

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, August 21, 2023 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Feedback from Village of Castleton-on-Hudson
- Long Range Plan Committee Assignments

Old Business

- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from July 17, 2023

Treasurer's Report

Director's Report

Friends Report

Committee Reports

- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – K. Bielawa, L. Knaack, C. Strange
- Operations/Capital projects – P. Cartwright, S. Mitchum
- Policy Committee – M. Johnston, L. Knaack
- Long Range Plan Committees:
 - Marketing & Community Connections
 - Library Services & Outreach
 - Library Space

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, July 17, 2023 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:02 pm.

Roll Call

Present (physical): Shane Mitchum, President; Patrick Cartwright, Vice President; Alyssa Mitchum, Treasurer; Laurie Knaack, Secretary; Colin Strainge, Trustee; Kate Bielawa, Trustee; Melissa Tacke, Library Director

Excused: Meghan Johnston, Trustee

Adoption of Agenda

The adoption of the agenda was motioned by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved.

Public Comment

Village of Castleton board member Rebekah Timerman attended and reported that the Village board is also interested in the library pursuing construction aid toward a project to fix accessibility of the rear entrance of the Village Hall, and the Village is separately considering renovations to the front lawn area.

New Business

None.

Old Business

Long Range Plan (2023-2026): The adoption of the Long Range Plan was motioned by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved.

NYS Library Construction Aid: Director Tacke is working to get a quote and provide the required initial information to meet a July 26 application deadline for aid for a project to make the rear building entrance accessible. If the grant is received, Village approval will be needed to begin the project.

Library word-of-mouth advertising: Director Tacke encouraged trustees to continue to share Summer Reading Club information and to remind potential participants that they can register all summer. Lots of exciting, fun, and educational summer programming is planned.

Reports

President's Report

No report.

Secretary's Report

Trustee Bielawa motioned to approve the June 2023 meeting minutes. Seconded by Trustee Cartwright. Unanimously approved.

Treasurer's Report

Trustee Johnson motioned to approve the June 2023 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report

Director Tacke presented statistics for June, with a comparison against previous years. Circulation remains similar to 2022 (up significantly from 2021), with higher attendance at in-person events and improved Facebook reach since 2022. The Summer Reading Club kickoff was well attended.

Friends Report

The Friends of the Library held baked goods sales at Schodack Town Music in the Park events and is currently selling tickets for a drawing to be held on August 23 at the Music on the Lawn event at the library.

Committee Reports

All committees report plans to meet in late summer or fall.

Finance: did not meet.

Administrative: did not meet.

Operations/Capital Projects: did not meet.

Policy: did not meet.

Long range plan committees: These will change to reflect the new goals in the 2023-2026 Long Range Plan. Trustees will think about in which areas they can best contribute and choose assignments next month.

Sustainable Funding: did not meet.

Library Space: did not meet.

Community Outreach & Visibility: did not meet.

Announcements

None.

Public Comment

Rebekah Timerman conveyed that the Village board has some questions regarding the sustainable funding proposition and Sunday hours, and will gather these for discussion with Director Tacke.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:22 pm.

6:27 PM
08/01/23

The Castleton Public Library

Check Detail

July 2023

| Type | Num | Date | Name | Account | Paid Amount | Original Amo... |
|-----------------|---------------|------------|---------------------|-----------------------------------|-------------|-----------------|
| Bill Pmt -Check | DEBIT | 07/03/2023 | Amazon LLC | 200.2 · Citizens Checking Account | | -8.99 |
| Bill | 1114747448... | 07/03/2023 | | 74104D1 · Summer Reading Program | -8.99 | 8.99 |
| TOTAL | | | | | -8.99 | 8.99 |
| Bill Pmt -Check | DEBIT | 07/03/2023 | Google LLC | 200.2 · Citizens Checking Account | | -18.00 |
| Bill | 4754856210 | 07/03/2023 | | 7410.4C · Equipment/Technology | -18.00 | 18.00 |
| TOTAL | | | | | -18.00 | 18.00 |
| Bill Pmt -Check | DEBIT | 07/10/2023 | Amazon LLC | 200.2 · Citizens Checking Account | | -117.81 |
| Bill | 1110858077... | 07/10/2023 | | 74104B1 · DVDs & Other Materials | -117.81 | 117.81 |
| TOTAL | | | | | -117.81 | 117.81 |
| Bill Pmt -Check | DEBIT | 07/10/2023 | Amazon LLC | 200.2 · Citizens Checking Account | | -14.77 |
| Bill | 1111377799... | 07/10/2023 | | 74104B1 · DVDs & Other Materials | -14.77 | 14.77 |
| TOTAL | | | | | -14.77 | 14.77 |
| Bill Pmt -Check | DEBIT | 07/11/2023 | Wal-Mart | 200.2 · Citizens Checking Account | | -23.92 |
| Bill | | 07/11/2023 | | 74104D1 · Summer Reading Program | -23.92 | 23.92 |
| TOTAL | | | | | -23.92 | 23.92 |
| Bill Pmt -Check | DEBIT | 07/11/2023 | Dollar Tree | 200.2 · Citizens Checking Account | | -13.50 |
| Bill | | 07/11/2023 | | 74104D1 · Summer Reading Program | -13.50 | 13.50 |
| TOTAL | | | | | -13.50 | 13.50 |
| Bill Pmt -Check | DEBIT | 07/11/2023 | Jiff-E-Mart II | 200.2 · Citizens Checking Account | | -19.38 |
| Bill | | 07/11/2023 | | 74104D1 · Summer Reading Program | -19.38 | 19.38 |
| TOTAL | | | | | -19.38 | 19.38 |
| Bill Pmt -Check | DEBIT | 07/11/2023 | Jiff-E-Mart II | 200.2 · Citizens Checking Account | | -16.81 |
| Bill | | 07/11/2023 | | 74104D1 · Summer Reading Program | -16.81 | 16.81 |
| TOTAL | | | | | -16.81 | 16.81 |
| Bill Pmt -Check | DEBIT | 07/11/2023 | Staples | 200.2 · Citizens Checking Account | | -46.43 |
| Bill | | 07/11/2023 | | 74104D1 · Summer Reading Program | -46.43 | 46.43 |
| TOTAL | | | | | -46.43 | 46.43 |
| Bill Pmt -Check | DEBIT | 07/12/2023 | Davies Office, Inc. | 200.2 · Citizens Checking Account | | -195.00 |
| Bill | | 07/12/2023 | | 7410.4C · Equipment/Technology | -195.00 | 195.00 |
| TOTAL | | | | | -195.00 | 195.00 |

6:27 PM
08/01/23

The Castleton Public Library

Check Detail

July 2023

| Type | Num | Date | Name | Account | Paid Amount | Original Amo... |
|-----------------|---------------|------------|------------|---------------------------------------|-------------|-----------------|
| Bill Pmt -Check | DEBIT | 07/17/2023 | Amazon LLC | 200.2 · Citizens Checking Account | | -19.96 |
| Bill | 1110858077... | 07/19/2023 | | 74104B1 · DVDs & Other Materials | -19.96 | 19.96 |
| TOTAL | | | | | -19.96 | 19.96 |
| Bill Pmt -Check | DEBIT | 07/19/2023 | Amazon LLC | 200.2 · Citizens Checking Account | | -106.98 |
| Bill | 1116439236... | 07/17/2023 | | 7410.4F · Office and Library Supplies | -106.98 | 106.98 |
| TOTAL | | | | | -106.98 | 106.98 |
| Bill Pmt -Check | DEBIT | 07/20/2023 | USPS | 200.2 · Citizens Checking Account | | -3.72 |
| Bill | | 07/20/2023 | | 7410.4G · Postage | -3.72 | 3.72 |
| TOTAL | | | | | -3.72 | 3.72 |
| Bill Pmt -Check | DEBIT | 07/21/2023 | Amazon LLC | 200.2 · Citizens Checking Account | | -13.98 |
| Bill | 1112782367... | 07/18/2023 | | 74104D1 · Summer Reading Program | -13.98 | 13.98 |
| TOTAL | | | | | -13.98 | 13.98 |
| Bill Pmt -Check | DEBIT | 07/21/2023 | Amazon LLC | 200.2 · Citizens Checking Account | | -67.40 |
| Bill | 1110263256... | 07/18/2023 | | 74104D1 · Summer Reading Program | -67.40 | 67.40 |
| TOTAL | | | | | -67.40 | 67.40 |
| Bill Pmt -Check | DEBIT | 07/24/2023 | Aldi | 200.2 · Citizens Checking Account | | -3.89 |
| Bill | | 07/24/2023 | | 74104D1 · Summer Reading Program | -3.89 | 3.89 |
| TOTAL | | | | | -3.89 | 3.89 |
| Bill Pmt -Check | DEBIT | 07/24/2023 | USPS | 200.2 · Citizens Checking Account | | -69.72 |
| Bill | | 07/24/2023 | | 7410.4G · Postage | -69.72 | 69.72 |
| TOTAL | | | | | -69.72 | 69.72 |
| Bill Pmt -Check | DEBIT | 07/31/2023 | Facebook | 200.2 · Citizens Checking Account | | -19.61 |
| Bill | 6571423936... | 07/31/2023 | | 74104D1 · Summer Reading Program | -19.61 | 19.61 |
| TOTAL | | | | | -19.61 | 19.61 |
| Bill Pmt -Check | DEBIT | 07/31/2023 | Amazon LLC | 200.2 · Citizens Checking Account | | -13.46 |
| Bill | 1111517413... | 07/31/2023 | | 74104D1 · Summer Reading Program | -13.46 | 13.46 |
| TOTAL | | | | | -13.46 | 13.46 |
| Bill Pmt -Check | DEBIT | 07/31/2023 | Amazon LLC | 200.2 · Citizens Checking Account | | -37.92 |
| Bill | 1117579651... | 07/31/2023 | | 74104B1 · DVDs & Other Materials | -37.92 | 37.92 |
| TOTAL | | | | | -37.92 | 37.92 |

6:27 PM
08/01/23

The Castleton Public Library
Check Detail

July 2023

| Type | Num | Date | Name | Account | Paid Amount | Original Amo... |
|-----------------|---------------|------------|-----------------------|-----------------------------------|-------------|-----------------|
| Bill Pmt -Check | 3151 | 07/05/2023 | T-Mobile | 200.2 · Citizens Checking Account | | -119.44 |
| Bill | | 07/05/2023 | | 7410.4C · Equipment/Technology | -29.86 | 29.86 |
| | | | | 7410.4B · Library Materials | -89.58 | 89.58 |
| TOTAL | | | | | -119.44 | 119.44 |
| Bill Pmt -Check | 3152 | 07/10/2023 | Brodart | 200.2 · Citizens Checking Account | | -573.45 |
| Bill | MULTIPLE | 07/10/2023 | | 74104B3 · Print Materials | -573.45 | 573.45 |
| TOTAL | | | | | -573.45 | 573.45 |
| Bill Pmt -Check | 3153 | 07/10/2023 | UHLS | 200.2 · Citizens Checking Account | | -381.13 |
| Bill | 23-315 | 07/05/2023 | | 74104B2 · Electronic Content | -381.13 | 381.13 |
| TOTAL | | | | | -381.13 | 381.13 |
| Bill Pmt -Check | 3154 | 07/10/2023 | UHLS | 200.2 · Citizens Checking Account | | -998.00 |
| Bill | 23-287 | 07/03/2023 | | 7410.4E · Automated Services | -998.00 | 998.00 |
| TOTAL | | | | | -998.00 | 998.00 |
| Bill Pmt -Check | 3155 | 07/10/2023 | Great American | 200.2 · Citizens Checking Account | | -767.00 |
| Bill | | 07/10/2023 | | 7410.4I · Insurance | -767.00 | 767.00 |
| TOTAL | | | | | -767.00 | 767.00 |
| Bill Pmt -Check | 3156 | 07/10/2023 | Village of Castlet... | 200.2 · Citizens Checking Account | | -5,535.03 |
| Bill | 84495 | 07/07/2023 | | 7410.1A · Gross wages - Director | -2,423.07 | 2,423.07 |
| | | | | 7410.1B · Gross wages - Librarian | -893.59 | 893.59 |
| | | | | 7410.1C · Gross wages - Assistant | -1,828.10 | 1,828.10 |
| | | | | 9030.8 · Social Security/Medicare | -390.27 | 390.27 |
| TOTAL | | | | | -5,535.03 | 5,535.03 |
| Bill Pmt -Check | 3157 | 07/10/2023 | Village of Castlet... | 200.2 · Citizens Checking Account | | -776.30 |
| Bill | 84496 | 07/07/2023 | | 9060.8 · Health Insurance | -776.30 | 776.30 |
| TOTAL | | | | | -776.30 | 776.30 |
| Bill Pmt -Check | 3158 | 07/10/2023 | OverDrive | 200.2 · Citizens Checking Account | | -275.87 |
| Bill | 01080CO23... | 07/10/2023 | | 74104B2 · Electronic Content | -275.87 | 275.87 |
| TOTAL | | | | | -275.87 | 275.87 |
| Bill Pmt -Check | 3159 | 07/14/2023 | Charter Commun... | 200.2 · Citizens Checking Account | | -95.14 |
| Bill | 1443984010... | 07/07/2023 | | 7410.4H · Telephone/Data Links | -95.14 | 95.14 |
| TOTAL | | | | | -95.14 | 95.14 |

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08/01/23

The Castleton Public Library
Check Detail

July 2023

| Type | Num | Date | Name | Account | Paid Amount | Original Amo... |
|-----------------|---------|------------|-----------------------|-----------------------------------|-------------|-----------------|
| Bill Pmt -Check | 3160 | 07/17/2023 | Reptile Adventure | 200.2 · Citizens Checking Account | | -190.00 |
| Bill | INV0234 | 07/17/2023 | | 74104D1 · Summer Reading Program | -190.00 | 190.00 |
| TOTAL | | | | | -190.00 | 190.00 |
| Bill Pmt -Check | 3161 | 07/24/2023 | Village of Castlet... | 200.2 · Citizens Checking Account | | -5,742.71 |
| Bill | 84497 | 07/18/2023 | | 7410.1A · Gross wages - Director | -2,423.07 | 2,423.07 |
| | | | | 7410.1B · Gross wages - Librarian | -881.98 | 881.98 |
| | | | | 7410.1C · Gross wages - Assistant | -2,032.63 | 2,032.63 |
| | | | | 9030.8 · Social Security/Medicare | -405.03 | 405.03 |
| TOTAL | | | | | -5,742.71 | 5,742.71 |
| Bill Pmt -Check | 3162 | 07/24/2023 | Magicman Entert... | 200.2 · Citizens Checking Account | | -200.00 |
| Bill | | 07/24/2023 | | 74104D1 · Summer Reading Program | -200.00 | 200.00 |
| TOTAL | | | | | -200.00 | 200.00 |

6:06 PM
08/01/23

The Castleton Public Library
Reconciliation Summary

200.1 - Citizens Money Market, Period Ending 07/31/2023

| | Jul 31, 23 |
|-----------------------------------|-------------------|
| Beginning Balance | 245,911.03 |
| Cleared Transactions | |
| Checks and Payments - 1 item | -15,000.00 |
| Deposits and Credits - 2 items | 285.44 |
| Total Cleared Transactions | -14,714.56 |
| Cleared Balance | 231,196.47 |
| Register Balance as of 07/31/2023 | 231,196.47 |
| Ending Balance | 231,196.47 |

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08/01/23

The Castleton Public Library
Reconciliation Detail

200.1 - Citizens Money Market, Period Ending 07/31/2023

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|-----|------|-----|-------------------|-------------------|
| Beginning Balance | | | | | | 245,911.03 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 1 item | | | | | | |
| Transfer | 07/17/2023 | | | X | -15,000.00 | -15,000.00 |
| Total Checks and Payments | | | | | -15,000.00 | -15,000.00 |
| Deposits and Credits - 2 items | | | | | | |
| Deposit | 07/26/2023 | | | X | 234.76 | 234.76 |
| Deposit | 07/31/2023 | | | X | 50.68 | 285.44 |
| Total Deposits and Credits | | | | | 285.44 | 285.44 |
| Total Cleared Transactions | | | | | -14,714.56 | -14,714.56 |
| Cleared Balance | | | | | -14,714.56 | 231,196.47 |
| Register Balance as of 07/31/2023 | | | | | -14,714.56 | 231,196.47 |
| Ending Balance | | | | | -14,714.56 | 231,196.47 |

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08/01/23

The Castleton Public Library
Reconciliation Summary

200.2 - Citizens Checking Account, Period Ending 07/31/2023

| | Jul 31, 23 |
|--|------------------|
| Beginning Balance | 24,948.07 |
| Cleared Transactions | |
| Checks and Payments - 35 items | -23,318.62 |
| Deposits and Credits - 1 item | 15,000.00 |
| Total Cleared Transactions | -8,318.62 |
| Cleared Balance | 16,629.45 |
| Register Balance as of 07/31/2023 | 16,629.45 |
| Ending Balance | 16,629.45 |

6:26 PM

08/01/23

The Castleton Public Library

Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 07/31/2023

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|-------|--------------------------|-----|------------------|------------------|
| Beginning Balance | | | | | | 24,948.07 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 35 items | | | | | | |
| Bill Pmt -Check | 06/28/2023 | 3147 | Village of Castleton-... | X | -5,899.36 | -5,899.36 |
| Bill Pmt -Check | 06/28/2023 | 3148 | Brodart | X | -808.94 | -6,708.30 |
| Bill Pmt -Check | 06/28/2023 | 3149 | Berkshire Museum | X | -125.00 | -6,833.30 |
| Bill Pmt -Check | 07/03/2023 | DEBIT | Google LLC | X | -18.00 | -6,851.30 |
| Bill Pmt -Check | 07/03/2023 | DEBIT | Amazon LLC | X | -8.99 | -6,860.29 |
| Bill Pmt -Check | 07/05/2023 | 3151 | T-Mobile | X | -119.44 | -6,979.73 |
| Bill Pmt -Check | 07/10/2023 | 3156 | Village of Castleton-... | X | -5,535.03 | -12,514.76 |
| Bill Pmt -Check | 07/10/2023 | 3154 | UHLS | X | -998.00 | -13,512.76 |
| Bill Pmt -Check | 07/10/2023 | 3157 | Village of Castleton-... | X | -776.30 | -14,289.06 |
| Bill Pmt -Check | 07/10/2023 | 3155 | Great American | X | -767.00 | -15,056.06 |
| Bill Pmt -Check | 07/10/2023 | 3152 | Brodart | X | -573.45 | -15,629.51 |
| Bill Pmt -Check | 07/10/2023 | 3153 | UHLS | X | -381.13 | -16,010.64 |
| Bill Pmt -Check | 07/10/2023 | 3158 | OverDrive | X | -275.87 | -16,286.51 |
| Bill Pmt -Check | 07/10/2023 | DEBIT | Amazon LLC | X | -117.81 | -16,404.32 |
| Bill Pmt -Check | 07/10/2023 | DEBIT | Amazon LLC | X | -14.77 | -16,419.09 |
| Bill Pmt -Check | 07/11/2023 | DEBIT | Staples | X | -46.43 | -16,465.52 |
| Bill Pmt -Check | 07/11/2023 | DEBIT | Wal-Mart | X | -23.92 | -16,489.44 |
| Bill Pmt -Check | 07/11/2023 | DEBIT | Jiff-E-Mart II | X | -19.38 | -16,508.82 |
| Bill Pmt -Check | 07/11/2023 | DEBIT | Jiff-E-Mart II | X | -16.81 | -16,525.63 |
| Bill Pmt -Check | 07/11/2023 | DEBIT | Dollar Tree | X | -13.50 | -16,539.13 |
| Bill Pmt -Check | 07/12/2023 | DEBIT | Davies Office, Inc. | X | -195.00 | -16,734.13 |
| Bill Pmt -Check | 07/14/2023 | 3159 | Charter Communicat... | X | -95.14 | -16,829.27 |
| Bill Pmt -Check | 07/17/2023 | 3160 | Reptile Adventure | X | -190.00 | -17,019.27 |
| Bill Pmt -Check | 07/17/2023 | DEBIT | Amazon LLC | X | -19.96 | -17,039.23 |
| Bill Pmt -Check | 07/19/2023 | DEBIT | Amazon LLC | X | -106.98 | -17,146.21 |
| Bill Pmt -Check | 07/20/2023 | DEBIT | USPS | X | -3.72 | -17,149.93 |
| Bill Pmt -Check | 07/21/2023 | DEBIT | Amazon LLC | X | -67.40 | -17,217.33 |
| Bill Pmt -Check | 07/21/2023 | DEBIT | Amazon LLC | X | -13.98 | -17,231.31 |
| Bill Pmt -Check | 07/24/2023 | 3161 | Village of Castleton-... | X | -5,742.71 | -22,974.02 |
| Bill Pmt -Check | 07/24/2023 | 3162 | Magicman Entertain... | X | -200.00 | -23,174.02 |
| Bill Pmt -Check | 07/24/2023 | DEBIT | USPS | X | -69.72 | -23,243.74 |
| Bill Pmt -Check | 07/24/2023 | DEBIT | Aldi | X | -3.89 | -23,247.63 |
| Bill Pmt -Check | 07/31/2023 | DEBIT | Amazon LLC | X | -37.92 | -23,285.55 |
| Bill Pmt -Check | 07/31/2023 | DEBIT | Facebook | X | -19.61 | -23,305.16 |
| Bill Pmt -Check | 07/31/2023 | DEBIT | Amazon LLC | X | -13.46 | -23,318.62 |
| Total Checks and Payments | | | | | -23,318.62 | -23,318.62 |
| Deposits and Credits - 1 item | | | | | | |
| Transfer | 07/17/2023 | | | X | 15,000.00 | 15,000.00 |
| Total Deposits and Credits | | | | | 15,000.00 | 15,000.00 |
| Total Cleared Transactions | | | | | -8,318.62 | -8,318.62 |
| Cleared Balance | | | | | -8,318.62 | 16,629.45 |
| Register Balance as of 07/31/2023 | | | | | -8,318.62 | 16,629.45 |
| Ending Balance | | | | | -8,318.62 | 16,629.45 |

The Castleton Public Library

Profit & Loss

July 2023

| | Jul 23 |
|---|------------|
| Ordinary Income/Expense | |
| Income | |
| 2082 · Library Charges | |
| 2082.1 · Library Fines & Fees | |
| 2082.11 · Fines | 1.27 |
| 2082.12 · Lost Books | 9.99 |
| 2082.13 · Copies, Prints and Faxes | 0.00 |
| 2082.14 · Register Overage/Shortage | 0.00 |
| Total 2082.1 · Library Fines & Fees | 11.26 |
| Total 2082 · Library Charges | 11.26 |
| 2401 · Interest & Earnings | 50.68 |
| 2705 · Gifts & Donations | 223.50 |
| Total Income | 285.44 |
| Gross Profit | 285.44 |
| Expense | |
| 7410.1 · Personal Services | |
| 7410.11 · Employee Gross Wages | |
| 7410.1A · Gross wages - Director | 4,846.14 |
| 7410.1B · Gross wages - Librarian | 1,775.57 |
| 7410.1C · Gross wages - Assistant | 3,860.73 |
| Total 7410.11 · Employee Gross Wages | 10,482.44 |
| Total 7410.1 · Personal Services | 10,482.44 |
| 7410.4 · Contractual Expenses | |
| 7410.4B · Library Materials | |
| 7410.4B3 · Print Materials | 573.45 |
| 7410.4B2 · Electronic Content | 657.00 |
| 7410.4B1 · DVDs & Other Materials | 190.46 |
| 7410.4B · Library Materials - Other | 89.58 |
| Total 7410.4B · Library Materials | 1,510.49 |
| 7410.4C · Equipment/Technology | 242.86 |
| 7410.4D · Programs | |
| 7410.4D1 · Summer Reading Program | 637.37 |
| Total 7410.4D · Programs | 637.37 |
| 7410.41 · Operations and Administrative | |
| 7410.4E · Automated Services | 998.00 |
| 7410.4G · Postage | 73.44 |
| 7410.4H · Telephone/Data Links | 95.14 |
| 7410.4I · Insurance | 767.00 |
| 7410.4F · Office and Library Supplies | 106.98 |
| Total 7410.41 · Operations and Administrative | 2,040.56 |
| Total 7410.4 · Contractual Expenses | 4,431.28 |
| 9000 · Employee - Benefits | |
| 9030.8 · Social Security/Medicare | 795.30 |
| 9060.8 · Health Insurance | 776.30 |
| Total 9000 · Employee - Benefits | 1,571.60 |
| Total Expense | 16,485.32 |
| Net Ordinary Income | -16,199.88 |
| Net Income | -16,199.88 |

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through July 2023

| | Jan - Jul 23 | Budget | \$ Over Budget | % of Budget |
|---|--------------|------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 2082 · Library Charges | | | | |
| 2082.1 · Library Fines & Fees | | | | |
| 2082.11 · Fines | 15.74 | 0.00 | 15.74 | 100.0% |
| 2082.12 · Lost Books | 33.96 | 0.00 | 33.96 | 100.0% |
| 2082.13 · Copies, Prints and Faxes | 42.90 | 0.00 | 42.90 | 100.0% |
| 2082.14 · Register Overage/Shortage | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 2082.1 · Library Fines & Fees | 92.60 | 0.00 | 92.60 | 100.0% |
| Total 2082 · Library Charges | 92.60 | 0.00 | 92.60 | 100.0% |
| 2360 · Intergovernmental Revenues | | | | |
| 2360.1 · Town of Schodack | 176,000.00 | 176,000.00 | 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 | 179,325.00 | 193,325.00 | -14,000.00 | 92.8% |
| 2401 · Interest & Earnings | 335.46 | 30.00 | 305.46 | 1,118.2% |
| 2705 · Gifts & Donations | | | | |
| 2705.1 · Friend's SRP | 1,000.00 | 1,000.00 | 0.00 | 100.0% |
| 2705 · Gifts & Donations - Other | 10,098.16 | 6,000.00 | 4,098.16 | 168.3% |
| Total 2705 · Gifts & Donations | 11,098.16 | 7,000.00 | 4,098.16 | 158.5% |
| 2760 · Library System Grants | | | | |
| 2760.3 · Grants - Library Renovation | 0.00 | 0.00 | 0.00 | 0.0% |
| 2760.1 · LLSA and ERATE (UHLS) | 143.00 | 1,435.00 | -1,292.00 | 10.0% |
| 2760.9 · Grants - Other | 26,000.00 | 1,000.00 | 25,000.00 | 2,600.0% |
| Total 2760 · Library System Grants | 26,143.00 | 2,435.00 | 23,708.00 | 1,073.6% |
| 599 · Appropriated Fund Balance | 0.00 | 10,645.00 | -10,645.00 | 0.0% |
| Total Income | 216,994.22 | 213,435.00 | 3,559.22 | 101.7% |
| Gross Profit | 216,994.22 | 213,435.00 | 3,559.22 | 101.7% |
| Expense | | | | |
| 7410.1 · Personal Services | | | | |
| 7410.11 · Employee Gross Wages | | | | |
| 7410.1A · Gross wages - Director | 36,202.67 | 63,000.00 | -26,797.33 | 57.5% |
| 7410.1B · Gross wages - Librarian | 13,212.47 | 24,140.00 | -10,927.53 | 54.7% |
| 7410.1C · Gross wages - Assistant | 26,082.88 | 54,300.00 | -28,217.12 | 48.0% |
| Total 7410.11 · Employee Gross Wages | 75,498.02 | 141,440.00 | -65,941.98 | 53.4% |
| Total 7410.1 · Personal Services | 75,498.02 | 141,440.00 | -65,941.98 | 53.4% |
| 7410.2 · Equipment & Capital Outlay | | | | |
| 7410.2A · Renovation of Library Space | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 7410.2 · Equipment & Capital Outlay | 0.00 | 0.00 | 0.00 | 0.0% |
| 7410.4 · Contractual Expenses | | | | |
| 7410.4B · Library Materials | | | | |
| 74104B6 · Museum Passes | 1,280.00 | 1,680.00 | -400.00 | 76.2% |
| 74104B5 · Magazines and Newspapers | 0.00 | 400.00 | -400.00 | 0.0% |
| 74104B4 · Audiobooks | 0.00 | 0.00 | 0.00 | 0.0% |
| 74104B3 · Print Materials | 6,328.20 | 9,400.00 | -3,071.80 | 67.3% |
| 74104B2 · Electronic Content | 4,407.09 | 6,270.00 | -1,862.91 | 70.3% |
| 74104B1 · DVDs & Other Materials | 1,075.35 | 1,900.00 | -824.65 | 56.6% |
| 7410.4B · Library Materials - Other | 686.47 | 1,220.00 | -533.53 | 56.3% |
| Total 7410.4B · Library Materials | 13,777.11 | 20,870.00 | -7,092.89 | 66.0% |
| 7410.4C · Equipment/Technology | 1,143.47 | 1,450.00 | -306.53 | 78.9% |
| 7410.4D · Programs | | | | |
| 74104D1 · Summer Reading Program | 2,112.30 | 4,250.00 | -2,137.70 | 49.7% |

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through July 2023

| | Jan - Jul 23 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------------|-------------------|---------------|
| 7410.4D · Programs - Other | 924.49 | 3,000.00 | -2,075.51 | 30.8% |
| Total 7410.4D · Programs | 3,036.79 | 7,250.00 | -4,213.21 | 41.9% |
| 7410.41 · Operations and Administrative | | | | |
| 7410.4A · Staff Development/Edu | 195.00 | 800.00 | -605.00 | 24.4% |
| 7410.4E · Automated Services | 2,994.00 | 4,110.00 | -1,116.00 | 72.8% |
| 7410.4G · Postage | 194.45 | 300.00 | -105.55 | 64.8% |
| 7410.4H · Telephone/Data Links | 669.67 | 1,250.00 | -580.33 | 53.6% |
| 7410.4I · Insurance | 2,729.93 | 2,575.00 | 154.93 | 106.0% |
| 7410.4F · Office and Library Supplies | 338.27 | 1,300.00 | -961.73 | 26.0% |
| 7410.4J · Professional Services | 315.00 | 480.00 | -165.00 | 65.6% |
| Total 7410.41 · Operations and Administrati... | 7,436.32 | 10,815.00 | -3,378.68 | 68.8% |
| 7410.4K · Miscellaneous | | | | |
| 7410.4L · Strategic Planning - Survey | 1,178.58 | 1,260.00 | -81.42 | 93.5% |
| 7410.4K · Miscellaneous - Other | 1,574.63 | 25.00 | 1,549.63 | 6,298.5% |
| Total 7410.4K · Miscellaneous | 2,753.21 | 1,285.00 | 1,468.21 | 214.3% |
| Total 7410.4 · Contractual Expenses | 28,146.90 | 41,670.00 | -13,523.10 | 67.5% |
| 9000 · Employee - Benefits | | | | |
| 9010.8 · NYS Retirement | 0.00 | 7,735.00 | -7,735.00 | 0.0% |
| 9030.8 · Social Security/Medicare | 5,734.23 | 10,750.00 | -5,015.77 | 53.3% |
| 9040.8 · Workers Comp | 204.65 | 900.00 | -695.35 | 22.7% |
| 9055.8 · Disability | 0.00 | 500.00 | -500.00 | 0.0% |
| 9060.8 · Health Insurance | | | | |
| 9060.81 · HRA Funding | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 9060.8 · Health Insurance - Other | 5,032.28 | 8,940.00 | -3,907.72 | 56.3% |
| Total 9060.8 · Health Insurance | 5,032.28 | 10,440.00 | -5,407.72 | 48.2% |
| Total 9000 · Employee - Benefits | 10,971.16 | 30,325.00 | -19,353.84 | 36.2% |
| Total Expense | 114,616.08 | 213,435.00 | -98,818.92 | 53.7% |
| Net Ordinary Income | 102,378.14 | 0.00 | 102,378.14 | 100.0% |
| Net Income | 102,378.14 | 0.00 | 102,378.14 | 100.0% |

The Castleton Public Library
Profit & Loss Forecast vs. Actual

Accrual Basis

January through July 2023

| | Jan - Jul 23 | Forecast | \$ Over Forecast | % of Forecast |
|--|-------------------|-------------------|------------------|-----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 2082 · Library Charges | | | | |
| 2082.1 · Library Fines & Fees | | | | |
| 2082.11 · Fines | 15.74 | 29.25 | -13.51 | 53.8% |
| 2082.12 · Lost Books | 33.96 | 116.90 | -82.94 | 29.1% |
| 2082.13 · Copies, Prints and Faxes | 42.90 | 0.00 | 42.90 | 100.0% |
| 2082.14 · Register Overage/Shortage | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 2082.1 · Library Fines & Fees | 92.60 | 146.15 | -53.55 | 63.4% |
| Total 2082 · Library Charges | 92.60 | 146.15 | -53.55 | 63.4% |
| 2360 · Intergovernmental Revenues | | | | |
| 2360.1 · Town of Schodack | 176,000.00 | 159,260.00 | 16,740.00 | 110.5% |
| 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 | 179,325.00 | 162,585.00 | 16,740.00 | 110.3% |
| 2401 · Interest & Earnings | 335.46 | 21.75 | 313.71 | 1,542.3% |
| 2705 · Gifts & Donations | | | | |
| 2705.1 · Friend's SRP | 1,000.00 | 1,000.00 | 0.00 | 100.0% |
| 2705 · Gifts & Donations - Other | 10,098.16 | 4,847.47 | 5,250.69 | 208.3% |
| Total 2705 · Gifts & Donations | 11,098.16 | 5,847.47 | 5,250.69 | 189.8% |
| 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) | 143.00 | 138.20 | 4.80 | 103.5% |
| 2760.9 · Grants - Other | 26,000.00 | 1,250.00 | 24,750.00 | 2,080.0% |
| Total 2760 · Library System Grants | 26,143.00 | 3,537.20 | 22,605.80 | 739.1% |
| Total Income | 216,994.22 | 172,137.57 | 44,856.65 | 126.1% |
| Gross Profit | 216,994.22 | 172,137.57 | 44,856.65 | 126.1% |
| Expense | | | | |
| 7410.1 · Personal Services | | | | |
| 7410.11 · Employee Gross Wages | | | | |
| 7410.1A · Gross wages - Director | 36,202.67 | 34,024.08 | 2,178.59 | 106.4% |
| 7410.1B · Gross wages - Librarian | 13,212.47 | 12,790.98 | 421.49 | 103.3% |
| 7410.1C · Gross wages - Assistant | 26,082.88 | 21,279.24 | 4,803.64 | 122.6% |
| Total 7410.11 · Employee Gross Wages | 75,498.02 | 68,094.30 | 7,403.72 | 110.9% |
| Total 7410.1 · Personal Services | 75,498.02 | 68,094.30 | 7,403.72 | 110.9% |
| 7410.2 · Equipment & Capital Outlay | | | | |
| 7410.2A · Renovation of Library Space | 0.00 | 5,279.73 | -5,279.73 | 0.0% |
| Total 7410.2 · Equipment & Capital Outlay | 0.00 | 5,279.73 | -5,279.73 | 0.0% |
| 7410.4 · Contractual Expenses | | | | |
| 7410.4B · Library Materials | | | | |
| 7410.4B6 · Museum Passes | 1,280.00 | 1,110.00 | 170.00 | 115.3% |
| 7410.4B5 · Magazines and Newspapers | 0.00 | 0.00 | 0.00 | 0.0% |
| 7410.4B3 · Print Materials | 6,328.20 | 5,418.64 | 909.56 | 116.8% |
| 7410.4B2 · Electronic Content | 4,407.09 | 3,793.96 | 613.13 | 116.2% |
| 7410.4B1 · DVDs & Other Materials | 1,075.35 | 1,132.47 | -57.12 | 95.0% |
| 7410.4B · Library Materials - Other | 686.47 | 748.22 | -61.75 | 91.7% |
| Total 7410.4B · Library Materials | 13,777.11 | 12,203.29 | 1,573.82 | 112.9% |
| 7410.4C · Equipment/Technology | 1,143.47 | 1,311.63 | -168.16 | 87.2% |
| 7410.4D · Programs | | | | |
| 7410.4D1 · Summer Reading Program | 2,112.30 | 2,540.79 | -428.49 | 83.1% |
| 7410.4D · Programs - Other | 924.49 | 1,021.52 | -97.03 | 90.5% |
| Total 7410.4D · Programs | 3,036.79 | 3,562.31 | -525.52 | 85.2% |
| 7410.41 · Operations and Administrative | | | | |
| 7410.4A · Staff Development/Edu | 195.00 | 0.00 | 195.00 | 100.0% |
| 7410.4E · Automated Services | 2,994.00 | 2,934.27 | 59.73 | 102.0% |
| 7410.4G · Postage | 194.45 | 126.37 | 68.08 | 153.9% |
| 7410.4H · Telephone/Data Links | 669.67 | 663.93 | 5.74 | 100.9% |
| 7410.4I · Insurance | 2,729.93 | 2,450.94 | 278.99 | 111.4% |
| 7410.4F · Office and Library Supplies | 338.27 | 637.94 | -299.67 | 53.0% |
| 7410.4J · Professional Services | 315.00 | 210.00 | 105.00 | 150.0% |
| Total 7410.41 · Operations and Administrative | 7,436.32 | 7,023.45 | 412.87 | 105.9% |
| 7410.4K · Miscellaneous | | | | |
| 7410.4L · Strategic Planning - Survey | 1,178.58 | | | |
| 7410.4K · Miscellaneous - Other | 1,574.63 | 172.52 | 1,402.11 | 912.7% |
| Total 7410.4K · Miscellaneous | 2,753.21 | 172.52 | 2,580.69 | 1,595.9% |
| Total 7410.4 · Contractual Expenses | 28,146.90 | 24,273.20 | 3,873.70 | 116.0% |

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Accrual Basis

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through July 2023

| | Jan - Jul 23 | Forecast | \$ Over Forecast | % of Forecast |
|-----------------------------------|--------------|------------|------------------|---------------|
| 9000 - Employee - Benefits | | | | |
| 9010.8 - NYS Retirement | 0.00 | 0.00 | 0.00 | 0.0% |
| 9030.8 - Social Security/Medicare | 5,734.23 | 5,170.06 | 564.17 | 110.9% |
| 9040.8 - Workers Comp | 204.65 | 204.65 | 0.00 | 100.0% |
| 9055.8 - Disability | 0.00 | 181.25 | -181.25 | 0.0% |
| 9060.8 - Health Insurance | 5,032.28 | 4,535.77 | 496.51 | 110.9% |
| Total 9000 - Employee - Benefits | 10,971.16 | 10,091.73 | 879.43 | 108.7% |
| Total Expense | 114,616.08 | 107,738.96 | 6,877.12 | 106.4% |
| Net Ordinary Income | 102,378.14 | 64,398.61 | 37,979.53 | 159.0% |
| Net Income | 102,378.14 | 64,398.61 | 37,979.53 | 159.0% |

The Castleton Public Library
Balance Sheet
As of July 31, 2023

| | Jul 31, 23 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 200.1 · Citizens Money Market | 231,196.47 |
| 200.2 · Citizens Checking Account | 16,629.45 |
| 200.9 · Petty Cash | 50.00 |
| Total Checking/Savings | 247,875.92 |
| Other Current Assets | |
| 395 · Deposits with Other Government | 5,000.00 |
| Total Other Current Assets | 5,000.00 |
| Total Current Assets | 252,875.92 |
| TOTAL ASSETS | 252,875.92 |
| 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 | 145,424.80 |
| Net Income | 102,378.14 |
| Total Equity | 252,875.94 |
| TOTAL LIABILITIES & EQUITY | 252,875.92 |

Director's Report – August

July 2023 – Usage Statistics in Comparison

| | July 2023 | July 2022 | % Change, 2023 vs. 2022 | July 2021 | % Change, 2023 vs. 2021 |
|--|--------------|---------------|----------------------------|--------------|----------------------------|
| Circulation | | | | | |
| Circulation of materials at CPL | 2,725 | 2,955 | -7.8% | 1,940 | +40.5% |
| Items loaned to other libraries | 438 | 377 | +16.2% | 372 | +17.7% |
| Items borrowed from other libraries | 764 | 1,121 | -31.8% | 588 | +29.9% |
| eContent circulation | 676 | 587 | +15.2% | 553 | +22.2% |
| Programming | | | | | |
| Number of programs offered | 50 | 46 | +8.7% | 30 | +66.7% |
| Program attendance – in-person | 724 | 623 | +16.2% | 159 | +355.3% |
| Program attendance – live virtual | 0 | 0 | 0% | 0 | 0% |
| Program attendance – kits and prerecorded virtual* | 270 | 386 | -30.1% | 385 | -29.9% |
| Total program attendance | 994 | 1,009 | -1.5% | 544 | +82.7% |
| Public Computer Use | | | | | |
| Public Computer Sessions | 45 | 10 | +350% | 7 | +542.9% |
| WiFi Use - daily unique users | 762 (5.3 GB) | 702 (11.2 GB) | +8.5% | 431 (3.3 GB) | +76.8% |
| WiFi Hotspot Use | 18.62 GB | 73.6 GB | -74.7% | 33.85 GB | -45% |
| Marketing Reach | | | | | |
| Website visits | 1,459 | 1,180 | +23.6% | 1,290 | +13.1% |
| Website unique visitors | 763 | 625 | +22.1% | 597 | +27.8% |
| Email newsletter list size | 1,650 | 1,554 | +6.2% | 1,421 | +16.1% |
| Facebook page followers | 1,333 | 1,019 | +30.8% | 892 | +49.4% |
| Facebook total reach | 27,201 | 14,976 | +81.6% | 7,781 | +249.6% |
| * = The number of kits distributed through 7/31 is used for the attendance number. | | | | | |

Programs – July

| | | |
|------|---------------------------|----|
| 7/1 | Chalk the Walk | 2 |
| 7/3 | Kit - Rainbow Scratch Art | 60 |
| 7/3 | Canimals | 14 |
| 7/3 | After Din. Book Club | 3 |
| 7/5 | Computer Help | 1 |
| 7/5 | Magic Paper Towels | 12 |
| 7/6 | Nature Journal Strytm. | 32 |
| 7/6 | Teen Time: Yarn PomPoms | 0 |
| 7/7 | Bridge Club | 4 |
| 7/7 | Foam Paint Fun | 17 |
| 7/8 | Perler Bead Crafts | 19 |
| 7/10 | Kit - Summer Suncatcher | 80 |
| 7/10 | Emoji Pillows | 36 |
| 7/11 | Castle Hill Bookmobile | 5 |
| 7/11 | Ice Cream Science | 58 |
| 7/11 | Pajama Storytime | 0 |
| 7/11 | Beginner Yoga | 11 |

| | | |
|------|-------------------------------|----|
| 7/12 | Minecraft, Your Craft | 21 |
| 7/13 | Dance Storytime | 25 |
| 7/13 | Paper Bag Kites | 16 |
| 7/14 | Marble Run Fun | 22 |
| 7/14 | Bridge Club | 5 |
| 7/14 | Device Help @Castle Hill | 2 |
| 7/14 | Bird Craft & Story @SISP | 8 |
| 7/15 | Giant Connect Four | 27 |
| 7/17 | Kit - Collage Art | 70 |
| 7/17 | Reptile Adventure | 97 |
| 7/18 | Code Your Name | 8 |
| 7/18 | Pajama Storytime | 3 |
| 7/18 | Beginner Yoga | 7 |
| 7/19 | Knock Hockey | 14 |
| 7/19 | Afternoon Book Club | 5 |
| 7/20 | ValleyCats Storytime | 15 |
| 7/20 | Teen Time: Dungeons & Dragons | 2 |

| | | |
|------|------------------------------|------------|
| 7/21 | Bridge Club | 4 |
| 7/21 | Bubbles! | 19 |
| 7/22 | Tie Dye | 35 |
| 7/24 | Kit - Egg Carton Caterpillar | 60 |
| 7/24 | Family Magic Show | 74 |
| 7/25 | M&M PB Cookies | 27 |
| 7/25 | Pajama Storytime | 0 |
| 7/25 | Beginner Yoga | 8 |
| 7/26 | Legomania | 9 |
| 7/26 | Guided Storywalk | 0 |
| 7/27 | Bee Storytime | 21 |
| 7/27 | Cool Science: Slime | 16 |
| 7/28 | Create a Chain Reaction | 3 |
| 7/28 | Bridge Club | 2 |
| 7/29 | Crafternoon | 8 |
| 7/31 | Water Balloon Baseball | 7 |
| | Month total | 994 |

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

- July 7 – Directors Association meeting
- July 10 – Village Board meeting
- July 11 – Bookmobile at Castle Hill senior housing
- July 14 – Meeting with Gene Lawlor re: back door project
- July 14 – EContent Advisory Committee meeting (virtual meeting)
- July 17 – Installation of StoryWalk at Schodack Town Park
- July 18 – Meeting with Rawdon Cheng of UHLS re: Microsoft 365 suite



Classes and Events at Castleton Public Library September 2023

Weekly Events



Pajama Storytime

Tuesdays at 6:00 p.m. September 5, 12, 19, 26.

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. September 7, 14, 21, 28.

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills!



Bridge Club

Fridays at 10:30 a.m. September 1, 8, 15, 22, 29.

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

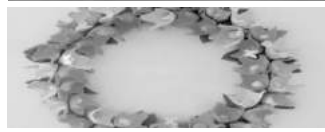
Other Events and Take-Home Kits



Take & Make Craft: Back to School Crafts

Pick up anytime from Tuesday, September 5 through Saturday, September 30

Make fun crafts to celebrate the beginning of a new school year!



Flower Wreaths

Friday, September 1, 11:00 a.m. – 2:00 p.m.

Use styrofoam egg cartons to make a pretty pastel flower wreath to decorate your home!



Deer Craft and Story at Schodack Island State Park

Friday, September 1, 3:00 p.m.

Location: Riverview Pavilion, Schodack Island State Park, 1 Schodack Island Way, Schodack Landing, NY 12156

Join an educator from the park and staff from the library to learn all about deer! We'll read a short story about deer, create a deer craft, and be able to touch a real deer hide & skull! Age range 2-12. Pre-registration required -- call 518-732-0187.



Rainbow Scratch Art

Saturday, September 2, 10:00 a.m. – 4:00 p.m.

Stop in to make cool rainbow scratch art using special paper!



Sand Art

Tuesday, September 5, 2:00-5:00 p.m.

Held outdoors (weather permitting). Make a creative design on cardstock using colored sand and glue!



Kids Cook: Fruit and Cheese Kabobs

Wednesday, September 6, 4:00 p.m.

In this month's Kids Cook class, we will create tasty fruit and cheese kabobs as well as a delicious dip.



Cool Science: Straw Airplanes

Tuesday, September 12, 3:00-5:00 p.m.

Make airplanes using straws and hoops, and learn about the science behind how flight works.



Open Mic Night

Wednesday, September 13, 6:00-8:00 p.m.

Musicians & poets - come share your talents! If your instrument requires an amplifier, please bring one with you. All ages welcome to perform and to watch.



Drug Takeback Day

Saturday, September 16, 10:00 a.m. – 2:00 p.m.

Drop off unused/expired medication for safe, anonymous disposal. Proper disposal of unused prescription and OTC medications is important to protect both people and the environment. Co-sponsored by Castleton Public Library and the Rensselaer County Sheriff's Department.



Friends of CPL Music on the Lawn

Saturday, September 16, 12:00-3:00 p.m.

Enjoy live music by Scarlett Fever on the front lawn! All ages. The Friends of CPL will be selling meatball subs, hot dogs, apple crisp, and drinks. Presented by the Friends of Castleton Public Library.



Apple Crafts

Monday, September 18, 2:00-6:00 p.m.

Celebrate this versatile fall fruit by stopping in to create fun apple-themed crafts! All ages welcome.



CPL Board of Trustees Meeting

Monday, September 18, 7:00 p.m.

Monthly meeting of the library's Board of Trustees. Members of the public are welcome to attend.



Afternoon Book Club

Afternoon Book Club: *Intimacies: A Novel* by Katie Kitamura

Wednesday, September 20, 1:00 p.m.

Join us the third Wednesday of each month for a book discussion! Books available at the front desk.



Special Storytime: Deer

Thursday, September 21, 10:30 a.m.

An environmental educator from Schodack Island State Park will join us for this special storytime all about deer. We'll learn about the life of a deer and touch a real deer hide and skull!



Teen Time: Washi Tape Crafts

Thursday, September 21, 4:00 p.m.

Create distinctive crafts using washi tape! For teens in 6th-12th grade.



Sponge Painting

Saturday, September 23, 11:00 a.m. – 3:00 p.m.

Stop by to make cool sponge art at the library!



Design Your Journal

Wednesday, September 27, 3:00-7:00 p.m.

Decorate a notebook using a variety of fun art supplies to create your own custom journal!



Autumn Leaf Absorption Art

Friday, September 29, 2:00-6:00 p.m.

Learn about water absorption in this magical leaf-coloring experiment! All ages welcome.

September is Library Card Sign-Up Month!

A library card gives you access to free books, movies, magazines, museum passes, digital collections, and more. Don't have a library card yet?

Come sign up this month and we'll give you a **special welcome gift!**

Signing up for a library card is easy – adults and teens 16+ need valid photo ID and a piece of mail showing their current address. Youth under age 16 need to bring their parent/guardian to sign them up.



Castleton Public Library

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

www.castletonpubliclibrary.org

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