library as Place
 - a. Intensati workout
 - b. Yoga for Healthy Ageing
 - c. Creative Writing for Adults with Piet Marino
 - d. Mah Jongg
 - e. Elixir of Love with Tom Denny
 - f. Basic Cursive for Adults
 - g. Psychic Medium Gallery Readings
 - h. Blood on the Clocktower
 - i.
- 4. Community Convener
 - a. Creative Writing with The Forge
 - b. Safe Options Support
 - c. Stitch & Sip at Canopy
 - d. Better Off Read Book Club
 - e. Book Club is my Alibi
 - f. Books & Tea Book Club
 - g. Putting out the Welcome Mat

Interesting Additions

- On June 3, Katie attended the Saratoga County Volunteer Alliance. They discussed different volunteering topics during each session, hoping to help other local organizations engage our community. This month's discussion was about how we recruit volunteers and a general overview of each organization's onboarding process. Katie mentioned that our recruitment is very much word-of-mouth, especially since libraries are naturally seen as hubs for volunteer opportunities. Kate, who is the volunteer coordinator over at Gateway House of Peace, mentioned that she uses Idealist to post volunteer opportunities at her organization, and this is something that Katie would like to explore and bring up to management after doing some more research.

- Rebecca was approached by a woman at the end of Bagels and Barks who thanked her for organizing the event and said she has met other grandmas there and now they all hang out together outside the library with their grandkids – so cute!
- Kali and Jamie interviewed 4 candidates for the vacant part-time computer clerk position with Kelly from HR

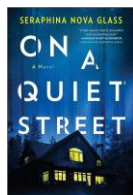
What We're Reading

Librarian: Katie

Title: On A Quiet Street

Author: Seraphina Nova Glass

Description: A year after a devastating death in their quiet neighborhood, three women are presented with a mystery that affects all of their lives in ways that they never would have expected. The author does an excellent job of connecting these three very different lives, offering a worthwhile ending.



Librarian: Kali

Title: The Stars Look Like Home

Author: TJ Klune

Description: Emily's summary of *The Stars Look Like Home* made me want to read this book immediately, so I downloaded an uncorrected digital copy of the book from Netgalley. So far, it is a very touching story; just the thing I needed to read right now.



Librarian: Jamie

Title: Yesteryear

Author: Caro Claire Burke

Description: Unfolding in dual timelines, a modern day "tradwife" believes she has woken up in 1885. This book was a wild ride from start to finish and left me thinking about it long after I closed the cover. A truly unlikable and unreliable narrator.

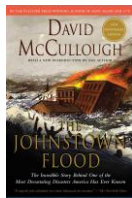


Librarian: Caitlin

Title: The Johnstown Flood

Author: David McCullough

Description: published back in 1968, about a flood caused by a dam break in the Appalachian mountains in Pennsylvania in 1889. It's full of information about industry during the era, Andrew Carnegie, the Pennsylvania Railroad, dam construction, and journalism, while still being very readable and suspenseful. I would suggest it to fans of Erik Larson and David Grann.

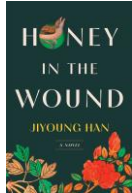


Librarian: Rebecca

Title: Honey in the Wound

Author: Jiyoung Han

Description: Very well written historical fiction with magical realism blended in about multiple generations of women in a Korean family during the Japanese occupation of Korea.



SARATOGA SPRINGS

49 Henry Street,
(518) 584-7860



PUBLIC LIBRARY

Saratoga Springs, NY 12866-3271
Fax: (518) 584-7866 www.sspl.org

DATE: 7/9/2026

TO: Library Director and Board of Trustees
FROM: Rob Peck - Operations Working Supervisor
RE: Operations Department Monthly Report – June 2026

As you are aware, with the departure of the previous working supervisor there is something new for the next person to pick up. It is nice to be entrusted with that task and I look forward to learning more of the system in place.

Since May our temperatures started picking up and the cooling system has started putting in work. Our cooling tower has recently been a focus for upgrades towards controls and communication with the newer digital building maintenance system interface. We had a couple issues where control communications were dropped momentarily. Since the upgrade with the new controllers, we have been issue-free. We also have passed the current NYS required testing and operation certifications for Bacteriological and Legionella treatments.

Other than the everyday tasks of the library, the weather has allowed outdoor maintenance and repairs to be in full swing with mowing, repainting curbs, maintaining equipment and even some concrete repair.

Respectfully Submitted,

Rob Peck - Operations Supervisor



SARATOGA SPRINGS PUBLIC LIBRARY

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To: Ike Pulver & Board of Trustees
From: Kelly McCombs
Date: July 13, 2026
Re: Human Resources Summary—July 2026

Staffing

- **Resignation**
 - **Angelo Lefebvre, Shelver, Youth Services (P/T)**, effective July 15 2026.
 - **Christine Dreidel, Library Clerk, Access and Outreach Services (P/T)**, effective July 22, 2026.
 - **Abigail Silin, Library Clerk, Adult Services (P/T)**, effective July 1, 2026.
- **Request to Appoint**
 - **Robert Peck, Working Supervisor, Operations (F/T)**, \$56,171.17/yr, effective July 6, 2026.
 - **Kolby Tricell, Building Maintenance Worker, Operations (F/T)**, \$24.46/hr, effective July 6, 2026.
 - **Alex Collins, Library Clerk, Adult Services (P/T)** - \$20.06/hr, effective July 14, 2026.
- **Hiring**
 - **Library Clerk, Access and Outreach (P/T)** – currently canvassing.
 - **Building Maintenance Worker, Operations (P/T)** - collecting applications.

Recruitment Update

- **Working Supervisor:** Received 10 applications and scheduled interviews with four candidates. One candidate withdrew prior to the interview, and the remaining three candidates (one internal and two external) were interviewed. Rob Peck was selected and promoted to the position.
- **Adult Services Library Clerk:** Canvassed the Civil Service eligible list and identified four reachable candidates. All four candidates were interviewed (all very strong candidates!), and Alex Collins was selected to fill the position.

Recruitment efforts continue to be successful, and I am especially pleased to share two well-deserved internal promotions. Congratulations to Rob Peck on his promotion to Working Supervisor and to Kolby Tricell on his promotion from part-time Building Maintenance Worker to full-time Building Maintenance Worker.

One of the most rewarding parts of my role is bringing new employees into our library family, and every so often there are hires who stand out in an exceptional way. Rob and Kolby are two of those individuals. They consistently bring a positive, welcoming attitude to work, are incredibly hardworking, and genuinely enjoy being part of the Library team. It has been a pleasure to be involved in both their original hiring and now their promotions. I am grateful to have had the opportunity to support their growth and look forward to seeing their continued success in these new roles

Sexual Harassment Prevention Training

Annual Sexual Harassment Prevention Training will be assigned to all employees next week through our Employee Assistance Program (EAP) training platform. Employees will be provided with instructions for completing the required training, and I will track completion to ensure compliance with New York State requirements.

Respectfully submitted by:
Kelly McCombs, Human Resources Manager

Program Selection Policy

The purpose of this statement on program selection is to establish policies to guide staff and to inform the public about the principles upon which programs are developed. A policy cannot replace the judgment of librarians, but stating objectives and criteria will assist them in choosing a wide selection of programming ideas. The goal in program selection is to provide informational, educational, cultural, and recreational events for the Saratoga Springs Public Library community.

Responsibility for Programming

Final responsibility for the selection and development of the programs lies with the Library Director who operates within the framework of policies determined by the Library's Board of Trustees. The Director authorizes librarians and other qualified staff to apply this policy in implementing and creating programs. The Head of the Youth Services Department oversees the library's children's and young adult programs, the Head of Adult Services oversees the library's adult programs and the Head of Access and Outreach oversees the library's English Language Learning, Adult Basic Literacy and outreach to seniors and the entire community beyond the walls of the library building.

Objectives

The library recognizes an immediate duty to make programs available for the enlightenment and recreation of the community. In addition, the library strives to offer programs that reflect the diversity of our community and the world, offering varying viewpoints and cultural perspectives within the limitations of space, staffing, and budget.

Criteria of Selection

Selection of programs are based on these specific criteria:

- Community needs, interests, and demands
- Support all types of literacy (ex. Early, Digital, Language)
- Recommendations of reviews from professional colleagues and organizations
- Reputation and qualifications of the presenter, performer, author, etc.
- Literary, artistic, historical, scientific, or intellectual merit
- Price and availability of library resources (space, staff, and technology)

- Suitability of subject and style to intended audience
- The Library is committed to applying sustainability practices by making choices that are good for the environment, make sense economically, and treat everyone equitably

The importance or weight of each of these factors will vary from one program to another; other programs may be considered, and may be judged differently for adults, teens, and children.

Librarians may work with other agencies, organizations, institutions, or individuals to create programs that serve the community.

Access to Programs

- Library sponsored events are always free and open to the public. The library may restrict program attendance to district residents as deemed necessary.
- Programs can be limited to specific age groups for the safety of the participants or for the intended purpose of the program.
- Program attendance can be limited based on room size, supplies, and appropriateness to the activity.
- Early literacy and programming for babies, toddlers and preschoolers are listed by age (i.e. 3-5 with a caregiver)
- School aged programming is by grade (i.e. grades K-6)
- Teen programming is grade 7 and up, but can be restricted within that range i.e. gr 9-12 if appropriate.
- Parents and legal guardians have the responsibility to monitor the use of the library by their children.
- The Library does not act in loco parentis and is not responsible for inadvertent viewing at the library.

Registration

- Registration should only be used when it is necessary to purchase materials, meet a performer maximum or for a specific need.
- Registration information will be collected and used only for that program. Personal data will be routinely removed, leaving only necessary statistical information.
- In the event a program is cancelled, efforts will be made to let the public know and registered participants will be notified. Registrants are expected to cancel if unable to attend.

- Teen programming is grade 7 and up, but can be restricted within that range i.e. gr 9-12 if appropriate

Accessibility and Accommodations

- The Library is committed to meeting the accessibility needs of all program attendees and will respond to requests for accommodation as best as we can.

Censorship, Intellectual Freedom and Challenges to Programs

The Board of Library Trustees of the Saratoga Springs Public Library includes as a part of its statement on materials selection and collection development the American Library Association's "Library Bill of Rights," and these other statements regarding intellectual freedom:

- Freedom to Read Statement
- Freedom to View Statement
- Free Access to Libraries for Minors

The library rejects any censorship of programs which meet the criteria of this statement. The Library will abide by the policies contained in its [Censorship Statement](#). Objections to any program should be made in writing and will be evaluated according to the Library's [Guidelines and Procedure for Reconsideration of Library Materials](#).

- Library programming will not exclude topics or speakers because they might be controversial.

Revision of Policy

This policy will be revised as times and circumstances require.

GUIDELINES AND PROCEDURES FOR RECONSIDERATION OF PROGRAMS

The Library will re-evaluate the selection of a program upon submission of a properly completed Request for Reconsideration of Library Programs form. These forms are available at the Information Desk. Forms will be accepted from adult cardholders who are residents of the Library's legal service area.

Forms must be completed in their entirety, including the date, and the cardholder's name, address, phone number, library card number, signature, and rationale for reconsideration and requested action.

The Director, in consultation with the appropriate Department Head, will make a decision regarding the program's disposition. The Director's determination may be appealed to the Library Board of Trustees, whose decision is final and binding. The program will remain on the calendar during the reconsideration process.

Future requests for reevaluating the same program will be addressed only if the grounds for reconsideration are substantially different from previous requests.

Procedure:

1. Completed forms should be delivered, as appropriate, to the Head of Adult Services, or Head of Youth Services, with a copy to the Director.
2. Within two weeks, the Department Head, in consultation with the Director, will make an initial assessment of the request and contact the cardholder in writing.
3. If the cardholder is not satisfied with the Department Head's assessment, they may appeal in writing to the Director within two weeks. In such cases, the Director will convene a committee of appropriate professional librarians to review the request.
4. The committee will consider the program's critical reception, demand by the public, and judge the overall merit of the program based on the breadth of programs that the library provides throughout the year, rather than as a standalone program. The committee will prepare a report for the Director of its recommendation regarding the program.
5. Informed by the committee's recommendation, the Director will make a decision on the disposition of the program in question, and will inform the cardholder in writing within thirty days.
6. If the cardholder is not satisfied with the Director's decision, he or she may appeal in writing to the Library Board of Trustees within two weeks.
7. The Board will respond in writing, generally by the conclusion of the second regularly scheduled meeting follow receipt of the appeal. The Board's decision is final and binding.

REQUEST FOR RECONSIDERATION OF LIBRARY PROGRAMS

We suggest you read the Saratoga Springs Public Library Program Selection Policy before completing this form. Copies are available at the Information Desk and the Children's Room desk.

Name:	Date:
Address:	Phone Number:
	Library Card Number:
Program name:	
Date:	
Presenter:	
What brought this program to your attention?	
To what do you object?	
What do you feel might be the result of hosting this program?	
For which age group would you recommend it?	
Is there anything good about it?	
Have you ever seen this program in it's entirety? If yes, when and where.	
Are you aware of the programs critical reception?	
What do you believe is the program's theme?	
What action would you like the library to take?	

Please comment on the program as a whole, as well as the specific matters that concern you. (use back of this form, if necessary)

Optional: Which program do you suggest as an alternative to provide addition information on this topic?

Signature: