

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, December 14, 2021 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Prospective trustee
- 2022 staff pay rates
- Long-range plan

Old Business

- 2021 Revised Budget – further revisions
- 2022 Proposed Budget
- Library word-of-mouth advertising
- Reopening process

President's Report

Secretary's Report

- Review of minutes from November 15, 2021

Treasurer's Report

Director's Report

Friends Report

Committee Reports

- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – L. Knaack
- Operations/Capital projects – M. Aitken, P. Cartwright, S. Mitchum, K. Rubin
- Policy Committee – L. Knaack, A. Mitchum, K. Rubin
- Long Range Plan Committees:
 - Sustainable Funding (A. Mitchum, S. Mitchum)
 - Library Space (P. Cartwright)
 - Community Outreach & Visibility (M. Aitken, L. Knaack)

Announcements

Public Comment

Executive Session

Adjourn

2022 Wage Increases for Library Staff

Effective January 1, 2022:

Position Title	Current Wage/Salary	Wage/Salary Effective 1/1/2021
Library Director	\$54,819.00	\$59,500.00
Librarian I	\$20.18 per hour	\$21.96 per hour
Library Assistant	\$15.69 per hour	\$17.50 per hour
Library Aide	\$13.00 per hour	\$14.10 per hour
Subsitute Library Aide	\$13.00 per hour	\$14.10 per hour

2021 Revised Budget				
<i>Income</i>				
Line Item	Description	2021 Rev. Budget	2021 Budget	Difference
2082.11	Fines	\$26.00	\$0.00	\$26.00
2082.12	Lost Books	\$288.00	\$0.00	\$288.00
2082.13	Copies, Prints, & Faxes	\$27.00	\$240.00	-\$213.00
	Total 2082	\$341.00	\$240.00	\$101.00
2360.1	Town of Schodack	\$146,786.00	\$146,786.00	\$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
	Total 2360	\$164,111.00	\$164,111.00	\$0.00
2401	Interest & Earnings	\$30.00	\$24.00	\$6.00
2705	Gifts & Donations	\$8,080.00	\$5,000.00	\$3,080.00
2705.1	Friends SRP	\$1,000.00	\$1,000.00	\$0.00
	Total 2705	\$9,080.00	\$6,000.00	\$3,080.00
2760.1	Grants - LLSA (UHLS)	\$1,765.00	\$1,130.00	\$635.00
2760.3	Grants - NYS Library Const. Grant	\$0.00	\$2,149.00	-\$2,149.00
2760.9	Grants - Other	\$2,287.00	\$1,000.00	\$1,287.00
	Total 2760	\$4,052.00	\$4,279.00	-\$227.00
	Funds from reserves	\$0.00	\$11,504.00	-\$11,504.00
	Total Income	\$177,614.00	\$186,158.00	-\$8,544.00
<i>Expenses</i>				\$0.00
7410.1A	Gross Wages - Director	\$54,712.00	\$54,819.00	-\$107.00
7410.1B	Gross Wages - Librarian I	\$20,967.00	\$20,983.00	-\$16.00
7410.1C	Gross Wages - Assistants	\$33,300.00	\$41,653.00	-\$8,353.00
	Total 7410.1	\$108,979.00	\$117,455.00	-\$8,476.00
7410.2A	Library Renovation	\$0.00	\$4,447.00	-\$4,447.00
7410.4B	Library Materials - Other	\$1,195.00	\$1,210.00	-\$15.00
7410.4B1	Library Materials - DVDs	\$1,470.00	\$1,450.00	\$20.00
7410.4B2	Library Materials - EContent	\$5,782.00	\$5,000.00	\$782.00
7410.4B3	Library Materials - Print Materials	\$8,015.00	\$7,515.00	\$500.00
7410.4B4	Library Materials - Audiobooks	\$385.00	\$400.00	-\$15.00
7410.4B5	Library Materials - Mags/News.	\$380.00	\$736.00	-\$356.00
7410.4B6	Library Materials - Mus. Passes	\$1,630.00	\$1,400.00	\$230.00
	Total 7410.4B	\$18,857.00	\$17,711.00	\$1,146.00
7410.4C	Equipment/Technology	\$3,500.00	\$3,785.00	-\$285.00
7410.4D	Programs	\$2,657.00	\$2,500.00	\$157.00
7410.4D1	Summer Reading Program	\$3,020.00	\$3,500.00	-\$480.00
	Total 7410.4D	\$5,677.00	\$6,000.00	-\$323.00
7410.4A	Staff Development/Education	\$320.00	\$800.00	-\$480.00
7410.4E	Automated Services	\$3,913.00	\$4,100.00	-\$187.00
7410.4G	Postage	\$206.00	\$300.00	-\$94.00
7410.4H	Telephone/Data Links	\$1,175.00	\$1,400.00	-\$225.00

7410.4I	Insurance	\$2,423.00	\$2,530.00	-\$107.00
7410.4F	Office and Library Supplies	\$811.00	\$1,300.00	-\$489.00
7410.4J	Professional Services	\$420.00	\$400.00	\$20.00
	Total 7410.4I	\$9,268.00	\$10,830.00	-\$1,562.00
7410.4L	Strategic Planning - Survey	\$0.00	\$0.00	\$0.00
7410.4K	Miscellaneous	\$15.00	\$25.00	-\$10.00
	Total 7410.4	\$9,283.00	\$10,855.00	-\$1,572.00
9010.8	NYS Retirement	\$5,700.00	\$5,500.00	\$200.00
9030.8	Social Security/Medicare	\$8,300.00	\$8,930.00	-\$630.00
9040.8	Workers Compensation	\$730.00	\$880.00	-\$150.00
9055.8	Disability	\$483.00	\$535.00	-\$52.00
9060.8	Health Insurance	\$7,902.00	\$8,560.00	-\$658.00
9060.81	HRA Funding	\$0.00	\$1,500.00	-\$1,500.00
	Total 9000	\$23,115.00	\$25,905.00	-\$2,790.00
	Total 2021 Expenses	\$169,411.00	\$186,158.00	-\$16,747.00
	Funds Allotted for 2022 Budget	\$8,203.00		
	Funds Allotted for Reserve	\$0.00		
	Total	\$177,614.00		

2022 Proposed Budget				
Income				
Line Item	Description	2022 Budget	2021 Rev. Budget	Difference
2082.11	Fines	\$0.00	\$26.00	-\$26.00
2082.12	Lost Books	\$0.00	\$288.00	\$0.00
2082.13	Copies, Prints, & Faxes	\$240.00	\$27.00	\$213.00
	Total 2082	\$240.00	\$341.00	-\$101.00
2360.1	Town of Schodack	\$159,263.00	\$146,786.00	\$12,477.00
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
	Total 2360	\$176,588.00	\$164,111.00	\$12,477.00
2401	Interest & Earnings	\$24.00	\$30.00	-\$6.00
2705	Gifts & Donations	\$5,800.00	\$8,080.00	-\$2,280.00
2705.1	Friends SRP	\$1,000.00	\$1,000.00	\$0.00
	Total 2705	\$6,800.00	\$9,080.00	-\$2,280.00
2760.1	Grants - LLSA (UHLS)	\$1,130.00	\$1,765.00	-\$635.00
2760.3	Grants - NYS Library Const. Grant	\$2,149.00	\$0.00	\$0.00
2760.9	Grants - Other	\$1,000.00	\$2,287.00	-\$1,287.00
	Total 2760	\$4,279.00	\$4,052.00	\$227.00
	Funds from 2021 budget	\$8,203.00	\$0.00	\$8,203.00
	Funds from reserves	\$4,447.00	\$0.00	\$4,447.00
	Total Income	\$200,581.00	\$177,614.00	\$22,967.00
Expenses				
7410.1A	Gross Wages - Director	\$59,500.00	\$54,712.00	\$4,788.00
7410.1B	Gross Wages - Librarian I	\$22,838.00	\$20,967.00	\$1,871.00
7410.1C	Gross Wages - Assistants	\$44,500.00	\$33,300.00	\$11,200.00
	Total 7410.1	\$126,838.00	\$108,979.00	\$17,859.00
7410.2A	Library Renovation	\$4,447.00	\$0.00	\$4,447.00
7410.4B	Library Materials - Other	\$1,555.00	\$1,195.00	\$360.00
7410.4B1	Library Materials - DVDs	\$2,300.00	\$1,470.00	\$830.00
7410.4B2	Library Materials - EContent	\$5,700.00	\$5,782.00	-\$82.00
7410.4B3	Library Materials - Print Materials	\$8,186.00	\$8,015.00	\$171.00
7410.4B4	Library Materials - Audiobooks	\$400.00	\$385.00	\$15.00
7410.4B5	Library Materials - Mags./News.	\$1,000.00	\$380.00	\$620.00
7410.4B6	Library Materials - Mus. Passes	\$1,880.00	\$1,630.00	\$250.00
	Total 7410.4B	\$21,021.00	\$18,857.00	\$2,164.00
7410.4C	Equipment/Technology	\$1,050.00	\$3,500.00	-\$2,450.00
7410.4D	Programs	\$3,000.00	\$2,657.00	\$343.00
7410.4D1	Summer Reading Program	\$3,840.00	\$3,020.00	\$820.00
	Total 7410.4D	\$6,840.00	\$5,677.00	\$1,163.00

7410.4A	Staff Development/Education	\$800.00	\$320.00	\$480.00
7410.4E	Automated Services	\$4,110.00	\$3,913.00	\$197.00
7410.4G	Postage	\$300.00	\$206.00	\$94.00
7410.4H	Telephone/Data Links	\$1,470.00	\$1,175.00	\$295.00
7410.4I	Insurance	\$2,665.00	\$2,423.00	\$242.00
7410.4F	Office and Library Supplies	\$1,300.00	\$811.00	\$489.00
7410.4J	Professional Services	\$820.00	\$420.00	\$400.00
	Total 7410.41	\$11,465.00	\$9,268.00	\$2,197.00
7410.4L	Strategic Planning - Survey	\$1,000.00	\$0.00	\$1,000.00
7410.4K	Miscellaneous	\$25.00	\$15.00	\$10.00
	Total 7410.4	\$12,490.00	\$9,283.00	\$3,207.00
9010.8	NYS Retirement	\$6,950.00	\$5,700.00	\$1,250.00
9030.8	Social Security/Medicare	\$9,350.00	\$8,300.00	\$1,050.00
9040.8	Workers Compensation	\$1,000.00	\$730.00	\$270.00
9055.8	Disability	\$535.00	\$483.00	\$52.00
9060.8	Health Insurance	\$8,560.00	\$7,902.00	\$658.00
9060.81	HRA Funding	\$1,500.00	\$0.00	\$1,500.00
	Total 9000	\$27,895.00	\$23,115.00	\$4,780.00
	Total Expenses	\$200,581.00	\$169,411.00	\$31,170.00
	Funds Allotted for 2022 Budget	N/A	\$8,203.00	
	Total	\$200,581.00	\$177,614.00	\$22,967.00

Castleton Public Library Board of Trustees Meeting

Monday, November 15, 2021 Minutes

Welcome/Pledge of Allegiance: The meeting was called to order by President Mitchum at 7:00 pm.

Roll Call: Present: Shane Mitchum, President; Alyssa Mitchum, Treasurer; Patrick Cartwright, Trustee; Kendra Rubin, Trustee; Mary Claire Aitken, Secretary; Laurie Knaack, Trustee; and Melissa Tacke, Library Director.

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

Public Comment: None.

New Business: Trustee terms were reviewed. Trustees Cartwright and Knaack indicated their acceptance of another term. In place of Secretary Aitken who is not seeking another term, the Board reviewed the letter of intent for Colin Strainge to join the Board. A motion for the recommendation for these appointments to the Board was given by Trustee Rubin and seconded by Treasurer Mitchum. Unanimously approved. The names of the proposed Board members will be forwarded to the Village Board for appointment. Vice President Griffin has resigned from the Board effective November 15, 2021. The need for an Interim Vice President was discussed. Trustee Knaack volunteered to serve as the Interim Vice President until the new term begins in January 2022. A motion to approve Trustee Knaack as Interim Vice President was given by Trustee Cartwright and seconded by Trustee Rubin. Unanimously approved. The 2021 revised budget and the 2022 proposed budget was reviewed and discussed. A motion to approve the 2021 revised budget was given by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved. The vote for the 2022 proposed budget will be held in December 2021. The 2022 proposed Board Meeting schedule was reviewed. A motion to approve the 2022 Board Meeting schedule was given by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved. The Director evaluation and the Board self-evaluation were discussed. President Mitchum asked that these evaluations be completed and returned to him before the December 2021 Board meeting.

Old Business: The Board discussed upcoming programming. The director updated the reopening process. On November 1, 2021, the child table and chairs were re-installed as space for weekly drop-in activities. The mask policy continues for patrons greater than two years of age.

President's Report: None.

Secretary's Report: Trustee Cartwright motioned to approve the October 2021 meeting minutes. Seconded by Trustee Knaack. Unanimously approved.

Treasurer's Report: The October 2021 Check Detail was reviewed. Trustee Cartwright motioned to approve the October 2021 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report: The director reviewed annual statistics indicating visitation and circulation is increasing. President Mitchum requested that, going forward, 2019 statistics be added to the monthly report for comparison.

Friends Report: None.

Committee Reports: None. Committee assignments and reassignments will be done during the January 2022 Board meeting.

Announcements: None.

Public Comment: None.

Executive Session: A motion was given by Trustee Cartwright to go into Executive Session at 7:13 pm and seconded by Trustee Knaack. Unanimously approved. A motion was given by Trustee Cartwright to end Executive Session at 7:28 pm and seconded by Trustee Knaack. Unanimously approved.

Trustee Cartwright motioned to adjourn the meeting. Seconded by Trustee Knaack. The meeting was adjourned at 7:45 pm.

The Castleton Public Library
Check Detail
November 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	11/03/2021	Amazon LLC	200.2 · Citizens Checking Account		-37.92
Bill	1140085151...	11/02/2021		74104B1 · DVDs & Other Materials	-37.92	37.92
TOTAL					-37.92	37.92
Bill Pmt -Check	DEBIT	11/03/2021	Amazon LLC	200.2 · Citizens Checking Account		-29.99
Bill	1136900331...	11/02/2021		74104B5 · Magazines and Newspapers	-29.99	29.99
TOTAL					-29.99	29.99
Bill Pmt -Check	DEBIT	11/03/2021	Amazon LLC	200.2 · Citizens Checking Account		-123.66
Bill	1135839811...	11/02/2021		74104B5 · Magazines and Newspapers	-123.66	123.66
TOTAL					-123.66	123.66
Bill Pmt -Check	DEBIT	11/03/2021	Target	200.2 · Citizens Checking Account		-139.46
Bill		11/03/2021		74104B1 · DVDs & Other Materials	-17.99	17.99
				7410.4F · Office and Library Supplies	-50.11	50.11
				7410.4D · Programs	-71.36	71.36
TOTAL					-139.46	139.46
Bill Pmt -Check	DEBIT	11/04/2021	Amazon LLC	200.2 · Citizens Checking Account		-47.98
Bill	1149137215...	11/03/2021		7410.4D · Programs	-47.98	47.98
TOTAL					-47.98	47.98
Bill Pmt -Check	DEBIT	11/04/2021	Amazon LLC	200.2 · Citizens Checking Account		-161.37
Bill	1144975573...	11/03/2021		7410.4D · Programs	-161.37	161.37
TOTAL					-161.37	161.37
Bill Pmt -Check	DEBIT	11/05/2021	Amazon LLC	200.2 · Citizens Checking Account		-123.56
Bill	1148250659...	11/03/2021		7410.4D · Programs	-123.56	123.56
TOTAL					-123.56	123.56
Bill Pmt -Check	DEBIT	11/05/2021	Amazon LLC	200.2 · Citizens Checking Account		-17.99
Bill	1148555934...	11/03/2021		7410.4D · Programs	-17.99	17.99
TOTAL					-17.99	17.99
Bill Pmt -Check	DEBIT	11/08/2021	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1145498668...	11/09/2021		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96

The Castleton Public Library
Check Detail
November 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	11/08/2021	Amazon LLC	200.2 · Citizens Checking Account		-155.06
Bill	1140587791...	11/03/2021		7410.4D · Programs	-132.07	132.07
				7410.4F · Office and Library Supplies	-22.99	22.99
TOTAL					-155.06	155.06
Bill Pmt -Check	DEBIT	11/08/2021	Amazon LLC	200.2 · Citizens Checking Account		-19.10
Bill	1140971166...	11/03/2021		7410.4D · Programs	-19.10	19.10
TOTAL					-19.10	19.10
Bill Pmt -Check	DEBIT	11/08/2021	Amazon LLC	200.2 · Citizens Checking Account		-37.97
Bill	1148555934...	11/03/2021		7410.4D · Programs	-37.97	37.97
TOTAL					-37.97	37.97
Bill Pmt -Check	DEBIT	11/08/2021	Amazon LLC	200.2 · Citizens Checking Account		-29.97
Bill	1148555934...	11/03/2021		7410.4D · Programs	-29.97	29.97
TOTAL					-29.97	29.97
Bill Pmt -Check	DEBIT	11/09/2021	Deluxe	200.2 · Citizens Checking Account		-180.45
Bill	02050451058	11/09/2021		7410.4F · Office and Library Supplies	-180.45	180.45
TOTAL					-180.45	180.45
Bill Pmt -Check	DEBIT	11/12/2021	Amazon LLC	200.2 · Citizens Checking Account		-42.45
Bill	1116701839...	11/08/2021		7410.4D · Programs	-42.45	42.45
TOTAL					-42.45	42.45
Bill Pmt -Check	DEBIT	11/15/2021	Wal-Mart	200.2 · Citizens Checking Account		-14.96
Bill		11/15/2021		7410.4D · Programs	-14.96	14.96
TOTAL					-14.96	14.96
Bill Pmt -Check	DEBIT	11/16/2021	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1145498668...	11/16/2021		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	11/17/2021	Aldi	200.2 · Citizens Checking Account		-1.29
Bill		11/17/2021		7410.4D · Programs	-1.29	1.29
TOTAL					-1.29	1.29
Bill Pmt -Check	DEBIT	11/18/2021	Target	200.2 · Citizens Checking Account		-19.99
Bill		11/18/2021		74104B1 · DVDs & Other Materials	-19.99	19.99
TOTAL					-19.99	19.99

The Castleton Public Library
Check Detail
November 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	11/18/2021	Wal-Mart	200.2 · Citizens Checking Account		-66.16
Bill		11/18/2021		7410.4D · Programs	-66.16	66.16
TOTAL					-66.16	66.16
Bill Pmt -Check	DEBIT	11/22/2021	Zoom Video Com...	200.2 · Citizens Checking Account		-12.74
Bill	INV1192309...	11/22/2021		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74
Bill Pmt -Check	DEBIT	11/22/2021	USPS	200.2 · Citizens Checking Account		-58.00
Bill		11/22/2021		7410.4G · Postage	-58.00	58.00
TOTAL					-58.00	58.00
Bill Pmt -Check	DEBIT	11/22/2021	Amazon LLC	200.2 · Citizens Checking Account		-25.98
Bill	1110878727...	11/18/2021		7410.4D · Programs	-25.98	25.98
TOTAL					-25.98	25.98
Bill Pmt -Check	DEBIT	11/22/2021	Amazon LLC	200.2 · Citizens Checking Account		-11.95
Bill	1117935785...	11/18/2021		7410.4D · Programs	-11.95	11.95
TOTAL					-11.95	11.95
Bill Pmt -Check	DEBIT	11/29/2021	Amazon LLC	200.2 · Citizens Checking Account		-19.99
Bill	1145498668...	11/30/2021		74104B1 · DVDs & Other Materials	-19.99	19.99
TOTAL					-19.99	19.99
Bill Pmt -Check	2894	11/01/2021	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		10/23/2021		7410.4C · Equipment/Technology 7410.4B · Library Materials	-29.86 -89.58	29.86 89.58
TOTAL					-119.44	119.44
Bill Pmt -Check	2895	11/01/2021	Village of Castlet...	200.2 · Citizens Checking Account		-4,944.33
Bill	84371	10/29/2021		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,108.42 -908.10 -1,578.87 -348.94	2,108.42 908.10 1,578.87 348.94
TOTAL					-4,944.33	4,944.33
Bill Pmt -Check	2896	11/01/2021	Brodart	200.2 · Citizens Checking Account		-939.25
Bill	MULTIPLE	10/20/2021		74104B3 · Print Materials	-939.25	939.25
TOTAL					-939.25	939.25

The Castleton Public Library
Check Detail
November 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2897	11/01/2021	OverDrive	200.2 · Citizens Checking Account		-327.00
Bill	01080CO21...	10/15/2021		74104B2 · Electronic Content	-327.00	327.00
TOTAL					-327.00	327.00
Bill Pmt -Check	2898	11/04/2021	Rabbit Air	200.2 · Citizens Checking Account		-95.00
Bill	31546004	11/04/2021		7410.4F · Office and Library Supplies	-95.00	95.00
TOTAL					-95.00	95.00
Bill Pmt -Check	2899	11/12/2021	UHLS	200.2 · Citizens Checking Account		-32.40
Bill	21-465	11/08/2021		74104B5 · Magazines and Newspapers	-32.40	32.40
TOTAL					-32.40	32.40
Bill Pmt -Check	2900	11/12/2021	UHLS	200.2 · Citizens Checking Account		-76.58
Bill	21-458	11/08/2021		7410.4F · Office and Library Supplies	-76.58	76.58
TOTAL					-76.58	76.58
Bill Pmt -Check	2901	11/12/2021	OverDrive	200.2 · Citizens Checking Account		-185.84
Bill	MULTIPLE	11/09/2021		74104B2 · Electronic Content	-185.84	185.84
TOTAL					-185.84	185.84
Bill Pmt -Check	2902	11/15/2021	Village of Castlet...	200.2 · Citizens Checking Account		-5,106.05
Bill	84377	11/08/2021		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,108.42 -948.46 -1,688.73 -360.44	2,108.42 948.46 1,688.73 360.44
TOTAL					-5,106.05	5,106.05
Bill Pmt -Check	2903	11/19/2021	Time Warner Cable	200.2 · Citizens Checking Account		-192.70
Bill	8688574011...	11/11/2021		7410.4H · Telephone/Data Links	-192.70	192.70
TOTAL					-192.70	192.70
Bill Pmt -Check	2904	11/29/2021	Village of Castlet...	200.2 · Citizens Checking Account		-4,291.13
Bill	84380	11/26/2021		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,108.42 -918.19 -962.00 -302.52	2,108.42 918.19 962.00 302.52
TOTAL					-4,291.13	4,291.13
Bill Pmt -Check	2905	11/29/2021	Brodart	200.2 · Citizens Checking Account		-790.50
Bill	MULTIPLE	11/29/2021		74104B3 · Print Materials	-790.50	790.50
TOTAL					-790.50	790.50

3:34 PM
12/03/21

The Castleton Public Library
Check Detail
November 2021

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amo...</u>
Bill Pmt -Check	2906	11/30/2021	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		11/23/2021		7410.4C · Equipment/Technology	-29.86	29.86
				7410.4B · Library Materials	-89.58	89.58
TOTAL					-119.44	119.44

3:30 PM
12/03/21

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 11/30/2021

	<u>Nov 30, 21</u>
Beginning Balance	134,293.49
Cleared Transactions	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 3 items	<u>1,925.19</u>
Total Cleared Transactions	<u>-13,074.81</u>
Cleared Balance	<u><u>121,218.68</u></u>
Register Balance as of 11/30/2021	121,218.68
Ending Balance	121,218.68

3:30 PM
12/03/21

The Castleton Public Library
Reconciliation Detail

200.1 - Citizens Money Market, Period Ending 11/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						134,293.49
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	11/29/2021			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 3 items						
Deposit	11/04/2021			X	880.57	880.57
Deposit	11/19/2021			X	1,042.41	1,922.98
Deposit	11/30/2021			X	2.21	1,925.19
Total Deposits and Credits					1,925.19	1,925.19
Total Cleared Transactions					-13,074.81	-13,074.81
Cleared Balance					-13,074.81	121,218.68
Register Balance as of 11/30/2021					-13,074.81	121,218.68
Ending Balance					-13,074.81	121,218.68

3:34 PM
12/03/21

The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 11/30/2021

	<u>Nov 30, 21</u>
Beginning Balance	39,699.72
Cleared Transactions	
Checks and Payments - 35 items	-13,432.50
Deposits and Credits - 1 item	15,000.00
	<u>1,567.50</u>
Total Cleared Transactions	<u>1,567.50</u>
Cleared Balance	<u><u>41,267.22</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-5,201.07
	<u>-5,201.07</u>
Total Uncleared Transactions	<u>-5,201.07</u>
Register Balance as of 11/30/2021	<u><u>36,066.15</u></u>
Ending Balance	36,066.15

The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 11/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						39,699.72
Cleared Transactions						
Checks and Payments - 35 items						
Bill Pmt -Check	11/01/2021	2895	Village of Castleton-...	X	-4,944.33	-4,944.33
Bill Pmt -Check	11/01/2021	2896	Brodart	X	-939.25	-5,883.58
Bill Pmt -Check	11/01/2021	2897	OverDrive	X	-327.00	-6,210.58
Bill Pmt -Check	11/01/2021	2894	T-Mobile	X	-119.44	-6,330.02
Bill Pmt -Check	11/03/2021	DEBIT	Target	X	-139.46	-6,469.48
Bill Pmt -Check	11/03/2021	DEBIT	Amazon LLC	X	-123.66	-6,593.14
Bill Pmt -Check	11/03/2021	DEBIT	Amazon LLC	X	-37.92	-6,631.06
Bill Pmt -Check	11/03/2021	DEBIT	Amazon LLC	X	-29.99	-6,661.05
Bill Pmt -Check	11/04/2021	DEBIT	Amazon LLC	X	-161.37	-6,822.42
Bill Pmt -Check	11/04/2021	2898	Rabbit Air	X	-95.00	-6,917.42
Bill Pmt -Check	11/04/2021	DEBIT	Amazon LLC	X	-47.98	-6,965.40
Bill Pmt -Check	11/05/2021	DEBIT	Amazon LLC	X	-123.56	-7,088.96
Bill Pmt -Check	11/05/2021	DEBIT	Amazon LLC	X	-17.99	-7,106.95
Bill Pmt -Check	11/08/2021	DEBIT	Amazon LLC	X	-155.06	-7,262.01
Bill Pmt -Check	11/08/2021	DEBIT	Amazon LLC	X	-37.97	-7,299.98
Bill Pmt -Check	11/08/2021	DEBIT	Amazon LLC	X	-29.97	-7,329.95
Bill Pmt -Check	11/08/2021	DEBIT	Amazon LLC	X	-19.10	-7,349.05
Bill Pmt -Check	11/08/2021	DEBIT	Amazon LLC	X	-17.96	-7,367.01
Bill Pmt -Check	11/09/2021	DEBIT	Deluxe	X	-180.45	-7,547.46
Bill Pmt -Check	11/12/2021	2901	OverDrive	X	-185.84	-7,733.30
Bill Pmt -Check	11/12/2021	2900	UHLS	X	-76.58	-7,809.88
Bill Pmt -Check	11/12/2021	DEBIT	Amazon LLC	X	-42.45	-7,852.33
Bill Pmt -Check	11/12/2021	2899	UHLS	X	-32.40	-7,884.73
Bill Pmt -Check	11/15/2021	2902	Village of Castleton-...	X	-5,106.05	-12,990.78
Bill Pmt -Check	11/15/2021	DEBIT	Wal-Mart	X	-14.96	-13,005.74
Bill Pmt -Check	11/16/2021	DEBIT	Amazon LLC	X	-17.96	-13,023.70
Bill Pmt -Check	11/17/2021	DEBIT	Aldi	X	-1.29	-13,024.99
Bill Pmt -Check	11/18/2021	DEBIT	Wal-Mart	X	-66.16	-13,091.15
Bill Pmt -Check	11/18/2021	DEBIT	Target	X	-19.99	-13,111.14
Bill Pmt -Check	11/19/2021	2903	Time Warner Cable	X	-192.70	-13,303.84
Bill Pmt -Check	11/22/2021	DEBIT	USPS	X	-58.00	-13,361.84
Bill Pmt -Check	11/22/2021	DEBIT	Amazon LLC	X	-25.98	-13,387.82
Bill Pmt -Check	11/22/2021	DEBIT	Zoom Video Commu...	X	-12.74	-13,400.56
Bill Pmt -Check	11/22/2021	DEBIT	Amazon LLC	X	-11.95	-13,412.51
Bill Pmt -Check	11/29/2021	DEBIT	Amazon LLC	X	-19.99	-13,432.50
Total Checks and Payments					-13,432.50	-13,432.50
Deposits and Credits - 1 item						
Transfer	11/29/2021			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					1,567.50	1,567.50
Cleared Balance					1,567.50	41,267.22
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	11/29/2021	2904	Village of Castleton-...		-4,291.13	-4,291.13
Bill Pmt -Check	11/29/2021	2905	Brodart		-790.50	-5,081.63
Bill Pmt -Check	11/30/2021	2906	T-Mobile		-119.44	-5,201.07

3:34 PM
12/03/21

The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 11/30/2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Total Checks and Payments					-5,201.07	-5,201.07
Total Uncleared Transactions					-5,201.07	-5,201.07
Register Balance as of 11/30/2021					-3,633.57	36,066.15
Ending Balance					-3,633.57	36,066.15

The Castleton Public Library
Profit & Loss
 November 2021

	<u>Nov 21</u>
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	10.10
2082.12 · Lost Books	65.90
2082.13 · Copies, Prints and Faxes	0.00
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	<u>76.00</u>
Total 2082 · Library Charges	76.00
2401 · Interest & Earnings	2.21
2705 · Gifts & Donations	1,346.98
2760 · Library System Grants	
2760.9 · Grants - Other	500.00
Total 2760 · Library System Grants	<u>500.00</u>
Total Income	<u>1,925.19</u>
Gross Profit	1,925.19
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	4,216.84
7410.1B · Gross wages - Librarian	1,866.65
7410.1C · Gross wages - Assistant	2,650.73
Total 7410.11 · Employee Gross Wages	<u>8,734.22</u>
Total 7410.1 · Personal Services	8,734.22
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B5 · Magazines and Newspapers	186.05
74104B3 · Print Materials	790.50
74104B2 · Electronic Content	185.84
74104B1 · DVDs & Other Materials	131.81
7410.4B · Library Materials - Other	89.58
Total 7410.4B · Library Materials	<u>1,383.78</u>
7410.4C · Equipment/Technology	42.60
7410.4D · Programs	804.16
7410.41 · Operations and Administrative	
7410.4G · Postage	58.00
7410.4H · Telephone/Data Links	192.70
7410.4F · Office and Library Supplies	425.13
Total 7410.41 · Operations and Administrative	<u>675.83</u>
Total 7410.4 · Contractual Expenses	2,906.37
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	662.96
Total 9000 · Employee - Benefits	<u>662.96</u>
Total Expense	<u>12,303.55</u>
Net Ordinary Income	<u>-10,378.36</u>
Net Income	<u><u>-10,378.36</u></u>

The Castleton Public Library
Profit & Loss Budget vs. Actual
 January through November 2021

	Jan - Nov 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2082 · Library Charges			
2082.1 · Library Fines & Fees			
2082.11 · Fines	26.26	0.00	26.26
2082.12 · Lost Books	267.95	0.00	267.95
2082.13 · Copies, Prints and Faxes	27.15	240.00	-212.85
2082.14 · Register Overage/Shortage	0.00	0.00	0.00
2082.19 · Other Fines & Fees	0.00	0.00	0.00
Total 2082.1 · Library Fines & Fees	321.36	240.00	81.36
Total 2082 · Library Charges	321.36	240.00	81.36
2360 · Intergovernmental Revenues			
2360.1 · Town of Schodack	146,786.00	146,786.00	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
Total 2360 · Intergovernmental Revenues	164,111.00	164,111.00	0.00
2401 · Interest & Earnings	29.57	24.00	5.57
2705 · Gifts & Donations			
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00
2705 · Gifts & Donations - Other	8,030.12	5,000.00	3,030.12
Total 2705 · Gifts & Donations	9,030.12	6,000.00	3,030.12
2760 · Library System Grants			
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00
2760.1 · LLSA and ERATE (UHLS)	1,630.80	1,130.00	500.80
2760.9 · Grants - Other	2,287.52	1,000.00	1,287.52
Total 2760 · Library System Grants	3,918.32	4,279.00	-360.68
599 · Appropriated Fund Balance	0.00	11,504.00	-11,504.00
Total Income	177,410.37	186,158.00	-8,747.63
Gross Profit	177,410.37	186,158.00	-8,747.63
Expense			
7410.1 · Personal Services			
7410.11 · Employee Gross Wages			
7410.1A · Gross wages - Director	50,494.67	54,819.00	-4,324.33
7410.1B · Gross wages - Librarian	19,322.09	20,983.00	-1,660.91
7410.1C · Gross wages - Assistant	31,207.99	41,653.00	-10,445.01
Total 7410.11 · Employee Gross Wages	101,024.75	117,455.00	-16,430.25
Total 7410.1 · Personal Services	101,024.75	117,455.00	-16,430.25
7410.2 · Equipment & Capital Outlay			
7410.2A · Renovation of Library Space	0.00	4,447.00	-4,447.00
Total 7410.2 · Equipment & Capital Outlay	0.00	4,447.00	-4,447.00
7410.4 · Contractual Expenses			
7410.4B · Library Materials			
74104B6 · Museum Passes	1,630.00	1,400.00	230.00
74104B5 · Magazines and Newspapers	376.97	736.00	-359.03
74104B4 · Audiobooks	343.06	400.00	-56.94
74104B3 · Print Materials	7,333.14	7,515.00	-181.86
74104B2 · Electronic Content	5,445.19	5,000.00	445.19

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through November 2021

	Jan - Nov 21	Budget	\$ Over Budget
74104B1 · DVDs & Other Materials	1,323.27	1,450.00	-126.73
7410.4B · Library Materials - Other	1,104.38	1,210.00	-105.62
Total 7410.4B · Library Materials	17,556.01	17,711.00	-154.99
7410.4C · Equipment/Technology	2,986.29	3,785.00	-798.71
7410.4D · Programs			
74104D1 · Summer Reading Program	3,016.46	3,500.00	-483.54
7410.4D · Programs - Other	2,476.30	2,500.00	-23.70
Total 7410.4D · Programs	5,492.76	6,000.00	-507.24
7410.41 · Operations and Administrative			
7410.4A · Staff Development/Edu	318.50	800.00	-481.50
7410.4E · Automated Services	3,912.36	4,100.00	-187.64
7410.4G · Postage	134.12	300.00	-165.88
7410.4H · Telephone/Data Links	1,070.28	1,400.00	-329.72
7410.4I · Insurance	2,422.89	2,530.00	-107.11
7410.4F · Office and Library Supplies	810.25	1,300.00	-489.75
7410.4J · Professional Services	420.00	400.00	20.00
Total 7410.41 · Operations and Administrative	9,088.40	10,830.00	-1,741.60
7410.4K · Miscellaneous			
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00
7410.4K · Miscellaneous - Other	15.00	25.00	-10.00
Total 7410.4K · Miscellaneous	15.00	25.00	-10.00
Total 7410.4 · Contractual Expenses	35,138.46	38,351.00	-3,212.54
9000 · Employee - Benefits			
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00
9030.8 · Social Security/Medicare	7,669.46	8,930.00	-1,260.54
9040.8 · Workers Comp	329.42	880.00	-550.58
9055.8 · Disability	362.25	535.00	-172.75
9060.8 · Health Insurance			
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00
9060.8 · Health Insurance - Other	6,626.40	8,560.00	-1,933.60
Total 9060.8 · Health Insurance	6,626.40	10,060.00	-3,433.60
Total 9000 · Employee - Benefits	14,987.53	25,905.00	-10,917.47
Total Expense	151,150.74	186,158.00	-35,007.26
Net Ordinary Income	26,259.63	0.00	26,259.63
Net Income	26,259.63	0.00	26,259.63

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

January through November 2021

	Jan - Nov 21	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 - Library Charges				
2082.1 - Library Fines & Fees				
2082.11 - Fines	26.26	1.90	24.36	1,382.1%
2082.12 - Lost Books	267.95	94.02	173.93	285.0%
2082.13 - Copies, Prints and Faxes	27.15	134.40	-107.25	20.2%
2082.14 - Register Overage/Shortage	0.00	-0.10	0.10	0.0%
Total 2082.1 - Library Fines & Fees	321.36	230.22	91.14	139.6%
Total 2082 - Library Charges	321.36	230.22	91.14	139.6%
2360 - Intergovernmental Revenues				
2360.1 - Town of Schodack	146,786.00	146,786.00	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	164,111.00	164,111.00	0.00	100.0%
2401 - Interest & Earnings	29.57	28.76	0.81	102.8%
2705 - Gifts & Donations				
2705.1 - Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 - Gifts & Donations - Other	8,030.12	6,418.16	1,611.96	125.1%
Total 2705 - Gifts & Donations	9,030.12	7,418.16	1,611.96	121.7%
2760 - Library System Grants				
2760.1 - LLSA and ERATE (UHLS)	1,630.80	0.00	1,630.80	100.0%
2760.9 - Grants - Other	2,287.52	1,100.00	1,187.52	206.0%
Total 2760 - Library System Grants	3,918.32	1,100.00	2,818.32	356.2%
Total Income	177,410.37	172,888.14	4,522.23	102.6%
Gross Profit	177,410.37	172,888.14	4,522.23	102.6%
Expense				
7410.1 - Personal Services				
7410.11 - Employee Gross Wages				
7410.1A - Gross wages - Director	50,494.67	45,665.73	4,828.94	110.6%
7410.1B - Gross wages - Librarian	19,322.09	17,734.83	1,587.26	108.9%
7410.1C - Gross wages - Assistant	31,207.99	23,648.97	7,559.02	132.0%
Total 7410.11 - Employee Gross Wages	101,024.75	87,049.53	13,975.22	116.1%
Total 7410.1 - Personal Services	101,024.75	87,049.53	13,975.22	116.1%
7410.4 - Contractual Expenses				
7410.4B - Library Materials				
7410.4B6 - Museum Passes	1,630.00	825.00	805.00	197.6%
7410.4B5 - Magazines and Newspapers	376.97	576.78	-199.81	65.4%
7410.4B4 - Audiobooks	343.06	239.98	103.08	143.0%
7410.4B3 - Print Materials	7,333.14	7,118.35	214.79	103.0%
7410.4B2 - Electronic Content	5,445.19	6,735.88	-1,290.69	80.8%
7410.4B1 - DVDs & Other Materials	1,323.27	1,154.69	168.58	114.6%
7410.4B - Library Materials - Other	1,104.38	958.88	145.50	115.2%
Total 7410.4B - Library Materials	17,556.01	17,609.56	-53.55	99.7%
7410.4C - Equipment/Technology	2,986.29	2,800.13	186.16	106.6%
7410.4D - Programs				
7410.4D1 - Summer Reading Program	3,016.46	2,684.19	332.27	112.4%
7410.4D - Programs - Other	2,476.30	2,305.18	171.12	107.4%
Total 7410.4D - Programs	5,492.76	4,989.37	503.39	110.1%
7410.41 - Operations and Administrative				
7410.4A - Staff Development/Edu	318.50	387.45	-68.95	82.2%
7410.4E - Automated Services	3,912.36	3,726.08	186.28	105.0%
7410.4G - Postage	134.12	29.37	104.75	456.7%
7410.4H - Telephone/Data Links	1,070.28	1,033.45	36.83	103.6%
7410.4I - Insurance	2,422.89	2,347.41	75.48	103.2%
7410.4F - Office and Library Supplies	810.25	2,085.36	-1,275.11	38.9%
7410.4J - Professional Services	420.00	300.00	120.00	140.0%
Total 7410.41 - Operations and Administrative	9,088.40	9,909.12	-820.72	91.7%
7410.4K - Miscellaneous	15.00	10.00	5.00	150.0%
Total 7410.4 - Contractual Expenses	35,138.46	35,318.18	-179.72	99.5%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

Accrual Basis

January through November 2021

	Jan - Nov 21	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	7,669.46	6,541.81	1,127.65	117.2%
9040.8 · Workers Comp	329.42	344.41	-14.99	95.6%
9055.8 · Disability	362.25	362.25	0.00	100.0%
9060.8 · Health Insurance	6,626.40	6,375.64	250.76	103.9%
Total 9000 · Employee - Benefits	14,987.53	13,624.11	1,363.42	110.0%
Total Expense	151,150.74	135,991.82	15,158.92	111.1%
Net Ordinary Income	26,259.63	36,896.32	-10,636.69	71.2%
Net Income	26,259.63	36,896.32	-10,636.69	71.2%

The Castleton Public Library
Balance Sheet
As of November 30, 2021

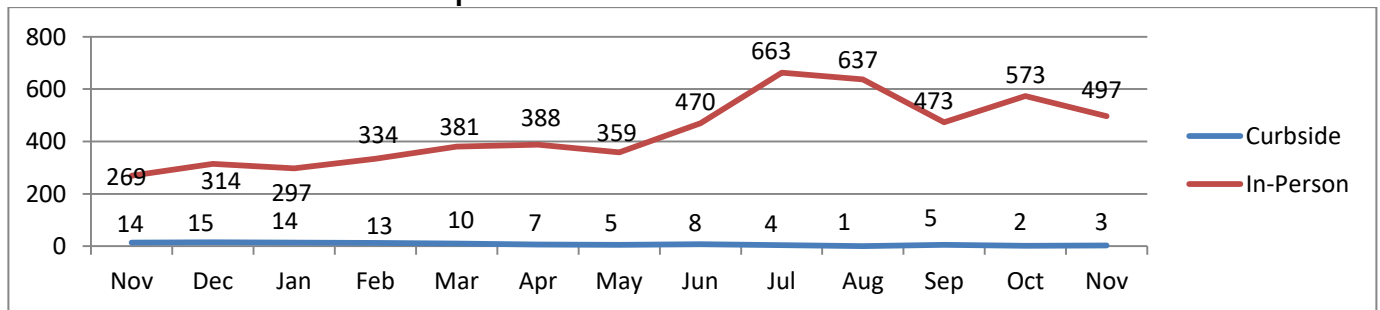
	Nov 30, 21
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	121,218.68
200.2 · Citizens Checking Account	36,066.15
200.9 · Petty Cash	50.00
Total Checking/Savings	157,334.83
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	162,334.83
TOTAL ASSETS	162,334.83
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	131,002.22
Net Income	26,259.63
Total Equity	162,334.85
TOTAL LIABILITIES & EQUITY	162,334.83

Director's Report – November

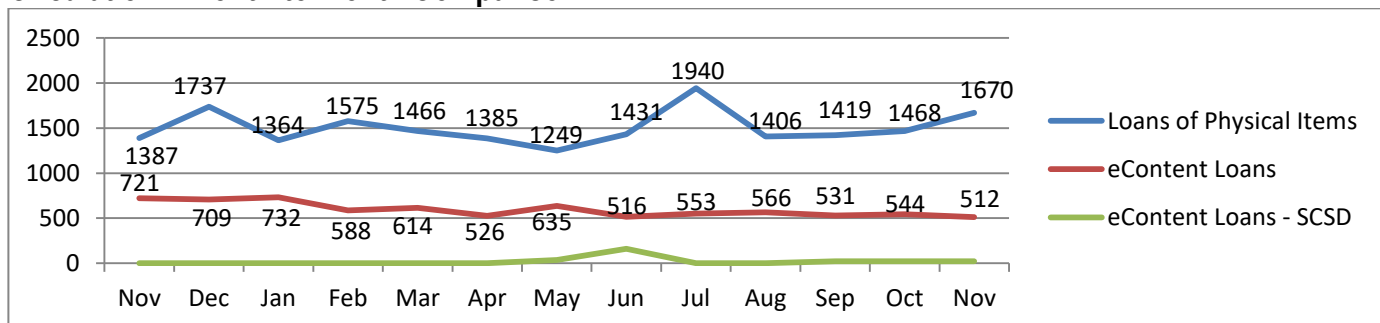
November 2021 – Usage Statistics in Comparison

	Nov. 2021	Nov. 2020	% Change, 2021 vs. 2020	Nov. 2019	% Change, 2021 vs. 2019
Circulation					
Circulation of materials at CPL	1,670	1,387	+20.4%	2,138	-21.9%
Items loaned to other libraries	290	475	-38.9%	482	-39.8%
Items borrowed from other libraries	792	662	+19.6%	942	-15.9%
eContent circulation	512	721	-29%	471	+8.7%
Programming					
Number of programs offered	18	13	+38.5%	38	-52.6%
Program attendance – in-person	179	0	N/A	328	-45.4%
Program attendance – live virtual	N/A	0	N/A	N/A	N/A
Program attendance – kits and prerecorded virtual*	137	107	+28%	N/A	N/A
Total program attendance	316	107	+195.3%	328	-3.7%
Public Computer Use					
Public Computer Sessions	3	0**	N/A	69	-95.7%
WiFi Use - daily unique users	500 (2.8 GB)	262 (3.5 GB)	+90.8%	424 (2 GB)	+17.9%
WiFi Hotspot Use	21.5 GB	19.9 GB	+8%	N/A	N/A
Marketing Reach					
Website visits	782	885	-11.6%	1,050	-25.5%
Website unique visitors	429	487	-11.9%	597	-28.1%
Email newsletter list size	1,475	1,412	+4.5%	1,383	+6.7%
Facebook page likes	907	858	+5.7%	765	+18.6%
Facebook total reach	3,653	6,236	-41.4%	11,961	-69.5%
* = Attendance for prerecorded programs is measured by total views through 11/30. For kits, the number of kits taken through 11/30 is used for the attendance number.					
** = Public computer stations were not reintroduced at CPL until 5/3/21.					

Visitation – Month-to-Month Comparison



Circulation – Month-to-Month Comparison



Programs – November

11/1/2021	Operation Gratitude Letters	55
11/1/2021	Cool Science at Home: Catapults	65
11/1/2021	T. & M. Craft: Thanksgiving Crafts	72
11/1/2021	Drop-In Fun: Rainbow Scratch Art	11
11/1/2021	After Dinner Book Club	4
11/4/2021	Walking Storytime @SISP	13
11/5/2021	Bridge Club	5
11/8/2021	Drop-In Fun: Marble Run	12
11/9/2021	Castle Hill Bookmobile	7
11/9/2021	Color Me Calm at Castle Hill	3

11/10/2021	Teen Time: Touchscreen Gloves	0
11/15/2021	Drop-In Fun: Decorate a Journal	19
11/17/2021	Afternoon Book Club	7
11/18/2021	Walking Storytime @SISP	16
11/19/2021	Bridge Club	6
11/20/2021	Winter Bird Feeders	10
11/22/2021	Drop-In Fun: Legomania	11
11/29/2021	Drop-In Fun: Paper Mosaic Art	0
	Month total	316

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

- November 10 – Webinar: “Best Practices for Working with Families of LGBTQ+ Children and Youth”

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

- November 8 – Village Board meeting
- November 9 – Bookmobile and Color Me Calm outreach program at Castle Hill senior housing
- November 12 – Directors Association meeting (online meeting)
- November 17 – Friends of CPL meeting



Events and Take-Home Kits at Castleton Public Library December 2021

Weekly Events

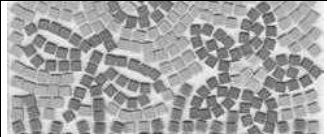


Walking Storytime at Schodack Island State Park

Location: We'll meet at the beginning of the StoryWalk (near the playground) at Schodack Island State Park – 1 Schodack Island Way, Schodack Landing, NY 12156.

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

Children from birth to age 5 are invited to join us for stories, rhymes, and movement while we follow a story along a walking path in the park together. We'll explore a new book every week!



Drop-In Fun at the Library: Paper Mosaic Art

Stop in anytime from November 29 through December 4

Unleash your creativity and make beautiful paper mosaic art!



Drop-In Fun at the Library: Snowflake Art

Stop in anytime from December 6 through December 11

Using a paper plate as your base, make a snowflake using a variety of supplies.



Drop-In Fun at the Library: Build with Keva Planks

Stop in anytime from December 13 through December 18

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



Drop-In Fun at the Library: Make a Magazine Collage

Stop in anytime from December 20 through December 23

Use pages from magazines to make your own unique art!



Drop-In Fun at the Library: Create a Chain Reaction

Stop in anytime from December 27 through December 30

Set up a course of ramps, hammers, pendulums, and more, then watch the chain reaction!

Other Events and Take-Home Kits



Cool Science at Home Kit: Frozen Oobleck

Pick up anytime from November 29 through December 30

Make frozen, slimy oobleck to play with and learn about solids, liquids, and non-Newtonian fluids!



Take & Make Craft Kit: Snowflake Crafts

Pick up anytime from November 29 through December 30

Celebrate winter by making a beaded snowflake ornament and a coffee filter snowflake craft!



Winter Break Fun Pack

Pick up anytime from December 6 through December 30

Want some extra fun stuff to do during your break from school? Pick up one of our Fun Packs, which include a Cool Science experiment sheet, coloring sheets, puzzle sheets, candy, and a toy!



Bridge Club

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

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



Holidays on the Hudson

Sunday, December 5, 3:30-4:30 p.m.

Join us during this outdoor event to make special ornaments for the Village tree and enjoy the annual tree lighting! We'll also have a special visit from Santa and light refreshments. Co-sponsored by the Village of Castleton-on-Hudson, Castleton Fire Department, Castleton Public Library, and COHMSA.



After Dinner Book Club

After Dinner Book Club: *Tin Man* by Sarah Winman

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

Join us for a book discussion! Books available at the front desk.



CPL Board of Trustees Meeting

Tuesday, December 14, 7:00 p.m.

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



Afternoon Book Club

Afternoon Book Club – *The Feather Thief: Beauty, Obsession, and the Natural History Heist of the Century* by Kirk Johnson

Wednesday, December 15, 1:00 p.m.

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



Teen Time: DIY Spa

Wednesday, December 15, 4:00 p.m.

Treat yourself by making your own sugar scrub and bath salts! For teens in 6th-12th grades.



Bridge Club

Friday, December 17, 10:30 a.m.

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

LEARN SIGN LANGUAGE



Introduction to American Sign Language Course

6-session course begins Monday, January 3, 3:00-4:00 p.m.

Join Colette Steves for a 6-week online course to learn American Sign Language (ASL). Each class is 1 hour. Classes meet Mondays from 1/3-2/14 (no class on 1/17). Classes are cumulative; plan to attend all 6 sessions. For ages 15+. **Seats are limited; email director@castletonpubliclibrary.org to register.**



After Dinner Book Club

After Dinner Book Club – *Bad Blood: Secrets and Lies in a Silicon Valley Startup*

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

Join us for a book discussion! Books available at the front desk.

Check Out Our Virtual Storytime Episodes!

Did you know that we have a playlist of Virtual Storytime episodes that you can watch anytime?

All episodes were created by Miss Joelle, our Youth Services Librarian.

Enjoy stories, songs, and rhymes with us, on your schedule!

For our full Virtual Storytime playlist of 74 episodes, visit tinyurl.com/CPL-storytime



LIBRARY EDITION

Research Your Family History from the Comfort of Your Home!

Through 12/31, your library card gives you free access to Ancestry Library Edition from home. Explore a wealth of genealogy and local history resources.

To get started, visit uhls.org/ancestry.htm

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



Events and Take-Home Kits at Castleton Public Library January 2022

Weekly Events



Walking Storytime at Schodack Island State Park

Location: We'll meet at the beginning of the StoryWalk (near the playground) at Schodack Island State Park – 1 Schodack Island Way, Schodack Landing, NY 12156.

Thursdays at 10:30 a.m. -- January 6, 13, 20, 27; February 3.

Children from birth to age 5 are invited to join us for stories, rhymes, and movement while we follow a story along a walking path in the park together. We'll explore a new book every week!



Drop-In Fun at the Library: Suncatchers

Stop in anytime from January 3 through January 8

Brighten up your winter by stopping in to make a colorful suncatcher for your window.



Drop-In Fun at the Library: Snap Circuits

Stop in anytime from January 10 through January 15

Explore the world of electronics by playing with our Snap Circuits set!



Drop-In Fun at the Library: Kaleidoscopes

Stop in anytime from January 18 through January 22 (closed Jan. 17)

Come make your own homemade kaleidoscope!



Drop-In Fun at the Library: Marble Run

Stop in anytime from January 24 through January 29

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



Drop-In Fun at the Library: Emoji Faces

Stop in anytime from January 31 through February 5

Use construction paper face pieces on a cardstock face to make expressive emojis!

Other Events and Take-Home Kits



Cool Science at Home Kit: Film Canister Rocket

Pick up anytime from November 29 through December 30

Create your own explosive film canister rocket and learn about Newton's Laws of Motion!



Take & Make Craft Kit: Crafting Bonanza

Pick up anytime from January 3 through January 29

Get creative and make unique art with a variety of craft materials.



Introduction to American Sign Language Course

6-session course begins Monday, January 3, 3:00-4:00 p.m.

Join Colette Steves for a 6-session online course to learn American Sign Language (ASL). Each class is 1 hour. Classes meet Mondays from 1/3-2/14 (no class on 1/17). Classes are cumulative; plan to attend all 6 sessions. For ages 15+. **Seats are limited; email director@castletonpubliclibrary.org to register.**



After Dinner Book Club

After Dinner Book Club – *Bad Blood: Secrets and Lies in a Silicon Valley Startup*

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

Join us for a book discussion! Books available at the front desk.



Teen Time: Duct Tape Crafts

Wednesday, January 12, 4:00 p.m.

Create your own unique duct tape designs! For teens in 6th-12th grades.



Bridge Club

Friday, January 14, 10:30 a.m.

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



CPL Board of Trustees Meeting

Tuesday, January 18, 7:00 p.m.

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



Afternoon Book Club

Afternoon Book Club – *Mexican Gothic* by Silvia Moreno-Garcia

Wednesday, January 19, 1:00 p.m.

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



Friends of CPL Meeting

Wednesday, January 19, 5:30 p.m.

Want to help support and raise funds for CPL? Come join the Friends! All are welcome.



Bridge Club

Friday, January 28, 10:30 a.m.

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



Take Your Child to the Library Day

Saturday, February 5, 10:00 a.m. – 4:00 p.m.

Visit to learn about all the fun you can have with us (plus – pick up a special goodie bag to take home!). We'll also have a kid-friendly drop-in outdoor activity from 11:30-2:30 (weather permitting).



After Dinner Book Club

After Dinner Book Club – *Dominicana: A Novel* by Angie Cruz

Monday, February 7, 7:00 p.m.

Join us for a book discussion! Books available at the front desk.



Friends of CPL Bottle & Can Drive

This fundraiser is ongoing!

Location: 6 Center Redemption, 550 South St., Rensselaer, NY 12144

When you take in your bottles/cans, let them know you're donating to Friends of Castleton Public Lib.

Visit Area Museums for Free with Our Museum Passes!

Did you know that you can use your library card to borrow passes for free or reduced admission to area museums?

Passes are loaned for 3 days; passes checked out from CPL must be returned to CPL.

For a list of our museum passes, [visit our website](#) or give us a call at 518-732-0879.



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