

**Agenda**  
**Castleton Public Library Board of Trustees Meeting**  
**Castleton Village Hall, April 15, 2019 at 7:00pm**

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**Old Business**

- Zack Goldstein memorial – Saturday, April 20 at 2:00 pm
- Library word-of-mouth advertising
- Trustees – Library program attendance

**New Business**

- Annex Renovation – Furniture vendors
- UHLS MyCard

**President's Report**

**Secretary's Report**

- Review of minutes from March 18, 2019

**Treasurer's Report**

**Director's Report**

**Friends Report**

**Committee Reports**

- Finance Committee – J. Farrell, N. Hans, M. Marcucci
- Administrative Committee – J. Griffin, O. Karis-Nix
- Operations/Capital projects – O. Karis-Nix, M. Marcucci, S. Mitchum
- Policy Committee – M. Aitken, N. Hans
- Long Range Plan Committees:
  - Sustainable Funding (N. Hans, O. Karis-Nix)
  - Library Space (J. Griffin, M. Marcucci)
  - Community Outreach & Visibility (M. Aitken, J. Farrell, S. Mitchum)

**Announcements**

**Public Comment**

**Executive Session**

**Adjourn**



Creative Library Concepts  
P.O. Box 313  
Manalapan, NJ 07726 US  
(908) 276-9200

## Proposal

**ADDRESS**

Castleton Public Library  
85 South Main Street  
Castleton-on-Hudson, NY 12033

**SHIP TO**

Castleton Public Library  
85 South Main Street  
Castleton-on-Hudson, NY 12033

PROPOSAL #	DATE	EXPIRATION DATE
2206	03/20/2019	05/20/2019

**SALESPERSON**

Nancy Dalzell

ITEM #	DESCRIPTION	QTY	UNIT	TOTAL
1.	ERG Pisa Table *72"L x 36" W x 29"H *Laminate top and PVC Edge  (Wood grain PVC Edge: \$1195)	1	1,075.00	1,075.00
2.	KI Strive Armless Chair *Vinyl upholstered seat and Poly back	6	200.00	1,200.00
3.	Delivery & Installatoin	1	675.00	675.00

TOTAL

**\$2,950.00**

Accepted By

Accepted Date



NATIONAL BUSINESS  
FURNITURE



Web Code: **CE96A6-**  
**437441**  
877-214-7320

**LIFETIME  
GUARANTEE**



## Cafe Stack Chair with Fabric Seat

Item#: 44595 | Brand: KI Furniture | Collection:  
Strive

**\$223.00** SAVE 10%

### BUY MORE | SAVE MORE

**\$223.00** If You Buy 1-11

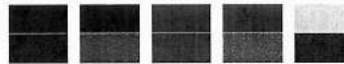
**\$213.00** If You Buy 12 or More

+ \$219 shipping/handling  
(No assembly option)

TOTAL For 6 chairs:  
\$1,557.00

### Available Colors/Finishes

#### Chair Back/Fabric Seat



#### Chair Frame



## Product Details

Simple and elegant describe this new Cafe Stack Chair with Fabric Seat from KI. Curved back accents its modern design. Polypropylene back flexes with you to minimize tension and strain. Slots in back allow chair to "breathe" for added comfort. Legs are capped to protect the floor. Padded fabric seat provides lasting comfort. No assembly required; they're ready to use right out of the box.

This product has been Level certified. Level certified means the product, production processes, and the manufacturer have met sustainability standards through a multi-attribute scorecard. The scorecard takes into account materials, energy and atmosphere, human and ecosystem health, and social responsibility.

This product has been Level 1 certified to support better sustainability standards for offices, homes, schools and healthcare facilities. Products that have obtained Level certification have met sustainability standards through a multi-attribute scorecard which takes into account materials, energy and atmosphere, human and



# Stack/Nesting

Strive® Chairs

Approx. Packaged Weight	Delivered Pricing Unuphol- stered	Delivered Pricing Fabric Grade 1 & C.O.M.	Delivered Pricing Fabric Grade 2	Delivered Pricing Fabric Grade 3	Delivered Pricing C.O.V.	Delivered Pricing Vinyl Group 2V	Delivered Pricing Pallas Fabric Group P0	Delivered Pricing Pallas Fabric Group P1	Delivered Pricing Pallas Fabric Group P2	Delivered Pricing Pallas Fabric Group P3	Delivered Pricing Pallas Fabric Group P4
20.0#	\$ 206										
23.0#	N/A	271	302	315	271	315	312	353	374	397	417
23.0#	N/A	329	359	371	329	371	370	410	431	454	472

6 CHAIRS = \$1,890

26.0#	\$ 245										
29.0#	N/A	311	341	356	311	356	356	395	417	439	458
29.0#	N/A	368	397	412	368	412	411	451	472	493	515

## UPHOLSTERY INFORMATION

### C.O.M. Upholstery

C.O.M. requirement for 10 chairs or less with upholstered seat or upholstered seat and back is 3/4 yard per chair of 54" wide nondirectional fabric. For orders of 11 or more with upholstered seat and back and for complete information on ordering C.O.M. see "Ordering C.O.M., C.O.V. and C.O.L." section.

## OPTIONS

### California TB133 Fire Safety Code

The above seating products can be manufactured using the appropriate flame-retardant materials for compliance to California Technical Bulletin 133.

Model=Polypropylene  
Added List Price=\$10

Model=Upholstered Seat  
Added List Price=\$73

Model=Upholstered Seat and Back  
Added List Price=\$104

## SPECIAL SERVICES

### Special Carton Marking


With specially marked information N/C

### Shipping

Ships assembled, FOB Green Bay, WI 54302, freight prepaid. Freight class 125.

Specifications and prices are subject to change without prior notice.

**MODEL / DESCRIPTION / LIST PRICING**
**PISA | RECTANGLE | CAFE HEIGHT - 29"**

	Model Number	Table Top Size	Shpg. Wght	Number of Legs	LAMINATE TOP ASSORTED EDGES							VENEER TOP	
					GRP 1	GRP 2	GRP 3	GRP 4	GRP 5	GRP 6	GRP 7	GRP 8	GRP 9
 RECTANGLE	PSA2448	24 X 48	70	4	N/A	\$1287	\$1403	\$1503	\$1701	\$1866	\$2063	\$3180	\$3803
	PSA2460	24 X 60	79	4	N/A	\$1328	\$1458	\$1569	\$1790	\$1974	\$2197	\$3311	\$3922
	PSA2472	24 X 72	88	4	N/A	\$1471	\$1614	\$1737	\$1981	\$2185	\$2430	\$3663	\$4340
	PSA2484	24 X 84	97	4	N/A	\$1582	\$1746	\$1887	\$2166	\$2400	\$2681	\$3973	\$4668
	PSA2496	24 X 96	106	4	N/A	\$1675	\$1852	\$2004	\$2307	\$2560	\$2863	\$4215	\$4937
	PSA3048	30 X 48	79	4	N/A	\$1384	\$1514	\$1626	\$1851	\$2037	\$2262	\$3437	\$4085
	PSA3060	30 X 60	90	4	N/A	\$1434	\$1580	\$1706	\$1959	\$2170	\$2421	\$3595	\$4227
	PSA3072	30 X 72	102	4	N/A	\$1584	\$1747	\$1889	\$2169	\$2402	\$2683	\$3976	\$4670
	PSA3084	30 X 84	113	4	N/A	\$1705	\$1892	\$2053	\$2374	\$2642	\$2962	\$4312	\$5024
	PSA3096	30 X 96	124	4	N/A	\$1805	\$2009	\$2184	\$2533	\$2823	\$3174	\$4582	\$5317
	PSA3648	36 X 48	88	4	N/A	\$1490	\$1640	\$1768	\$2023	\$2238	\$2494	\$3728	\$4397
	PSA3660	36 X 60	102	4	N/A	\$1599	\$1768	\$1912	\$2202	\$2442	\$2732	\$4024	\$4715
	PSA3672	36 X 72	115	4	N/A	\$1707	\$1895	\$2057	\$2379	\$2648	\$2972	\$4322	\$5033
	PSA3684	36 X 84	129	4	N/A	\$1887	\$2102	\$2286	\$2654	\$2961	\$3329	\$4796	\$5561
	PSA3696	36 X 96	142	4	N/A	\$1946	\$2180	\$2380	\$2781	\$3115	\$3518	\$4983	\$5728

**PISA | RECTANGLE | BAR HEIGHT - 42"**

	Model Number	Table Top Size	Shpg. Wght	Number of Legs	LAMINATE TOP ASSORTED EDGES							VENEER TOP	
					GRP 1	GRP 2	GRP 3	GRP 4	GRP 5	GRP 6	GRP 7	GRP 8	GRP 9
 RECTANGLE	PSAH2460	24 X 60	79	4	N/A	\$1580	\$1709	\$1821	\$2042	\$2226	\$2449	\$3865	\$4671
	PSAH2472	24 X 72	88	4	N/A	\$1722	\$1866	\$1988	\$2233	\$2437	\$2682	\$4218	\$5090
	PSAH2484	24 X 84	97	4	N/A	\$1834	\$1998	\$2139	\$2418	\$2652	\$2933	\$4528	\$5419
	PSAH2496	24 X 96	106	4	N/A	\$1926	\$2103	\$2255	\$2559	\$2812	\$3115	\$4769	\$5687
	PSAH3060	30 X 60	90	4	N/A	\$1686	\$1832	\$1958	\$2211	\$2421	\$2673	\$4149	\$4979
	PSAH3072	30 X 72	102	4	N/A	\$1835	\$1999	\$2140	\$2420	\$2654	\$2935	\$4530	\$5421
	PSAH3084	30 X 84	113	4	N/A	\$1957	\$2144	\$2305	\$2625	\$2894	\$3214	\$4867	\$5775
	PSAH3096	30 X 96	124	4	N/A	\$2057	\$2261	\$2436	\$2785	\$3075	\$3425	\$5137	\$6068
	PSAH3660	36 X 60	102	4	N/A	\$1851	\$2020	\$2164	\$2454	\$2694	\$2984	\$4578	\$5465
	PSAH3672	36 X 72	115	4	N/A	\$1959	\$2147	\$2309	\$2631	\$2900	\$3222	\$4875	\$5782
	PSAH3684	36 X 84	129	4	N/A	\$2214	\$2430	\$2612	\$2981	\$3289	\$3655	\$5517	\$6536
	PSAH3696	36 X 96	142	4	N/A	\$2273	\$2507	\$2708	\$3108	\$3443	\$3844	\$5703	\$6703

**OPTIONS**

Add upcharge to list price and code to model number

STH	Special Table Height, other than 29" or 42"	\$212		CH	Counter Table Height - 36"	\$212	
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## What is the UHLS MyCard?

The UHLS MyCard is a fine-free, limited-access library card for youth. It is intended to address multiple barriers to serving youth and families, including:

- Parent not present for child's library card registration
- Barriers to access related to fines (i.e. computer access, checking out materials)
- Previous item loss or fines on a child's card
- Groups / children with multiple families
- Giving children an option for getting their own card if their parent/guardian has lost items/fines.

A number of libraries within UHLS had previously adopted MyCards for their specific library, which could only be used at that library; if a child attempted to use the card at other libraries, their cards would not be recognized. Since many children/families use multiple libraries, switching to a system-wide option will allow libraries in our region to offer service to young people in Albany and Rensselaer Counties.

### Parameters for UHLS Youth My Card

Parameter	UHLS MyCard
Signup age	Under 18
Checked-out item limits	3 items
Internet use	Allowed
Database access	Allowed (UHLS-supported databases)
Fines	No overdue fines; fines waived for overdue fines accrued previously before MyCard
Lost items	Payment required for lost items; payment required for previous lost items if patron already has card
Card blocked	At \$10
Allowed items	Any books; J & YA DVDs; J & YA audiobooks
Restricted items	All other items
Number of item renewals	Determined by loan rule
Parent/guardian	Not needed to sign up; parent/guardian can revoke or opt out of <u>any</u> youth card
Status of parent/guardian card	Child can receive card regardless of parent/guardian's card status
Card expiration, address verification	Every 3 years
Replace youth card at individual libraries	Child would be issued either a full access youth card or a UHLS MyCard
Replace current MyCards at individual libraries	Yes, but library can use its own branding of physical card if desired
Renewal of card	Card can be renewed until person is 18; when holder is 18 card automatically is converted to UHLS Adult card
Change to regular youth card or adult card	Can switch to individual library youth card or adult card in accordance with library registration policies
New physical card and branding	Yes, but library can use its own branding of physical card if desired
Accepted at all UHLS libraries	Recommended as a minimum participation level
Issued at all UHLS libraries	Recommended

## **Castleton Public Library Board of Trustees Meeting**

**Monday March 18, 2019 Minutes**

**Welcome/Pledge of Allegiance:** Meeting called to order by President Karis-Nix at 7:03 pm.

**Roll Call:** Present: Mary Claire Aitken, Secretary; Nathan Hans, Treasurer; Maria Marcucci, Trustee; Shane Mitchum, Trustee; Jillian Farrell, Trustee; Jacki Griffin, Vice President; and Melissa Tacke, Library Director.

**Adoption of Agenda:** Agenda adopted upon motion of Treasurer Hans and seconded by Vice President Griffin.

**Public Comment:** None

**President's Report:** None

**Secretary's Report:** Vice President Griffin motioned to approve the February 2019 meeting minutes. Seconded by Treasurer Hans. Unanimously approved.

**Treasurer's Report:** President Karis-Nix motioned to approve the February 2019 Check Detail Reports. Seconded by Vice President Griffin. Unanimously approved.

**Director's Report:** Director Tacke presented her monthly report for March. The director reported funding was received from the Town of Schodack in February. The annual Staff Development Day was held. Staff also attended workplace violence & sexual harassment training. Also, an experienced cataloger working on a grant catalogued historical books.

**Friends Report:** None

**Committee Reports:** Trustee Farrell was appointed to the Finance Committee. The Policy Committee approved a draft of the Meeting Room Policy. The Board discussed the Meeting Room Policy. Vice President Griffin motioned to approve the Meeting Room Policy with a second by Trustee Marcucci. Unanimously approved. Refer to Old Business for information related to the Library Space committee.

**Old Business:** The lease agreement with the Village of Castleton was reviewed. Treasurer Hans motioned to approve the lease agreement and Vice President Griffin seconded. Unanimously approved. The bids for the A/V vendors for the annex renovation were reviewed. Trustee Farrell abstained and a vote was held 6-0 to approve AudioVisual Sales and Service as the vendor. President Karis-Nix motioned to approve and Treasurer Hans seconded the selection. Unanimously approved. The Zack Goldstein Memorial was discussed. The director evaluation and board self-evaluation were reviewed and discussed. Library programs and Trustee attendance for programs were discussed.

**New Business:** The 2018 Financial Review was reviewed. Trustee Mitchum volunteered to be the new check signer.

**Announcements:** None

**Executive Session:** None

The meeting was adjourned upon motion by Treasurer Hans and seconded by Vice President Griffin at 8:11pm.

11:10 AM  
04/04/19

The Castleton Public Library  
Check Detail

March 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	03/04/2019	Amazon LLC	200.2 · Citizens Checking Account		-12.00
Bill	1134838226...	03/04/2019		74104B5 · Magazines and Newspapers	-12.00	12.00
TOTAL					-12.00	12.00
Bill Pmt -Check	DEBIT	03/04/2019	Amazon LLC	200.2 · Citizens Checking Account		-25.00
Bill	1137847321...	03/04/2019		74104B5 · Magazines and Newspapers	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Check	DEBIT	03/04/2019	Amazon LLC	200.2 · Citizens Checking Account		-11.97
Bill	1132480226...	03/04/2019		74104B5 · Magazines and Newspapers	-11.97	11.97
TOTAL					-11.97	11.97
Bill Pmt -Check	DEBIT	03/04/2019	Amazon LLC	200.2 · Citizens Checking Account		-47.91
Bill	1140082144...	03/04/2019		74104B1 · DVDs & Other Materials	-47.91	47.91
TOTAL					-47.91	47.91
Bill Pmt -Check	DEBIT	03/07/2019	Amazon LLC	200.2 · Citizens Checking Account		-19.99
Bill	1144159747...	03/07/2019		74104B1 · DVDs & Other Materials	-19.99	19.99
TOTAL					-19.99	19.99
Bill Pmt -Check	DEBIT	03/11/2019	Amazon LLC	200.2 · Citizens Checking Account		-35.95
Bill	1140082144...	03/11/2019		74104B1 · DVDs & Other Materials	-35.95	35.95
TOTAL					-35.95	35.95
Bill Pmt -Check	DEBIT	03/14/2019	USPS	200.2 · Citizens Checking Account		-5.71
Bill		03/14/2019		7410.4G · Postage	-5.71	5.71
TOTAL					-5.71	5.71
Bill Pmt -Check	DEBIT	03/18/2019	Amazon LLC	200.2 · Citizens Checking Account		-18.23
Bill	1140082144...	03/04/2019		74104B1 · DVDs & Other Materials	-18.23	18.23
TOTAL					-18.23	18.23
Bill Pmt -Check	DEBIT	03/18/2019	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1140082144...	03/18/2019		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	03/20/2019	Amazon LLC	200.2 · Citizens Checking Account		-53.94
Bill	1144519511...	03/20/2019		7410.4D · Programs	-53.94	53.94
TOTAL					-53.94	53.94



11:10 AM  
04/04/19

The Castleton Public Library  
Check Detail

March 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	03/20/2019	USPS	200.2 · Citizens Checking Account		-3.10
Bill		03/20/2019		7410.4G · Postage	-3.10	3.10
TOTAL					-3.10	3.10
Bill Pmt -Check	DEBIT	03/21/2019	Amazon LLC	200.2 · Citizens Checking Account		-32.42
Bill	1144519511...	03/21/2019		7410.4D · Programs	-32.42	32.42
TOTAL					-32.42	32.42
Bill Pmt -Check	DEBIT	03/21/2019	Amazon LLC	200.2 · Citizens Checking Account		-22.00
Bill	1148310624...	03/20/2019		7410.4D · Programs	-22.00	22.00
TOTAL					-22.00	22.00
Bill Pmt -Check	DEBIT	03/22/2019	Amazon LLC	200.2 · Citizens Checking Account		-57.08
Bill	1140344353...	03/22/2019		7410.4D · Programs	-57.08	57.08
TOTAL					-57.08	57.08
Bill Pmt -Check	DEBIT	03/23/2019	Amazon LLC	200.2 · Citizens Checking Account		-31.68
Bill	1144519511...	03/23/2019		7410.4D · Programs	-31.68	31.68
TOTAL					-31.68	31.68
Bill Pmt -Check	DEBIT	03/23/2019	Amazon LLC	200.2 · Citizens Checking Account		-58.86
Bill	1140632238...	03/23/2019		74104B1 · DVDs & Other Materials	-58.86	58.86
TOTAL					-58.86	58.86
Bill Pmt -Check	DEBIT	03/26/2019	Wal-Mart	200.2 · Citizens Checking Account		-78.79
Bill		03/26/2019		74104B1 · DVDs & Other Materials	-19.96	19.96
				7410.4D · Programs	-39.94	39.94
				7410.4D · Programs	-18.89	18.89
TOTAL					-78.79	78.79
Bill Pmt -Check	DEBIT	03/26/2019	Amazon LLC	200.2 · Citizens Checking Account		-32.92
Bill	1140082144...	03/26/2019		74104B1 · DVDs & Other Materials	-32.92	32.92
TOTAL					-32.92	32.92
Bill Pmt -Check	2446	03/04/2019	U.S. Bank	200.2 · Citizens Checking Account		-133.25
Bill	378902001	02/22/2019		7410.4C · Equipment/Technology	-133.25	133.25
TOTAL					-133.25	133.25
Bill Pmt -Check	2447	03/04/2019	OverDrive	200.2 · Citizens Checking Account		-165.48
Bill	MULTIPLE	02/28/2019		74104B2 · Electronic Content	-165.48	165.48
TOTAL					-165.48	165.48

The Castleton Public Library  
Check Detail

March 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2448	03/04/2019	UHLS	200.2 · Citizens Checking Account		-14.95
Bill	19-120	02/25/2019		7410.4C · Equipment/Technology	-14.95	14.95
TOTAL					-14.95	14.95
Bill Pmt -Check	2449	03/08/2019	Time Warner Cable	200.2 · Citizens Checking Account		-87.50
Bill	8688574010...	03/08/2019		7410.4H · Telephone/Data Links	-87.50	87.50
TOTAL					-87.50	87.50
Bill Pmt -Check	2450	03/11/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,105.32
Bill	84129	03/04/2019		7410.1A · Gross wages - Director	-1,864.41	1,864.41
				7410.1B · Gross wages - Librarian	-693.50	693.50
				7410.1C · Gross wages - Assistant	-1,259.53	1,259.53
				9030.8 · Social Security/Medicare	-287.88	287.88
TOTAL					-4,105.32	4,105.32
Bill Pmt -Check	2451	03/11/2019	William C. Adams	200.2 · Citizens Checking Account		-420.00
Bill		02/28/2019		7410.4J · Professional Services	-420.00	420.00
TOTAL					-420.00	420.00
Bill Pmt -Check	2452	03/11/2019	Brodart	200.2 · Citizens Checking Account		-1,041.20
Bill	MULTIPLE	03/11/2019		74104B3 · Print Materials	-1,041.20	1,041.20
TOTAL					-1,041.20	1,041.20
Bill Pmt -Check	2454	03/18/2019	CDLC	200.2 · Citizens Checking Account		-30.00
Bill		03/18/2019		7410.4A · Staff Development/Edu	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	2455	03/18/2019	Staples	200.2 · Citizens Checking Account		-320.30
Bill		03/18/2019		7410.4F · Office and Library Supplies	-320.30	320.30
TOTAL					-320.30	320.30
Bill Pmt -Check	2456	03/18/2019	Village of Castleto...	200.2 · Citizens Checking Account		-548.72
Bill	84132	03/18/2019		9060.8 · Health Insurance	-548.72	548.72
TOTAL					-548.72	548.72
Bill Pmt -Check	2457	03/18/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,245.57
Bill	84133	03/18/2019		7410.1A · Gross wages - Director	-1,864.41	1,864.41
				7410.1B · Gross wages - Librarian	-711.75	711.75
				7410.1C · Gross wages - Assistant	-1,371.57	1,371.57
				9030.8 · Social Security/Medicare	-297.84	297.84
TOTAL					-4,245.57	4,245.57

The Castleton Public Library  
Check Detail

March 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2458	03/22/2019	Demco	200.2 · Citizens Checking Account		-219.27
Bill	6569868	03/15/2019		7410.4F · Office and Library Supplies	-219.27	219.27
TOTAL					-219.27	219.27
Bill Pmt -Check	2459	03/22/2019	OverDrive	200.2 · Citizens Checking Account		-244.99
Bill	MULTIPLE	03/19/2019		74104B2 · Electronic Content	-244.99	244.99
TOTAL					-244.99	244.99
Bill Pmt -Check	2460	03/25/2019	Hancock Shaker V...	200.2 · Citizens Checking Account		-250.00
Bill		03/25/2019		74104B6 · Museum Passes	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	2461	03/25/2019	Brodart	200.2 · Citizens Checking Account		-299.91
Bill	MULTIPLE	03/25/2019		74104B3 · Print Materials	-299.91	299.91
TOTAL					-299.91	299.91
Bill Pmt -Check	2462	03/29/2019	U.S. Bank	200.2 · Citizens Checking Account		-133.25
Bill	381193945	03/26/2019		7410.4C · Equipment/Technology	-133.25	133.25
TOTAL					-133.25	133.25
Bill Pmt -Check	2463	03/29/2019	Recorded Books, ...	200.2 · Citizens Checking Account		-74.99
Bill	MULTIPLE	03/26/2019		74104B4 · Audiobooks	-74.99	74.99
TOTAL					-74.99	74.99

**The Castleton Public Library  
Reconciliation Summary**200.1 · Citizens Money Market, Period Ending 03/31/2019

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	<b>Mar 31, 19</b>
<b>Beginning Balance</b>	225,544.53
<b>Cleared Transactions</b>	
<b>Checks and Payments - 1 item</b>	-13,000.00
<b>Deposits and Credits - 3 items</b>	1,628.10
<b>Total Cleared Transactions</b>	-11,371.90
<b>Cleared Balance</b>	<b>214,172.63</b>
<b>Register Balance as of 03/31/2019</b>	214,172.63
<b>Ending Balance</b>	214,172.63

10:43 AM

04/04/19

## The Castleton Public Library

## Reconciliation Detail

200.1 - Citizens Money Market, Period Ending 03/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						225,544.53
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	03/27/2019			X	-13,000.00	-13,000.00
Total Checks and Payments					-13,000.00	-13,000.00
<b>Deposits and Credits - 3 items</b>						
Deposit	03/11/2019			X	280.29	280.29
Deposit	03/22/2019			X	1,344.01	1,624.30
Deposit	03/31/2019			X	3.80	1,628.10
Total Deposits and Credits					1,628.10	1,628.10
Total Cleared Transactions					-11,371.90	-11,371.90
Cleared Balance					-11,371.90	214,172.63
Register Balance as of 03/31/2019					-11,371.90	214,172.63
<b>Ending Balance</b>					<b>-11,371.90</b>	<b>214,172.63</b>



**The Castleton Public Library  
Reconciliation Summary**200.2 · Citizens Checking Account, Period Ending 03/31/2019

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	<b>Mar 31, 19</b>
<b>Beginning Balance</b>	21,465.08
<b>Cleared Transactions</b>	
Checks and Payments - 34 items	-12,316.45
Deposits and Credits - 1 item	13,000.00
<b>Total Cleared Transactions</b>	683.55
<b>Cleared Balance</b>	<b>22,148.63</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 4 items	-878.24
<b>Total Uncleared Transactions</b>	-878.24
<b>Register Balance as of 03/31/2019</b>	<b>21,270.39</b>
<b>Ending Balance</b>	21,270.39

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04/04/19

## The Castleton Public Library

## Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 03/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						21,465.08
<b>Cleared Transactions</b>						
<b>Checks and Payments - 34 items</b>						
Bill Pmt -Check	02/25/2019	2442	Times Union	X	-102.00	-102.00
Bill Pmt -Check	02/25/2019	2443	OverDrive	X	-67.48	-169.48
Bill Pmt -Check	02/28/2019	2445	Children's Museum ...	X	-125.00	-294.48
Bill Pmt -Check	03/04/2019	2447	OverDrive	X	-165.48	-459.96
Bill Pmt -Check	03/04/2019	2446	U.S. Bank	X	-133.25	-593.21
Bill Pmt -Check	03/04/2019	DEBIT	Amazon LLC	X	-47.91	-641.12
Bill Pmt -Check	03/04/2019	DEBIT	Amazon LLC	X	-25.00	-666.12
Bill Pmt -Check	03/04/2019	2448	UHLS	X	-14.95	-681.07
Bill Pmt -Check	03/04/2019	DEBIT	Amazon LLC	X	-12.00	-693.07
Bill Pmt -Check	03/04/2019	DEBIT	Amazon LLC	X	-11.97	-705.04
Bill Pmt -Check	03/07/2019	DEBIT	Amazon LLC	X	-19.99	-725.03
Bill Pmt -Check	03/08/2019	2449	Time Warner Cable	X	-87.50	-812.53
Bill Pmt -Check	03/11/2019	2450	Village of Castleton...	X	-4,105.32	-4,917.85
Bill Pmt -Check	03/11/2019	2452	Brodart	X	-1,041.20	-5,959.05
Bill Pmt -Check	03/11/2019	DEBIT	Amazon LLC	X	-35.95	-5,995.00
Bill Pmt -Check	03/14/2019	DEBIT	USPS	X	-5.71	-6,000.71
Bill Pmt -Check	03/18/2019	2457	Village of Castleton...	X	-4,245.57	-10,246.28
Bill Pmt -Check	03/18/2019	2456	Village of Castleton...	X	-548.72	-10,795.00
Bill Pmt -Check	03/18/2019	2455	Staples	X	-320.30	-11,115.30
Bill Pmt -Check	03/18/2019	2454	CDLC	X	-30.00	-11,145.30
Bill Pmt -Check	03/18/2019	DEBIT	Amazon LLC	X	-18.23	-11,163.53
Bill Pmt -Check	03/18/2019	DEBIT	Amazon LLC	X	-17.96	-11,181.49
Bill Pmt -Check	03/20/2019	DEBIT	Amazon LLC	X	-53.94	-11,235.43
Bill Pmt -Check	03/20/2019	DEBIT	USPS	X	-3.10	-11,238.53
Bill Pmt -Check	03/21/2019	DEBIT	Amazon LLC	X	-32.42	-11,270.95
Bill Pmt -Check	03/21/2019	DEBIT	Amazon LLC	X	-22.00	-11,292.95
Bill Pmt -Check	03/22/2019	2459	OverDrive	X	-244.99	-11,537.94
Bill Pmt -Check	03/22/2019	2458	Demco	X	-219.27	-11,757.21
Bill Pmt -Check	03/22/2019	DEBIT	Amazon LLC	X	-57.08	-11,814.29
Bill Pmt -Check	03/23/2019	DEBIT	Amazon LLC	X	-58.86	-11,873.15
Bill Pmt -Check	03/23/2019	DEBIT	Amazon LLC	X	-31.68	-11,904.83
Bill Pmt -Check	03/25/2019	2461	Brodart	X	-299.91	-12,204.74
Bill Pmt -Check	03/26/2019	DEBIT	Wal-Mart	X	-78.79	-12,283.53
Bill Pmt -Check	03/26/2019	DEBIT	Amazon LLC	X	-32.92	-12,316.45
Total Checks and Payments					-12,316.45	-12,316.45
<b>Deposits and Credits - 1 item</b>						
Transfer	03/27/2019			X	13,000.00	13,000.00
Total Deposits and Credits					13,000.00	13,000.00
Total Cleared Transactions					683.55	683.55
Cleared Balance					683.55	22,148.63
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Bill Pmt -Check	03/11/2019	2451	William C. Adams		-420.00	-420.00

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04/04/19

## The Castleton Public Library

## Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 03/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	03/25/2019	2460	Hancock Shaker Vil...		-250.00	-670.00
Bill Pmt -Check	03/29/2019	2462	U.S. Bank		-133.25	-803.25
Bill Pmt -Check	03/29/2019	2463	Recorded Books, L...		-74.99	-878.24
Total Checks and Payments					-878.24	-878.24
Total Uncleared Transactions					-878.24	-878.24
Register Balance as of 03/31/2019					-194.69	21,270.39
Ending Balance					<b>-194.69</b>	<b>21,270.39</b>

# The Castleton Public Library

## Profit & Loss

### March 2019

	Mar 19
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	0.50
2082.12 · Lost Books	12.99
2082.13 · Copies, Prints and Faxes	50.45
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	63.94
Total 2082 · Library Charges	63.94
2401 · Interest & Earnings	3.80
2705 · Gifts & Donations	360.36
2760 · Library System Grants	
2760.9 · Grants - Other	1,200.00
Total 2760 · Library System Grants	1,200.00
Total Income	1,628.10
Gross Profit	1,628.10
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	3,728.82
7410.1B · Gross wages - Librarian	1,405.25
7410.1C · Gross wages - Assistant	2,631.10
Total 7410.11 · Employee Gross Wages	7,765.17
Total 7410.1 · Personal Services	7,765.17
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	250.00
74104B5 · Magazines and Newspapers	48.97
74104B4 · Audiobooks	74.99
74104B3 · Print Materials	1,341.11
74104B2 · Electronic Content	244.99
74104B1 · DVDs & Other Materials	251.78
Total 7410.4B · Library Materials	2,211.84
7410.4C · Equipment/Technology	133.25
7410.4D · Programs	255.95
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	30.00
7410.4G · Postage	8.81
7410.4H · Telephone/Data Links	87.50
7410.4F · Office and Library Supplies	539.57
Total 7410.41 · Operations and Administrative	665.88
Total 7410.4 · Contractual Expenses	3,266.92
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	585.72
9060.8 · Health Insurance	548.72
Total 9000 · Employee - Benefits	1,134.44
Total Expense	12,166.53
Net Ordinary Income	-10,538.43
Net Income	-10,538.43

**The Castleton Public Library**  
**Profit & Loss Budget vs. Actual**

January through March 2019

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	29.91	0.00	29.91	100.0%
2082.12 · Lost Books	53.98	0.00	53.98	100.0%
2082.13 · Copies, Prints and Faxes	179.80	700.00	-520.20	25.7%
2082.14 · Register Overage/Shortage	0.05	0.00	0.05	100.0%
Total 2082.1 · Library Fines & Fees	263.74	700.00	-436.26	37.7%
Total 2082 · Library Charges	263.74	700.00	-436.26	37.7%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	130,410.00	130,410.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	14,000.00	-14,000.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	130,410.00	147,735.00	-17,325.00	88.3%
2401 · Interest & Earnings	7.58	35.00	-27.42	21.7%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	4,154.52	4,000.00	154.52	103.9%
Total 2705 · Gifts & Donations	5,154.52	5,000.00	154.52	103.1%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,400.00	-1,400.00	0.0%
2760.9 · Grants - Other	4,200.00	3,500.00	700.00	120.0%
Total 2760 · Library System Grants	4,200.00	4,900.00	-700.00	85.7%
599 · Appropriated Fund Balance	0.00	5,000.00	-5,000.00	0.0%
Total Income	140,035.84	163,370.00	-23,334.16	85.7%
Gross Profit	140,035.84	163,370.00	-23,334.16	85.7%
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	11,150.62	48,661.00	-37,510.38	22.9%
7410.1B · Gross wages - Librarian	4,207.23	18,985.00	-14,777.77	22.2%
7410.1C · Gross wages - Assistant	7,796.84	37,300.00	-29,503.16	20.9%
Total 7410.11 · Employee Gross Wages	23,154.69	104,946.00	-81,791.31	22.1%
Total 7410.1 · Personal Services	23,154.69	104,946.00	-81,791.31	22.1%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	845.00	1,600.00	-755.00	52.8%
7410.4B5 · Magazines and Newspapers	246.97	960.00	-713.03	25.7%
7410.4B4 · Audiobooks	119.99	480.00	-360.01	25.0%
7410.4B3 · Print Materials	2,502.52	6,750.00	-4,247.48	37.1%
7410.4B2 · Electronic Content	1,475.31	2,754.00	-1,278.69	53.6%
7410.4B1 · DVDs & Other Materials	527.05	1,900.00	-1,372.95	27.7%
7410.4B · Library Materials - Other	128.52	110.00	18.52	116.8%
Total 7410.4B · Library Materials	5,845.36	14,554.00	-8,708.64	40.2%
7410.4C · Equipment/Technology	414.70	2,500.00	-2,085.30	16.6%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	0.00	3,000.00	-3,000.00	0.0%
7410.4D · Programs - Other	541.86	2,500.00	-1,958.14	21.7%
Total 7410.4D · Programs	541.86	5,500.00	-4,958.14	9.9%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	137.73	800.00	-662.27	17.2%
7410.4E · Automated Services	913.25	3,275.00	-2,361.75	27.9%
7410.4G · Postage	167.13	250.00	-82.87	66.9%



**The Castleton Public Library**  
**Profit & Loss Budget vs. Actual**

January through March 2019

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
7410.4H · Telephone/Data Links	262.56	1,050.00	-787.44	25.0%
7410.4I · Insurance	1,621.05	2,300.00	-678.95	70.5%
7410.4F · Office and Library Supplies	549.29	1,200.00	-650.71	45.8%
7410.4J · Professional Services	420.00	640.00	-220.00	65.6%
<b>Total 7410.41 · Operations and Administrative</b>	<b>4,071.01</b>	<b>9,515.00</b>	<b>-5,443.99</b>	<b>42.8%</b>
7410.4K · Miscellaneous	0.00	25.00	-25.00	0.0%
<b>Total 7410.4 · Contractual Expenses</b>	<b>10,872.93</b>	<b>32,094.00</b>	<b>-21,221.07</b>	<b>33.9%</b>
<b>9000 · Employee - Benefits</b>				
9010.8 · NYS Retirement	0.00	7,100.00	-7,100.00	0.0%
9030.8 · Social Security/Medicare	1,746.39	7,800.00	-6,053.61	22.4%
9040.8 · Workers Comp	156.84	1,000.00	-843.16	15.7%
9055.8 · Disability	103.50	650.00	-546.50	15.9%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	1,646.16	8,280.00	-6,633.84	19.9%
<b>Total 9060.8 · Health Insurance</b>	<b>1,646.16</b>	<b>9,780.00</b>	<b>-8,133.84</b>	<b>16.8%</b>
<b>Total 9000 · Employee - Benefits</b>	<b>3,652.89</b>	<b>26,330.00</b>	<b>-22,677.11</b>	<b>13.9%</b>
<b>Total Expense</b>	<b>37,680.51</b>	<b>163,370.00</b>	<b>-125,689.49</b>	<b>23.1%</b>
<b>Net Ordinary Income</b>	<b>102,355.33</b>	<b>0.00</b>	<b>102,355.33</b>	<b>100.0%</b>
<b>Net Income</b>	<b>102,355.33</b>	<b>0.00</b>	<b>102,355.33</b>	<b>100.0%</b>

The Castleton Public Library  
Profit & Loss Forecast vs. Actual

January through March 2019

	Jan - Mar 19	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	29.91	321.84	-291.93	9.3%
2082.12 · Lost Books	53.98			
2082.13 · Copies, Prints and Faxes	179.80	191.95	-12.15	93.7%
2082.14 · Register Overage/Shortage	0.05	2.00	-1.95	2.5%
Total 2082.1 · Library Fines & Fees	263.74	515.79	-252.05	51.1%
Total 2082 · Library Charges	263.74	515.79	-252.05	51.1%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	130,410.00	113,400.00	17,010.00	115.0%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	0.00	0.00	0.00	0.0%
Total 2360 · Intergovernmental Revenues	130,410.00	113,400.00	17,010.00	115.0%
2401 · Interest & Earnings	7.58	8.01	-0.43	94.6%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	4,154.52	3,096.50	1,058.02	134.2%
Total 2705 · Gifts & Donations	5,154.52	4,096.50	1,058.02	125.8%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	0.00	0.00	0.00	0.0%
2760.9 · Grants - Other	4,200.00	0.00	4,200.00	100.0%
Total 2760 · Library System Grants	4,200.00	0.00	4,200.00	100.0%
Total Income	140,035.84	118,020.30	22,015.54	118.7%
Gross Profit	140,035.84	118,020.30	22,015.54	118.7%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	11,150.62	10,756.32	394.30	103.7%
7410.1B · Gross wages - Librarian	4,207.23	3,873.60	333.63	108.6%
7410.1C · Gross wages - Assistant	7,796.84	6,275.48	1,521.36	124.2%
Total 7410.11 · Employee Gross Wages	23,154.69	20,905.40	2,249.29	110.8%
Total 7410.1 · Personal Services	23,154.69	20,905.40	2,249.29	110.8%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	845.00	670.00	175.00	126.1%
7410.4B5 · Magazines and Newspapers	246.97	232.70	14.27	106.1%
7410.4B4 · Audiobooks	119.99	106.77	13.22	112.4%
7410.4B3 · Print Materials	2,502.52	1,468.96	1,033.56	170.4%
7410.4B2 · Electronic Content	1,475.31	962.82	512.49	153.2%
7410.4B1 · DVDs & Other Materials	527.05	461.82	65.23	114.1%
7410.4B · Library Materials - Other	128.52	106.92	21.60	120.2%
Total 7410.4B · Library Materials	5,845.36	4,009.99	1,835.37	145.8%
7410.4C · Equipment/Technology	414.70	804.26	-389.56	51.6%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	0.00	0.00	0.00	0.0%
7410.4D · Programs - Other	541.86	699.63	-157.77	77.4%
Total 7410.4D · Programs	541.86	699.63	-157.77	77.4%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	137.73	272.88	-135.15	50.5%
7410.4E · Automated Services	913.25	1,637.50	-724.25	55.8%
7410.4G · Postage	167.13	22.93	144.20	728.9%
7410.4H · Telephone/Data Links	262.56	258.00	4.56	101.8%
7410.4I · Insurance	1,621.05	1,304.98	316.07	124.2%
7410.4F · Office and Library Supplies	549.29	8.50	540.79	6,462.2%
7410.4J · Professional Services	420.00	420.00	0.00	100.0%
Total 7410.41 · Operations and Administrative	4,071.01	3,924.79	146.22	103.7%
7410.4K · Miscellaneous	0.00	6.00	-6.00	0.0%
Total 7410.4 · Contractual Expenses	10,872.93	9,444.67	1,428.26	115.1%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	1,746.39	1,586.45	159.94	110.1%
9040.8 · Workers Comp	156.84	182.55	-25.71	85.9%
9055.8 · Disability	103.50	0.00	103.50	100.0%
9060.8 · Health Insurance	1,646.16	1,646.16	0.00	100.0%
Total 9000 · Employee - Benefits	3,652.89	3,415.16	237.73	107.0%
Total Expense	37,680.51	33,765.23	3,915.28	111.6%
Net Ordinary Income	102,355.33	84,255.07	18,100.26	121.5%
Net Income	102,355.33	84,255.07	18,100.26	121.5%

**The Castleton Public Library**  
**Balance Sheet**  
As of March 31, 2019

	Mar 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	214,172.63
200.2 · Citizens Checking Account	21,270.39
200.9 · Petty Cash	50.00
Total Checking/Savings	235,493.02
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	238,993.02
<b>TOTAL ASSETS</b>	<b>238,993.02</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	131,564.71
Net Income	102,355.33
Total Equity	238,993.04
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>238,993.02</b>

## Director's Report – March

### March 2019 – Usage Statistics in Comparison

	March 2019	March 2018	Percent Change
<b>Circulation</b>			
Circulation of materials at CPL	2,180	1,980	+10.1%
Items loaned to other libraries	542	534	+1.5%
Items borrowed from other libraries	828	801	+3.0%
eContent circulation	413	373	+10.7%
<b>Programming</b>			
Number of programs offered	32	31	+3.2%
Program attendance	251	188	+33.5%
<b>Public Computer Use</b>			
Public Computer Sessions	NO DATA	82	N/A
<b>Marketing Reach</b>			
Website visits	10,033	11,948	-16.0%
Website unique visitors	2,963	3,262	-9.2%
Email newsletter list size	1,246	1,121	+11.2%
Facebook page likes	678	559	+21.3%
Facebook total reach	6,852	6,001	+14.2%

### Elimination of Overdue Fines – 1st Qtr. Information

- On Jan. 2, with the implementation of our new policy eliminating overdue fines, the Director sent a letter to any CPL patron with existing "billed" items (more than 30 days overdue) letting them know about our new policy. As of March 31, these letters resulted in 36 items returned, 4 items paid for, & replacement cost for 5 items forgiven.
- Success story: A patron had several billed items on her card, and she and her child had not visited the library in several months. After being sent a letter about our new policy, she and her child visited the library and returned all of the items that had been checked out. With a clean slate, they began visiting the library more frequently to borrow materials and to participate in our children's programs. Eliminating overdue fines helped us to bring this family back to the library!

### Fine & Donation Revenue Analysis – 1st Quarter

Category	1st Quarter 2019	1st Quarter 2018	Percent Change
Overdue Fines	\$15.70	\$262.40	-94%
Lost Books	\$53.98	\$59.44	-9.2%
Donation Box	\$112.91	N/A	N/A
Other Donations*	\$201.61	\$96.50	+108.9%
<b>Total</b>	<b>\$384.20</b>	<b>\$418.34</b>	<b>-8.2%</b>

\*Does not include funding from Friends of CPL, Castleton Kiwanis, or Kaercher 50th Anniversary donations.

### Library News

- David and Jean (Bennett) Kaercher celebrated their 50<sup>th</sup> wedding anniversary in March and asked their family and friends to donate to CPL in lieu of a gift. We received \$390 in donations in honor of the Kaerchers! Jean Kaercher grew up in Castleton, and she and her siblings shared fond memories of their weekly trips to CPL as children. She has also donated \$100 annually for the past 2 years in memory of her twin brother, Wayne Bennett.
- CPL received a \$1,200 grant for children's programming and services from Stewart's Shops Holiday Match Program. This year's grant award is a substantial increase over last year's grant of \$700.
- CPL received \$200 from the Castleton-Schodack Kiwanis Club. \$100 is earmarked for our Summer Reading Program; the other \$100 may be used for any library purpose.

## Programs & Outreach – March

3/1/2019	Bridge Club	6
3/4/2019	After Dinner Book Club	3
3/5/2019	Pajama Storytime	18
3/7/2019	Learn & Play Storytime	10
3/7/2019	Visit to Castleton Kids	26
3/8/2019	Family Movie Night	9
3/9/2019	Knock Hockey	11
3/11/2019	Read to Lacey	5
3/12/2019	Castle Hill Bookmobile	6
3/12/2019	Pajama Storytime	9
3/12/2019	Goodbye Yellow Brick Road	2
3/13/2019	Insect Art	2
3/14/2019	Learn & Play Storytime	14
3/14/2019	Teen Time: Poetry Games	0
3/15/2019	Bridge Club	3
3/15/2019	Outreach @ Readover/Sleepover	30
3/19/2019	Afternoon Book Club	7

3/19/2019	Pajama Storytime	6
3/21/2019	Learn & Play Storytime	14
3/22/2019	Perler Bead Crafts	8
3/23/2019	Recycled Art: Flower Wreaths	0
3/23/2019	Downsizing Seminar	1
3/25/2019	Riverside Lending Library	6
3/25/2019	Spring Renewal Yoga	5
3/26/2019	Cool Science: Candy Structures	6
3/26/2019	Pajama Storytime	6
3/26/2019	Legal Clinic	3
3/28/2019	Learn & Play Storytime	4
3/28/2019	Visit to Castleton Kids	20
3/29/2019	Bridge Club	7
3/30/2019	Early Lit. Class: Sing, Dance & Play	0
3/30/2019	Duct Tape Crafts	4
	<b>Month total</b>	<b>251</b>

## Outreach – April & May

- Thursday, April 4 – Visit to Castleton Kids (grades K-1)
- Tuesday, April 9 – Castle Hill Bookmobile
- Friday, April 12 – Library orientation program for Girl Scouts (grades K-1)
- Thursday, April 18 – Visit to Castleton Kids (grades K-1)
- Monday, April 29 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Thursday, May 2 – Visit to Castleton Kids (grades K-1)
- Sunday, May 5 – Table at Literacy Volunteers of Rensselaer County, Literacy 5K, Schodack Island State Park
- Tuesday, May 14 – Castle Hill Bookmobile
- Thursday, May 16 – Visit to Castleton Kids (grades K-1)
- Monday, May 20 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Friday, May 31 – Table at Schodack Central School District Wildcat Marathon

## Youth Services Librarian – Meetings, Outreach, and Continuing Education (March)

- March 7 – Outreach visit to Castleton Kids after-school program (grades K-1).
- March 8 – Youth Services Advisory Council meeting at UHLS.
- March 14 – Read It Forward Book Selection meeting at UHLS.
- March 15 – Outreach visit to CES Readover/Sleepover (grades 2-3).
- March 21 – Outreach visit to Castleton Kids after-school program (grades K-1).

## Director – Meetings, Outreach, and Continuing Education (March)

- March 1 – Directors' Association meeting at UHLS.
- March 4 – Meeting with Jon Higgins, Audio-Video Corporation, re: quote for A/V (Annex renovation)
- March 8 – Meeting with Eli Deso, Technical Video Inc., re: quote for A/V (Annex renovation)
- March 8 – Meeting with Michael Layman, Audio Visual Sales & Service, re: quote for A/V (Annex renovation)
- March 11 – Library Space Committee meeting.
- March 11 – Village Board meeting.
- March 12 – Castle Hill Bookmobile.
- March 13 – Automation Advisory Committee meeting at UHLS.
- March 20 – Meeting with Alaina Shanley, Eddy Alzheimer's Services, re: caregiver programming at CPL.
- March 21 – CORE Board Leadership Training at UHLS.
- March 25 – Lending Library at Riverside Center for Rehabilitation and Nursing.
- March 25 – Village Board meeting.
- March 29 – eContent Committee meeting at UHLS.





# Classes and Events at Castleton Public Library April 2019

## Weekly Programs



### Monday Mile Community Walk

Mondays at 5:00 p.m. April 1, 8, 15, 22, 29.

Location: Intersection of Main Street and Scott Avenue

Let's walk the Main Street Mile together every Monday (weather permitting)! We'll meet at the intersection of Main & Scott. All ages welcome (ages 10 & under must be accompanied by an adult).



### Pajama Storytime

Tuesdays at 6:00 p.m. April 2, 9, 16, 23, 30.

Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.

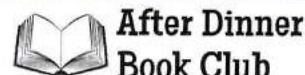


### Learn & Play Storytime

Thursdays at 10:30 a.m. April 4, 11, 18, 25 (4/25 storytime meets at Community Garden)

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills! Join us every Thursday for fun and learning.

## Other Programs



### After Dinner Book Club

### After Dinner Book Club – *Nomadland: Surviving America in the Twenty-First Century*

Monday, April 1, 7:00 p.m.



### Rainbow Art

Tuesday, April 2, 3:00-6:00 p.m.

Decorate your own rainbow with a variety of colorful materials!



### So You Want to Be an Entrepreneur

Wednesday, April 3, 6:00 p.m.

Explore the "dos and don'ts" of success with career counselor Tom Denham. Learn to navigate the 3 stages of entrepreneurship & develop an understanding of your business' core concepts. *Registration required; call 518-732-0879.* Supported by funds from the NYSL Adult Literacy Library Services Program.



### Family Movie Night – *Mary Poppins Returns* (PG)

Friday, April 5, 6:00 p.m.



### Read to Lacey the Therapy Dog

Monday, April 8, 4:00-5:00 p.m.



### One-on-One Career Coaching

Wednesday, April 10, 5:30-8:00 p.m.

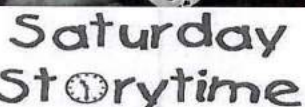
Discuss your career and workplace questions with career coach Marsha Lazarus. Explore any topic – from job-seeking, to goals and motivation, to handling challenges. **Appointment required; call 518-732-0879 to reserve your 45-min. appointment.** Supported by funds from NYSL Adult Literacy Library Services Program.



### Bridge Club

Friday, April 12, 10:30 a.m.

Come play bridge with us! Geared toward beginners and players who need a refresher.



### Saturday Storytime

Saturday, April 13, 10:30 a.m.

Join Miss Joelle for stories, songs, and a craft! Recommended for ages birth to 8.



### Make a Suncatcher

Saturday, April 13, 12:00-4:00 p.m.



### Afternoon Book Club

### Afternoon Book Club – *Why We Sleep: Unlocking the Power of Sleep & Dreams*

Tuesday, April 16, 1:00 p.m.





**Cool  
Science!**



**Legal Clinic (appointment required; call 518-435-1770)**

**Tuesday, April 16, 6:30-7:30 p.m.**

**Recycled Art: Robots & Monsters!**

**Friday, April 19, 10:00 a.m. – 6:00 p.m.**

Get creative and make your own unique robot or monster out of a tin can or paper tube!

**Friends of CPL Bottle & Can Drive**

**Saturday, April 20 through Saturday, April 27**

Save us your empties! Bring your returnable bottles and cans to the library any time from **Saturday, April 20 through Saturday, April 27**. All proceeds benefit the Friends of CPL.

**Zack Goldstein Children's Area Dedication**

**Saturday, April 20, 2:00 p.m.**

Join us as we dedicate our children's area in memory of CPL trustee Zack Goldstein (1984-2018).

**Perler Bead Crafts**

**Monday, April 22, 12:00-8:00 p.m.**

**Cool Science: Rain Clouds**

**Tuesday, April 23, 4:00-6:00 p.m.**

Learn how rain clouds work as we create colorful rain using food coloring and shaving cream!

**Spring Crafts**

**Wednesday, April 24, 3:00-7:00 p.m.**

Stop by the library to celebrate the warmer weather and make some special spring crafts!

**Community Garden Storytime**

**Thursday, April 25, 10:30 a.m.**

**Location: Castleton Community Garden, on river side of Main Street, just north of Seaman Ave.**

Meet us at the Community Garden for stories and songs -- then we'll get to plant seeds in the garden and learn how fruits and veggies grow! In case of bad weather, storytime will be held at the library.

**Build with Keva Planks**

**Thursday, April 25, 12:00-4:00 p.m.**

Want to build something cool? Drop in and make a tower or other exciting structure out of Keva Planks!

**Teen Time: Design Your Own Bookends**

**Thursday, April 25, 4:00-6:00 p.m.**

Come design and decorate your own bookends to take home! For teens in grades 6-12.

**Marble Run Fun!**

**Friday, April 26, 10:00 a.m. – 6:00 p.m.**

**Bridge Club**

**Friday, April 26, 10:30 a.m.**

Come play bridge with us! Geared toward beginners and players who need a refresher.

**Friends of CPL Fundraiser at The Hill Restaurant**

**Friday, April 26, 4:00-10:00 p.m.**

**Location: The Hill Restaurant, 133 Scott Avenue, Castleton, NY 12033**

When you dine in at The Hill on April 26, 10% of your purchase cost for entrees, sides, drinks, desserts, and more will go to benefit the Friends of CPL! Fundraiser does not apply to take-out orders.

**Cat Rescue Storytime**

**Saturday, April 27, 10:30 a.m.**

Join us for a special storytime with Kitten Angels to learn all about cat rescue and meet some cats and kittens! Kitten Angels will also be accepting donations of cat food and cat toys at this event.

**Castleton Public Library**

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

[www.castletonpubliclibrary.org](http://www.castletonpubliclibrary.org)

[www.facebook.com/castletonpubliclibrary](https://www.facebook.com/castletonpubliclibrary)

**Library Hours:**

Monday-Wednesday – 12:00-8:00 p.m.

Thursday-Friday – 10:00 a.m. – 6:00 p.m.

Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed





# Classes and Events at Castleton Public Library May 2019

## Weekly Programs



### Monday Mile Community Walk

Mondays at 5:00 p.m. May 6, 13, 20 (no walk on 5/27 – Memorial Day)

Location: Intersection of Main Street and Scott Avenue

Let's walk the Main Street Mile together every Monday (**weather permitting**)! We'll meet at the intersection of Main & Scott. All ages welcome (ages 10 & under must be accompanied by an adult).



### Pajama Storytime

Tuesdays at 6:00 p.m. May 7, 14, 21, 28

Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.



### Learn & Play Storytime

Thursdays at 10:30 a.m. May 2, 9, 16, 23, 30

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills! Join us every Thursday for fun and learning.

## Other Programs



### Read to Lacey the Therapy Dog

Monday, May 6, 4:00-5:00 p.m.

Lacey loves for kids to read to her! Stop in to read to Lacey, or just say hi.



### After Dinner Book Club

### After Dinner Book Club – *Less* by Andrew Sean Greer

Monday, May 6, 7:00 p.m.



### Maple Hill Storytelling Performance

Tuesday, May 7, 6:30 p.m.

Hear tall tales, spooky stories, and stories to make you laugh out loud, performed by Maple Hill 7th graders!



### Mother's Day Crafts

Thursday, May 9, 2:00-6:00 p.m.

Stop in to make a special craft for Mom, Grandma, or another special "Mom" in your life!



### Bridge Club

Friday, May 10, 10:30 a.m.

Come play bridge with us! Geared toward beginners and players who need a refresher.



### Family Movie Night – *The Lego Movie 2* (PG)

Friday, May 10, 6:00 p.m.



### Chalk the Walk

Saturday, May 11, 10:00 a.m. – 4:00 p.m.

Bring some color to our front walkway with a variety of chalk!



### Paper Clip Jewelry

Wednesday, May 15, 3:00-7:00 p.m.

Use paper clips and decorative tape to make a bracelet, necklace, or other craft!



### Perler Bead Crafts

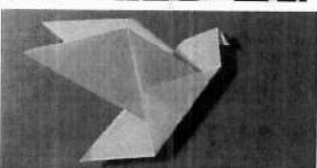
Saturday, May 18, 10:00 a.m. – 4:00 p.m.



## Afternoon Book Club



## Cool Science!



## After Dinner Book Club



### Afternoon Book Club – *Artemis* by Andy Weir

Tuesday, May 21, 1:00 p.m.

### Cool Science: Optical Illusions

Tuesday, May 21, 4:00-6:00 p.m.

Learn about the science behind optical illusions and create your own. You won't believe your eyes!

### Legal Clinic (appointment required; call 518-435-1770)

Tuesday, May 21, 6:30-7:30 p.m.

### Fun On Two Wheels: A Short History of the Bicycle

Wednesday, May 22, 6:00 p.m.

It's National Bike Month! Join David Chinery as he traces the history of bicycles from 1815 to 1900, including the draisine, the velocipede, the boneshaker, the high wheel, and the safety bicycle. He'll also discuss the social changes bicycles brought about for men and women. On display will be an 1898 Columbia bicycle, which lacks one of today's most crucial bicycle elements.

### Teen Time: Duct Tape Crafts

Thursday, May 23, 4:00-6:00 p.m.

Enjoy snacks as you create your unique duct tape designs! For teens in grades 6-12.

### Legomania!

Friday, May 24, 10:00 a.m. – 6:00 p.m.

We'll have our big Lego bins out all day for this huge build-a-thon! Recommended for ages 3 and up.

### Bridge Club

Friday, May 24, 10:30 a.m.

Come play bridge with us! Geared toward beginners and players who need a refresher.

### Early Literacy Class: Sing, Dance & Play!

Saturday, May 25, 10:30 a.m.

Children ages birth to 5 enjoy an interactive class with songs, dance, and movement, followed by playtime!

### Yard Yahtzee

Saturday, May 25, 1:00 p.m.

Come down to the library to play a giant version of one of our favorite games! We'll play Yahtzee on the front lawn, but in case of bad weather we'll play inside. For ages 7 and up.

### Learn to Make Origami

Tuesday, May 28, 3:00-8:00 p.m.

Join us at the library and learn how to make an origami cat, a paper fortune teller, and more! Recommended for ages 8 and up.

### After Dinner Book Club – *What She Ate: Six Remarkable Women and the Food that Tells Their Stories* by Laura Shapiro

Monday, June 3, 7:00 p.m.

### Dementia Basics & The Alzheimer's Caregiver Support Initiative

Tuesday, June 4, 5:00 p.m.

Presenters from Eddy Alzheimer's Services will discuss dementia, including information about specific types, symptoms, & challenges that the person with the disease and the caregiver of that person face. The Alzheimer's Caregiver Support Initiative, a NYS Dept. of Health funded program that provides free resources and support to caregivers of individuals with Alzheimer's and other forms of dementia, will also be discussed.

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Sunday – Closed