

**Agenda**  
**Castleton Public Library Board of Trustees Meeting**  
**Castleton Village Hall, December 16, 2019 at 7:00pm**

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**Old Business**

- Library word-of-mouth advertising
- Trustees – Library program attendance
- 2019 revised budget
- 2020 budget
- 2020 staff pay rates

**New Business**

- Election of officers
- UHLAN agreement
- Check signing role
- 2020 meeting dates

**President's Report**

**Secretary's Report**

- Review of minutes from November 18, 2019

**Treasurer's Report**

**Director's Report**

**Friends Report**

**Committee Reports**

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

**Announcements**

**Public Comment**

**Executive Session**

**Adjourn**



# Classes and Events at Castleton Public Library December 2019

## Weekly Events

### Pajama Storytime

#### Pajama Storytime

Tuesdays at 6:00 p.m. December 3, 10, 17 (no storytime on 12/24 or 12/31); January 7.  
Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.

### Learn & Play Storytime



#### Learn & Play Storytime

Thursdays at 10:30 a.m. December 5, 12, 19, 26; January 2.

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



#### Early Literacy Playtime

Fridays from 10:00-11:00 a.m. December 6, 13, 20, 27; January 3.

Playing is learning! With a variety of age-appropriate toys and blocks provided, this playtime is designed for children ages birth to 5 to strengthen their early literacy skills while playing with caregivers & friends.

## Other Events



### After Dinner Book Club

#### Holidays on the Hudson

Sunday, December 1, 3:30-4:30 p.m.

Celebrate with a special visit from Santa! In cooperation with the Village of Castleton-on-Hudson.

#### After Dinner Book Club – *The Locals* by Jonathan Dee

Monday, December 2, 7:00 p.m.

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



#### Bridge Club

Friday, December 6, 10:30 a.m.

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



#### Read to Lacey the Therapy Dog

Monday, December 9, 4:00-5:00 p.m.



#### Make a Picture Frame

Tuesday, December 10, 3:00-6:00 p.m.

Design and decorate a unique popsicle stick frame - perfect for a holiday gift or decoration! Ages 5 and up.



#### Teen Time: Touchscreen Gloves

Thursday, December 12, 4:00-6:00 p.m.

Come to the library to make your own touchscreen gloves and enjoy snacks! For teens in 6th-12th grades.



#### Castleton-on-Hudson Farmers and Artisans Winter Market

Friday, December 13, 4:30-7:30 p.m.

Location: Castleton Firehouse, 11 Green Avenue, Castleton, NY 12033

Stop at the library's table at this special Winter Market to make a craft! A 2nd Friday event.



#### Family Movie Night: *Dora and the Lost City of Gold* (PG)

Friday, December 13, 6:00 p.m.



#### Holiday Cookie Swap

Saturday, December 14, 11:00 a.m.

Perfect for holiday entertaining! Here's how it works – **BAKE**: Bake 4 dozen of your favorite holiday cookies. **BRING**: Bring cookies in one large container. Please do not separate into portions ahead of time. **PRINT**: Bring a copy of your recipe to share. **SWAP**: We'll divide the cookies equally among the bakers.



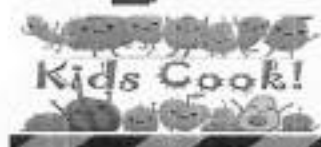
#### Yoga for Stress Relief

Monday, December 16, 6:00-7:15 p.m.

Has winter got you wound up? Join instructor Patricia McCarthy for 75 minutes of yoga with props for deep stretch and rest. A pause for yourself as seasons change! Bring your own mat. Held upstairs. Ages 12+.



## Afternoon Book Club



## - Build It! -



## Cool Science!



## Afternoon Book Club – *The Fact of a Body: A Murder & a Memoir*

Tuesday, December 17, 1:00 p.m.

## Legal Clinic

Tuesday, December 17, 6:30-7:30 p.m.

Get a free, private, confidential consultation with an attorney. *Appointment required; call 518-435-1770.*

## Bridge Club

Friday, December 20, 10:30 a.m.

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

## Post Office Storytime

Saturday, December 21, 10:30 a.m.

After we enjoy a story at the library, we'll color postcards, then take a trip to the post office to mail our postcards and learn about the mail! All ages welcome.

## Kids Cook! No-Bake Cookies

Saturday, December 21, 2:00 p.m.

Join us for a fun cooking class to learn how to make no-bake cookies! Recommended for ages 5 and up.

## Build-It Challenge!

Monday, December 23, 12:00-4:00 p.m.

Build something unique out of a variety of supplies, including toilet paper rolls, cups, and popsicle sticks!

## Cool Science: Marbled Paper

Monday, December 23, 4:00-6:00 p.m.

Learn about color absorption and create a unique piece of paper using food coloring & shaving cream.

## Duct Tape Crafts

Thursday, December 26, 12:00-6:00 p.m.

## New Year's Day Crafts

Friday, December 27, 12:00-6:00 p.m.

Ready to get excited for 2020? Stop by to make special New Year's Day crafts to decorate your home!

## Marble Run Fun

Saturday, December 28, 10:00 a.m. – 4:00 p.m.

Design & build a unique maze for a marble to go through, then drop a marble in and watch it work!

## Pool Noodle Unicorns

Monday, December 30, 12:00-6:00 p.m.

Make your own special unicorn using a pool noodle and craft supplies! Recommended for ages 5 and up.

## Therapy Dog Storytime with Goodie the Therapy Dog

Thursday, January 2, 10:30 a.m.

## Paper Clip Jewelry

Thursday, January 2, 12:00-6:00 p.m.

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

## Bridge Club

Friday, January 3, 10:30 a.m.

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

## Perler Bead Crafts

Friday, January 3, 12:00-6:00 p.m.

Stop by and make something awesome out of perler beads!

## Painting Fun

Saturday, January 4, 10:00 a.m. – 4:00 p.m.

Do you love painting? Stop by the library to have fun with all kinds of paint!

## Castleton Public Library

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

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

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

## Library Hours:

Monday-Wednesday – 12:00-8:00 p.m.

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

Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed



# Classes and Events at Castleton Public Library January 2020

## Weekly Events



### Pajama Storytime

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

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



### Learn & Play Storytime

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

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

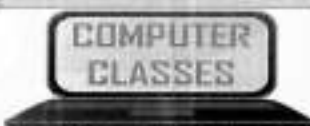


### Early Literacy Playtime

Fridays from 10:00-11:00 a.m. January 3, 10, 17, 31 (no playtime on 1/24 – library closed)

Playing is learning! With a variety of age-appropriate toys and blocks provided, this playtime is designed for children ages birth to 5 to strengthen their early literacy skills while playing with caregivers & friends.

## Other Events



### Computer Basics by Appointment

Learn the basics of using a computer or other device in a one-on-one session. Learn what you want to learn, at your own pace! *Appointment required; call 518-732-0879.*



### Therapy Dog Storytime with Goodie the Therapy Dog

Thursday, January 2, 10:30 a.m.



### Paper Clip Jewelry

Thursday, January 2, 12:00-6:00 p.m.



### Bridge Club

Friday, January 3, 10:30 a.m.



### Perler Bead Crafts

Friday, January 3, 12:00-6:00 p.m.



### Painting Fun

Saturday, January 4, 10:00 a.m. – 4:00 p.m.



### After Dinner Book Club

### After Dinner Book Club – *Dodge City* by Tom Clavin

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

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



### Word Games

Wednesday, January 8, 3:00-7:00 p.m.

Stop by with a family member or friend to play giant Boggle, Bananagrams, and more!



### Winter Edible Art

Friday, January 10, 4:00-8:00 p.m.

Make winter-inspired sculptures you can eat! All ages welcome. A 2nd Friday event.



### Read to Lacey the Therapy Dog

Monday, January 13, 4:00-5:00 p.m.

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



### Introduction to Ancestry Library Edition

Tuesday, January 14, 10:00 a.m. – 12:00 p.m.

Discover your family history using Ancestry Library Edition! *Registration required; call 518-732-0879.*



**Bridge Club****Friday, January 17, 10:30 a.m.**

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

**Kids Cook!: Yogurt Parfaits****Saturday, January 18, 2:00 p.m.**

Join us to learn how to make a tasty yogurt parfait! Recommended for ages 5 and up.

**Afternoon Book Club****Afternoon Book Club – Varina by Charles Frazier****Tuesday, January 21, 1:00 p.m.**

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

**Winter Animal Crafts****Tuesday, January 21, 3:00-6:00 p.m.**

Celebrate animals that live in cold climates by making some fun winter animal crafts!

**Legal Clinic****Tuesday, January 21, 6:30-7:30 p.m.**Get a free, private, confidential consultation with an attorney. *Appointment required; call 518-435-1770.***Military History Discussion Group: The Birth of the U.S. Navy****Wednesday, January 22, 6:30-7:30 p.m.**Join us to discuss military history. At each meeting, one person will lead by presenting an overview of a book that discusses a topic or era of military history. All eras are open, from ancient times to the present. The topic of this meeting will be **the birth of the U.S. Navy**, presented by **Scott VanNederynen**.**Cool Science!****Cool Science: Scribblebots!****Tuesday, January 28, 4:00-6:00 p.m.**

Create your own "robot" that creates cool marker designs, and learn about how circuits work.

**Teen Time: TV Trivia****Wednesday, January 29, 4:00 p.m.**

Compete to claim the title of TV trivia champion! Snacks will be available. For teens in 6th-12th grades.

**Bridge Club****Friday, January 31, 10:30 a.m.**

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

**Family Movie Night: Abominable (PG)****Friday, January 31, 6:00 p.m.**

Movie lovers of all ages are welcome at our Family Movie Night! Held upstairs.

**Take Your Child to the Library Day****Saturday, February 1, 10:00 a.m. – 4:00 p.m.**Learn about all the fun you can have with us (plus – pick up a **special goodie bag** to take home!). Drop in for a **special storytime** at 10:30, and drop in from 11:30-4:00 to make your own library card holder!**For your convenience, Castleton Public Library offers****Print, Copy, & Fax Services**

Print or copy for .10 per page (black &amp; white) or .25 per page (color).

Send or receive a fax for \$1.00 per page. We can also scan documents to your flash drive free of charge.

**Castleton Public Library**

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

[www.castletonpubliclibrary.org](http://www.castletonpubliclibrary.org)[www.facebook.com/castletonpubliclibrary](https://www.facebook.com/castletonpubliclibrary)**Library Hours:**

Monday-Wednesday – 12:00-8:00 p.m.

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

Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed

## 2019 Revised Budget

### Income

Line Item	Description	Revised Budget Amt.	Orig. Budget Amt.	Difference
2082.11	Fines	\$140.00	\$0.00	\$140.00
2082.12	Lost Books	\$187.00	\$0.00	\$187.00
2082.13	Copies, Prints, & Faxes	\$786.00	\$700.00	\$86.00
	<b>Total 2082</b>	<b>\$1,113.00</b>	<b>\$700.00</b>	<b>\$413.00</b>
2360.1	Town of Schodack	\$130,410.00	\$130,410.00	\$0.00
2360.2	Village of Castleton	\$14,000.00	\$14,000.00	\$0.00
2360.3	Rensselaer County	\$3,325.00	\$3,325.00	\$0.00
	<b>Total 2360</b>	<b>\$147,735.00</b>	<b>\$147,735.00</b>	<b>\$0.00</b>
<b>2401</b>	<b>Interest &amp; Earnings</b>	<b>\$29.00</b>	<b>\$35.00</b>	<b>-\$6.00</b>
2705	Gifts & Donations	\$6,090.00	\$4,000.00	\$2,090.00
2705.1	Friends SRP	\$1,000.00	\$1,000.00	\$0.00
	<b>Total 2705</b>	<b>\$7,090.00</b>	<b>\$5,000.00</b>	<b>\$2,090.00</b>
2760.1	Grants - LLSA (UHLS)	\$1,417.00	\$1,400.00	\$17.00
2760.3	Grants - NYS Library Const. Grant	\$19,332.00	\$21,481.00	-\$2,149.00
2760.9	Grants - Other	\$4,450.00	\$3,500.00	\$950.00
	<b>Total 2760</b>	<b>\$25,199.00</b>	<b>\$26,381.00</b>	<b>-\$1,182.00</b>
	<b>Funds from reserves</b>	<b>\$19,259.00</b>	<b>\$5,000.00</b>	<b>\$14,259.00</b>
	<b>Total Income</b>	<b>\$200,425.00</b>	<b>\$184,851.00</b>	<b>\$15,574.00</b>

### Expenses

				\$0.00
7410.1A	Gross Wages - Director	\$48,450.00	\$48,661.00	-\$211.00
7410.1B	Gross Wages - Librarian I	\$18,980.00	\$18,985.00	-\$5.00
7410.1C	Gross Wages - Assistants	\$34,370.00	\$37,300.00	-\$2,930.00
	<b>Total 7410.1</b>	<b>\$101,800.00</b>	<b>\$104,946.00</b>	<b>-\$3,146.00</b>
<b>7410.2A</b>	<b>Library Renovation</b>	<b>\$38,517.00</b>	<b>\$42,962.00</b>	<b>-\$4,445.00</b>
7410.4B	Library Materials - Other	\$130.00	\$110.00	\$20.00
7410.4B1	Library Materials - DVDs	\$2,151.00	\$1,900.00	\$251.00
7410.4B2	Library Materials - Electronic Content	\$3,260.00	\$2,754.00	\$506.00
7410.4B3	Library Materials - Print Materials	\$8,840.00	\$6,750.00	\$2,090.00
7410.4B4	Library Materials - Audiobooks	\$480.00	\$480.00	\$0.00
7410.4B5	Library Materials - Mags. & News.	\$1,090.00	\$960.00	\$130.00
7410.4B6	Library Materials - Museum Passes	\$1,575.00	\$1,600.00	-\$25.00
	<b>Total 7410.4B</b>	<b>\$17,526.00</b>	<b>\$14,554.00</b>	<b>\$2,972.00</b>
<b>7410.4C</b>	<b>Equipment/Technology</b>	<b>\$5,200.00</b>	<b>\$2,500.00</b>	<b>\$2,700.00</b>
7410.4D	Programs	\$1,927.00	\$2,500.00	-\$573.00
7410.4D1	Summer Reading Program	\$3,573.00	\$3,000.00	\$573.00
	<b>Total 7410.4D</b>	<b>\$5,500.00</b>	<b>\$5,500.00</b>	<b>\$0.00</b>
7410.4A	Staff Development/Education	\$641.00	\$800.00	-\$159.00
7410.4E	Automated Services	\$3,653.00	\$3,275.00	\$378.00
7410.4G	Postage	\$310.00	\$250.00	\$60.00
7410.4H	Telephone/Data Links	\$1,105.00	\$1,050.00	\$55.00
7410.4I	Insurance	\$2,322.00	\$2,300.00	\$22.00
7410.4F	Office and Library Supplies	\$1,400.00	\$1,200.00	\$200.00

7410.4J	Professional Services	\$900.00	\$640.00	\$260.00
	<b>Total 7410.41</b>	<b>\$10,331.00</b>	<b>\$9,515.00</b>	<b>\$816.00</b>
7410.4L	Strategic Planning - Survey	\$0.00	\$0.00	\$0.00
7410.4K	Miscellaneous	\$75.00	\$25.00	\$50.00
	<b>Total 7410.4</b>	<b>\$10,406.00</b>	<b>\$9,540.00</b>	<b>\$866.00</b>
9010.8	NYS Retirement	\$5,125.00	\$7,100.00	-\$1,975.00
9030.8	Social Security/Medicare	\$7,700.00	\$7,800.00	-\$100.00
9040.8	Workers Compensation	\$778.00	\$1,000.00	-\$222.00
9055.8	Disability	\$555.00	\$650.00	-\$95.00
9060.8	Health Insurance	\$6,951.00	\$8,280.00	-\$1,329.00
9060.81	HRA Funding	\$367.00	\$1,500.00	-\$1,133.00
	<b>Total 9000</b>	<b>\$21,476.00</b>	<b>\$26,330.00</b>	<b>-\$4,854.00</b>
	<b>Total Expenses</b>	<b>\$200,425.00</b>	<b>\$206,332.00</b>	<b>-\$5,907.00</b>

**2020 Proposed Budget**

<i>Income</i>				
Line Item	Description	2020 Budget Amt.	2019 Rev. Budget Amt.	Difference
2082.11	Fines	\$0.00	\$140.00	-\$140.00
2082.12	Lost Books	\$0.00	\$187.00	\$0.00
2082.13	Copies, Prints, & Faxes	\$725.00	\$786.00	-\$61.00
	<b>Total 2082</b>	<b>\$725.00</b>	<b>\$1,113.00</b>	<b>-\$388.00</b>
2360.1	Town of Schodack	\$146,786.00	\$130,410.00	\$16,376.00
2360.2	Village of Castleton	\$14,000.00	\$14,000.00	\$0.00
2360.3	Rensselaer County	\$3,325.00	\$3,325.00	\$0.00
	<b>Total 2360</b>	<b>\$164,111.00</b>	<b>\$147,735.00</b>	<b>\$16,376.00</b>
2401	Interest & Earnings	\$24.00	\$29.00	-\$5.00
2705	Gifts & Donations	\$5,000.00	\$6,090.00	-\$1,090.00
2705.1	Friends SRP	\$1,000.00	\$1,000.00	\$0.00
	<b>Total 2705</b>	<b>\$6,000.00</b>	<b>\$7,090.00</b>	<b>-\$1,090.00</b>
2760.1	Grants - LLSA (UHLS)	\$1,417.00	\$1,417.00	\$0.00
2760.3	Grants - NYS Library Construction Grant	\$2,149.00	\$19,332.00	-\$17,183.00
2760.9	Grants - Other	\$1,000.00	\$4,450.00	-\$3,450.00
	<b>Total 2760</b>	<b>\$4,566.00</b>	<b>\$25,199.00</b>	<b>-\$20,633.00</b>
	<b>Funds from reserves</b>	<b>\$3,222.00</b>	<b>\$19,259.00</b>	<b>-\$16,037.00</b>
	<b>Total Income</b>	<b>\$178,648.00</b>	<b>\$200,425.00</b>	<b>-\$21,777.00</b>
<i>Expenses</i>				
7410.1A	Gross Wages - Director	\$51,716.00	\$48,450.00	\$3,266.00
7410.1B	Gross Wages - Librarian I	\$20,176.00	\$18,980.00	\$1,196.00
7410.1C	Gross Wages - Assistants	\$38,800.00	\$34,370.00	\$4,430.00
	<b>Total 7410.1</b>	<b>\$110,692.00</b>	<b>\$101,800.00</b>	<b>\$8,892.00</b>
7410.2A	Library Renovation	\$4,446.00	\$38,517.00	-\$34,071.00
7410.4B	Library Materials - Other	\$1,270.00	\$130.00	\$1,140.00
7410.4B1	Library Materials - DVDs	\$2,091.00	\$2,151.00	-\$60.00
7410.4B2	Library Materials - Electronic Content	\$3,855.00	\$3,260.00	\$595.00
7410.4B3	Library Materials - Print Materials	\$7,500.00	\$8,840.00	-\$1,340.00
7410.4B4	Library Materials - Audiobooks	\$540.00	\$480.00	\$60.00
7410.4B5	Library Materials - Mags. & Newspapers	\$960.00	\$1,090.00	-\$130.00
7410.4B6	Library Materials - Museum Passes	\$1,800.00	\$1,575.00	\$225.00
	<b>Total 7410.4B</b>	<b>\$18,016.00</b>	<b>\$17,526.00</b>	<b>\$490.00</b>



**2020 Proposed Budget, continued**

<b>7410.4C</b>	<b>Equipment/Technology</b>	<b>\$3,050.00</b>	<b>\$5,200.00</b>	<b>-\$2,150.00</b>
7410.4D	Programs	\$2,500.00	\$1,927.00	\$573.00
7410.4D1	Summer Reading Program	\$3,500.00	\$3,573.00	-\$73.00
	<b>Total 7410.4D</b>	<b>\$6,000.00</b>	<b>\$5,500.00</b>	<b>\$500.00</b>
7410.4A	Staff Development/Education	\$800.00	\$641.00	\$159.00
7410.4E	Automated Services	\$3,726.00	\$3,653.00	\$73.00
7410.4G	Postage	\$300.00	\$310.00	-\$10.00
7410.4H	Telephone/Data Links	\$1,400.00	\$1,105.00	\$295.00
7410.4I	Insurance	\$2,530.00	\$2,322.00	\$208.00
7410.4F	Office and Library Supplies	\$1,300.00	\$1,400.00	-\$100.00
7410.4J	Professional Services	\$850.00	\$900.00	-\$50.00
	<b>Total 7410.4I</b>	<b>\$10,906.00</b>	<b>\$10,331.00</b>	<b>\$575.00</b>
7410.4L	Strategic Planning - Survey	\$1,000.00	\$0.00	\$1,000.00
7410.4K	Miscellaneous	\$25.00	\$75.00	-\$50.00
	<b>Total 7410.4</b>	<b>\$11,931.00</b>	<b>\$10,406.00</b>	<b>\$1,525.00</b>
9010.8	NYS Retirement	\$5,500.00	\$5,125.00	\$375.00
9030.8	Social Security/Medicare	\$8,413.00	\$7,700.00	\$713.00
9040.8	Workers Compensation	\$880.00	\$778.00	\$102.00
9055.8	Disability	\$535.00	\$555.00	-\$20.00
9060.8	Health Insurance	\$7,685.00	\$6,951.00	\$734.00
9060.81	HRA Funding	\$1,500.00	\$367.00	\$1,133.00
	<b>Total 9000</b>	<b>\$24,513.00</b>	<b>\$21,476.00</b>	<b>\$3,037.00</b>
	<b>Total Expenses</b>	<b>\$178,648.00</b>	<b>\$200,425.00</b>	<b>-\$21,777.00</b>

To: Padraic Ellis, Village Clerk/Treasurer  
From: Melissa Tacke, Library Director,  
Castleton Public Library  
Date: December 16, 2019  
Re: 2020 pay rates for library staff

# Memo

Dear Padraic,

The following employees of Castleton Public Library will receive wage and salary increases effective 1/1/2020.

	2019 hourly wage:	Hourly wage effective 1/1/2020:
Joelle Adler	\$18.25	\$19.40
Dale LaGue	\$14.79	\$15.38
Linda Sue Black	\$11.75	\$12.22
Susan Boivin	\$11.75	\$12.22
Johnna Murray Camp	\$11.75	\$12.22
Leslie Sharkey	\$11.10	\$11.80
	2019 annual salary:	Annual salary effective 1/1/2020:
Melissa Tacke	\$48,661.00	\$51,716.00

Nathan Hans, Treasurer, Board of Trustees, will confirm the increases for these employees via email.

Please let me know if you have any questions or concerns.

Best,

Melissa Tacke

## AGREEMENT FOR UPPER HUDSON LIBRARY ACCESS NETWORK (UHLAN) SERVICES 2020-2022

The Upper Hudson Library System (hereinafter referred to as "UHLS") and the

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(hereinafter referred to as the "Library") agree as follows:

- I. **TERM OF AGREEMENT** - The Agreement is effective on the 1<sup>st</sup> day of January 2020, and continues in force for a period of up to three (3) years, but not extending beyond December 31, 2022. It may be terminated by either party upon one hundred eighty (180) days written notice to the other.
- II. **PURPOSE** - UHLS maintains a comprehensive suite of services to support all UHLS member libraries in providing library service to their communities. The member libraries of UHLS pay the UHLAN Fee to UHLS to help support this suite of services. The purpose of this Agreement is to generally outline the scope of services to be provided by UHLS to the Library, the structure of the UHLAN Fee, and the responsibilities of both parties.
- III. **UHLS SERVICES** - The suite of services described below will be available to the Library throughout the term of this agreement, within the limits of UHLS' resources, capacity, and expertise. UHLS and the Library mutually agree to communicate with each other on matters related to UHLS services to ensure the highest level of service to the member libraries and to library users.
  - A. **Library Automation Services**
    1. Provide, maintain and support a fully functional ILS that provides member libraries and their user's access and control of the shared collections of the member libraries, including standard and custom reporting on collection and circulation activity.
    2. Provide a multi-modal system for notifying library users of the status of their library account activity.
    3. Provide support for member libraries to create and maintain their library's website.
    4. Provide consulting, training and support for member libraries to organize and manage their local library automation infrastructure.

**B. Resource Sharing Services**

1. Provide, maintain and support an efficient and effective regularly scheduled delivery to each member library location to facilitate the timely sharing of material among the member libraries.
2. Provide, maintain and support interlibrary loan services for the member libraries to facilitate access to resources and collections outside of the UHLS service area.

**C. Digital Collection Services**

1. Provide, maintain and support access to the shared digital collections of the member libraries.
2. Provide, maintain and support access to online resources which are available to all of the member libraries, as identified by UHLS in consultation with the Shared System Advisory Network.

**D. Continuing Education and Consulting Services**

1. Provide continuing education and professional development services to member library directors, staff and trustees, as identified by UHLS and the member libraries through the Shared System Advisory Network.
2. Provide consulting services for member libraries to help them provide the best library service possible to their communities. This includes member library directors, staff, volunteers, and trustees.

**E. Shared System Advisory Network**

1. Provide, maintain, and support a network composed of the UHLS Directors Association, advisory councils and committees, and other structures as needed, to give every member library the opportunity to share its ideas, suggestions, and feedback on System services and programs with UHLS.

**IV. RESPONSIBILITIES OF THE PARTIES**

**A. Responsibilities of UHLS**

1. Provide, maintain and support the services for the library as described in Section III of this agreement, within the limits of UHLS' resources, capacity, and expertise.
2. Serve as the sole contact with the ILS vendor, the delivery service vendor, and any other vendor which UHLS contracts with to provide other supported library services;
3. Maintain the connections, software and hardware required to support the ILS and all other supported library services;
4. Provide, maintain and support services, policies, and practices to encourage member libraries to maximize the sharing of their collections and resources with all library users in the UHLS service area;
5. Provide trained staff to maintain and support the ILS and all other supported library services, within the limits of UHLS' resources, capacity, and expertise;
6. Enter into such maintenance contracts as needed for hardware and software to assure a reasonable level of reliability and responsiveness of the ILS and all other supported library services;



7. Provide training to the Library staff, both initially and on an on-going basis, sufficient to allow them to make full use of the ILS and all other supported library services;
8. Provide statistical reports on the Library's use of the ILS and all other supported library automation services as requested by the Library;
9. Provide free of charge, patron registration cards for use by the Library;
10. Provide at the Library's expense, UHLAN borrowers' cards and barcode labels (patron and item) as requested by the Library;
11. Send quarterly bills for the UHLAN fee at the beginning of each quarter on a calendar year basis; and
12. Provide, maintain and support a Shared System Advisory Network composed of the UHLS Directors Association and a variety of advisory councils and advisory committees, etc. to give member libraries multiple opportunities to share feedback and input with UHLS on the System's programs and services.

**B. Responsibilities of the Library**

1. Purchase, install, and maintain at its own expense the equipment and connections used by the Library to access the ILS and all other supported library services;
2. Consult with the appropriate UHLS staff before purchasing or entering into any agreement for the use of hardware, software, or supplies intended to interface with the ILS (e.g. point of sale systems, SIP licenses, scanners, etc.), to ensure compatibility;
3. Purchase all supplies necessary for the Library's use of the ILS and all other supported library services;
4. Provide reasonable access to the premises of the Library to allow UHLS staff or persons acting on behalf of UHLS to assist the Library in the maintenance of the ILS and all other supported library services, as necessary;
5. Make appropriate members of its staff available for training in the proper and efficient use of the ILS and all other supported library services;
6. Add, delete, and maintain bibliographic, item and patron records in the ILS according to established policies and procedures;
7. Assume responsibility for all costs for delivering notices to its borrowers as part of the Library's use of the ILS;
8. Provide schedule and policy changes which impact the ILS to UHLS upon adoption of those changes by the Library;
9. Pay all bills sent by UHLS within sixty (60) days of receipt;
10. Participate, within the library's capacity, in the Shared System Advisory Network, including the UHLS Directors Association, advisory councils and advisory committees, etc. and;
11. Make every effort to maximize the sharing of the Library's collections and resources with all library users in the UHLS service area, within the limits of the policies and practices of the Library.

**V. AUTHORITY**

- A. This agreement acknowledges that the Library is an autonomous organization with its own governing board, decision making authority, and funding structure; and that it has the primary responsibility to provide library service to the residents of its chartered service area; and to all other residents of the UHLS service area, as required by New

York State law and regulations.

- B. This agreement acknowledges that UHLS is an autonomous organization with its own governing board, decision making authority, and funding structure; and that it has the primary responsibility to provide services to all of the UHLS member libraries in order to improve and enhance library service for all residents of the UHLS service area.
- C. UHLS holds the final authority for the establishment of policies governing the overall maintenance and management of the ILS (this does not include the library's individual borrowing and usage policies and practices), and the allocation of all other UHLS resources (UHLS budget and UHLS staff), following consultation with the member libraries through the Shared System Advisory Network.

**VI. WARRANTIES, ASSURANCES AND DISCLAIMERS** - UHLS represents and warrants to the Library that the ILS and all other supported library services will be available for use by the Library except during maintenance. UHLS will make every reasonable effort to ensure the reliability and responsiveness of the ILS and all other supported library services and to enforce all performance warranties available under its contracts with vendors. At any time when UHLS is closed and the Library may be open, support will be available on an on-call basis. When scheduled maintenance will make the ILS or any other supported library service unavailable, UHLS will notify the Library as far in advance as practicable. The parties agree that neither the Library nor UHLS will be held liable for any inconvenience or loss of service, materials, or revenues caused by failures or irregularities of any part of the ILS, other supported library services, or the telecommunications network, whatever the cause.

**VII. OWNERSHIP AND TITLE TO ILS COMPONENTS AND DATA**

- A. UHLS will be responsible for providing fully licensed use of an Integrated Library System (ILS) for UHLS and its member libraries. If the ILS is based on proprietary software, the vendor retains ownership of the ILS and the ILS is licensed by UHLS for use by UHLS and the Library.

- B. UHLS retains full ownership and title to the UHLAN MARC database. The Library has the right to request and receive from UHLS a machine-readable copy of any or all of its own holdings in the UHLAN MARC database, including full MARC records.
- C. UHLS retains full ownership and title to the patron database. The Library has the right to request and receive from UHLS a machine-readable copy of any or all of the patron records for which it is the home Library.
- D. UHLS will protect the confidentiality of all library records as required by NYS (CPLR) 4509 and all other appropriate laws and statutes.
- E. UHLS retains full ownership and title to all equipment purchased by UHLS for use with the ILS.
- F. The Library retains full ownership and title to all equipment purchased by the Library for use with the ILS.

#### **VIII. CHARGES AND PAYMENTS**

- A. The UHLAN Fee assessed to the library for the term of this Agreement will be:  
  
2020 – the Library’s 2019 UHLAN Fee + a 2% increase (see Appendix I)  
  
2021 and 2022 – the annual fee for 2021 and 2022 is To Be Determined based on a further exploration of possible formulas to distribute the cost of system services among the UHLS member libraries. As outlined in Sec. VIII. C. below, the 2021 and 2022 fees will be developed in consultation with the Shared System Advisory Network and subject to the approval of the UHLS Board of Trustees
- B. UHLS will bill the Library for its UHLAN Fee on a quarterly calendar year basis and the Library agrees to pay all bills sent by UHLS within sixty (60) days of receipt.
- C. All changes in the UHLAN Fee and/or the UHLAN agreement for future terms will be established by UHLS, in consultation with the Shared System Advisory Network and with the approval of the UHLS Board of Trustees.

**IX. DEFENSE AND INDEMNIFICATION:**

- A. UHLS agrees to defend, indemnify, and hold harmless the Library from all suits, claims, and proceedings arising out of the activities carried on by UHLS in connection with this Agreement, to the extent of UHLS's responsibility for such claims, damages, and losses, except for those claims, suits or proceedings arising solely out of the negligence of the Library.
- B. The Library hereby agrees to defend, indemnify, and hold harmless UHLS from all suits, claims, and proceedings arising out of the activities carried on by the Library in connection with this Agreement, to the extent of the Library's responsibility for such claims, damages, and losses, except for those claims, suits, or proceedings arising solely out of the negligence of UHLS.

**X. NONAPPROPRIATION** - Notwithstanding anything in this Agreement to the contrary, the Library shall not be deemed in default under this Agreement in the event no funds or insufficient funds are appropriated and budgeted for or otherwise unavailable by any means whatsoever in any fiscal period for the implementation of this Agreement. The library shall immediately notify UHLS of such occurrence and this agreement shall terminate on the last day of the fiscal period for which appropriations were received.

**XI. MODIFICATIONS** - This Agreement may only be modified by mutual agreement of the parties in writing.

**XII. SEVERABILITY** - If any provision of this Agreement is held invalid, such invalidity will not affect any other provision of this Agreement which can be considered valid without the invalid provision and to this end, the provisions of this Agreement are severable.



**Agreement commencement date: January 1, 2020**

For the \_\_\_\_\_ Library

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For the Upper Hudson Library System:

By: \_\_\_\_\_

Title: UHLS Board President

Date: \_\_\_\_\_

**AGREEMENT FOR UPPER HUDSON LIBRARY ACCESS NETWORK (UHLAN) SERVICES 2020-2022****Appendix I**

UHLAN FEES 2020-22		
2020 UHLAN Fee (2019 fee incr. by 2%)	2021 UHLAN Fee	2022 UHLAN Fee
\$56,134	TBD	TBD
\$3,547	TBD	TBD
\$1,756	TBD	TBD
\$2,360	TBD	TBD
\$48,386	TBD	TBD
\$4,830	TBD	TBD
\$3,726	TBD	TBD
\$4,600	TBD	TBD
\$29,939	TBD	TBD
\$2,456	TBD	TBD
\$36,270	TBD	TBD
\$2,680	TBD	TBD
\$3,245	TBD	TBD
\$3,279	TBD	TBD
\$7,707	TBD	TBD
\$2,649	TBD	TBD
\$2,649	TBD	TBD
\$7,355	TBD	TBD
\$3,436	TBD	TBD
\$2,107	TBD	TBD
\$4,627	TBD	TBD
\$2,040	TBD	TBD
\$2,927	TBD	TBD
\$17,179	TBD	TBD
\$2,069	TBD	TBD
\$10,615	TBD	TBD
\$3,420	TBD	TBD
\$2,771	TBD	TBD
\$43,903	TBD	TBD
\$318,661	TBD	TBD
approved by UHLS Board 11-13-19		

Castleton Public Library Board of Trustees  
Proposed 2020 Meeting Dates

All meetings begin at 7:00 pm.

Tuesday, January 21

Tuesday, February 18

Monday, March 16

Monday, April 20

Monday, May 18

Monday, June 15

Monday, July 20

(Monday, August 17?)

Monday, September 21

Monday, October 19

Monday, November 16

Monday, December 21

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

### **Monday November 18, 2019 Minutes**

**Welcome/Pledge of Allegiance:** The meeting was called to order by President Karis-Nix at 7:00 pm.

**Roll Call:** Present: Olivia Karis-Nix, President; Jacki Griffin, Vice President; Mary Claire Aitken, Secretary; Shane Mitchum, Trustee; Nathan Hans, Treasurer; Maria Marcucci, Trustee; L. Knaack, Trustee; and Melissa Tacke, Library Director.

**Adoption of Agenda:** Agenda adopted upon motion of Treasurer Hans and seconded by Trustee Marcucci. Unanimously approved.

**Public Comment:** None

**Old Business:** Library programs were discussed. Evaluations for the Board and the library director were submitted to be collated for discussion at the December 2019 Board meeting.

**New Business:** The proposed CPL Mascot Contest document was reviewed and critiqued. Library Director Tacke will set up meetings with the Schodack CSD Superintendent and school principals to present the contest. The 2019 revised budget, 2020 budget, and the 2020 staff pay rates were presented and reviewed. A vote to adopt will be taken at the December 2019 meeting. Committee assignments were reviewed and reassigned. Trustee Knack was added to the Administrative, Policy, and Community Outreach & Visibility Committees. Trustee Mitchum was added to the Finance and Sustainable Funding Committees. Secretary Aitken was added to the Operations/ Capital Projects.

**President's Report:** None.

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

**Treasurer's Report:** Trustee Marcucci motioned to approve the October 2019 Check Detail Reports. Seconded by Vice President Griffin. Unanimously approved.

**Director's Report:** Director Tacke presented her monthly report for October 2019. An outreach smartphone class at Castle Hill and Kindergarten class visits to the library were discussed.

**Friends Report:** T. Scandurra, the Friends President attended the meeting and reported on fundraising events.

**Committee Reports:** None

**Announcements:** President Karis-Nix was thanked for her service to the Board and the library. Vice President Griffin will be the Acting President for the December meeting.

**Executive Session:** None

The meeting was adjourned upon motion by Vice President Griffin and seconded by President Karis-Nix at 7:52 pm.



The Castleton Public Library  
Check Detail

November 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	11/01/2019	Facebook	200.2 · Citizens Checking Account		-7.06
Bill	2454913754...	11/01/2019		7410.4D · Programs	-7.06	7.06
TOTAL					-7.06	7.06
Bill Pmt -Check	DEBIT	11/04/2019	USPS	200.2 · Citizens Checking Account		-55.00
Bill		11/04/2019		7410.4G · Postage	-55.00	55.00
TOTAL					-55.00	55.00
Bill Pmt -Check	DEBIT	11/05/2019	Amazon LLC	200.2 · Citizens Checking Account		-34.92
Bill	1140060938...	11/05/2019		74104B1 · DVDs & Other Materials	-34.92	34.92
TOTAL					-34.92	34.92
Bill Pmt -Check	DEBIT	11/08/2019	Amazon LLC	200.2 · Citizens Checking Account		-32.37
Bill	1134756723...	11/08/2019		74104B5 · Magazines and Newspapers	-32.37	32.37
TOTAL					-32.37	32.37
Bill Pmt -Check	DEBIT	11/12/2019	Amazon LLC	200.2 · Citizens Checking Account		-133.55
Bill	1137225698...	11/12/2019		74104B5 · Magazines and Newspapers	-133.55	133.55
TOTAL					-133.55	133.55
Bill Pmt -Check	DEBIT	11/12/2019	Amazon LLC	200.2 · Citizens Checking Account		-26.95
Bill	1131203327...	11/12/2019		74104B5 · Magazines and Newspapers	-26.95	26.95
TOTAL					-26.95	26.95
Bill Pmt -Check	DEBIT	11/12/2019	Amazon LLC	200.2 · Citizens Checking Account		-65.94
Bill	1140060938...	11/18/2019		74104B1 · DVDs & Other Materials	-65.94	65.94
TOTAL					-65.94	65.94
Bill Pmt -Check	DEBIT	11/14/2019	Amazon LLC	200.2 · Citizens Checking Account		-33.50
Bill	1141983812...	11/14/2019		7410.4D · Programs	-33.50	33.50
TOTAL					-33.50	33.50
Bill Pmt -Check	DEBIT	11/18/2019	Amazon LLC	200.2 · Citizens Checking Account		-13.99
Bill	1140060938...	11/18/2019		74104B1 · DVDs & Other Materials	-13.99	13.99
TOTAL					-13.99	13.99
Bill Pmt -Check	DEBIT	11/19/2019	Amazon LLC	200.2 · Citizens Checking Account		-52.88
Bill	1140060938...	11/19/2019		74104B1 · DVDs & Other Materials	-52.88	52.88
TOTAL					-52.88	52.88

The Castleton Public Library  
Check Detail

November 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	11/19/2019	Aldi	200.2 - Citizens Checking Account		-2.67
Bill		11/19/2019		7410.4D - Programs	-2.67	2.67
TOTAL					-2.67	2.67
Bill Pmt -Check	DEBIT	11/22/2019	USPS	200.2 - Citizens Checking Account		-3.10
Bill		11/22/2019		7410.4G - Postage	-3.10	3.10
TOTAL					-3.10	3.10
Bill Pmt -Check	DEBIT	11/25/2019	Edward Mangione...	200.2 - Citizens Checking Account		-21.40
Bill		11/25/2019		7410.4C - Equipment/Technology	-21.40	21.40
TOTAL					-21.40	21.40
Bill Pmt -Check	DEBIT	11/26/2019	Amazon LLC	200.2 - Citizens Checking Account		-14.96
Bill	1140060938...	11/26/2019		74104B1 - DVDs & Other Materials	-14.96	14.96
TOTAL					-14.96	14.96
Bill Pmt -Check	DEBIT	11/26/2019	TechSoup	200.2 - Citizens Checking Account		-100.00
Bill	REQ 2831252	11/26/2019		7410.4C - Equipment/Technology	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	DEBIT	11/27/2019	Dollar Tree	200.2 - Citizens Checking Account		-5.00
Bill		11/27/2019		7410.4D - Programs	-5.00	5.00
TOTAL					-5.00	5.00
Bill Pmt -Check	2569	11/04/2019	Village of Castlento...	200.2 - Citizens Checking Account		-4,402.19
Bill	84207	11/04/2019		7410.1A - Gross wages - Director	-1,864.41	1,864.41
				7410.1B - Gross wages - Librarian	-885.13	885.13
				7410.1C - Gross wages - Assistant	-1,345.80	1,345.80
				9030.8 - Social Security/Medicare	-306.85	306.85
TOTAL					-4,402.19	4,402.19
Bill Pmt -Check	2570	11/04/2019	OverDrive	200.2 - Citizens Checking Account		-281.50
Bill	MULTIPLE	11/04/2019		74104B2 - Electronic Content	-281.50	281.50
TOTAL					-281.50	281.50
Bill Pmt -Check	2571	11/04/2019	Village of Castlento...	200.2 - Citizens Checking Account		-4,051.95
Bill	84205	11/04/2019		7410.1A - Gross wages - Director	-1,864.41	1,864.41
				7410.1B - Gross wages - Librarian	-757.38	757.38
				7410.1C - Gross wages - Assistant	-1,148.20	1,148.20
				9030.8 - Social Security/Medicare	-281.96	281.96
TOTAL					-4,051.95	4,051.95

The Castleton Public Library  
Check Detail

November 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2572	11/04/2019	Brodart	200.2 - Citizens Checking Account		-790.08
Bill	MULTIPLE	11/04/2019		74104B3 - Print Materials	-790.08	790.08
TOTAL					-790.08	790.08
Bill Pmt -Check	2573	11/04/2019	U.S. Bank	200.2 - Citizens Checking Account		-136.40
Bill	398368159	10/25/2019		7410.4C - Equipment/Technology	-136.40	136.40
TOTAL					-136.40	136.40
Bill Pmt -Check	2574	11/05/2019	CDLC	200.2 - Citizens Checking Account		-10.00
Bill		11/05/2019		7410.4A - Staff Development/Edu	-10.00	10.00
TOTAL					-10.00	10.00
Bill Pmt -Check	2575	11/08/2019	UHLS	200.2 - Citizens Checking Account		-25.00
Bill	19-438	11/07/2019		7410.4F - Office and Library Supplies	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Check	2577	11/18/2019	Time Warner Cable	200.2 - Citizens Checking Account		-94.40
Bill	8688574011...	11/11/2019		7410.4H - Telephone/Data Links	-94.40	94.40
TOTAL					-94.40	94.40
Bill Pmt -Check	2578	11/18/2019	Demco	200.2 - Citizens Checking Account		-546.12
Bill	6719509	11/08/2019		7410.4F - Office and Library Supplies	-546.12	546.12
TOTAL					-546.12	546.12
Bill Pmt -Check	2579	11/18/2019	OverDrive	200.2 - Citizens Checking Account		-539.94
Bill	MULTIPLE	11/12/2019		74104B2 - Electronic Content	-539.94	539.94
TOTAL					-539.94	539.94
Bill Pmt -Check	2580	11/18/2019	Brodart	200.2 - Citizens Checking Account		-374.81
Bill	MULTIPLE	11/18/2019		74104B3 - Print Materials	-374.81	374.81
TOTAL					-374.81	374.81
Bill Pmt -Check	2581	11/18/2019	Village of Castleto...	200.2 - Citizens Checking Account		-4,489.31
Bill	84213	11/11/2019		7410.1A - Gross wages - Director	-1,864.41	1,864.41
				7410.1B - Gross wages - Librarian	-698.06	698.06
				7410.1C - Gross wages - Assistant	-1,613.79	1,613.79
				9030.8 - Social Security/Medicare	-313.05	313.05
TOTAL					-4,489.31	4,489.31
Bill Pmt -Check	2582	11/21/2019	OverDrive	200.2 - Citizens Checking Account		-55.00
Bill	01080DA192...	11/19/2019		74104B2 - Electronic Content	-55.00	55.00
TOTAL					-55.00	55.00

The Castleton Public Library  
Check Detail  
November 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2583	11/25/2019	Times Union	200.2 · Citizens Checking Account		-102.00
Bill		11/18/2019		74104B5 · Magazines and Newspapers	-102.00	102.00
TOTAL					-102.00	102.00



The Castleton Public Library  
**Reconciliation Summary**

200.1 · Citizens Money Market, Period Ending 11/30/2019

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	Nov 30, 19
Beginning Balance	131,639.60
Cleared Transactions	
Checks and Payments - 1 item	-13,000.00
Deposits and Credits - 2 items	293.05
Total Cleared Transactions	-12,706.95
Cleared Balance	<b>118,932.65</b>
Register Balance as of 11/30/2019	118,932.65
Ending Balance	118,932.65

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12/03/19

The Castleton Public Library  
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 11/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						131,639.60
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	11/29/2019			X	-13,000.00	-13,000.00
Total Checks and Payments					-13,000.00	-13,000.00
Deposits and Credits - 2 items						
Deposit	11/18/2019			X	290.90	290.90
Deposit	11/30/2019			X	2.15	293.05
Total Deposits and Credits					293.05	293.05
Total Cleared Transactions					-12,706.95	-12,706.95
Cleared Balance					-12,706.95	118,932.65
Register Balance as of 11/30/2019					-12,706.95	118,932.65
Ending Balance					-12,706.95	118,932.65

The Castleton Public Library  
**Reconciliation Summary**

200.2 - Citizens Checking Account, Period Ending 11/30/2019

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	Nov 30, 19
<b>Beginning Balance</b>	22,011.78
<b>Cleared Transactions</b>	
Checks and Payments - 30 items	-16,429.85
Deposits and Credits - 1 item	13,000.00
<b>Total Cleared Transactions</b>	-3,429.85
<b>Cleared Balance</b>	<b>18,581.93</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-187.00
<b>Total Uncleared Transactions</b>	-187.00
<b>Register Balance as of 11/30/2019</b>	<b>18,394.93</b>
<b>Ending Balance</b>	18,394.93

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12/03/19

The Castleton Public Library  
Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 11/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						22,011.78
<b>Cleared Transactions</b>						
<b>Checks and Payments - 30 items</b>						
Bill Pmt -Check	10/30/2019	2568	T-Mobile	X	-29.86	-29.86
Bill Pmt -Check	11/01/2019	DEBIT	Facebook	X	-7.06	-36.92
Bill Pmt -Check	11/04/2019	2569	Village of Castleton...	X	-4,402.19	-4,439.11
Bill Pmt -Check	11/04/2019	2571	Village of Castleton...	X	-4,051.95	-8,491.06
Bill Pmt -Check	11/04/2019	2572	Brodart	X	-790.08	-9,281.14
Bill Pmt -Check	11/04/2019	2570	OverDrive	X	-281.50	-9,562.64
Bill Pmt -Check	11/04/2019	2573	U.S. Bank	X	-136.40	-9,699.04
Bill Pmt -Check	11/04/2019	DEBIT	USPS	X	-55.00	-9,754.04
Bill Pmt -Check	11/05/2019	DEBIT	Amazon LLC	X	-34.92	-9,788.96
Bill Pmt -Check	11/05/2019	2574	CDLC	X	-10.00	-9,798.96
Bill Pmt -Check	11/08/2019	DEBIT	Amazon LLC	X	-32.37	-9,831.33
Bill Pmt -Check	11/08/2019	2575	UHLS	X	-25.00	-9,856.33
Bill Pmt -Check	11/12/2019	DEBIT	Amazon LLC	X	-133.55	-9,989.88
Bill Pmt -Check	11/12/2019	DEBIT	Amazon LLC	X	-65.94	-10,055.82
Bill Pmt -Check	11/12/2019	DEBIT	Amazon LLC	X	-26.95	-10,082.77
Bill Pmt -Check	11/14/2019	DEBIT	Amazon LLC	X	-33.50	-10,116.27
Bill Pmt -Check	11/18/2019	2581	Village of Castleton...	X	-4,489.31	-14,605.58
Bill Pmt -Check	11/18/2019	2578	Demco	X	-546.12	-15,151.70
Bill Pmt -Check	11/18/2019	2579	OverDrive	X	-539.94	-15,691.64
Bill Pmt -Check	11/18/2019	2580	Brodart	X	-374.81	-16,066.45
Bill Pmt -Check	11/18/2019	2577	Time Warner Cable	X	-94.40	-16,160.85
Bill Pmt -Check	11/18/2019	DEBIT	Amazon LLC	X	-13.99	-16,174.84
Bill Pmt -Check	11/19/2019	DEBIT	Amazon LLC	X	-52.88	-16,227.72
Bill Pmt -Check	11/19/2019	DEBIT	Aldi	X	-2.67	-16,230.39
Bill Pmt -Check	11/21/2019	2582	OverDrive	X	-55.00	-16,285.39
Bill Pmt -Check	11/22/2019	DEBIT	USPS	X	-3.10	-16,288.49
Bill Pmt -Check	11/25/2019	DEBIT	Edward Mangione ...	X	-21.40	-16,309.89
Bill Pmt -Check	11/26/2019	DEBIT	TechSoup	X	-100.00	-16,409.89
Bill Pmt -Check	11/26/2019	DEBIT	Amazon LLC	X	-14.96	-16,424.85
Bill Pmt -Check	11/27/2019	DEBIT	Dollar Tree	X	-5.00	-16,429.85
Total Checks and Payments					-16,429.85	-16,429.85
<b>Deposits and Credits - 1 item</b>						
Transfer	11/29/2019			X	13,000.00	13,000.00
Total Deposits and Credits					13,000.00	13,000.00
Total Cleared Transactions					-3,429.85	-3,429.85
Cleared Balance					-3,429.85	18,581.93
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	07/10/2019	2517	Dyken Pond Enviro...		-85.00	-85.00
Bill Pmt -Check	11/25/2019	2583	Times Union		-102.00	-187.00
Total Checks and Payments					-187.00	-187.00

The Castleton Public Library  
Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 11/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Total Uncleared Transactions					-187.00	-187.00
Register Balance as of 11/30/2019					-3,616.85	18,394.93
Ending Balance					-3,616.85	18,394.93

The Castleton Public Library  
**Profit & Loss**  
November 2019

	Nov 19
Ordinary Income/Expense	
Income	
2082 - Library Charges	
2082.1 - Library Fines & Fees	
2082.11 - Fines	3.70
2082.13 - Copies, Prints and Faxes	29.45
2082.14 - Register Overage/Shortage	0.00
Total 2082.1 - Library Fines & Fees	33.15
Total 2082 - Library Charges	33.15
2401 - Interest & Earnings	2.15
2705 - Gifts & Donations	7.75
2760 - Library System Grants	
2760.9 - Grants - Other	250.00
Total 2760 - Library System Grants	250.00
Total Income	293.05
Gross Profit	293.05
Expense	
7410.1 - Personal Services	
7410.11 - Employee Gross Wages	
7410.1A - Gross wages - Director	5,593.23
7410.1B - Gross wages - Librarian	2,340.57
7410.1C - Gross wages - Assistant	4,107.79
Total 7410.11 - Employee Gross Wages	12,041.59
Total 7410.1 - Personal Services	12,041.59
7410.4 - Contractual Expenses	
7410.4B - Library Materials	
74104B5 - Magazines and Newspapers	294.87
74104B3 - Print Materials	1,164.89
74104B2 - Electronic Content	876.44
74104B1 - DVDs & Other Materials	182.69
Total 7410.4B - Library Materials	2,518.89
7410.4C - Equipment/Technology	121.40
7410.4D - Programs	48.23
7410.41 - Operations and Administrative	
7410.4A - Staff Development/Edu	10.00
7410.4G - Postage	58.10
7410.4H - Telephone/Data Links	94.40
7410.4F - Office and Library Supplies	571.12
Total 7410.41 - Operations and Administrative	733.62
Total 7410.4 - Contractual Expenses	3,422.14
9000 - Employee - Benefits	
9030.8 - Social Security/Medicare	901.86
Total 9000 - Employee - Benefits	901.86
Total Expense	16,365.59
Net Ordinary Income	-16,072.54
Net Income	-16,072.54



The Castleton Public Library  
Profit & Loss Budget vs. Actual  
January through November 2019

	Jan - Nov 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 - Library Charges				
2082.1 - Library Fines & Fees				
2082.11 - Fines	140.64	0.00	140.64	100.0%
2082.12 - Lost Books	187.88	0.00	187.88	100.0%
2082.13 - Copies, Prints and Faxes	729.25	700.00	29.25	104.2%
2082.14 - Register Overage/Shortage	-0.55	0.00	-0.55	100.0%
Total 2082.1 - Library Fines & Fees	1,057.22	700.00	357.22	151.0%
Total 2082 - Library Charges	1,057.22	700.00	357.22	151.0%
2360 - Intergovernmental Revenues				
2360.1 - Town of Schodack	130,410.00	130,410.00	0.00	100.0%
2360.2 - Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 - Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 - Intergovernmental Revenues	147,735.00	147,735.00	0.00	100.0%
2401 - Interest & Earnings	27.89	35.00	-7.11	79.7%
2705 - Gifts & Donations				
2705.1 - Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 - Gifts & Donations - Other	5,916.75	4,000.00	1,916.75	147.9%
Total 2705 - Gifts & Donations	6,916.75	5,000.00	1,916.75	138.3%
2760 - Library System Grants				
2760.3 - Grants - Library Renovation	19,332.00	21,480.00	-2,148.00	90.0%
2760.1 - LLSA and ERATE (UHLS)	1,277.00	1,400.00	-123.00	91.2%
2760.9 - Grants - Other	4,450.00	3,500.00	950.00	127.1%
Total 2760 - Library System Grants	25,059.00	26,380.00	-1,321.00	95.0%
599 - Appropriated Fund Balance	0.00	5,000.00	-5,000.00	0.0%
Total Income	180,795.86	184,850.00	-4,054.14	97.8%
Gross Profit	180,795.86	184,850.00	-4,054.14	97.8%
<b>Expense</b>				
7410.1 - Personal Services				
7410.11 - Employee Gross Wages				
7410.1A - Gross wages - Director	42,845.59	48,661.00	-5,815.41	88.0%
7410.1B - Gross wages - Librarian	16,922.95	18,985.00	-2,062.05	89.1%
7410.1C - Gross wages - Assistant	31,218.51	37,300.00	-6,081.49	83.7%
Total 7410.11 - Employee Gross Wages	90,987.05	104,946.00	-13,958.95	86.7%
Total 7410.1 - Personal Services	90,987.05	104,946.00	-13,958.95	86.7%
7410.2 - Equipment & Capital Outlay				
7410.2A - Renovation of Library Space	38,516.14	42,962.00	-4,445.86	89.7%
Total 7410.2 - Equipment & Capital Outlay	38,516.14	42,962.00	-4,445.86	89.7%
7410.4 - Contractual Expenses				
7410.4B - Library Materials				
74104B6 - Museum Passes	1,575.00	1,600.00	-25.00	98.4%
74104B5 - Magazines and Newspapers	1,053.23	960.00	93.23	109.7%
74104B4 - Audiobooks	409.96	490.00	-70.04	85.4%
74104B3 - Print Materials	8,383.64	6,750.00	1,633.64	124.2%
74104B2 - Electronic Content	3,259.66	2,754.00	505.66	118.4%
74104B1 - DVDs & Other Materials	1,880.49	1,900.00	-19.51	99.0%
7410.4B - Library Materials - Other	128.52	110.00	18.52	116.8%
Total 7410.4B - Library Materials	16,690.50	14,554.00	2,136.50	114.7%
7410.4C - Equipment/Technology	2,067.81	2,500.00	-432.19	82.7%
7410.4D - Programs				
74104D1 - Summer Reading Program	3,572.21	3,000.00	572.21	119.1%
7410.4D - Programs - Other	1,036.20	2,500.00	-1,463.80	41.4%
Total 7410.4D - Programs	4,608.41	5,500.00	-891.59	83.8%

The Castleton Public Library  
Profit & Loss Budget vs. Actual

Accrual Basis

January through November 2019

	Jan - Nov 19	Budget	\$ Over Budget	% of Budget
7410.41 - Operations and Administrative				
7410.4A - Staff Development/Edu	640.59	800.00	-159.41	80.1%
7410.4E - Automated Services	3,653.00	3,275.00	378.00	111.5%
7410.4G - Postage	247.17	250.00	-2.83	98.9%
7410.4H - Telephone/Data Links	1,010.10	1,050.00	-39.90	96.2%
7410.4I - Insurance	2,321.05	2,300.00	21.05	100.9%
7410.4F - Office and Library Supplies	1,374.77	1,200.00	174.77	114.6%
7410.4J - Professional Services	420.00	640.00	-220.00	65.6%
Total 7410.41 - Operations and Administrative	9,666.68	9,515.00	151.68	101.6%
7410.4K - Miscellaneous	74.07	25.00	49.07	296.3%
Total 7410.4 - Contractual Expenses	33,107.47	32,094.00	1,013.47	103.2%
9000 - Employee - Benefits				
9010.8 - NYS Retirement	0.00	7,100.00	-7,100.00	0.0%
9030.8 - Social Security/Medicare	6,842.08	7,800.00	-957.92	87.7%
9040.8 - Workers Comp	574.47	1,000.00	-425.53	57.4%
9055.8 - Disability	431.25	650.00	-218.75	66.3%
9060.8 - Health Insurance				
9060.81 - HRA Funding	366.07	1,500.00	-1,133.93	24.4%
9060.8 - Health Insurance - Other	5,731.44	8,280.00	-2,548.56	69.2%
Total 9060.8 - Health Insurance	6,097.51	9,780.00	-3,682.49	62.3%
Total 9000 - Employee - Benefits	13,945.31	26,330.00	-12,384.69	53.0%
Total Expense	176,555.97	206,332.00	-29,776.03	85.6%
Net Ordinary Income	4,239.89	-21,482.00	25,721.89	-19.7%
Net Income	4,239.89	-21,482.00	25,721.89	-19.7%

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

January through November 2019

	Jan - Nov 19	Forecast	\$ Over Forecast	% of Forecast
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 - Library Charges				
2082.1 - Library Fines & Fees				
2082.11 - Fines	140.64	1,216.88	-1,076.24	11.6%
2082.12 - Lost Books	167.88			
2082.13 - Copies, Prints and Faxes	729.25	811.63	-82.38	89.9%
2082.14 - Register Overage/Shortage	-0.55	-1.23	0.68	44.7%
<b>Total 2082.1 - Library Fines &amp; Fees</b>	<b>1,057.22</b>	<b>2,027.28</b>	<b>-970.06</b>	<b>52.1%</b>
<b>Total 2082 - Library Charges</b>	<b>1,057.22</b>	<b>2,027.28</b>	<b>-970.06</b>	<b>52.1%</b>
2360 - Intergovernmental Revenues				
2360.1 - Town of Schoharie	130,410.00	113,400.00	17,010.00	115.0%
2360.2 - Village of Castleton	14,000.00	13,000.00	1,000.00	107.7%
2360.3 - Rensselaer County	3,325.00	3,325.00	0.00	100.0%
<b>Total 2360 - Intergovernmental Revenues</b>	<b>147,735.00</b>	<b>129,725.00</b>	<b>18,010.00</b>	<b>113.9%</b>
2401 - Interest & Earnings	27.89	31.41	-3.52	88.6%
2705 - Gifts & Donations				
2705.1 - Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 - Gifts & Donations - Other	5,916.75	3,810.78	2,105.97	155.3%
<b>Total 2705 - Gifts &amp; Donations</b>	<b>6,916.75</b>	<b>4,810.78</b>	<b>2,105.97</b>	<b>143.8%</b>
2760 - Library System Grants				
2760.3 - Grants - Library Renovation	19,332.00			
2760.1 - LLSA and ERATE (JHLS)	1,277.00	1,417.80	-140.80	90.1%
2760.9 - Grants - Other	4,400.00	790.00	3,700.00	563.3%
<b>Total 2760 - Library System Grants</b>	<b>25,059.00</b>	<b>2,167.80</b>	<b>22,891.20</b>	<b>1,156.0%</b>
<b>Total Income</b>	<b>160,796.86</b>	<b>138,762.27</b>	<b>42,033.59</b>	<b>130.3%</b>
<b>Gross Profit</b>	<b>160,796.86</b>	<b>138,762.27</b>	<b>42,033.59</b>	<b>130.3%</b>
<b>Expense</b>				
7410.1 - Personal Services				
7410.11 - Employee Gross Wages				
7410.1A - Gross wages - Director	42,645.59	39,439.84	3,405.75	108.6%
7410.1B - Gross wages - Librarian	16,922.85	14,526.01	2,396.84	116.5%
7410.1C - Gross wages - Assistant	31,218.51	25,783.62	4,434.89	116.6%
<b>Total 7410.11 - Employee Gross Wages</b>	<b>90,587.05</b>	<b>80,749.47</b>	<b>10,237.58</b>	<b>112.7%</b>
<b>Total 7410.1 - Personal Services</b>	<b>90,587.05</b>	<b>80,749.47</b>	<b>10,237.58</b>	<b>112.7%</b>
7410.2 - Equipment & Capital Outlay				
7410.2A - Renovation of Library Space	38,518.14			
<b>Total 7410.2 - Equipment &amp; Capital Outlay</b>	<b>38,518.14</b>			
7410.4 - Contractual Expenses				
7410.4B - Library Materials				
7410.4B6 - Museum Passes	1,575.00	1,300.00	275.00	121.2%
7410.4B5 - Magazines and Newspapers	1,253.23	986.25	266.98	106.8%
7410.4B4 - Audiobooks	409.96	597.78	-187.82	68.6%
7410.4B3 - Print Materials	8,363.64	6,398.44	1,965.20	131.1%
7410.4B2 - Electronic Content	3,259.66	1,364.78	1,894.88	235.4%
7410.4B1 - DVDs & Other Materials	1,880.49	1,882.33	-1.84	99.9%
7410.4B - Library Materials - Other	129.52	106.92	21.60	120.2%
<b>Total 7410.4B - Library Materials</b>	<b>16,660.50</b>	<b>12,654.00</b>	<b>4,006.50</b>	<b>131.9%</b>
7410.4C - Equipment/Technology	2,067.81	2,241.66	-173.85	92.2%
7410.4D - Programs				
7410.4D1 - Summer Reading Program	3,572.21	2,641.66	930.55	135.2%
7410.4D - Programs - Other	1,036.20	1,860.43	-824.23	55.7%
<b>Total 7410.4D - Programs</b>	<b>4,608.41</b>	<b>4,502.09</b>	<b>106.32</b>	<b>102.4%</b>
7410.4I - Operations and Administrative				
7410.4A - Staff Development/Edu	640.69	853.87	-243.28	72.9%
7410.4E - Automated Services	3,853.00	3,275.00	578.00	111.9%
7410.4G - Postage	247.17	174.23	72.94	141.9%
7410.4H - Telephones/Data Links	1,010.10	952.40	57.70	106.1%
7410.4I - Insurance	2,321.05	2,034.99	286.07	115.8%
7410.4F - Office and Library Supplies	1,374.77	1,419.59	-44.82	96.8%
7410.4J - Professional Services	420.00	420.00	0.00	100.0%
<b>Total 7410.4I - Operations and Administrative</b>	<b>9,886.68</b>	<b>8,130.07</b>	<b>1,756.61</b>	<b>105.9%</b>
7410.4K - Miscellaneous	74.07	20.00	54.07	370.4%
<b>Total 7410.4 - Contractual Expenses</b>	<b>33,107.47</b>	<b>28,548.32</b>	<b>4,559.15</b>	<b>116.0%</b>
9000 - Employee - Benefits				
9010.8 - NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 - Social Security/Medicare	6,842.06	6,141.93	700.15	111.4%
9040.8 - Workers Comp	574.47	224.73	349.74	255.6%
9055.8 - Disability	431.25	186.05	245.20	231.8%

The Castleton Public Library  
Profit & Loss Forecast vs. Actual

January through November 2019

	Jan - Nov 19	Forecast	\$ Over Forecast	% of Forecast
9060.8 - Health Insurance				
9060.81 - HRA Funding	366.07			
9060.8 - Health Insurance - Other	5,731.44	4,938.45	792.99	116.1%
Total 9060.8 - Health Insurance	6,097.51	4,938.45	1,159.03	123.5%
Total 9008 - Employee - Benefits	13,945.31	11,491.19	2,454.12	121.4%
Total Expense	176,565.97	120,708.90	55,766.99	146.2%
Net Ordinary Income	4,239.89	17,973.29	-13,733.40	23.6%
Net Income	4,239.89	17,973.29	-13,733.40	23.6%

**The Castleton Public Library**  
**Balance Sheet**  
 As of November 30, 2019

	Nov 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	118,932.65
200.2 · Citizens Checking Account	18,394.93
200.9 · Petty Cash	50.00
Total Checking/Savings	137,377.58
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	140,877.58
<b>TOTAL ASSETS</b>	<b>140,877.58</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	131,564.71
Net Income	4,239.89
Total Equity	140,877.60
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>140,877.58</b>

## Director's Report – November

### November 2019 – Usage Statistics in Comparison

	November 2019	November 2018	Percent Change
<b>Circulation</b>			
Circulation of materials at CPL	2,138	2,517	-15.1%
Items loaned to other libraries	482	440	+9.5%
Items borrowed from other libraries	942	979	-3.8%
eContent circulation	471	336	+40.2%
<b>Programming</b>			
Number of programs offered	38	34	+11.8%
Program attendance	328	320	+2.5%
<b>Public Computer Use</b>			
Public Computer Sessions	69	121	-43%
<b>Marketing Reach</b>			
Website visits	1,050*	13,165	-92%
Website unique visitors	597*	3,799	-84.3%
Email newsletter list size	1,383	1,237	+11.8%
Facebook page likes	765	657	+16.4%
Facebook total reach	11,961	7,414	+61.3%
* = As of 8/1/2019, Weebly changed their statistics model to more closely match Google Analytics.			

### Programs & Outreach – November

11/1/2019	Early Literacy Playtime	3
11/1/2019	Device Help @ Castle Hill	3
11/2/2019	Rainbow Scratch Art	19
11/4/2019	Life-Sized Games @ Maple Hill	16
11/4/2019	Riverside Lending Library	9
11/4/2019	After Dinner Book Club	7
11/5/2019	Recycled Art: Magazine Collages	10
11/5/2019	Pajama Storytime	13
11/7/2019	Library Visit, CES Kindergarten Class	23
11/7/2019	Learn & Play Storytime	2
11/7/2019	Visit to Castleton Kids	27
11/8/2019	Early Literacy Playtime	3
11/8/2019	Bridge Club	7
11/8/2019	Open Mic Night	4
11/9/2019	Knock Hockey	12
11/12/2019	Castle Hill Bookmobile	9
11/12/2019	Learn to Make Origami	2
11/12/2019	Pajama Storytime	0
11/14/2019	Learn & Play Storytime	6
11/14/2019	Teen Time: Bad Art Night	2

11/15/2019	Early Literacy Playtime	2
11/15/2019	Perler Bead Crafts	7
11/15/2019	Family Movie Night: Toy Story 4	14
11/16/2019	Mend-a-Bear	2
11/18/2019	Read to Lacey	4
11/19/2019	Afternoon Book Club	5
11/19/2019	Cool Science: Marshm. Catapults	15
11/19/2019	Pajama Storytime	6
11/19/2019	Legal Clinic	5
11/20/2019	Military History Discussion Group	4
11/21/2019	Learn & Play Storytime	10
11/21/2019	Visit to Castleton Kids	29
11/22/2019	Early Literacy Playtime	4
11/22/2019	Bridge Club	7
11/25/2019	Riverside Lending Library	8
11/26/2019	Thanksgiving Crafts	18
11/26/2019	Pajama Storytime	9
11/27/2019	Legomania!	2
	<b>Month total</b>	<b>328</b>



## **Outreach – December & January**

- Thursday, December 5 – Visit to Castleton Kids (grades K-1)
- Tuesday, December 10 – Castle Hill Bookmobile
- Friday, December 13 – Table at COHFAM Winterfest
- Monday, December 16 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Thursday, December 19 – Visit to Castleton Kids (grades K-1)
- Friday, January 3 – Smartphone/Device Class at Castle Hill
- Monday, January 13 – Outreach program with 7th grade English classes at Maple Hill Junior-Senior High School
- Monday, January 13 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Tuesday, January 14 – Castle Hill Bookmobile
- Thursday, January 16 – Visit to Castleton Kids (grades K-1)

## **Youth Services Librarian – Meetings, Outreach, & Continuing Education (November)**

- November 4 – Life-Size Games program with 7th graders at Maple Hill Junior-Senior High School
- November 6 – Youth Services Advisory Committee meeting at Ravena-Coeymans-Selkirk Community Library.
- November 7 – CES Kindergarten Class – Field Trip to Library
- November 7 – Outreach at Castleton Kids aftercare program (grades K-1)
- November 7 – Visit to CES Newbery Project Parents Night
- November 15 – New York Library Association conference in Saratoga Springs, NY.
- November 18 – Visits to all classes at Story Place Preschool
- November 19 – Visit to 7th & 8th grade book club at Maple Hill Junior-Senior High School
- November 21 – Outreach at Castleton Kids aftercare program (grades K-1)

## **Director – Meetings, Outreach, & Continuing Education (November)**

- November 1 – Directors Association meeting at UHLS.
- November 4 – Lending Library at Riverside Center for Rehabilitation & Nursing.
- November 5 – CDLC Lunch & Learn – "Autism Awareness for Library Staff"
- November 5 – Meeting with Olivia Karis-Nix (monthly meeting)
- November 7 – CES Kindergarten Class – Field Trip to Library
- November 12 – Castle Hill Bookmobile.
- November 13 – Automation Advisory Committee meeting at UHLS.
- November 15 – New York Library Association conference in Saratoga Springs, NY.
- November 18 – Finance Committee meeting.
- November 19 – NYLA Developing Leaders Program – "Project, Team, and Time Management" (webinar).
- November 21 – Panelist – "The Fine-Free Experience" at UHLS.
- November 23 – Volunteer at Friends of CPL Barnes & Noble fundraiser.
- November 25 – Lending Library at Riverside Center for Rehabilitation & Nursing.
- November 25 – eContent Advisory Committee meeting at UHLS.