

Agenda
Castleton Public Library Board of Trustees Meeting
Virtual Special Meeting, August 17, 2020 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

Abbreviated Business

- Review of minutes & transcript from July 20, 2020
- Review of check detail for July 2020

Long-Range Planning: Impact of Coronavirus – Discussion with Tim Burke, UHLS

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, July 20, 2020 Minutes

Welcome/Pledge of Allegiance: The meeting was called to order by President Mitchum at 7:01 pm.

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

Adoption of Agenda: Agenda adopted upon the motion of Vice President Griffin and seconded by Trustee Knaack. Unanimously approved.

Public Comment: None

Old Business: The reopening process was discussed with curbside services more popular than in-house services. The safety of staff was discussed, with all resources needed for meeting the coronavirus rules supplied. The Summer Reading program was discussed with registration down and a request made for Board members to spread the news of the reading program.

New Business: There was discussion for a Board meeting to be held in August 2020.

President's Report: None.

Secretary's Report: Vice President Griffin motioned to approve the June 2020 meeting minutes and transcript. Seconded by Trustee Knaack. Unanimously approved.

Treasurer's Report: Vice President Griffin motioned to approve the June 2020 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report: Director Tacke presented her monthly reports for June 2020. She discussed the robust usage of e-content, including Hoopla, and virtual programs. There is increased use of the wifi available within the library and the hotspots.

Friends Report: None.

Committee Reports: None.

Announcements: None.

Public Comment: None.

Executive Session: An executive session was held for budget and compensation discussions.

The meeting was adjourned upon motion by Vice President Griffin and seconded by Trustee Knaack at 7:41 pm.

**Castleton Public Library
Board of Trustees Meeting
Held virtually via Zoom, 7/20/2020, 7:00 p.m.**

Meeting Transcript

Shane Mitchum: All right, so at 7:01, call the meeting to order. And we'll start with the Pledge of Allegiance.

[attendees recite Pledge of Allegiance]

Shane Mitchum: From a roll call standpoint, everyone is present and accounted for today. Next on the list here is the adoption of the agenda. I'll give everybody a second to review that, if you haven't already. And is there a motion to adopt the agenda?

Jacki Griffin: Shane, this is Jacki, I motion.

Shane Mitchum: All right. Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: All right. Maria?

Maria Marcucci: Yeah, I approve.

Shane Mitchum: Okay, Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also an aye, so all are in favor. Motion carries. It does not look like we have any members of the public on the call tonight. So, we will move right through the public comment and go into old business. So the first thing is library word of mouth advertising.

Melissa Tacke: Yep. And basically, I'd like everybody to tell a couple of people about our Summer Reading Club. That is in full swing right now. It's open to all ages and people can record online or on paper. They can register online, or register in the library, or register over the phone. The more people read and the more activities they do, the more chances they have to win a prize drawing. We'll be drawing thirty \$30 Amazon gift certificate winners this summer. Youth participants will also get a special goody bag at the end of the summer. And we have a number of summer activities going on. So if you could help spread the word about our Summer Reading Program -- I know a few you are signed up on your own already, that's fantastic! Thank you, and spreading the word about that would be much appreciated.

Shane Mitchum: How are we doing with signups for that right now?

Melissa Tacke: Well, last summer was our highest registration ever, we had 320. Right now we have 72. We won't really have a true comparison until we get to the end of the summer, because some people don't actually register until they hand in the record at the very end. So we'll have a clearer picture then, but I imagine that our registration will be down significantly, as I'm sure many other libraries will be also. But we'll know more then.

Shane Mitchum: Okay. Great.

Maria Marcucci: Melissa, it's Maria. If people want to learn more about it, do we just direct them to the website?

Melissa Tacke: Yep. So if they go to the website. It's -- the very first link at the top of the page talks about how to make an appointment at the library, the very second one says click to find out about our Summer Reading Club and that has all of the

information that I just said, and has links to where people can either sign up online, or they can download the PDF of the reading and activities guide. Right on our website, castletonpubliclibrary.org.

Nathan Hans: Melissa, I had a question too. So I was looking at the Summer Reading Program. I went to look for the audio book link on the website and I couldn't find it. So I thought maybe if -- and I went to look for Hoopla too and I had a I eventually found it under databases. It was not my first instinct to look there.

Melissa Tacke: Okay, was it a link that was in the PDF guide?

Nathan Hans: Yeah, I eventually figured out there was a link in the PDF guide. But I couldn't find it on our website anywhere.

Melissa Tacke: The book? Like to get to the book?

Nathan Hans: No, so AudioBookCloud, the app. I think I expected there to be something on our website to click on and sort of act as a portal, but I just didn't see it.

Melissa Tacke: Okay, I think it -- let me see what's going on with that.

Nathan Hans: But I was able to register for both Hoopla and the audiobook one.

Melissa Tacke: Okay, great.

Nathan Hans: You might want to mention on Hoopla there is a limit of five.

Melissa Tacke: Yes.

Nathan Hans: I did a test download, just to make sure it worked, and then I realized. I'm sure I'll enjoy the book.

Melissa Tacke: Thank you. I'll look into that. We do have it on a couple different pages, but I'll see if I can make it a little bit more visible.

Nathan Hans: And maybe that database link should be, like, digital resources or something. I thought databases was, you know, the Ancestry databases.

Melissa Tacke: Thank you.

Shane Mitchum: All right. And then the next item under old business is the reopening process.

Melissa Tacke: Yep. We have been open by appointment since June 22nd. That seems to be going really well. We've come up with a process that hopefully gives people as much information as they as they need when they're making their appointments, so they know what to expect. So there aren't nasty surprises when they come expecting one thing and maybe finding something else. It's interesting because I had thought we would have more demand for people wanting to come in. But we've actually -- it's probably like four to one that people still seem to be preferring the curbside pickup service, which is fantastic because that is pretty much contactless. So that's great. So, curbside, we're still getting a lot of a lot of activity with curbside orders and with the in-person visits, it's probably -- when I say a visit, it could be, you know, a three or four person family that's coming in would be one visit, in my mind -- we probably have about three or four visits per day, whereas curbside orders, there's quite a few more than that. Everything seems to be going well. The next step for us is to add in a public computer station. I had initially anticipated that when that would be added in, it would be two stations. I think, given what it actually looks like to be socially distanced in the library, I'm going to do just one, and that's probably going to be starting next week. I'm happy to answer any questions that people have.

Mary Claire Aitken: Melissa, will they have to make an appointment to use the computer?

Melissa Tacke: Yes. And appointments will continue for coming in. It may seem like overkill, because I know that some of the large libraries, because of their space, people can just walk in, but I think it's good, given our small space to continue by appointment. And to be able to let people know what there is and isn't access to, I think, is really important. And I want to make sure that we have an opportunity to talk to people about that before they come in.

Shane Mitchum: How's the staff doing, Melissa?

Melissa Tacke: Good, good. It's, I think, a learning curve for everybody. So there have been some times when it's frustrating because we've spent so much time wanting to be able to say yes to people. And we're finding that we have to say no. And that's difficult. Or to emphasize sometimes safety over the ideal customer service thing, which I think is really hard for all of us, because we didn't get into this line of work to, you know, not make people happy. There is one staff member who is not able to wear a mask, so they are not coming into work in the building. And we're working out what that is going to mean. I hope to know more about that soon. But that's where we're at. Overall, everybody's doing good.

Shane Mitchum: Good.

Jacki Griffin: Melissa, just a question, but the person who's not medically capable of wearing a mask -- are you are you working with some authoritative organization regarding guidance on that the way to handle that, or how is that being handled.

Melissa Tacke: The only guidance I have seen is about customers and that we need to provide a reasonable accommodation, which we can do via curbside. I did talk to Tim Burke from Upper Hudson about this today. The nature of the job requires that a person come into the building and interact with the public. So as of right now, that person can't come to work in the building, either until they can tolerate wearing a mask, or if and when we no longer require that, which will not be for a long time. It's something that we can't -- there isn't a way to accommodate that person by allowing them to not wear a mask. And they understand that.

Jacki Griffin: Has anybody looked at the guidance that says a face shield is an acceptable replacement for a mask?

Melissa Tacke: There was discussion about that at the Directors Association, whether that would be something that libraries would consider. I haven't looked at all the documentation, but I can tell you that my fellow directors said that they wouldn't feel comfortable with that for their staff.

Jacki Griffin: Okay.

Melissa Tacke: And I think given the small space, and right now with the AC and the circulated air that we have, I don't know how comfortable I am with that.

Shane Mitchum: Yeah, Melissa, if you can just keep me posted on that. I'm curious how that works out, and if there's anything I can do to help, just let me know.

Melissa Tacke: Okay, thank you.

Shane Mitchum: Yeah, no problem.

Nathan Hans: Is this something the Administrative Committee needs to look at, Melissa, or do you feel like, is this going in a positive direction or is it going in a direction where we need to, like Jacki said, is there -- if she's -- if whoever it is says, "well, all I'm willing to wear is a face shield." Is that something that we have to accommodate? What are the rules, what are the bounds? It might be something for the committee to look at and be aware of, so we have a couple people, at least on the board, if --

Melissa Tacke: Right now it hasn't been a negative or challenging conversation. It's, I think, going in a positive direction. I think there's understanding on both sides about what's expected and what's possible, but I'll definitely keep you in the loop. And if it looks like it's something that's escalating to a situation that is something more challenging, I would definitely -- obviously, I'd keep the board apprised, but I'd reach out to the Administrative Committee to handle it. But I think we're good.

Nathan Hans: Yeah, I think maybe like, a weekly follow up. I know I'm getting a little nervous just talking about it. There's a staffing issue. We want to make sure that the board's looped in and prepared to respond.

Melissa Tacke: Absolutely.

Laurie Knaack: Melissa, how is the staff doing with the other adaptations they've needed to make, with managing all the books for 72 hours that come from the drop bin, with the increased need to be on the phone, those kind of things. And is there anything that you need from us or resources that you need there?

Melissa Tacke: I think, again, we're good with that. The quarantine thing hasn't really been an issue. That's something that is done by the person who's in charge in the building that week. So when I'm there, I'm the one taking care of that. When Joelle is there, she's the one taking care of it. I have a whole labeling system for bins so that there's no confusion and it's really easy to figure it out. Sometimes the phones do get busy and our phones are a little quirky, so we've had a couple issues with those. But I let the team that is in the building when I'm not in the building know about what they needed to do to make the phones work properly. And so we had a little wrinkle, but I think that's being managed.

Laurie Knaack: Thank you.

Shane Mitchum: All right, if there's no more questions on that I think we can move on to new business. I think the only item listed here is whether or not to add an August meeting.

Melissa Tacke: And that's something that at the beginning of the year -- or at the end of last year, rather -- I think the board indicated that they didn't want to have an August meeting, which is totally fine with me either way. But I wanted to just check in, because obviously circumstances are very different now than they were when we talked about this. So if people wanted to have the opportunity to meet, I just want to make sure that that got put on everyone's calendar. Also, last meeting, Laurie did mention the possibility of having Tim Burke from Upper Hudson come and talk with us about -- kind of looking further ahead, given kind of the current situation, and I talked to Tim and he's certainly willing to do that, so that can be anytime. He's available whenever, pretty much. So if it's something where, you know, we wanted to have him and have it as a special meeting in August, or have a regular meeting in August or have no meeting in August and then maybe have Tim come in September -- whatever you wanted to do, I just wanted to put that out there and see what people were thinking.

Shane Mitchum: I mean, I'm personally fine either way. However, if we decide not to have a meeting, I would ask, Melissa, maybe if you could just send out a quick update on the reopening process and where we are with that, along with any issues that you're facing. I don't know everyone else's thoughts, but I don't necessarily have a thought about -- yes or no, it wouldn't really matter to me.

Laurie Knaack: I would be in favor of a special meeting if we can get Tim Burke, either at our normal time for us or another time. Just because I think that would be a great opportunity to start that longer term planning process, given a completely different normal that we were thinking about a year ago. But that doesn't have to happen in August, but I'd be in favor of doing it, if you can fit it in.

Nathan Hans: I would be in favor of it, even if it's just a brief meeting in August, just a touch point. It doesn't have to be a full, but just a quick 15 minutes, and then if Tim is available also, I think there's enough going on that even a brief something might be good.

Shane Mitchum: Yeah, so maybe, Melissa, what we could do is see what Tim's availability is and maybe not make it a board meeting, but we could have a quick touch point as a board prior to Tim speaking, something like that.

Melissa Tacke: That sounds great to me. I'll go ahead and what I'll plan to do is I'll -- I think he's fairly flexible. And I'm going to approach him for what our normal meeting date and time would be, you know, if we were for a regularly scheduled meeting. That way it's just hopefully easier for everybody to accommodate in their schedule. But I'll keep you guys all posted. But that's what I will plan on doing. Thank you.

Shane Mitchum: Do we need to vote on that or we good?

Melissa Tacke: I don't think so.

Shane Mitchum: Okay. All right, moving right along. President's Report, I have nothing new to report at this point in time.

Nathan Hans: One more. Sorry Shane. Thinking about the meeting. If we do have a touch point, that is a public meeting, we do need to -- we have to follow Open Meetings Law. Tim's portion doesn't -- isn't necessarily -- Tim's always very careful with his wording, but at least the opening part, we would need to advertise it.

Melissa Tacke: Yep. And that's what I plan to do.

Shane Mitchum: And if somebody is on vacation or something like that, you know, it's not a big deal, because if it's not an official board meeting, we're not going to be voting on anything or anything like that. So we'd understand that. All right, moving --

Melissa Tacke: Shane, before we do move on, I was thinking if we do have a meeting on the calendar, we could use that as -- since it'll be brief -- I was envisioning, since we're planning a meeting on that date, it would be helpful to do some brief business just to take care of approval of minutes, that kind of stuff. That way it's just keeping up on what we have going. As long as you're okay with that.

Shane Mitchum: Okay. That's fine with me.

Melissa Tacke: Okay, great.

Shane Mitchum: All right. Okay, so President's Report, like I said, nothing new to report today. Moving through to Secretary's Report, review of the minutes. We'll start with that. I'll give everybody a couple of seconds, or a minute here, to review the minutes from last meeting. All right, is there a motion to approve the minutes from last meeting?

Jacki Griffin: This is Jacki. I'm making Mary Claire's job easier, and I will motion.

Shane Mitchum: Is here a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: All right. Maria?

Maria Marcucci: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye. So, all in favor. The minutes are approved. And we'll try to remember that order that I just went in. I think that was what I used the first time. Next up is the transcript from last meeting. I'll give everybody a second to look over the transcript. Is there a motion to approve the transcript from last month's board meeting?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye. So, all are in favor, that motion will carry. All right. Let me go back up here. All right, next up is the Treasurer's Report.

Nathan Hans: Yup. So you should have to check detail, as well as the reconciliation information in front of you. I don't think I have anything new to report.

Shane Mitchum: All right, any questions for Nathan?

Laurie Knaack: Nathan, I admit, my eyes glaze over when I look at this, sometimes. How are we doing compared to last year, compared to where we expect to be this year. Are there any surprises?

Nathan Hans: No, I don't think so. I've been trying to put together some information on previous years versus this year, obviously, because it's so different, but I don't think we're that far off from where we were, because we're still providing a lot of services and some of the physical services have been replaced by eContent, things like that. I think we're still fairly where we would expect to be, and Melissa can jump in if you have any additional comments, but I think we're close to normal.

Shane Mitchum: All right. Is there a motion to approve the check detail?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also an aye, so that motion will carry. All right, moving on, I think next is the Director's Report.

Melissa Tacke: Yep, and hopefully everybody had a chance to kind of look at where we're at in comparison to last year. Obviously, things are pretty different. The end of June also kind of nicely coincided with when our WiFi hotspots came back from Castle Hill and started coming back to the library to be loaned, so that use will probably look a little bit different going forward, because now we've loaned them. Interestingly, the very first borrow of one of them was by someone who lived at Castle Hill and really enjoyed the WiFi and wanted to borrow it. So that's great. So we're starting to -- we started to loan those at the beginning of this month. As you can see, eContent usage is still continuing to go up. If you look at what our eContent circulation was in June of 2020 versus 2019 it pretty much almost doubled. So even though from May to June it's down a little bit, that still -- it's getting pretty robust use, and we're promoting Hoopla more now, especially with the book groups and stuff that we're doing for the library. So hopefully that will also spread awareness about this new digital service that we're offering. If anybody has any questions about my report I'm happy to answer them.

Shane Mitchum: All right, there are no questions for Melissa, we can keep moving here. Next up is the Friends Report Is there any new information coming out of the Friends, Melissa?

Melissa Tacke: Yes, they did meet at Theresa's house and decided to look at what their options were for fundraising and saw that obviously, it's very limited. So, they had set up last year an account at 6 Center Redemption, the can and bottle redemption place on South Street -- which is the same as 9J when you're first coming into Rensselaer -- so they set up an account, so that if people come in with their bottles and cans, they can say -- as long as they say to the person working there that they want this to go to the Friends of the Castleton Public Library, that those funds will come to the Friends. So I actually scheduled a Facebook post to promote that this evening and we'll continue to put the word out about that. They put some information together for the Castletonian, which will include that information. So right now the ways that they're focusing on fundraising is doing that and pushing Friends membership and they put some information about that, that'll be coming out in the Castletonian as well. But other than that, I think, for good reason, they're a little limited right now in what they can do.

Shane Mitchum: Makes sense. All right, so next we'll go into Committee Reports. So, Finance Committee, anything new? I do not believe -- we haven't met. There's nothing new to report there.

Melissa Tacke: Did you guys get the email I sent to the committee about budgeting for next year and Schodack funding?

Nathan Hans: I did see it.

Shane Mitchum: I did, yes.

Nathan Hans: And our request is flat. We're not gonna --

Melissa Tacke: Yes, I did talk to the directors of the East Greenbush and Nassau public libraries and they're also planning on asking for flat funding. Given municipal funding situations, we might be facing cuts, but we're all going to go in asking for flat funding and hoping for the best.

Shane Mitchum: Yeah, I think that makes sense at this point.

Melissa Tacke: And what I'll do is, as I'm putting my request for Schodack together, I will email you guys with what our draft budget for next year looks like. And what our expenses -- obviously things can change quickly, but kind of what I anticipate our expenses will be through the end of this year. That'll give us some more --

Shane Mitchum: Okay. All right, Administrative Committee, anything new?

Laurie Knaack: No report.

Jacki Griffin: No.

Shane Mitchum: All right, Operations and Capital Projects Committee. We have not met, and do not have anything new to report at this time. The Policy Committee?

Nathan Hans: We do not -- Melissa, did you have something for us in the early spring, I seem to recall you need us for something?

Melissa Tacke: Yes, I had -- before we opened back up again, I used it as an opportunity to go through and do a policy review. I just wanted to make sure that you and Laurie both had a chance to kind of look through everything. I know it's been a while, so if -- I can go back and kind of send you the email again that has the link, if you guys would just kind of go through and maybe see if there's anything outstanding that we need to talk about before I bring the policies to the board for approval. That would be appreciated.

Nathan Hans: Yeah, Laurie, if it works for you, maybe September, we can set for a date for those. And even if we meet a little bit before the normal board meeting to have any last-minute discussions.

Laurie Knaack: Absolutely.

Melissa Tacke: Good. Sounds good. I'll send a little reminder email with the folder link out to you guys because -- yeah, it's been a while. Thanks.

Shane Mitchum: All right, now moving into Long Range Planning Committees -- Sustainable Funding, we have not met, so nothing new to report there. Library Space?

Jacki Griffin: We have not met.

Shane Mitchum: All right, and Community Outreach and Visibility.

Laurie Knaack: We have not met.

Shane Mitchum: Okay. Announcements? I do not know of any announcements. If anybody has anything, speak now. All right, we have no public comment. And I do have reason to go into Executive Session right now for a few minutes. We are going to discuss compensation, so I will pause the recording.

Melissa Tacke: Okay, and I will leave. Shane, will you just send me an email if and when you want me to come back to meeting?

Shane Mitchum: Sure, I will do that.

Melissa Tacke: Thanks.

[Board members hold Executive Session]

Shane Mitchum: All right, we have just ended the Executive Session. And I believe the last item on the agenda is to adjourn the meeting. Is there a motion to adjourn?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also an aye. So it's 7:41, and the meeting is adjourned.

[Attendees say thanks and goodbyes]

1:23 PM
08/11/20

The Castleton Public Library
Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	07/07/2020	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1119354599...	07/07/2020		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	07/14/2020	Amazon LLC	200.2 · Citizens Checking Account		-89.63
Bill	1119354599...	07/14/2020		74104B1 · DVDs & Other Materials	-62.15	62.15
				74104D1 · Summer Reading Program	-19.99	19.99
				7410.4F · Office and Library Supplies	-7.49	7.49
TOTAL					-89.63	89.63
Bill Pmt -Check	DEBIT	07/14/2020	USPS	200.2 · Citizens Checking Account		-4.66
Bill		07/14/2020		7410.4G · Postage	-4.66	4.66
TOTAL					-4.66	4.66
Bill Pmt -Check	DEBIT	07/15/2020	Amazon LLC	200.2 · Citizens Checking Account		-85.36
Bill	1120792004...	07/14/2020		7410.4D · Programs	-85.36	85.36
TOTAL					-85.36	85.36
Bill Pmt -Check	DEBIT	07/15/2020	Amazon LLC	200.2 · Citizens Checking Account		-65.88
Bill	1129641391...	07/15/2020		74104D1 · Summer Reading Program	-65.88	65.88
TOTAL					-65.88	65.88
Bill Pmt -Check	DEBIT	07/16/2020	Amazon LLC	200.2 · Citizens Checking Account		-12.48
Bill	1129641391...	07/16/2020		74104D1 · Summer Reading Program	-12.48	12.48
TOTAL					-12.48	12.48
Bill Pmt -Check	DEBIT	07/17/2020	Price Chopper	200.2 · Citizens Checking Account		-7.05
Bill		07/17/2020		74104D1 · Summer Reading Program	-7.05	7.05
TOTAL					-7.05	7.05
Bill Pmt -Check	DEBIT	07/20/2020	Amazon LLC	200.2 · Citizens Checking Account		-10.23
Bill	1119354599...	07/20/2020		74104B3 · Print Materials	-10.23	10.23
TOTAL					-10.23	10.23
Bill Pmt -Check	DEBIT	07/21/2020	Amazon LLC	200.2 · Citizens Checking Account		-35.86
Bill	1119354599...	07/21/2020		74104B1 · DVDs & Other Materials	-35.86	35.86
TOTAL					-35.86	35.86
Bill Pmt -Check	DEBIT	07/22/2020	Amazon LLC	200.2 · Citizens Checking Account		-18.00
Bill	1139015184...	07/21/2020		74104B5 · Magazines and Newspapers	-18.00	18.00
TOTAL					-18.00	18.00

1:23 PM
08/11/20

The Castleton Public Library
Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	07/22/2020	Amazon LLC	200.2 · Citizens Checking Account		-15.00
Bill	1136707421...	07/21/2020		74104B5 · Magazines and Newspapers	-15.00	15.00
TOTAL					-15.00	15.00
Bill Pmt -Check	DEBIT	07/22/2020	Amazon LLC	200.2 · Citizens Checking Account		-18.00
Bill	1133827730...	07/21/2020		74104B5 · Magazines and Newspapers	-18.00	18.00
TOTAL					-18.00	18.00
Bill Pmt -Check	DEBIT	07/23/2020	Amazon LLC	200.2 · Citizens Checking Account		-39.00
Bill	1333855575...	07/21/2020		74104B5 · Magazines and Newspapers	-39.00	39.00
TOTAL					-39.00	39.00
Bill Pmt -Check	DEBIT	07/28/2020	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1119354599...	07/28/2020		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	07/31/2020	Amazon LLC	200.2 · Citizens Checking Account		-19.44
Bill	1121548883...	07/30/2020		74104D1 · Summer Reading Program	-19.44	19.44
TOTAL					-19.44	19.44
Bill Pmt -Check	2677	07/03/2020	Village of Castlet...	200.2 · Citizens Checking Account		-4,109.89
Bill	84253	06/30/2020		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-921.50	921.50
				7410.1C · Gross wages - Assistant	-913.23	913.23
				9030.8 · Social Security/Medicare	-286.08	286.08
TOTAL					-4,109.89	4,109.89
Bill Pmt -Check	2678	07/03/2020	Great American	200.2 · Citizens Checking Account		-700.00
Bill		06/25/2020		7410.4I · Insurance	-700.00	700.00
TOTAL					-700.00	700.00
Bill Pmt -Check	2679	07/13/2020	OverDrive	200.2 · Citizens Checking Account		-376.38
Bill	MULTIPLE	07/13/2020		74104B2 · Electronic Content	-376.38	376.38
TOTAL					-376.38	376.38
Bill Pmt -Check	2680	07/13/2020	Village of Castlet...	200.2 · Citizens Checking Account		-3,855.41
Bill	84256	07/13/2020		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-766.30	766.30
				7410.1C · Gross wages - Assistant	-832.03	832.03
				9030.8 · Social Security/Medicare	-268.00	268.00
TOTAL					-3,855.41	3,855.41

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The Castleton Public Library
Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2681	07/13/2020	Village of Castlet...	200.2 · Citizens Checking Account		-122.34
Bill	84255	07/13/2020		9040.8 · Workers Comp	-122.34	122.34
TOTAL					-122.34	122.34
Bill Pmt -Check	2682	07/14/2020	Village of Castlet...	200.2 · Citizens Checking Account		-120.75
Bill	84254	07/14/2020		9055.8 · Disability	-120.75	120.75
TOTAL					-120.75	120.75
Bill Pmt -Check	2683	07/13/2020	U.S. Bank	200.2 · Citizens Checking Account		-136.40
Bill	417691433	07/13/2020		7410.4C · Equipment/Technology	-136.40	136.40
TOTAL					-136.40	136.40
Bill Pmt -Check	2684	07/13/2020	William C. Adams	200.2 · Citizens Checking Account		-300.00
Bill		07/13/2020		7410.4J · Professional Services	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	2685	07/14/2020	UHLS	200.2 · Citizens Checking Account		-931.52
Bill	20-087	07/14/2020		7410.4E · Automated Services	-931.52	931.52
TOTAL					-931.52	931.52
Bill Pmt -Check	2686	07/14/2020	UHLS	200.2 · Citizens Checking Account		-190.11
Bill	20-347	07/14/2020		7410.4F · Office and Library Supplies	-190.11	190.11
TOTAL					-190.11	190.11
Bill Pmt -Check	2687	07/28/2020	UHLS	200.2 · Citizens Checking Account		-107.88
Bill	20-407	07/16/2020		74104D1 · Summer Reading Program	-107.88	107.88
TOTAL					-107.88	107.88
Bill Pmt -Check	2688	07/28/2020	UHLS	200.2 · Citizens Checking Account		-87.51
Bill	20-412	07/16/2020		7410.4F · Office and Library Supplies	-87.51	87.51
TOTAL					-87.51	87.51
Bill Pmt -Check	2689	07/28/2020	Joelle Adler	200.2 · Citizens Checking Account		-12.61
Bill		07/16/2020		74104D1 · Summer Reading Program	-4.24	4.24
				74104D1 · Summer Reading Program	-8.37	8.37
TOTAL					-12.61	12.61
Bill Pmt -Check	2690	07/28/2020	Time Warner Cable	200.2 · Citizens Checking Account		-95.27
Bill	8688574010...	07/11/2020		7410.4H · Telephone/Data Links	-95.27	95.27
TOTAL					-95.27	95.27

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The Castleton Public Library
Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2691	07/27/2020	Brodart	200.2 · Citizens Checking Account		-1,788.05
Bill	MULTIPLE	07/27/2020		74104B3 · Print Materials	-1,788.05	1,788.05
TOTAL					-1,788.05	1,788.05
Bill Pmt -Check	2692	07/28/2020	Village of Castlet...	200.2 · Citizens Checking Account		-3,900.88
Bill	84262	07/28/2020		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-766.30	766.30
				7410.1C · Gross wages - Assistant	-874.78	874.78
				9030.8 · Social Security/Medicare	-270.72	270.72
TOTAL					-3,900.88	3,900.88
Bill Pmt -Check	2693	07/28/2020	Village of Castlet...	200.2 · Citizens Checking Account		-679.24
Bill	84261	07/27/2020		9060.8 · Health Insurance	-679.24	679.24
TOTAL					-679.24	679.24
Bill Pmt -Check	2694	07/30/2020	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		07/23/2020		7410.4B · Library Materials	-89.58	89.58
				7410.4C · Equipment/Technology	-29.86	29.86
TOTAL					-119.44	119.44
Bill Pmt -Check	2695	07/31/2020	Recorded Books,...	200.2 · Citizens Checking Account		-40.00
Bill	76681543	07/22/2020		74104B4 · Audiobooks	-40.00	40.00
TOTAL					-40.00	40.00
Bill Pmt -Check	2696	07/31/2020	U.S. Bank	200.2 · Citizens Checking Account		-136.40
Bill	419961610	07/24/2020		7410.4C · Equipment/Technology	-136.40	136.40
TOTAL					-136.40	136.40

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The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 07/31/2020

	<u>Jul 31, 20</u>
Beginning Balance	163,539.86
Cleared Transactions	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 2 items	3,388.25
	<u> </u>
Total Cleared Transactions	-11,611.75
	<u> </u>
Cleared Balance	151,928.11
	<u> </u>
Register Balance as of 07/31/2020	151,928.11
Ending Balance	151,928.11

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The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						163,539.86
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	07/27/2020			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 2 items						
Deposit	07/20/2020			X	3,385.50	3,385.50
Deposit	07/31/2020			X	2.75	3,388.25
Total Deposits and Credits					3,388.25	3,388.25
Total Cleared Transactions					-11,611.75	-11,611.75
Cleared Balance					-11,611.75	151,928.11
Register Balance as of 07/31/2020					-11,611.75	151,928.11
Ending Balance					-11,611.75	151,928.11

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The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 07/31/2020

	Jul 31, 20
Beginning Balance	33,722.93
Cleared Transactions	
Checks and Payments - 28 items	-11,601.66
Deposits and Credits - 1 item	15,000.00
Total Cleared Transactions	3,398.34
Cleared Balance	37,121.27
Uncleared Transactions	
Checks and Payments - 11 items	-6,976.77
Total Uncleared Transactions	-6,976.77
Register Balance as of 07/31/2020	30,144.50
Ending Balance	30,144.50

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The Castleton Public Library
Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						33,722.93
Cleared Transactions						
Checks and Payments - 28 items						
Bill Pmt -Check	06/22/2020	2673	Time Warner Cable	X	-92.50	-92.50
Bill Pmt -Check	06/29/2020	2674	UHLS	X	-86.41	-178.91
Bill Pmt -Check	06/30/2020	2676	T-Mobile	X	-119.44	-298.35
Bill Pmt -Check	07/03/2020	2677	Village of Castleton-...	X	-4,109.89	-4,408.24
Bill Pmt -Check	07/03/2020	2678	Great American	X	-700.00	-5,108.24
Bill Pmt -Check	07/07/2020	DEBIT	Amazon LLC	X	-19.96	-5,128.20
Bill Pmt -Check	07/13/2020	2680	Village of Castleton-...	X	-3,855.41	-8,983.61
Bill Pmt -Check	07/13/2020	2679	OverDrive	X	-376.38	-9,359.99
Bill Pmt -Check	07/13/2020	2684	William C. Adams	X	-300.00	-9,659.99
Bill Pmt -Check	07/13/2020	2683	U.S. Bank	X	-136.40	-9,796.39
Bill Pmt -Check	07/13/2020	2681	Village of Castleton-...	X	-122.34	-9,918.73
Bill Pmt -Check	07/14/2020	2685	UHLS	X	-931.52	-10,850.25
Bill Pmt -Check	07/14/2020	2686	UHLS	X	-190.11	-11,040.36
Bill Pmt -Check	07/14/2020	2682	Village of Castleton-...	X	-120.75	-11,161.11
Bill Pmt -Check	07/14/2020	DEBIT	Amazon LLC	X	-89.63	-11,250.74
Bill Pmt -Check	07/14/2020	DEBIT	USPS	X	-4.66	-11,255.40
Bill Pmt -Check	07/15/2020	DEBIT	Amazon LLC	X	-85.36	-11,340.76
Bill Pmt -Check	07/15/2020	DEBIT	Amazon LLC	X	-65.88	-11,406.64
Bill Pmt -Check	07/16/2020	DEBIT	Amazon LLC	X	-12.48	-11,419.12
Bill Pmt -Check	07/17/2020	DEBIT	Price Chopper	X	-7.05	-11,426.17
Bill Pmt -Check	07/20/2020	DEBIT	Amazon LLC	X	-10.23	-11,436.40
Bill Pmt -Check	07/21/2020	DEBIT	Amazon LLC	X	-35.86	-11,472.26
Bill Pmt -Check	07/22/2020	DEBIT	Amazon LLC	X	-18.00	-11,490.26
Bill Pmt -Check	07/22/2020	DEBIT	Amazon LLC	X	-18.00	-11,508.26
Bill Pmt -Check	07/22/2020	DEBIT	Amazon LLC	X	-15.00	-11,523.26
Bill Pmt -Check	07/23/2020	DEBIT	Amazon LLC	X	-39.00	-11,562.26
Bill Pmt -Check	07/28/2020	DEBIT	Amazon LLC	X	-19.96	-11,582.22
Bill Pmt -Check	07/31/2020	DEBIT	Amazon LLC	X	-19.44	-11,601.66
Total Checks and Payments					-11,601.66	-11,601.66
Deposits and Credits - 1 item						
Transfer	07/27/2020			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					3,398.34	3,398.34
Cleared Balance					3,398.34	37,121.27
Uncleared Transactions						
Checks and Payments - 11 items						
Bill Pmt -Check	06/29/2020	2675	Joelle Adler		-9.49	-9.49
Bill Pmt -Check	07/27/2020	2691	Brodart		-1,788.05	-1,797.54
Bill Pmt -Check	07/28/2020	2692	Village of Castleton-...		-3,900.88	-5,698.42
Bill Pmt -Check	07/28/2020	2693	Village of Castleton-...		-679.24	-6,377.66
Bill Pmt -Check	07/28/2020	2687	UHLS		-107.88	-6,485.54
Bill Pmt -Check	07/28/2020	2690	Time Warner Cable		-95.27	-6,580.81
Bill Pmt -Check	07/28/2020	2688	UHLS		-87.51	-6,668.32
Bill Pmt -Check	07/28/2020	2689	Joelle Adler		-12.61	-6,680.93
Bill Pmt -Check	07/30/2020	2694	T-Mobile		-119.44	-6,800.37

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The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	07/31/2020	2696	U.S. Bank		-136.40	-6,936.77
Bill Pmt -Check	07/31/2020	2695	Recorded Books, LLC		-40.00	-6,976.77
Total Checks and Payments					-6,976.77	-6,976.77
Total Uncleared Transactions					-6,976.77	-6,976.77
Register Balance as of 07/31/2020					-3,578.43	30,144.50
Ending Balance					-3,578.43	30,144.50

The Castleton Public Library

Profit & Loss

July 2020

	Jul 20
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	0.00
2082.13 · Copies, Prints and Faxes	0.00
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	0.00
Total 2082 · Library Charges	0.00
2360 · Intergovernmental Revenues	
2360.3 · Rensselaer County	3,325.00
Total 2360 · Intergovernmental Revenues	3,325.00
2401 · Interest & Earnings	2.75
2705 · Gifts & Donations	10.50
2760 · Library System Grants	
2760.9 · Grants - Other	50.00
Total 2760 · Library System Grants	50.00
Total Income	3,388.25
Gross Profit	3,388.25
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	3,978.16
7410.1B · Gross wages - Librarian	1,532.60
7410.1C · Gross wages - Assistant	1,706.81
Total 7410.11 · Employee Gross Wages	7,217.57
Total 7410.1 · Personal Services	7,217.57
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B5 · Magazines and Newspapers	90.00
74104B4 · Audiobooks	40.00
74104B3 · Print Materials	1,798.28
74104B2 · Electronic Content	376.38
74104B1 · DVDs & Other Materials	137.93
7410.4B · Library Materials - Other	89.58
Total 7410.4B · Library Materials	2,532.17
7410.4C · Equipment/Technology	302.66
7410.4D · Programs	
74104D1 · Summer Reading Program	245.33
7410.4D · Programs - Other	85.36
Total 7410.4D · Programs	330.69
7410.41 · Operations and Administrative	
7410.4E · Automated Services	931.52
7410.4G · Postage	4.66
7410.4H · Telephone/Data Links	95.27
7410.4F · Office and Library Supplies	285.11
7410.4J · Professional Services	300.00
Total 7410.41 · Operations and Administrative	1,616.56
Total 7410.4 · Contractual Expenses	4,782.08

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Accrual Basis

The Castleton Public Library

Profit & Loss

July 2020

	Jul 20
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	538.72
9040.8 · Workers Comp	122.34
9055.8 · Disability	120.75
9060.8 · Health Insurance	679.24
Total 9000 · Employee - Benefits	1,461.05
Total Expense	13,460.70
Net Ordinary Income	-10,072.45
Net Income	-10,072.45

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through July 2020

	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	1.90	0.00	1.90	100.0%
2082.12 · Lost Books	79.03	0.00	79.03	100.0%
2082.13 · Copies, Prints and Faxes	134.40	725.00	-590.60	18.5%
2082.14 · Register Overage/Shortage	-0.10	0.00	-0.10	100.0%
Total 2082.1 · Library Fines & Fees	215.23	725.00	-509.77	29.7%
Total 2082 · Library Charges	215.23	725.00	-509.77	29.7%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	14,000.00	-14,000.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	150,111.00	164,111.00	-14,000.00	91.5%
2401 · Interest & Earnings	19.67	24.00	-4.33	82.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,125.19	5,000.00	1,125.19	122.5%
Total 2705 · Gifts & Donations	7,125.19	6,000.00	1,125.19	118.8%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,417.00	-1,417.00	0.0%
2760.9 · Grants - Other	1,100.00	1,000.00	100.00	110.0%
Total 2760 · Library System Grants	1,100.00	4,566.00	-3,466.00	24.1%
599 · Appropriated Fund Balance	0.00	3,222.00	-3,222.00	0.0%
Total Income	158,571.09	178,648.00	-20,076.91	88.8%
Gross Profit	158,571.09	178,648.00	-20,076.91	88.8%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	29,753.09	51,716.00	-21,962.91	57.5%
7410.1B · Gross wages - Librarian	11,318.28	20,176.00	-8,857.72	56.1%
7410.1C · Gross wages - Assistant	17,623.55	38,800.00	-21,176.45	45.4%
Total 7410.11 · Employee Gross Wages	58,694.92	110,692.00	-51,997.08	53.0%
Total 7410.1 · Personal Services	58,694.92	110,692.00	-51,997.08	53.0%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,446.00	-4,446.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,446.00	-4,446.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	825.00	1,800.00	-975.00	45.8%
74104B5 · Magazines and Newspapers	339.19	960.00	-620.81	35.3%
74104B4 · Audiobooks	199.99	540.00	-340.01	37.0%
74104B3 · Print Materials	4,341.13	7,500.00	-3,158.87	57.9%
74104B2 · Electronic Content	4,927.27	3,855.00	1,072.27	127.8%
74104B1 · DVDs & Other Materials	900.49	2,091.00	-1,190.51	43.1%
7410.4B · Library Materials - Other	600.56	1,270.00	-669.44	47.3%
Total 7410.4B · Library Materials	12,133.63	18,016.00	-5,882.37	67.3%
7410.4C · Equipment/Technology	1,638.30	3,050.00	-1,411.70	53.7%
7410.4D · Programs				
74104D1 · Summer Reading Program	1,369.18	3,500.00	-2,130.82	39.1%

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through July 2020

	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
7410.4D · Programs - Other	965.83	2,500.00	-1,534.17	38.6%
Total 7410.4D · Programs	2,335.01	6,000.00	-3,664.99	38.9%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	229.95	800.00	-570.05	28.7%
7410.4E · Automated Services	2,794.56	3,726.00	-931.44	75.0%
7410.4G · Postage	18.23	300.00	-281.77	6.1%
7410.4H · Telephone/Data Links	651.48	1,400.00	-748.52	46.5%
7410.4I · Insurance	2,347.41	2,530.00	-182.59	92.8%
7410.4F · Office and Library Supplies	730.51	1,300.00	-569.49	56.2%
7410.4J · Professional Services	300.00	850.00	-550.00	35.3%
Total 7410.41 · Operations and Administrati...	7,072.14	10,906.00	-3,833.86	64.8%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00	0.0%
7410.4K · Miscellaneous - Other	10.00	25.00	-15.00	40.0%
Total 7410.4K · Miscellaneous	10.00	1,025.00	-1,015.00	1.0%
Total 7410.4 · Contractual Expenses	23,189.08	38,997.00	-15,807.92	59.5%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	4,402.67	8,413.00	-4,010.33	52.3%
9040.8 · Workers Comp	214.72	880.00	-665.28	24.4%
9055.8 · Disability	241.50	535.00	-293.50	45.1%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	4,337.92	7,683.00	-3,345.08	56.5%
Total 9060.8 · Health Insurance	4,337.92	9,183.00	-4,845.08	47.2%
Total 9000 · Employee - Benefits	9,196.81	24,511.00	-15,314.19	37.5%
Total Expense	91,080.81	178,646.00	-87,565.19	51.0%
Net Ordinary Income	67,490.28	2.00	67,488.28	3,374,514.0%
Net Income	67,490.28	2.00	67,488.28	3,374,514.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through July 2020

	Jan - Jul 20	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	1.90	98.44	-96.54	1.9%
2082.12 · Lost Books	79.03	183.88	-104.85	43.0%
2082.13 · Copies, Prints and Faxes	134.40	428.95	-294.55	31.3%
2082.14 · Register Overage/Shortage	-0.10	-0.65	0.55	15.4%
Total 2082.1 · Library Fines & Fees	215.23	710.62	-495.39	30.3%
Total 2082 · Library Charges	215.23	710.62	-495.39	30.3%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	130,410.00	16,376.00	112.6%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	150,111.00	133,735.00	16,376.00	112.2%
2401 · Interest & Earnings	19.67	18.70	0.97	105.2%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,125.19	5,776.97	348.22	106.0%
Total 2705 · Gifts & Donations	7,125.19	6,776.97	348.22	105.1%
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	1,277.00	-1,277.00	0.0%
2760.9 · Grants - Other	1,100.00	4,200.00	-3,100.00	26.2%
Total 2760 · Library System Grants	1,100.00	5,477.00	-4,377.00	20.1%
Total Income	158,571.09	146,718.29	11,852.80	108.1%
Gross Profit	158,571.09	146,718.29	11,852.80	108.1%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	29,753.09	26,065.90	3,687.19	114.1%
7410.1B · Gross wages - Librarian	11,318.28	10,111.12	1,207.16	111.9%
7410.1C · Gross wages - Assistant	17,623.55	18,599.74	-976.19	94.8%
Total 7410.11 · Employee Gross Wages	58,694.92	54,776.76	3,918.16	107.2%
Total 7410.1 · Personal Services	58,694.92	54,776.76	3,918.16	107.2%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	37,466.15	-37,466.15	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	37,466.15	-37,466.15	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	825.00	1,175.00	-350.00	70.2%
7410.4B5 · Magazines and Newspapers	339.19	494.15	-154.96	68.6%
7410.4B4 · Audiobooks	199.99	279.97	-79.98	71.4%
7410.4B3 · Print Materials	4,341.13	5,299.07	-957.94	81.9%
7410.4B2 · Electronic Content	4,927.27	1,978.23	2,949.04	249.1%
7410.4B1 · DVDs & Other Materials	900.49	1,220.05	-319.56	73.8%
7410.4B · Library Materials - Other	600.56	128.52	472.04	467.3%
Total 7410.4B · Library Materials	12,133.63	10,574.99	1,558.64	114.7%
7410.4C · Equipment/Technology	1,638.30	1,184.45	453.85	138.3%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	1,369.18	2,770.04	-1,400.86	49.4%
7410.4D · Programs - Other	965.83	674.98	290.85	143.1%
Total 7410.4D · Programs	2,335.01	3,445.02	-1,110.01	67.8%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	229.95	491.59	-261.64	46.8%
7410.4E · Automated Services	2,794.56	2,739.75	54.81	102.0%
7410.4G · Postage	18.23	175.04	-156.81	10.4%
7410.4H · Telephone/Data Links	651.48	632.92	18.56	102.9%
7410.4I · Insurance	2,347.41	2,321.05	26.36	101.1%
7410.4F · Office and Library Supplies	730.51	737.58	-7.07	99.0%
7410.4J · Professional Services	300.00	420.00	-120.00	71.4%
Total 7410.41 · Operations and Administrative	7,072.14	7,517.93	-445.79	94.1%
7410.4K · Miscellaneous	10.00	74.07	-64.07	13.5%
Total 7410.4 · Contractual Expenses	23,189.08	22,796.46	392.62	101.7%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	4,402.67	4,129.95	272.72	106.6%
9040.8 · Workers Comp	214.72	371.68	-156.96	57.8%
9055.8 · Disability	241.50	310.50	-69.00	77.8%

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Accrual Basis

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through July 2020

	Jan - Jul 20	Forecast	\$ Over Forecast	% of Forecast
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	366.07	-366.07	0.0%
9060.8 · Health Insurance - Other	4,337.92	3,902.10	435.82	111.2%
Total 9060.8 · Health Insurance	4,337.92	4,268.17	69.75	101.6%
Total 9000 · Employee - Benefits	9,196.81	9,080.30	116.51	101.3%
Total Expense	91,080.81	124,119.67	-33,038.86	73.4%
Net Ordinary Income	67,490.28	22,598.62	44,891.66	298.6%
Net Income	67,490.28	22,598.62	44,891.66	298.6%

The Castleton Public Library

Balance Sheet

As of July 31, 2020

	Jul 31, 20
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	151,928.11
200.2 · Citizens Checking Account	30,144.50
200.9 · Petty Cash	50.00
Total Checking/Savings	182,122.61
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	185,622.61
TOTAL ASSETS	185,622.61
LIABILITIES & EQUITY	
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	113,059.35
Net Income	67,490.28
Total Equity	185,622.63
TOTAL LIABILITIES & EQUITY	185,622.61

Director's Report – July

July 2020 – Usage Statistics in Comparison

	July 2020	July 2019	Percent Change
Circulation			
Circulation of materials at CPL	1,128	2,938	-61.6%
Items loaned to other libraries	614	570	+7.7%
Items borrowed from other libraries	445	741	-39.9%
eContent circulation (OverDrive & Hoopla)	722	506	+42.7%
Programming			
Number of programs offered	26	70	-64.3%
Program attendance – in-person	7	930	-99.2%
Program attendance – live virtual	0	N/A	N/A
Program attendance – prerecorded virtual	265*	N/A	N/A
Public Computer Use			
Public Computer Sessions	0	172	-100%
WiFi Use (daily unique users)(3.77 GB)	256	266	-3.8%
WiFi Hotspot Use	0.55 GB	N/A	N/A
Marketing Reach			
Website visits	1,139**	10,496	-89.1%
Website unique visitors	619**	3,689	-83.2%
Email newsletter list size	1,395	1,319	+5.8%
Facebook page likes	828	715	+15.8
Facebook total reach	8,726	9,207	-5.2%
* = Attendance measured by total views or number of kits picked up through 7/31, whichever is higher.			
** = As of 8/1/2019, Weebly changed their statistics model to more closely match Google Analytics.			

eContent Usage – Month-to-Month Comparison

	July 2020	June 2020	Percent Change
OverDrive – Items checked out by CPL patrons	698	743	-6.1%
OverDrive – Unique CPL users with checkouts	115	113	+1.8%
OverDrive – New CPL users	7	6	+16.7%
Hoopla – Items checked out by CPL patrons	24	21	+14.3%
Hoopla – New CPL users	4	4	0%

Programs – July

7/1/2020	Virtual Storytime	2
7/1/2020	TED Talk Discussion Series	0
7/2/2020	Teen Time: Video Challenge	7
7/3/2020	Take & Make: Paper Bag Puppets	16
7/6/2020	Cool Science: Ice Cream Science	17
7/7/2020	Parent-Child Book Club	0
7/8/2020	Virtual Storytime	4
7/10/2020	Take & Make: Robots & Monsters	32
7/11/2020	Special Visitor Storytime	10
7/13/2020	Cool Science: Catapults	24
7/15/2020	Virtual Storytime	2
7/16/2020	Teen Time: Creative Writing	0
7/17/2020	Take & Make: Summer Suncatchers	24
7/18/2020	Special Visitor Storytime	33

7/20/2020	Cool Science: Nature Journals	18
7/21/2020	Kids Cook: Mini Pizzas	2
7/22/2020	Virtual Storytime	1
7/22/2020	TED Talk Discussion Series	0
7/24/2020	Take & Make: Harry Potter Crafts	26
7/25/2020	Special Visitor Storytime	2
7/27/2020	Cool Science: Astronomy	25
7/28/2020	Family Magic Show	7
7/28/2020	Castle Hill Bookmobile (contactless)	7
7/29/2020	Virtual Storytime	1
7/30/2020	Teen Time: Virtual Clue	0
7/31/2020	Take & Make: Paper Mosaic Art	12
	Month total	272

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

- July 10 – Weekly meeting with Director (online meeting)
- July 20 – Weekly meeting with Director (online meeting)

Director – Meetings, Outreach, and Continuing Education (July)

- July 2 – Ad Hoc Coordinated Reopening Committee (online meeting)
- July 10 – Directors Association – weekly meeting (online meeting)
- July 10 – Weekly meeting with Youth Services Librarian (online meeting)
- July 13 – Village Board meeting (online meeting)
- July 17 – Directors Association – weekly meeting (online meeting)
- July 20 – Weekly meeting with Youth Services Librarian (online meeting)
- July 22 – eContent Advisory Committee meeting (online meeting)
- July 23 – Virtual Program Swap (online Continuing Education)
- July 24 – Directors Association – weekly meeting (online meeting)
- July 28 – Outreach – Contactless Bookmobile at Castle Hill
- July 29 – Webinar: “Legal Issues & Reopening: The Saga Continues”
- July 31 – Directors Association – weekly meeting (online meeting)
- July 31 – Installation of StoryWalk at Schodack Island State Park