

**Castleton Public Library Board of Trustees Meeting**  
**Castleton Village Hall, May 19, 2014, 7:00pm**

**Welcome**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**President's Report**

**Secretary's Report**

- Review of minutes from March 31, 2014

**Director's Report**

**Friends Report**

**Committee Reports**

- Administrative Committee
- Finance Committee
- Operations/Capital projects

**Old Business**

- Code of Ethics
- Strategic Planning
- Bylaw amendments
- UHLAN Agreement

**New Business**

- Logo discussion
- Committee changes and members
- Circulation Policy (Amy)
- Castletonian

**Announcements**

**Public Comment**

**Executive Session**

**Adjourn**



# Library Card

## Eligibility and Registration

### Resident of Albany or Rensselaer County

- Positive identification (ex. license, other photo ID), proof of current street address, (not a post office box #), and date of birth will be required to register for a new card.
- The signature of a parent or legal guardian is required for children 15 and under. The parent must possess or obtain a valid library card in the UHLS system that is in good standing in order for their child to get a library card.

### Not a resident of Albany or Rensselaer County

- Patrons residing outside of Albany and Rensselaer counties will be charged \$30 for six months or \$50 per year per person for use of the library.
- An out-of-county card does not guarantee full privileges at Upper Hudson Library System libraries aside from the Castleton Public Library.

## Card Rules

- A library card is required to borrow and renew materials. Library cards are non-transferable. The person issued the card is the only person allowed to use the card.
- If a patron forgets his/her card, they may use their driver's license.
- Most items checked out of a UHLS Library may be returned to any UHLS library. Exceptions: Museum passes and interlibrary loan items from outside of the UHLS library system must be returned to our library.
- There is no limit on the amount of materials which may be borrowed.
- A signed permission slip is required to pick up holds for friends and family members. You must have the library card of the patron whose holds you are picking up.
- Cards are delinquent when your materials are overdue or \$3.00 or more in accumulated damages or fines have accumulated on your card.
- The person issued the card is responsible for reporting it lost or stolen.
- If a card is lost, stolen or damaged the replacement cost is \$1.00.
- You are responsible for all materials charged to your library card.

## Card Holder Responsibilities

- Unpaid fines or overdue material result in a delinquent borrower status. Delinquent borrowers forfeit their borrowing and computer privileges until items are returned and fines are paid. Cards are delinquent when your materials are overdue or \$3.00 or more in accumulated damages or fines have accumulated on your card.
- An outdoor book drop is available 24-hours a day. Materials placed in the drop when the library is closed will be cleared the next business day.
- Borrowers are responsible for the replacement cost of materials which become lost or damaged while out on loan.
- Patrons can be notified by email or phone when their requests are in.
- The library should be informed of any change in name, address, or telephone number as soon as possible.

## Collection Rules

### Loan Periods and Fines

- Charges for overdue items are added to your account. Unless you pay upon their return, you will be asked to settle the account before transacting any other business, including the use of a computer.
- Fines are charged for each day the library is open and the item is not returned. To avoid fines, return material before the library closes on the due date.
- All checks returned for insufficient funds will be charged a \$25.00 administration fee.
- Our library will only accept CHECKS (no cash) for UHLS Lost Items. We will accept cash if the lost item belonged to the Castleton Public Library.

28 Days – Fine of \$.10 per day up to \$5.00\*

- Fiction and nonfiction books
- Large print books
- Audiobooks
- Music CDs

14 Days – Fine of \$.10 per day up to \$5.00\*

- New books
- Magazines
- New Music CDs

5 Days – Fine of \$1.00 per day up to \$5.00\*

- All DVDs

3 Days – Fine of \$1.00 per day up to \$5.00\*

- Museum Passes

\*A \$15 maximum fine applies if you return all overdue materials and pay the fine on the same business day.

### Renewals

- Most items may be renewed one or two. Material may not be renewed if it has been requested by another patron or if it has exceeded its renewal limit.
- To renew materials, present your card at the circulation desk and ask for renewal, call the library, or login to your library account online.
- You must supply your library card number to library staff when calling with a telephone renewal.
- Material from other libraries may be renewed at Castleton Public Library but are subject to the owning library's renewal policy.

## April 2014 Usage

- Circulation of print materials: 1685
- Circulation of eContent: 61
- Website visits: 3084 *\*There may be some inconsistency with website visits because we are using a different tool to measure this with the launch of the newly designed site.*
- Public access computers: 150 sessions
- 103 people attended the 15 Library programs

## Collection Management

- Items added: 69 / Items withdrawn: 173
- Collection snapshot: 74% of the items checked out at CPL were CPL items. Of the 1685 items circulated, 442 were borrowed from another library in UHLS while CPL loaned 501 items to UHLS member libraries. Adult DVDs was the highest circulated collection, Adult Fiction was the second and the third was Juvenile Fiction.
  - Juvenile Fiction, the third highest circulated collection in April, made up 18% of the total circulation. 86% of these items were CPL items checked out at CPL. 14% of the circulation was of items from another UHLS member library.
  - The top three circulating categories account for 60% of the total circulation.

## Upcoming Program Highlights

- Teen Club: Book Night! Read the book, seen the movie? Which is better!? Let's discuss! Sign-up now and join us on May 21 to eat some pizza and discuss Veronica Roth's *Divergent*! (*Wednesday, May 21 at 5:30 PM*)
- Parent + Child Book Club: Join us for...Grilled Cheese and Chocolate Milk! How it works...Come by or call the library to register and pick up a copy of *Flora & Ulysses* by Kate DiCamillo. Take the book home so you and your child can read it together. Then come to the library for some lunch and a fun discussion! (*Saturday, May 31 at 12:30 PM*)
- The Friends of the Library will host Family Movie Night on Friday, June 6 at 6:00 PM.
- Through the Heartland on U.S. 20: Join us for an informative and entertaining presentation by Bill and Mary Lewis about U.S. 20, the longest federal highway, traveling 3,365 miles from Boston to Newport, Oregon. They wrote a three volume series, *Through the Heartland on U.S. 20*, in which they trace the road's development through the area and the community's development through landmark events and unique stories. (*Friday June 20<sup>th</sup> at 6:00 PM*)

## Marketing and Resources

- Website changes and improvements: 'Local Links' was added to the home page of the website to include local government websites and local media. A new page, 'News and Resources,' went live in early May. This is a blog page that contains posts relating to new reference tools, services and information. Using a blog style page rather than a static page allows us to organize relevant information timely as it relates to current needs and trends. It also allows users to comment on the posts and share it easily through their social networks. Natalie is working on the Kids and Teens

section of the website to offer information about programs, book reviews, book trailers and other information that specifically relates to those audiences.

- E-Newsletter and Social Media: In April, we sent the electronic newsletter three times to about 340 recipients, sent 10 tweets, shared 11 posts on Google+ and 10 posts on Facebook.
- Media Outlets: We sent information about CPL events and services to The Advertiser (weekly) and Our Towne (monthly).

### Continuing Education

- I will attend two workshops over a three day period (June 4-6) as I work to complete the requirements for the Leadership and Management Academy through NYLA. The workshops are: Budgeting and Finance Part I and II; and Partnerships, Collaborations and Relationships Part I and II.

### News and Updates

- Public Access Computers: CPL has been the test for SoftGuard, time and print management software. We've used the software at no cost and have worked with the company to make adjustments that will better accommodate the small library environment. While working with SoftGuard, Rawdon and I continued to assess other solutions including the following: PC Reservation, a product of Envisionware; CASSIE a product of Librarica; and Re'Quest, a product of iTeam. The best option that provides a solution at a reasonable price for smaller libraries is iTeam. CPL along with three other UHLS member libraries will collaborate to purchase the software as a group for a reduced rate. The total initial cost for CPL will be \$730.50. The annual maintenance fee will be \$108.99.
- Streaming Video: CPL now offers streaming video service to patrons through the UHLS digital collection: <http://digitalcollection.uhls.org/>.

### Meetings (April 1-May 3, 2014)

- April 3: Met with the representative from Eastern Print Management to get a software update for the equipment.
- April 3: ILS Subcommittee meeting at UHLS
- April 4: Attended Director's Association, Automated Services Committee and a subcommittee of the Directors Association to discuss circulation parameters at UHLS.
- April 9: Attended the collaborative meeting with representatives from the East Greenbush Community Library, Nassau Free Library and Supervisor Dowd from the Town of Schodack.
- April 12: Attended a volunteer luncheon at Riverside
- April 14: Attended the Village of Castleton-on-Hudson Trustee meeting
- April 16: Met with Gene Lawler and Vice President Truesdell to go over the scope of the renovation project.
- April 16: Met with President Karis-Nix
- April 23: Attended the eContent Committee meeting at UHLS
- May 2: Attended the Directors Association meeting at UHLS

The Castleton Public Library  
**Balance Sheet**  
As of April 30, 2014

	<u>Apr 30, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
200.1 - Citizens Money Market	220,779.34
200.2 - Citizens Checking Account	783.37
200.3 - First Niagara Money Market	22,175.71
200.9 - Petty Cash	50.00
<b>Total Checking/Savings</b>	<u>243,788.42</u>
<b>Total Current Assets</b>	<u>243,788.42</u>
<b>TOTAL ASSETS</b>	<u><b>243,788.42</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
600 - Accounts Payable	503.03
<b>Total Accounts Payable</b>	<u>503.03</u>
Other Current Liabilities	
601 - Accrued Liabilities	1,014.37
<b>Total Other Current Liabilities</b>	<u>1,014.37</u>
<b>Total Current Liabilities</b>	<u>1,517.40</u>
<b>Total Liabilities</b>	1,517.40
Equity	
917 - Unassigned Fund Balance	168,865.67
Net Income	73,405.35
<b>Total Equity</b>	<u>242,271.02</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>243,788.42</b></u>

**The Castleton Public Library**  
**Profit & Loss**  
 January 1 through May 9, 2014

	Jan 1 - May 9, 14
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	631.95
2082.12 · Lost Books	26.00
2082.13 · Copies, Prints and Faxes	144.52
<b>Total 2082.1 · Library Fines &amp; Fees</b>	<b>802.47</b>
<b>Total 2082 · Library Charges</b>	<b>802.47</b>
2360 · Intergovernmental Revenues	
2360.1 · Town of Schodack	104,000.00
2360.3 · Rensselaer County	3,325.00
<b>Total 2360 · Intergovernmental Revenues</b>	<b>107,325.00</b>
2705 · Gifts & Donations	279.42
2401 · Interest & Earnings	160.66
<b>Total Income</b>	<b>108,567.55</b>
<b>Gross Profit</b>	<b>108,567.55</b>
<b>Expense</b>	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	23,896.78
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	1,774.18
9060.8 · Health Insurance	2,265.40
9055.8 · Disability	67.35
<b>Total 9000 · Employee - Benefits</b>	<b>4,106.93</b>
<b>Total 7410.1 · Personal Services</b>	<b>28,003.71</b>
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B2 · Electronic Content	201.00
74104B1 · DVDs	165.54
7410.4B · Library Materials - Other	2,310.40
<b>Total 7410.4B · Library Materials</b>	<b>2,676.94</b>
7410.4C · Equipment/Technology	428.10
7410.4D · Programs	256.89
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	25.00
7410.4E · Automated Services	1,586.50
7410.4G · Postage	48.03
7410.4H · Telephone/Data Links	396.32
7410.4I · Insurance	1,030.04
7410.4F · Office and Library Supplies	267.36
7410.4J · Professional Services	540.00
<b>Total 7410.41 · Operations and Administrative</b>	<b>3,893.25</b>
7410.4K · Miscellaneous	2.00
<b>Total 7410.4 · Contractual Expenses</b>	<b>7,257.18</b>
<b>Total Expense</b>	<b>35,260.89</b>
<b>Net Ordinary Income</b>	<b>73,306.66</b>
<b>Net Income</b>	<b>73,306.66</b>



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05/09/14

The Castleton Public Library  
**Check Detail**

April 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
<b>Check</b>		<b>4/5/2014</b>		<b>200.1 - Citizens Money Market</b>		<b>-2.00</b>
				7410.4K · Miscellaneous	-2.00	2.00
TOTAL					-2.00	2.00
<b>Bill Pmt -Check</b>	<b>DEBIT</b>	<b>4/7/2014</b>	<b>Amazon LLC</b>	<b>200.2 - Citizens Checking Account</b>		<b>-20.29</b>
Bill	1049905737...	4/7/2014		7410.4D · Programs	-20.29	20.29
TOTAL					-20.29	20.29
<b>Bill Pmt -Check</b>	<b>DEBIT</b>	<b>4/10/2014</b>	<b>Amazon LLC</b>	<b>200.2 - Citizens Checking Account</b>		<b>-101.42</b>
Bill	1044018083...	4/9/2014		74104B1 · DVDs	-101.42	101.42
TOTAL					-101.42	101.42
<b>Bill Pmt -Check</b>	<b>DEBIT</b>	<b>4/10/2014</b>	<b>Amazon LLC</b>	<b>200.2 - Citizens Checking Account</b>		<b>-14.92</b>
Bill	1043312707...	4/9/2014		7410.4D · Programs	-14.92	14.92
TOTAL					-14.92	14.92
<b>Bill Pmt -Check</b>	<b>DEBIT</b>	<b>4/15/2014</b>	<b>Amazon LLC</b>	<b>200.2 - Citizens Checking Account</b>		<b>-10.79</b>
Bill	1148584176...	4/14/2014		7410.4D · Programs	-10.79	10.79
TOTAL					-10.79	10.79
<b>Bill Pmt -Check</b>	<b>DEBIT</b>	<b>4/16/2014</b>	<b>Jiff-E-Mart II</b>	<b>200.2 - Citizens Checking Account</b>		<b>-12.41</b>
Bill	172425	4/16/2014		7410.4D · Programs	-12.41	12.41
TOTAL					-12.41	12.41
<b>Bill Pmt -Check</b>	<b>DEBIT</b>	<b>4/22/2014</b>	<b>Amazon LLC</b>	<b>200.2 - Citizens Checking Account</b>		<b>-46.13</b>
Bill	1145834837...	4/21/2014		74104B1 · DVDs	-46.13	46.13
TOTAL					-46.13	46.13
<b>Bill Pmt -Check</b>	<b>DEBIT</b>	<b>4/23/2014</b>	<b>Amazon LLC</b>	<b>200.2 - Citizens Checking Account</b>		<b>-17.99</b>
Bill	1145898872...	4/22/2014		74104B1 · DVDs	-17.99	17.99
TOTAL					-17.99	17.99
<b>Bill Pmt -Check</b>	<b>DEBIT</b>	<b>4/30/2014</b>	<b>Amazon LLC</b>	<b>200.2 - Citizens Checking Account</b>		<b>-73.41</b>
Bill	1029353667...	4/29/2014		7410.4B · Library Materials	-73.41	73.41
TOTAL					-73.41	73.41
<b>Check</b>	<b>4-11 PR</b>	<b>4/9/2014</b>	<b>Payroll</b>	<b>200.3 - First Niagara Money Market</b>		<b>-3,344.58</b>
				7410.11 · Employee Gross Wages	-3,109.05	3,109.05
				9030.8 · Social Security/Medicare	-235.53	235.53
TOTAL					-3,344.58	3,344.58
<b>Check</b>	<b>Abstract 21</b>	<b>4/15/2014</b>	<b>Village of Castlet...</b>	<b>200.3 - First Niagara Money Market</b>		<b>-633.70</b>
				9055.8 · Disability	-67.35	67.35
				9060.8 · Health Insurance	-566.35	566.35
TOTAL					-633.70	633.70

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The Castleton Public Library  
Check Detail

April 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
<b>Check</b>	<b>4-25 PR</b>	<b>4/23/2014</b>	<b>Payroll</b>	<b>200.3 - First Niagara Money Market</b>		<b>-3,417.08</b>
				7410.11 · Employee Gross Wages	-3,176.40	3,176.40
				9030.8 · Social Security/Medicare	-240.68	240.68
TOTAL					-3,417.08	3,417.08
<b>Bill Pmt -Check</b>	<b>1530</b>	<b>4/8/2014</b>	<b>Eastern Managed...</b>	<b>200.2 - Citizens Checking Account</b>		<b>-34.74</b>
Bill	359536	3/26/2014		7410.4C · Equipment/Technology	-34.74	34.74
TOTAL					-34.74	34.74
<b>Bill Pmt -Check</b>	<b>1531</b>	<b>4/8/2014</b>	<b>Time Warner Cable</b>	<b>200.2 - Citizens Checking Account</b>		<b>-81.19</b>
Bill	042214	4/7/2014		7410.4H · Telephone/Data Links	-81.19	81.19
TOTAL					-81.19	81.19
<b>Bill Pmt -Check</b>	<b>1532</b>	<b>4/8/2014</b>	<b>U.S. Bank</b>	<b>200.2 - Citizens Checking Account</b>		<b>-66.64</b>
Bill	250837317	4/7/2014		7410.4C · Equipment/Technology	-66.64	66.64
TOTAL					-66.64	66.64
<b>Bill Pmt -Check</b>	<b>1533</b>	<b>4/8/2014</b>	<b>Recorded Books,...</b>	<b>200.2 - Citizens Checking Account</b>		<b>-33.29</b>
Bill	74897721	3/19/2014		7410.4B · Library Materials	-33.29	33.29
TOTAL					-33.29	33.29
<b>Bill Pmt -Check</b>	<b>1534</b>	<b>4/8/2014</b>	<b>Brodart</b>	<b>200.2 - Citizens Checking Account</b>		<b>-121.69</b>
Bill	B3411688	3/27/2014		7410.4B · Library Materials	-121.69	121.69
TOTAL					-121.69	121.69
<b>Bill Pmt -Check</b>	<b>1535</b>	<b>4/8/2014</b>	<b>Brodart</b>	<b>200.2 - Citizens Checking Account</b>		<b>-177.60</b>
Bill	B3399361	3/17/2014		7410.4B · Library Materials	-39.79	39.79
Bill	B3418869	4/2/2014		7410.4B · Library Materials	-15.87	15.87
Bill	B3418685	4/2/2014		7410.4B · Library Materials	-42.39	42.39
Bill	B3418686	4/2/2014		7410.4B · Library Materials	-32.40	32.40
Bill	B3418687	4/2/2014		7410.4B · Library Materials	-47.15	47.15
TOTAL					-177.60	177.60
<b>Bill Pmt -Check</b>	<b>1536</b>	<b>4/16/2014</b>	<b>Mohawk Valley Li...</b>	<b>200.2 - Citizens Checking Account</b>		<b>-10.00</b>
Bill	04242014	4/16/2014		7410.4A · Staff Development/Edu	-10.00	10.00
TOTAL					-10.00	10.00
<b>Bill Pmt -Check</b>	<b>1537</b>	<b>4/21/2014</b>	<b>UHLS</b>	<b>200.2 - Citizens Checking Account</b>		<b>-793.25</b>
Bill	14-54	4/7/2014		7410.4E · Automated Services	-793.25	793.25
TOTAL					-793.25	793.25
<b>Bill Pmt -Check</b>	<b>1538</b>	<b>4/16/2014</b>	<b>Recorded Books,...</b>	<b>200.2 - Citizens Checking Account</b>		<b>-31.49</b>
Bill	74914088	4/8/2014		7410.4B · Library Materials	-31.49	31.49
TOTAL					-31.49	31.49

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The Castleton Public Library  
**Check Detail**  
April 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
<b>Bill Pmt -Check</b>	<b>1539</b>	<b>4/16/2014</b>	<b>Center Point</b>	<b>200.2 - Citizens Checking Account</b>		<b>-54.74</b>
Bill	1166126	4/1/2014		7410.4B - Library Materials	-54.74	54.74
TOTAL					-54.74	54.74
<b>Check</b>	<b>1540</b>	<b>4/22/2014</b>	<b>Village of Castlet...</b>	<b>200.2 - Citizens Checking Account</b>		<b>-21,000.00</b>
				200.31 - VOC and Library Payroll	-21,000.00	21,000.00
TOTAL					-21,000.00	21,000.00
<b>Check</b>	<b>1541</b>	<b>4/29/2014</b>	<b>New York State E...</b>	<b>200.2 - Citizens Checking Account</b>		<b>-60.00</b>
				7410.4J - Professional Services	-60.00	60.00
TOTAL					-60.00	60.00
<b>Bill Pmt -Check</b>	<b>1542</b>	<b>4/29/2014</b>	<b>Staples</b>	<b>200.2 - Citizens Checking Account</b>		<b>-48.14</b>
Bill	9706598107	3/17/2014		7410.4F - Office and Library Supplies	-48.14	48.14
TOTAL					-48.14	48.14
<b>Bill Pmt -Check</b>	<b>1543</b>	<b>4/29/2014</b>	<b>Brodart</b>	<b>200.2 - Citizens Checking Account</b>		<b>-56.84</b>
Bill	B3421258	4/4/2014		7410.4B - Library Materials	-17.00	17.00
Bill	B3427169	4/10/2014		7410.4B - Library Materials	-31.74	31.74
Bill	B3427170	4/10/2014		7410.4B - Library Materials	-8.10	8.10
TOTAL					-56.84	56.84

2:15 PM  
05/02/14

The Castleton Public Library  
Reconciliation Detail

200.1 - Citizens Money Market, Period Ending 04/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						242,531.34
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	4/5/2014			X	-2.00	-2.00
Transfer	4/17/2014			X	-22,000.00	-22,002.00
Total Checks and Payments					-22,002.00	-22,002.00
<b>Deposits and Credits - 5 items</b>						
Deposit	4/7/2014			X	91.50	91.50
Deposit	4/10/2014			X	15.32	106.82
Deposit	4/17/2014			X	36.42	143.24
Deposit	4/24/2014			X	30.60	173.84
Deposit	4/30/2014			X	76.16	250.00
Total Deposits and Credits					250.00	250.00
Total Cleared Transactions					-21,752.00	-21,752.00
Cleared Balance					-21,752.00	220,779.34
Register Balance as of 04/30/2014					-21,752.00	220,779.34
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	5/1/2014				58.12	58.12
Total Deposits and Credits					58.12	58.12
Total New Transactions					58.12	58.12
<b>Ending Balance</b>					<b>-21,693.88</b>	<b>220,837.46</b>

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05/02/14

The Castleton Public Library  
Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 04/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,715.89
<b>Cleared Transactions</b>						
<b>Checks and Payments - 20 items</b>						
Bill Pmt -Check	3/31/2014	1529	Staples	X	-35.55	-35.55
Bill Pmt -Check	4/7/2014	DEBIT	Amazon LLC	X	-20.29	-55.84
Bill Pmt -Check	4/8/2014	1535	Brodart	X	-177.60	-233.44
Bill Pmt -Check	4/8/2014	1534	Brodart	X	-121.69	-355.13
Bill Pmt -Check	4/8/2014	1531	Time Warner Cable	X	-81.19	-436.32
Bill Pmt -Check	4/8/2014	1532	U.S. Bank	X	-66.64	-502.96
Bill Pmt -Check	4/8/2014	1530	Eastern Managed Pr...	X	-34.74	-537.70
Bill Pmt -Check	4/8/2014	1533	Recorded Books, LLC	X	-33.29	-570.99
Bill Pmt -Check	4/10/2014	DEBIT	Amazon LLC	X	-101.42	-672.41
Bill Pmt -Check	4/10/2014	DEBIT	Amazon LLC	X	-14.92	-687.33
Bill Pmt -Check	4/15/2014	DEBIT	Amazon LLC	X	-10.79	-698.12
Bill Pmt -Check	4/16/2014	1539	Center Point	X	-54.74	-752.86
Bill Pmt -Check	4/16/2014	1538	Recorded Books, LLC	X	-31.49	-784.35
Bill Pmt -Check	4/16/2014	DEBIT	Jiff-E-Mart II	X	-12.41	-796.76
Bill Pmt -Check	4/16/2014	1536	Mohawk Valley Libra...	X	-10.00	-806.76
Bill Pmt -Check	4/21/2014	1537	UHLS	X	-793.25	-1,600.01
Check	4/22/2014	1540	Village of Castleton	X	-21,000.00	-22,600.01
Bill Pmt -Check	4/22/2014	DEBIT	Amazon LLC	X	-46.13	-22,646.14
Bill Pmt -Check	4/23/2014	DEBIT	Amazon LLC	X	-17.99	-22,664.13
Bill Pmt -Check	4/30/2014	DEBIT	Amazon LLC	X	-73.41	-22,737.54
Total Checks and Payments					-22,737.54	-22,737.54
<b>Deposits and Credits - 1 item</b>						
Transfer	4/17/2014			X	22,000.00	22,000.00
Total Deposits and Credits					22,000.00	22,000.00
Total Cleared Transactions					-737.54	-737.54
Cleared Balance					-737.54	978.35
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Bill Pmt -Check	2/12/2014	1513	Rachel Toolan		-30.00	-30.00
Check	4/29/2014	1541	New York State Edu...		-60.00	-90.00
Bill Pmt -Check	4/29/2014	1543	Brodart		-56.84	-146.84
Bill Pmt -Check	4/29/2014	1542	Staples		-48.14	-194.98
Total Checks and Payments					-194.98	-194.98
Total Uncleared Transactions					-194.98	-194.98
Register Balance as of 04/30/2014					-932.52	783.37
<b>Ending Balance</b>					<b>-932.52</b>	<b>783.37</b>

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The Castleton Public Library  
Reconciliation Detail

200.3 - First Niagara Money Market, Period Ending 04/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						8,571.07
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	4/9/2014	4-11 PR	Payroll	X	-3,344.58	-3,344.58
Check	4/15/2014	Abstr...	Village of Castleton	X	-633.70	-3,978.28
Check	4/23/2014	4-25 PR	Payroll	X	-3,417.08	-7,395.36
Total Checks and Payments					-7,395.36	-7,395.36
<b>Deposits and Credits - 1 item</b>						
Transfer	4/23/2014			X	21,000.00	21,000.00
Total Deposits and Credits					21,000.00	21,000.00
Total Cleared Transactions					13,604.64	13,604.64
Cleared Balance					13,604.64	22,175.71
Register Balance as of 04/30/2014					13,604.64	22,175.71
<b>Ending Balance</b>					<b>13,604.64</b>	<b>22,175.71</b>