

**Agenda**  
**Castleton Public Library Board of Trustees Meeting**  
**Regular Meeting, December 18, 2023 at 7:00pm**

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**New Business**

- 2023 revised budget
- 2024 staff pay rates
- Policy update – Personnel Policy
- Hours of operation
- Hire of Library Aide
- Tax cap resolution re: May 2023 vote
- Discussion of slate of officers for Annual Meeting (January 16, 2024)
- Board self-evaluation
- Director evaluation

**Old Business**

- 2024 budget
- Village of Castleton – Sunday library hours
- Follow-up on Racial Equity Training
- Library word-of-mouth advertising

**President's Report**

**Secretary's Report**

- Review of minutes from November 13, 2023

**Treasurer's Report**

**Director's Report**

**Friends Report**

**Committee Reports**

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

**Announcements**

**Public Comment**

**Executive Session**

**Adjourn**

2023 Revised Budget				
<b>Income</b>				
Line Item	Description	2023 Revised Budget	2023 Budget	Difference
2082.11	Fines	\$21.00	\$0.00	\$21.00
2082.12	Lost Books	\$103.00	\$0.00	\$0.00
2082.13	Copies, Prints, & Faxes	\$89.00	\$0.00	\$89.00
	<b>Total 2082</b>	<b>\$213.00</b>	<b>\$0.00</b>	<b>\$213.00</b>
2360.1	Town of Schodack	\$176,000.00	\$176,000.00	\$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>\$193,325.00</b>	<b>\$193,325.00</b>	<b>\$0.00</b>
<b>2401</b>	<b>Interest &amp; Earnings</b>	<b>\$565.00</b>	<b>\$30.00</b>	<b>\$535.00</b>
2705	Gifts & Donations	\$10,262.00	\$6,000.00	\$4,262.00
2705.1	Friends SRP	\$1,000.00	\$1,000.00	\$0.00
	<b>Total 2705</b>	<b>\$11,262.00</b>	<b>\$7,000.00</b>	<b>\$4,262.00</b>
2760.1	Grants - LLSA (UHLS)	\$1,436.00	\$1,435.00	\$1.00
2760.3	Grants - NYS Lib. Const. Grant	\$0.00	\$0.00	\$0.00
2760.9	Grants - Other	\$26,000.00	\$1,000.00	\$25,000.00
	<b>Total 2760</b>	<b>\$27,436.00</b>	<b>\$2,435.00</b>	<b>\$25,001.00</b>
	<b>Funds from 2023 budget</b>	<b>\$0.00</b>	<b>\$541.00</b>	<b>-\$541.00</b>
	<b>Funds from reserves</b>	<b>\$0.00</b>	<b>\$10,104.00</b>	<b>-\$10,104.00</b>
	<b>Total Income</b>	<b>\$232,801.00</b>	<b>\$213,435.00</b>	<b>\$19,366.00</b>
<b>Expenses</b>				
7410.1A	Gross Wages - Director	\$62,857.00	\$63,000.00	-\$143.00
7410.1B	Gross Wages - Librarian I	\$22,630.00	\$24,140.00	-\$1,510.00
7410.1C	Gross Wages - Assistants	\$45,957.00	\$54,300.00	-\$8,343.00
	<b>Total 7410.1</b>	<b>\$131,444.00</b>	<b>\$141,440.00</b>	<b>-\$9,996.00</b>
<b>7410.2A</b>	<b>Library Renovation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
7410.4B	Library Materials - Other	\$1,086.00	\$1,220.00	-\$134.00
7410.4B1	Library Materials - DVDs	\$1,827.00	\$1,900.00	-\$73.00
7410.4B2	Library Materials - E. Content	\$5,759.00	\$6,270.00	-\$511.00
7410.4B3	Library Materials - Print Matls.	\$10,003.00	\$9,400.00	\$603.00
7410.4B4	Library Materials - Audiobooks	\$0.00	\$0.00	\$0.00
7410.4B5	Library Materials - Magazines	\$220.00	\$400.00	-\$180.00
7410.4B6	Library Materials - Mus. Passes	\$1,780.00	\$1,680.00	\$100.00
	<b>Total 7410.4B</b>	<b>\$20,675.00</b>	<b>\$20,870.00</b>	<b>-\$195.00</b>
<b>7410.4C</b>	<b>Equipment/Technology</b>	<b>\$1,795.00</b>	<b>\$1,450.00</b>	<b>\$345.00</b>
7410.4D	Programs	\$1,830.00	\$3,000.00	-\$1,170.00
7410.4D1	Summer Reading Program	\$4,348.00	\$4,250.00	\$98.00
	<b>Total 7410.4D</b>	<b>\$6,178.00</b>	<b>\$7,250.00</b>	<b>-\$1,072.00</b>
7410.4A	Staff Development/Education	\$345.00	\$800.00	-\$455.00
7410.4E	Automated Services	\$3,992.00	\$4,110.00	-\$118.00
7410.4G	Postage	\$327.00	\$300.00	\$27.00
7410.4H	Telephone/Data Links	\$1,252.00	\$1,250.00	\$2.00

7410.4I	Insurance	\$2,730.00	\$2,575.00	\$155.00
7410.4F	Office and Library Supplies	\$615.00	\$1,300.00	-\$685.00
7410.4J	Professional Services	\$315.00	\$480.00	-\$165.00
	<b>Total 7410.41</b>	<b>\$9,576.00</b>	<b>\$10,815.00</b>	<b>-\$1,239.00</b>
7410.4L	Strategic Planning - Survey	\$1,179.00	\$1,260.00	-\$81.00
7410.4K	Miscellaneous	\$1,592.00	\$25.00	\$1,567.00
	<b>Total 7410.4</b>	<b>\$12,347.00</b>	<b>\$12,100.00</b>	<b>\$247.00</b>
9010.8	NYS Retirement	\$8,156.00	\$7,735.00	\$421.00
9030.8	Social Security/Medicare	\$9,979.00	\$10,750.00	-\$771.00
9040.8	Workers Compensation	\$900.00	\$900.00	\$0.00
9055.8	Disability	\$500.00	\$500.00	\$0.00
9060.8	Health Insurance	\$8,914.00	\$8,940.00	-\$26.00
9060.81	HRA Funding	\$0.00	\$1,500.00	-\$1,500.00
	<b>Total 9000</b>	<b>\$28,449.00</b>	<b>\$30,325.00</b>	<b>-\$1,876.00</b>
	<b>Total Expenses</b>	<b>\$200,888.00</b>	<b>\$213,435.00</b>	<b>-\$12,547.00</b>
	<b>Funds allotted for 2024 budget</b>	<b>\$6,913.00</b>	<b>\$0.00</b>	<b>\$6,913.00</b>
	<b>Funds allotted for reserve</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
	<b>Total</b>	<b>\$232,801.00</b>	<b>\$213,435.00</b>	<b>\$19,366.00</b>

## 2024 Wage Increases for Library Staff

Effective January 1, 2024:

Position Title	Current Wage/Salary	Wage/Salary Effective 1/1/2024
Library Director	\$63,000.00	\$65,500.00
Librarian I (Full-Time)	N/A	\$51,000.00
Substitute Librarian I	\$23.21 per hour	\$24.00 per hour
Library Assistant	\$18.50 per hour	\$19.75 per hour
Library Aide (includes sub.)	\$15.10 per hour	\$16.50 per hour
Substitute Library Aide	\$15.10 per hour	\$16.50 per hour

## Castleton Public Library – Personnel Policy

This Personnel Policy outlines the rules, regulations and benefits of employment for the Castleton Public Library. Its purpose is to ensure that the employees of the Library understand the privileges and responsibilities of being a Library employee and to have these privileges and responsibilities detailed in writing. Therefore, the Library Board of Trustees may refer to the Personnel Policy in interpreting the rules and regulations of employment in the Library.

The benefits and responsibilities outlined in this Personnel Policy apply to the Library's regular employees; benefits and responsibilities do not apply to temporary employees, substitutes, or volunteers unless specified under individual sections within this policy.

### **CLASSIFICATION OF EMPLOYEE POSITIONS**

- A. Full-time exempt employee: An employee who is regularly scheduled to work 40 hours per week, is paid an annual salary, and who meets the definition of "exempt" as defined by the NYS Fair Labor Standards Act. These employees are exempt from the rule requiring that they be paid overtime for any hours worked over 40 per week. The Director is the Library's only full-time exempt employee. Terms and conditions of the Director's employment shall be governed by individual employment agreement and this personnel policy. Should any terms of the employment agreement and personnel policy be inconsistent, the employment agreement shall govern.
- B. Full-time non-exempt employee: An employee who is regularly scheduled to work 40 hours per week, is paid an annual salary, and who is not exempt from the laws applying to overtime compensation. These employees must be paid at a rate of at least time-and-a-half for any hours worked over 40 hours per week. Any work in excess of 40 hours a week must be pre-approved in writing by the Director.
- C. Part-time employee: An hourly employee who is regularly scheduled to work 20 or fewer hours per week (maximum of 1,040 hours per year).
- D. Temporary employees: An employee who is hired for a fixed period of time, not to exceed 12 weeks. Temporary employees may be full-time or part-time.
- E. Substitutes: An employee who is only scheduled to work on an as-needed basis, such as to provide staffing or programming coverage due to the absence of regular staff.
- F. Volunteers provide unpaid, supplementary help to Library staff. Volunteers are not considered employees of the Library.

### **DIRECTOR'S RESPONSIBILITIES**

- A. Implements Board-approved Library policies.

- B. Effectively operates and supervises the Library.
- C. Oversees the development of programs for youth and adults.
- D. Evaluates, selects and requisitions new library materials and weeds obsolete and worn materials from the collections.
- E. Maintains a comprehensive and efficient system for cataloging all library materials.
- F. Arranges for interlibrary loan of materials of interest.
- G. Performs reference services.
- H. Assures the appropriate conduct of patrons using Library facilities.
- I. Arranges for frequently changing book-related displays and exhibits likely to interest the Library's patrons.
- J. Prepares and submits budget to Library Board. Directs and supervises expenditures of Library funds.
- K. Directly hires, supervises and annually evaluates Library staff in the performance of their duties. When required, staff will be hired from lists of eligible candidates compiled by the Rensselaer County Civil Service Commission.
- L. Recommends building repairs, renovations, and new construction.
- M. Represents the Library at committee and group meetings.
- N. Responsible for overseeing the Library's marketing, website, and social media.

### **LIBRARIAN I (PROGRAMMING AND OUTREACH) RESPONSIBILITIES**

- A. Under the guidance of the Director, oversees and coordinates the Library's programming and outreach efforts.
- B. Develops, conducts, and evaluates a wide variety of classes and events for youth and adults.
- C. Coordinates marketing and publicity efforts for the Library's programs and services.
- D. Works with the Library's community partners and identifies additional opportunities for partnership and collaboration with local organizations.
- E. Develops and administers ways for community members to give feedback about library programs and outreach services.
- F. Oversees, plans, and provides outreach services to people defined by New York State as target populations for outreach efforts, including: senior citizens; people with visual, physical, learning, or developmental disabilities; people who are educationally disadvantaged; people who are unemployed or underemployed; members of ethnic or minority groups in need of special services; people who are geographically isolated; at-risk youth.
- G. Actively recruits, trains, and supervises teen volunteers.
- H. Targets potential sources of additional revenue for the funding of special library programs. Includes the writing of grants and the administration of such from the application process, disbursement, and evaluation.

- I. Plans and conducts outreach visits for the purpose of providing or promoting library services. Outreach destinations may include but are not limited to: K-12 schools, school-affiliated aftercare programs, preschools, daycare centers, summer camps, senior centers, senior housing facilities, nursing homes, mobile home villages, apartment complexes, transitional housing facilities, group homes, food pantries, and parks.
- J. Shares in developing general library goals and objectives and makes a monthly report to the Director regarding programming and outreach efforts.
- K. Supervises staff members and serves as librarian-in-charge in the absence of the Director.
- L. Regularly performs work in collection development, reader's advisory, reference services, technology help, cataloging, and circulation.
- M. Performs other library-related tasks as assigned.

### **LIBRARY ASSISTANT'S RESPONSIBILITIES**

- A. Prepares library materials for circulation, including cataloging library materials.
- B. Assists with collection management, including inventory, weeding, and ordering.
- C. Assists with marketing, including online calendar entry, social media posting, and the creation of flyers and brochures.
- D. Prepares, conducts, and assists with programming for children and adults.
- E. Provides basic reference service and basic technology training to library patrons, including assistance with public computers.
- F. Performs circulation functions and registers patrons for library cards.
- G. Operates cash register and photocopier/fax machine.
- H. Creates library signage and displays.
- I. Represents the library off-site during outreach activities.
- J. Assists with interlibrary loan transactions.
- K. Records and maintains library statistics.
- L. Assists with the repair of library materials.
- M. Assists with financial recordkeeping.
- N. Supervises volunteers and summer teen employees as needed.

### **LIBRARY AIDE'S RESPONSIBILITIES**

- A. Charges and discharges library materials.
- B. Sorts and reshelves library materials.
- C. Conducts shelf reading regularly to assure that library materials are in correct shelved order.
- D. Retrieves returned library items from indoor and outdoor book drops.
- E. Applies stamps, stickers, and barcodes to library materials in preparation for cataloging.

- F. Responds to routine questions regarding the Library policies and rules, borrowing periods, fines, programming, hours of operation, and location of materials.
- G. Responds to requests from library patrons to assist with research, interlibrary requests, and the use of computers and audio-visual equipment.
- H. Creates and updates library patron records and issues library cards.
- I. Operates fax machine, photocopier, printer, and scanner.
- J. Uses cash register to process payments and donations.
- K. Maintains statistics as directed.
- L. Types, files, and conducts data searches as requested by the Director, Librarian I, or Library Assistant.
- M. Assists in periodic inventory of library materials and audio-visual equipment.
- N. Maintains inventory of supplies and suggests items for acquisition.
- O. Assists in preparation of lists of missing books and books to be discarded.
- P. Oversees the general condition and appeal of the Library and its displays.
- Q. Performs related routine clerical tasks, including changing books, filing cards, writing and forwarding of overdue notices.
- R. Does related work as required.

## **EMPLOYMENT**

- A. Appointment of Director shall be offered in writing by the Board President after approval by majority of Library Board. The letter will specify the position, salary, length of probationary period and prospective start date. This employment letter must be signed and returned by the applicant before employment begins.
- B. Staff shall be hired by the Director and approved by the Board of Trustees. Salary or hourly rate will be set at time of Board approval.
- C. A copy of the Personnel Policy, which includes a general job description and any other pertinent materials, will be provided to each employee, who shall acknowledge receipt and understanding of said material in writing.

## **PROBATIONARY PERIOD FOR NEW EMPLOYEES**

- A. The Director is required to satisfactorily complete a probationary period, which shall be the first 6 months of employment. The Library Board shall establish evaluation criteria in writing to the Director upon initial employment. The Director shall be given a written evaluation of performance by the Library Board at the conclusion of their probationary period (6 months). This evaluation of the probationary period will include an assessment of the Director's fitness for continued employment.



- B. The Director whose performance evaluations do not satisfy the established criteria at the conclusion of their probationary period may, at the discretion of the Library Board, be terminated from employment or be granted a written extension of their probationary period which specifies the length of the extension and the reason for such action. At the conclusion of the extension a final decision shall be made as to the continued employment or termination of employment of the probationary employee. A copy of the evaluation and the extension shall be placed in the employee's personnel file and a copy shall be given to the employee.
- C. The Library Board may terminate employment of the Director at any time during the probationary period.
- D. All prospective employees are required to satisfactorily complete a probationary period which shall be the first 6 months of employment in any title. Evaluation criteria shall be established by the Director in writing to the employee upon initial employment in any title. Each employee shall be given a written evaluation of performance at the conclusion of their first 3 months and again at the conclusion of the probationary period (6 months). This final evaluation of the probationary period will include an assessment of the employee's fitness for continued employment.
- E. The Director, with approval of the Library Board, may terminate employment of a staff member at any time during the probationary period.

## **TERMINATION OF EMPLOYMENT**

- A. Resignation
  - a. Written notice of the Director's intention to resign should be made known as far in advance as possible, but no less than two weeks (ten working days) prior to the last day of work, addressed to the Library Board and filed in the office of the Director.
  - b. With regard to staff, written notice should be addressed to the Director.
- B. Termination of employment shall be governed by civil service law, where applicable.

## **HOLIDAYS**

- A. The following 14 days shall be considered holidays, and will be granted with pay to full-time employees, regardless of whether the holiday falls on a day they are scheduled to work. As of January 1, 2024, part-time employees shall be paid for the following holidays if the holiday falls during their normally scheduled hours.
  - a. New Year's Day
  - b. Martin Luther King Day
  - c. President's Day
  - d. Memorial Day
  - e. Juneteenth

- f. Independence Day
  - g. Labor Day
  - h. Columbus Day
  - i. Veterans' Day
  - j. Thanksgiving Day
  - k. The day after Thanksgiving
  - l. Christmas Eve
  - m. Christmas Day
  - n. New Year's Eve
- B. In addition to the holidays listed above, the Library will be closed on Easter Sunday. Employees normally scheduled to work Sundays shall receive pay for their normally scheduled hours on that day.
- C. The Library will close at 4:00 p.m. on the day before Thanksgiving. Employees normally scheduled for the 4:00-8:00 p.m. shift on Wednesdays shall receive pay for their normally scheduled hours on that day. Full-time employees may work a half-day that day and shall be granted 4 hours of pay for the time the Library is closed.
- D. Staff members who observe religious holidays on days other than those observed by the Library may, with the Director's approval, either take days off in observance of the holiday by using vacation time, or may have their schedule changed with the Director's permission.

## **PAY RATE AND PAY PERIODS**

- A. Salaries and hourly pay rates are established by the board annually.
- B. Each work week runs from Monday through Sunday.
- C. Wages shall be paid bi-weekly following completion of service. The pay period is 14 days, beginning on Monday and ending the second Sunday following.
- D. Pay rate and pay periods also apply to temporary employees and substitutes.

## **BREAKS**

- A. All employees working more than a six-hour shift must take a 30-minute unpaid meal break. Meal breaks cannot be used to start a shift late or to leave early. The requirement for an unpaid meal break also applies to temporary employees and substitutes.
- B. Paid rest breaks are not provided.

## **REMOTE WORK**

- A. Remote work, also referred to as teleworking or working from home, is the concept of employees working from home or another location in a way that can provide a mutually

beneficial option for both the Library and its staff. As public-facing workers, much of the work done by Library staff is intended to be in person, and may not be conducive to being performed remotely. The Library is not obligated to make remote work available to any employee.

- B. The Director shall be permitted to work remotely on a limited basis at their own discretion. Remote work may comprise up to 10% of the Director's work hours each pay period. This maximum may be exceeded if remote work is undertaken due to a building closure, or with the written approval of the President of the Board of Trustees.
- C. Other Library staff, including temporary employees and substitutes, may be permitted to work remotely on an occasional, case-by-case basis with the Director's approval. For example, an employee may be permitted to work remotely to participate in a virtual meeting or training session. The Director's approval of each instance of remote work, and the time permitted for each instance, is required before the work is undertaken.
- D. If the Library building is closed or capacity is limited due to emergency conditions, the Director may develop a temporary remote work schedule, and job duties may be temporarily altered or reassigned by the Director based on the needs of the Library.

## LEAVE TIME

### A. Vacation Time

- a. Salaried full-time staff shall earn vacation time during their first year of employment beginning on the day the individual is put on the payroll. That vacation time may be taken after the employee's first employment anniversary date. Vacation time is replenished on the employee's employment anniversary date each subsequent year. Unused vacation time expires one year after it is granted.

- b. Length of vacation time accrued annually by salaried full-time employees:

Years of Service	Vacation Days Accrued
1-4	15
5-9	20
10+	25

- c. Part-time staff shall earn vacation time based on the number of hours actually worked. Vacation time will be accrued with each biweekly pay period and can be taken as soon as it is earned. Vacation time earned in one year but not used in that year may be rolled over for use in subsequent years, for a maximum of 100 hours. Vacation time will be accrued in terms of hours and can be taken in increments of no less than ½ hour. The formula used to determine the accrual of vacation time will be based on the chart below with regard to years of service. Years of service will be determined from the anniversary date of employment.

Years of Service	Hourly Vacation Accrual Rate
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	(effective January 1, 2024)
0-4	.05769
5-9	.07692
10+	.09615

- d. All requests for vacation time are subject to the approval of the Director, and should be requested as far in advance as possible. If a scheduling conflict occurs, discretion will be used to determine who will be given first choice. Factors to be considered are employee's length of service, amount and importance of employee's current workload, and degree of personal impact if request is not granted. In order to ensure efficient operation of the Library, no employee may take more than two weeks of vacation at any one time, unless approved in advance by the Director.
- e. Upon separation of service, employees shall be paid for all accrued unused vacation time, not to exceed 200 hours for full-time employees or 100 hours for part-time employees.

#### B. Personal Leave

- a. Salaried full-time staff shall be granted 3 days of paid personal leave effective on their date of hire and on the first day of the fiscal year (January 1) each year thereafter.
- b. Unused personal leave will not be compensated for at the end of any fiscal year or upon termination of employment.

#### C. Bereavement Leave

- a. In the event of a death in the employee's immediate family, the employee shall be excused from work and shall be paid on a daily basis for work days lost, up to a maximum of three (3) scheduled workdays per occurrence.
- b. Immediate family usually includes parent, spouse, child, sibling, grandparent or parent-in-law. This could include any other person living in the immediate household.
- c. In the case of death of a relative of second degree (e.g. parent's sibling, cousin, in-law, etc.) not living in the immediate household, the employee shall be granted one day with pay if it is taken on their regularly scheduled workday.
- d. In the event that a death in the immediate family occurs when the employee is on vacation, sick leave, or other paid time off, such credits will not be charged for the bereavement leave to which the individual is entitled.

#### D. Sick Leave

- a. Effective September 28, 2020, employees will accrue sick leave at the rate of one (1) hour of sick leave for every thirty (30) hours worked. Sick leave is accrued with each biweekly pay period and may be used as soon as it is accrued. Any unused sick leave an employee accrued prior to September 28, 2020 will be carried over.
- b. Temporary employees are eligible to accrue sick leave. Substitutes are not eligible.
- c. Accrued sick leave may be used for the following purposes:
  - I. for a mental or physical illness, injury, or health condition of the employee or the employee's family member, regardless of whether such illness, injury, or health

condition has been diagnosed or requires medical care at the time that such employee requests such leave;

- II. for the diagnosis, care, or treatment of a mental or physical illness, injury or health condition of, or need for medical diagnosis of, or preventive care for, the employee or the employee's family member; or
- III. for an absence from work due to any of the following reasons when the employee or employee's family member has been the victim of domestic violence pursuant to subdivision thirty-four of section two hundred ninety-two of the executive law, a family offense, sexual offense, stalking, or human trafficking:
  - i. to obtain services from a domestic violence shelter, rape crisis center, or other services program;
  - ii. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
  - iii. to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
  - iv. to file a complaint or domestic incident report with law enforcement;
  - v. to meet with a district attorney's office;
  - vi. to enroll children in a new school; or
  - vii. to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.
  - viii. For purposes of this subdivision, the reasons outlined above in subparagraph (i) through (vii) must be related to the domestic violence, family offense, sexual offense, stalking, or human trafficking. Provided further that a person who has committed such domestic violence, family offense, sexual offense, stalking, or human trafficking shall not be eligible for leave under this subdivision for situations in which the person committed such offense and was not a victim, notwithstanding any family relationship.
- d. For purposes of this section, "family member" shall mean an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent; and the child or parent of an employee's spouse or domestic partner. "Parent" shall mean a biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child. "Child" shall mean a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.
- e. An employee's unused sick leave shall be carried over to use in subsequent years. No cash compensation will be given for unused sick time upon termination of employment.

- f. If the Director must be absent due to illness, the Director shall arrange for staff coverage of the Library and notify the President of the Library Board.

#### E. Leave of Absence

- a. The Library may allow employees to take time off without pay when an employee needs time off and when other paid time off has been exhausted. Any regular staff member employed by the Library for a minimum of 90 days is eligible to apply for an unpaid personal leave of absence. Full-time employees are not paid for holidays that occur during unpaid leave.
- b. The Director should submit, in writing, a request for an unpaid leave of absence, to the Library Board a minimum of four weeks before the first day of the requested unpaid leave date(s). Staffing levels and departmental requirements will be taken into consideration before a request is approved. The Library Board will give an answer within 5 days of the request.
- c. Staff should submit, in writing, a request for an unpaid leave of absence, to the Director a minimum of two weeks before the first day of the requested unpaid leave date(s). Staffing levels and departmental requirements will be taken into consideration before a request is approved. The Director will provide an answer within 5 days of the request.
- d. If the employee is unable to return, the individual must request an extension of the leave in writing. If the Library declines to extend the leave, the employee must then return to work on the originally scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will be considered on a case-by-case basis. The failure of the employee to return to their position within five (5) consecutive working days following the expiration of a leave of absence or extension thereof, without submitting an explanation, shall constitute a resignation which, for the purpose of determining eligibility for reinstatement, shall be deemed to be in effect on the date of commencement of said leave of absence. Nothing herein shall be deemed to excuse the unauthorized absence of an employee of their failure to return to their position upon expiration of an authorized leave of absence. Such failure may be regarded as misconduct in the appropriate line of procedure.

#### F. Parenting Leave

- a. An employee, who, at the time of the birth or adoption of their child, wishes to take leave to care for that child, may utilize accumulated sick credits during such leave.
- b. Parenting leave may be charged as sick leave only with prior approval of the Library Board.
- c. Parenting leave that extends beyond the time for which the employee has accrued such time may be taken as an unpaid Leave of Absence and is not to exceed twelve (12) weeks. This Leave of Absence is subject to the other guidelines as described above with approval of the Library Board prior to the start of said parenting leave.

#### G. Jury Duty Leave

- a. When an employee receives notice to report for jury duty, the employee must immediately submit a copy of the notice to the Director.
- b. In the event an employee is required to perform jury duty on a day the employee is scheduled to work, the employee will receive paid leave for their scheduled hours that day. Such leave will not be subtracted from any of the employee's other accrued leave. In all cases, proof in the form of the copy of the jury duty notification is required before leave is granted.
- c. Employees on jury duty leave will be required to provide a written record of jury duty attendance from the court showing hours attended.
- d. An employee is obligated to notify the Commissioner of Jurors that the Library will be paying the employee's full wages during jury duty.
- e. Jury duty leave also applies to temporary employees; it does not apply to substitutes.

#### H. Family Medical Leave

- a. Eligible employees employed more than 1,250 hours in 12 months are entitled to 12 weeks of unpaid Family Medical Leave.
- b. Employees may use their personal and vacation time before using Family Medical Leave.
- c. As a municipal library, the Library is exempted from the NYS Paid Family Leave Act. Library employees are not eligible for paid leave under that legislation.

### **INCLEMENT WEATHER AND OTHER UNANTICIPATED LIBRARY CLOSURES**

- A. All employees, including temporary employees, will be paid for their regularly scheduled shift if the Library must close for fewer than five (5) consecutive days for an unanticipated reason, including but not limited to: fire, flood, or other emergency; electrical, water, or HVAC outage; significant threat to public health. Closures of 5 or more days will require board approval to pay employees for their scheduled shift.
- B. If the Library administration decides local weather conditions are severe enough to justify closing the Library and to excuse employees from reporting to work, then employees will be paid for their regularly scheduled shift.
- C. If the Library does not close, but an individual faces hardship due to travel conditions or unscheduled childcare needs, and does not report to duty, the employee must notify the Director as soon as possible. The employee may charge the time to accrued vacation time or take leave without pay.
- D. The Director, or librarian-in-charge in the absence of the Director, is required to notify scheduled staff when the Library closes.

## **DISCRIMINATION AND SEXUAL HARASSMENT**

- A. It shall be the policy of the Library Board not to discriminate because of race, color, creed, national origin, age, sex, sexual orientation, disability, marital status, status as a veteran or disabled veteran, and shall assure freedom from sexual harassment in the workplace.
- B. Any employee who believes that such discrimination or sexual harassment has occurred should report the incident immediately to the Director and/or Library Board.
- C. The Library Board shall investigate and take appropriate action. Each employee who reports alleged discrimination or sexual harassment shall receive a written report from the Library Board at the conclusion of the investigation.
- D. The Castleton Public Library has adopted a Sexual Harassment Prevention Policy. In accordance with New York State law, all employees are given a copy of this policy, and will receive interactive training on an annual basis.
- E. Temporary employees and substitutes are included in this section.

## **EMPLOYEE BENEFITS**

- A. Workers' Compensation
  - a. All workers, including temporary employees and substitutes, are covered by workers' compensation. In the event of an employee's injury, a claim should be filed within 48 hours with the Village of Castleton-on-Hudson and the Director.
- B. Disability Insurance
  - a. The employee is covered by disability insurance for any non-work-related injury.
  - b. The employee must exhaust sick leave before collecting disability insurance.
  - c. To be covered by the Village of Castleton-on-Hudson's disability insurance, the employee must have worked for the Library for the time required by the Village's insurance policy.
- C. Medical Insurance
  - a. The Library, through the Village of Castleton-on-Hudson, shall carry medical insurance protection on all full-time employees except those who elect to waive coverage if they can demonstrate equivalent coverage through another policy.
  - b. Part-time employees are not eligible for medical insurance through the Library.
- D. Retirement System Contributions
  - a. The Library shall contribute to the New York State Employees' Retirement System on behalf of each full-time employee who must be a member of the Employees' Retirement System. The Library shall contribute to the State Employees' Retirement System for a part-time employee at that employee's option.



**Resolution to Override Tax Cap -- 2024 Budget (pertains to vote held in May 2023)**

Whereas, the adoption of the 2024 budget for the Castleton Public Library required a tax levy increase that exceeded the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Castleton Public Library voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the Board of Trustees as required by state law on 12/18/2023.

Castleton Public Library - DRAFT 2024 Budget				
<b>Income</b>				
Line Item	Description	2024 Budget	2023 Revised Budget	Difference
2082.11	Fines	\$0.00	\$21.00	-\$21.00
2082.12	Lost Books	\$0.00	\$103.00	-\$103.00
2082.13	Copies, Prints, & Faxes	\$0.00	\$89.00	-\$89.00
	<b>Total 2082</b>	<b>\$0.00</b>	<b>\$213.00</b>	<b>-\$213.00</b>
2360.1	Town of Schodack	\$88,000.00	\$176,000.00	-\$88,000.00
2360.2	Village of Castleton	\$10,000.00	\$14,000.00	-\$4,000.00
2360.3	Rensselaer County	\$3,325.00	\$3,325.00	\$0.00
2360.4	Library Tax - SCSD Property Owners	\$159,000.00	\$0.00	\$159,000.00
	<b>Total 2360</b>	<b>\$260,325.00</b>	<b>\$193,325.00</b>	<b>\$67,000.00</b>
<b>2401</b>	<b>Interest &amp; Earnings</b>	<b>\$500.00</b>	<b>\$565.00</b>	<b>-\$65.00</b>
2705	Gifts & Donations	\$8,000.00	\$10,262.00	-\$2,262.00
2705.1	Friends of CPL - Summer Reading	\$1,000.00	\$1,000.00	\$0.00
	<b>Total 2705</b>	<b>\$9,000.00</b>	<b>\$11,262.00</b>	<b>-\$2,262.00</b>
2760.1	Grants - LLSA (UHLS)	\$1,436.00	\$1,436.00	\$0.00
2760.3	Grants - NYS Library Const. Grant	\$15,200.00	\$0.00	\$15,200.00
2760.9	Grants - Other	\$1,000.00	\$26,000.00	-\$25,000.00
	<b>Total 2760</b>	<b>\$17,636.00</b>	<b>\$27,436.00</b>	<b>-\$9,800.00</b>
	<b>Funds from 2023 FY</b>	<b>\$6,913.00</b>	<b>\$0.00</b>	<b>\$6,913.00</b>
	<b>Funds from reserves</b>	<b>\$6,260.00</b>	<b>\$0.00</b>	<b>\$6,260.00</b>
	<b>Total Income</b>	<b>\$294,404.00</b>	<b>\$232,801.00</b>	<b>\$61,603.00</b>
<b>Expenses</b>				
7410.1A	Gross Wages - Director	\$67,925.00	\$62,857.00	\$5,068.00
7410.1B	Gross Wages - Librarian I	\$53,800.00	\$22,630.00	\$31,170.00
7410.1C	Gross Wages - Lib. Asst. & Lib. Aides	\$64,298.00	\$45,957.00	\$18,341.00
	<b>Total 7410.1</b>	<b>\$186,023.00</b>	<b>\$131,444.00</b>	<b>\$54,579.00</b>
<b>7410.2A</b>	<b>Library Renovation</b>	<b>\$21,460.00</b>	<b>\$0.00</b>	<b>\$21,460.00</b>
7410.4B	Library Materials - Other	\$890.00	\$1,086.00	-\$196.00
7410.4B1	Library Materials - DVDs	\$1,773.00	\$1,827.00	-\$54.00
7410.4B2	Library Materials - Electronic Content	\$6,600.00	\$5,759.00	\$841.00
7410.4B3	Library Materials - Print Materials	\$10,000.00	\$10,003.00	-\$3.00
7410.4B4	Library Materials - Audiobooks	\$0.00	\$0.00	\$0.00
7410.4B5	Library Materials - Magazines	\$250.00	\$220.00	\$30.00
7410.4B6	Library Materials - Museum Passes	\$1,850.00	\$1,780.00	\$70.00
	<b>Total 7410.4B</b>	<b>\$21,363.00</b>	<b>\$20,675.00</b>	<b>\$688.00</b>
<b>7410.4C</b>	<b>Equipment/Technology</b>	<b>\$1,650.00</b>	<b>\$1,795.00</b>	<b>-\$145.00</b>
7410.4D	Programs	\$3,000.00	\$1,830.00	\$1,170.00
7410.4D1	Summer Reading Program	\$4,600.00	\$4,348.00	\$252.00
	<b>Total 7410.4D</b>	<b>\$7,600.00</b>	<b>\$6,178.00</b>	<b>\$1,422.00</b>
7410.4A	Staff Development/Education	\$800.00	\$345.00	\$455.00
7410.4E	Automated Services	\$3,992.00	\$3,992.00	\$0.00
7410.4G	Postage	\$330.00	\$327.00	\$3.00

7410.4H	Telephone/Data Links	\$1,200.00	\$1,252.00	-\$52.00
7410.4I	Insurance	\$2,955.00	\$2,730.00	\$225.00
7410.4F	Office and Library Supplies	\$1,000.00	\$615.00	\$385.00
7410.4J	Professional Services	\$400.00	\$315.00	\$85.00
	<b>Total 7410.4I</b>	<b>\$10,677.00</b>	<b>\$9,576.00</b>	<b>\$1,101.00</b>
7410.4L	Strategic Planning - Survey	\$0.00	\$1,179.00	-\$1,179.00
7410.4K	Miscellaneous	\$30.00	\$1,592.00	-\$1,562.00
	<b>Total 7410.4</b>	<b>\$10,707.00</b>	<b>\$12,347.00</b>	<b>-\$1,640.00</b>
9010.8	NYS Retirement	\$8,500.00	\$8,156.00	\$344.00
9030.8	Social Security/Medicare	\$14,138.00	\$9,979.00	\$4,159.00
9040.8	Workers Compensation	\$900.00	\$900.00	\$0.00
9055.8	Disability	\$500.00	\$500.00	\$0.00
9060.8	Health Insurance	\$19,563.00	\$8,914.00	\$10,649.00
9060.81	HRA Funding	\$2,000.00	\$0.00	\$2,000.00
	<b>Total 9000</b>	<b>\$45,601.00</b>	<b>\$28,449.00</b>	<b>\$17,152.00</b>
	<b>Total Expenses</b>	<b>\$294,404.00</b>	<b>\$200,888.00</b>	<b>\$93,516.00</b>

# Castleton Public Library Board of Trustees Meeting

Monday, November 13, 2023 Minutes

## Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:03 pm.

## Roll Call

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

Excused: Patrick Cartwright, Vice President

## Adoption of Agenda

The adoption of the agenda was motioned by Trustee Strainge and seconded by Trustee Johnson. Unanimously approved.

## Public Comment

None.

## New Business

**Trustee terms:** The terms of Trustees A. Mitchum and Bielawa will end after December 2023. Trustee Bielawa did not express an interest in serving again at this time; Trustee A. Mitchum wishes to serve again. Trustee Johnson motioned to put Trustee A. Mitchum's name before the Village board at their December meeting for appointment for another term from January 2024 through December 2026. Seconded by Trustee Strainge. Unanimously approved.

**Proposed 2024 meeting schedule:** Trustee Strainge motioned to approve the 2024 meeting dates. Seconded by Trustee Knaack. Unanimously approved.

**Draft 2024 budget:** Trustees reviewed a draft budget for 2024 and prepared to have feedback by the next meeting.

**Follow-up on Racial Equity Training:** Trustees reviewed notes from the UHLS follow-up session and recommended that the Policy Committee review the mission and values updates, and that this item appear on the next board agenda so that it can be revisited in future meetings.

## Old Business

**Village of Castleton – Sunday library hours:** Discussion has been ongoing with the Village about determining a written agreement/procedure for what occurs during inclement weather on Sundays.

**Library word-of-mouth advertising:** Director Tacke encouraged trustees to share upcoming events including the Holidays on the Hudson on December 3 and Holiday Cookie Swap on December 9.

## Reports

### President's Report

No report.

### **Secretary's Report**

Trustee Johnson motioned to approve the October 2023 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

### **Treasurer's Report**

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

### **Director's Report**

Director Tacke presented statistics for October, with a comparison against previous years. Circulation and total program attendance continues to be up since 2021.

### **Friends Report**

The Friends of the Library have completed their fundraisers for 2023.

### **Village of Castleton Liaison Report**

No report.

### **Committee Reports**

**Finance:** did not meet.

**Administrative:** did not meet.

**Operations/Capital Projects:** did not meet.

**Policy:** did not meet. Will reconvene before next board meeting.

#### **Long Range Plan Committees:**

**Marketing & Community Connections:** did not meet

**Library Services & Outreach:** did not meet

**Library Space:** did not meet

### **Announcements**

None.

### **Public Comment**

None.

### **Executive Session**

None.

### **Adjournment**

The meeting was adjourned at 7:32 pm.

12:32 PM  
12/04/23

The Castleton Public Library  
**Check Detail**  
November 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	11/02/2023	Google LLC	200.2 · Citizens Checking Account		-30.00
Bill	4840959403	11/02/2023		7410.4C · Equipment/Technology	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	DEBIT	11/03/2023	USPS	200.2 · Citizens Checking Account		-6.56
Bill		11/03/2023		7410.4G · Postage	-6.56	6.56
TOTAL					-6.56	6.56
Bill Pmt -Check	DEBIT	11/06/2023	USPS	200.2 · Citizens Checking Account		-4.43
Bill		11/06/2023		7410.4G · Postage	-4.43	4.43
TOTAL					-4.43	4.43
Bill Pmt -Check	DEBIT	11/06/2023	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1144184649...	11/07/2023		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	11/07/2023	Amazon LLC	200.2 · Citizens Checking Account		-77.49
Bill	1146723537...	11/07/2023		7410.4D · Programs	-77.49	77.49
TOTAL					-77.49	77.49
Bill Pmt -Check	DEBIT	11/08/2023	Target	200.2 · Citizens Checking Account		-26.37
Bill		11/08/2023		74104B1 · DVDs & Other Materials 7410.4D · Programs	-19.99 -6.38	19.99 6.38
TOTAL					-26.37	26.37
Bill Pmt -Check	DEBIT	11/08/2023	Wal-Mart	200.2 · Citizens Checking Account		-11.48
Bill		11/08/2023		7410.4D · Programs	-11.48	11.48
TOTAL					-11.48	11.48
Bill Pmt -Check	DEBIT	11/13/2023	Deluxe	200.2 · Citizens Checking Account		-142.64
Bill	9003030992	11/09/2023		7410.4F · Office and Library Supplies	-142.64	142.64
TOTAL					-142.64	142.64
Bill Pmt -Check	DEBIT	11/13/2023	Amazon LLC	200.2 · Citizens Checking Account		-54.38
Bill	1144184649...	11/13/2023		74104B1 · DVDs & Other Materials	-54.38	54.38
TOTAL					-54.38	54.38
Bill Pmt -Check	DEBIT	11/17/2023	USPS	200.2 · Citizens Checking Account		-14.09
Bill		11/17/2023		7410.4G · Postage	-14.09	14.09
TOTAL					-14.09	14.09

12:32 PM  
12/04/23

The Castleton Public Library  
**Check Detail**  
November 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	11/20/2023	Amazon LLC	200.2 · Citizens Checking Account		-64.89
Bill	1144184649...	11/20/2023		74104B1 · DVDs & Other Materials	-64.89	64.89
TOTAL					-64.89	64.89
Bill Pmt -Check	DEBIT	11/20/2023	Amazon LLC	200.2 · Citizens Checking Account		-21.98
Bill	1149947015...	11/20/2023		74104B1 · DVDs & Other Materials	-21.98	21.98
TOTAL					-21.98	21.98
Bill Pmt -Check	DEBIT	11/27/2023	USPS	200.2 · Citizens Checking Account		-3.72
Bill		11/27/2023		7410.4G · Postage	-3.72	3.72
TOTAL					-3.72	3.72
Bill Pmt -Check	3201	11/03/2023	T-Mobile	200.2 · Citizens Checking Account		-101.27
Bill		11/03/2023		7410.4C · Equipment/Technology 7410.4B · Library Materials	-28.70 -72.57	28.70 72.57
TOTAL					-101.27	101.27
Bill Pmt -Check	3202	11/06/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,243.05
Bill	84521	11/06/2023		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,423.07 -765.93 -1,684.53 -369.52	2,423.07 765.93 1,684.53 369.52
TOTAL					-5,243.05	5,243.05
Bill Pmt -Check	3203	11/06/2023	OverDrive	200.2 · Citizens Checking Account		-324.97
Bill	MULTIPLE	11/06/2023		74104B2 · Electronic Content	-324.97	324.97
TOTAL					-324.97	324.97
Bill Pmt -Check	3204	11/06/2023	Brodart	200.2 · Citizens Checking Account		-335.11
Bill	MULTIPLE	11/06/2023		74104B3 · Print Materials	-335.11	335.11
TOTAL					-335.11	335.11
Bill Pmt -Check	3205	11/06/2023	Children's Muse...	200.2 · Citizens Checking Account		-300.00
Bill		11/06/2023		74104B6 · Museum Passes	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	3206	11/06/2023	Village of Castlet...	200.2 · Citizens Checking Account		-776.30
Bill	84523	11/06/2023		9060.8 · Health Insurance	-776.30	776.30
TOTAL					-776.30	776.30

12:32 PM  
12/04/23

The Castleton Public Library  
**Check Detail**  
November 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3207	11/06/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,672.76
Bill	84522	11/06/2023		7410.1A · Gross wages - Director	-2,423.07	2,423.07
				7410.1B · Gross wages - Librarian	-876.18	876.18
				7410.1C · Gross wages - Assistant	-1,973.45	1,973.45
				9030.8 · Social Security/Medicare	-400.06	400.06
TOTAL					-5,672.76	5,672.76
Bill Pmt -Check	3208	11/14/2023	Charter Commun...	200.2 · Citizens Checking Account		-97.60
Bill	1443984011...	11/07/2023		7410.4H · Telephone/Data Links	-97.60	97.60
TOTAL					-97.60	97.60
Bill Pmt -Check	3209	11/27/2023	Brodart	200.2 · Citizens Checking Account		-358.18
Bill	MULTIPLE	11/27/2023		74104B3 · Print Materials	-358.18	358.18
TOTAL					-358.18	358.18
Bill Pmt -Check	3210	11/27/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,331.24
Bill	84525	11/20/2023		7410.1A · Gross wages - Director	-2,423.07	2,423.07
				7410.1B · Gross wages - Librarian	-969.02	969.02
				7410.1C · Gross wages - Assistant	-1,563.36	1,563.36
				9030.8 · Social Security/Medicare	-375.79	375.79
TOTAL					-5,331.24	5,331.24
Bill Pmt -Check	3211	11/27/2023	MiSci	200.2 · Citizens Checking Account		-200.00
Bill	5404633	11/27/2023		74104B6 · Museum Passes	-200.00	200.00
TOTAL					-200.00	200.00



12:25 PM

12/04/23

The Castleton Public Library

Reconciliation Summary

200.1 - Citizens Money Market, Period Ending 11/30/2023

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	Nov 30, 23
Beginning Balance	201,792.95
Cleared Transactions	
Checks and Payments - 1 item	-25,000.00
Deposits and Credits - 2 items	129.68
Total Cleared Transactions	-24,870.32
Cleared Balance	<b>176,922.63</b>
Register Balance as of 11/30/2023	176,922.63
Ending Balance	176,922.63

12:25 PM

12/04/23

# The Castleton Public Library Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						201,792.95
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	11/07/2023			X	-25,000.00	-25,000.00
Total Checks and Payments					-25,000.00	-25,000.00
<b>Deposits and Credits - 2 items</b>						
Deposit	11/29/2023			X	92.32	92.32
Deposit	11/30/2023			X	37.36	129.68
Total Deposits and Credits					129.68	129.68
Total Cleared Transactions					-24,870.32	-24,870.32
Cleared Balance					-24,870.32	176,922.63
Register Balance as of 11/30/2023					-24,870.32	176,922.63
<b>Ending Balance</b>					<b>-24,870.32</b>	<b>176,922.63</b>

12:32 PM

12/04/23

**The Castleton Public Library  
Reconciliation Summary**

200.2 · Citizens Checking Account, Period Ending 11/30/2023

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	Nov 30, 23
Beginning Balance	16,277.94
Cleared Transactions	
Checks and Payments - 21 items	-13,329.05
Deposits and Credits - 1 item	25,000.00
Total Cleared Transactions	11,670.95
Cleared Balance	27,948.89
Uncleared Transactions	
Checks and Payments - 4 items	-5,906.42
Total Uncleared Transactions	-5,906.42
Register Balance as of 11/30/2023	22,042.47
Ending Balance	22,042.47

12:32 PM

12/04/23

# The Castleton Public Library Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						16,277.94
<b>Cleared Transactions</b>						
<b>Checks and Payments - 21 items</b>						
Bill Pmt -Check	11/02/2023	DEBIT	Google LLC	X	-30.00	-30.00
Bill Pmt -Check	11/03/2023	3201	T-Mobile	X	-101.27	-131.27
Bill Pmt -Check	11/03/2023	DEBIT	USPS	X	-6.56	-137.83
Bill Pmt -Check	11/06/2023	3207	Village of Castleton-...	X	-5,672.76	-5,810.59
Bill Pmt -Check	11/06/2023	3202	Village of Castleton-...	X	-5,243.05	-11,053.64
Bill Pmt -Check	11/06/2023	3206	Village of Castleton-...	X	-776.30	-11,829.94
Bill Pmt -Check	11/06/2023	3204	Brodart	X	-335.11	-12,165.05
Bill Pmt -Check	11/06/2023	3203	OverDrive	X	-324.97	-12,490.02
Bill Pmt -Check	11/06/2023	3205	Children's Museum ...	X	-300.00	-12,790.02
Bill Pmt -Check	11/06/2023	DEBIT	Amazon LLC	X	-19.96	-12,809.98
Bill Pmt -Check	11/06/2023	DEBIT	USPS	X	-4.43	-12,814.41
Bill Pmt -Check	11/07/2023	DEBIT	Amazon LLC	X	-77.49	-12,891.90
Bill Pmt -Check	11/08/2023	DEBIT	Target	X	-26.37	-12,918.27
Bill Pmt -Check	11/08/2023	DEBIT	Wal-Mart	X	-11.48	-12,929.75
Bill Pmt -Check	11/13/2023	DEBIT	Deluxe	X	-142.64	-13,072.39
Bill Pmt -Check	11/13/2023	DEBIT	Amazon LLC	X	-54.38	-13,126.77
Bill Pmt -Check	11/14/2023	3208	Charter Communicat...	X	-97.60	-13,224.37
Bill Pmt -Check	11/17/2023	DEBIT	USPS	X	-14.09	-13,238.46
Bill Pmt -Check	11/20/2023	DEBIT	Amazon LLC	X	-64.89	-13,303.35
Bill Pmt -Check	11/20/2023	DEBIT	Amazon LLC	X	-21.98	-13,325.33
Bill Pmt -Check	11/27/2023	DEBIT	USPS	X	-3.72	-13,329.05
Total Checks and Payments					-13,329.05	-13,329.05
<b>Deposits and Credits - 1 item</b>						
Transfer	11/07/2023			X	25,000.00	25,000.00
Total Deposits and Credits					25,000.00	25,000.00
Total Cleared Transactions					11,670.95	11,670.95
Cleared Balance					11,670.95	27,948.89
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Bill Pmt -Check	10/16/2023	3200	Albany Public Library		-17.00	-17.00
Bill Pmt -Check	11/27/2023	3210	Village of Castleton-...		-5,331.24	-5,348.24
Bill Pmt -Check	11/27/2023	3209	Brodart		-358.18	-5,706.42
Bill Pmt -Check	11/27/2023	3211	MiSci		-200.00	-5,906.42
Total Checks and Payments					-5,906.42	-5,906.42
Total Uncleared Transactions					-5,906.42	-5,906.42
Register Balance as of 11/30/2023					5,764.53	22,042.47
<b>Ending Balance</b>					<b>5,764.53</b>	<b>22,042.47</b>

# The Castleton Public Library

## Profit & Loss

November 2023

	Nov 23
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	0.00
2082.12 · Lost Books	5.99
2082.13 · Copies, Prints and Faxes	15.80
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	21.79
Total 2082 · Library Charges	21.79
2401 · Interest & Earnings	37.36
2705 · Gifts & Donations	70.53
Total Income	129.68
Gross Profit	129.68
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	7,269.21
7410.1B · Gross wages - Librarian	2,611.13
7410.1C · Gross wages - Assistant	5,221.34
Total 7410.11 · Employee Gross Wages	15,101.68
Total 7410.1 · Personal Services	15,101.68
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	500.00
74104B3 · Print Materials	693.29
74104B2 · Electronic Content	324.97
74104B1 · DVDs & Other Materials	181.20
7410.4B · Library Materials - Other	72.57
Total 7410.4B · Library Materials	1,772.03
7410.4C · Equipment/Technology	58.70
7410.4D · Programs	95.35
7410.41 · Operations and Administrative	
7410.4G · Postage	28.80
7410.4H · Telephone/Data Links	97.60
7410.4F · Office and Library Supplies	142.64
Total 7410.41 · Operations and Administrative	269.04
Total 7410.4 · Contractual Expenses	2,195.12
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	1,145.37
9060.8 · Health Insurance	776.30
Total 9000 · Employee - Benefits	1,921.67
Total Expense	19,218.47
Net Ordinary Income	-19,088.79
Net Income	-19,088.79

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

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	21.74	0.00	21.74	100.0%
2082.12 · Lost Books	103.93	0.00	103.93	100.0%
2082.13 · Copies, Prints and Faxes	87.50	0.00	87.50	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	213.17	0.00	213.17	100.0%
Total 2082 · Library Charges	213.17	0.00	213.17	100.0%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	176,000.00	176,000.00	0.00	100.0%
2360.2 · Village of Castleton	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	193,325.00	193,325.00	0.00	100.0%
2401 · Interest & Earnings	505.56	30.00	475.56	1,685.2%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	10,240.65	6,000.00	4,240.65	170.7%
Total 2705 · Gifts & Donations	11,240.65	7,000.00	4,240.65	160.6%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	1,436.00	1,435.00	1.00	100.1%
2760.9 · Grants - Other	26,000.00	1,000.00	25,000.00	2,600.0%
Total 2760 · Library System Grants	27,436.00	2,435.00	25,001.00	1,126.7%
599 · Appropriated Fund Balance	0.00	10,645.00	-10,645.00	0.0%
Total Income	232,720.38	213,435.00	19,285.38	109.0%
Gross Profit	232,720.38	213,435.00	19,285.38	109.0%
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	58,010.30	63,000.00	-4,989.70	92.1%
7410.1B · Gross wages - Librarian	20,941.41	24,140.00	-3,198.59	86.7%
7410.1C · Gross wages - Assistant	42,682.70	54,300.00	-11,617.30	78.6%
Total 7410.11 · Employee Gross Wages	121,634.41	141,440.00	-19,805.59	86.0%
Total 7410.1 · Personal Services	121,634.41	141,440.00	-19,805.59	86.0%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	0.00	0.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	0.00	0.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	1,780.00	1,680.00	100.00	106.0%
7410.4B5 · Magazines and Newspapers	171.95	400.00	-228.05	43.0%
7410.4B4 · Audiobooks	0.00	0.00	0.00	0.0%
7410.4B3 · Print Materials	9,619.25	9,400.00	219.25	102.3%
7410.4B2 · Electronic Content	5,758.79	6,270.00	-511.21	91.8%
7410.4B1 · DVDs & Other Materials	1,709.96	1,900.00	-190.04	90.0%
7410.4B · Library Materials - Other	970.42	1,220.00	-249.58	79.5%
Total 7410.4B · Library Materials	20,010.37	20,870.00	-859.63	95.9%
7410.4C · Equipment/Technology	1,476.19	1,450.00	26.19	101.8%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	4,347.35	4,250.00	97.35	102.3%

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

January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
7410.4D · Programs - Other	1,777.22	3,000.00	-1,222.78	59.2%
<b>Total 7410.4D · Programs</b>	<b>6,124.57</b>	<b>7,250.00</b>	<b>-1,125.43</b>	<b>84.5%</b>
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	345.00	800.00	-455.00	43.1%
7410.4E · Automated Services	3,992.00	4,110.00	-118.00	97.1%
7410.4G · Postage	303.36	300.00	3.36	101.1%
7410.4H · Telephone/Data Links	1,055.91	1,250.00	-194.09	84.5%
7410.4I · Insurance	2,729.93	2,575.00	154.93	106.0%
7410.4F · Office and Library Supplies	574.75	1,300.00	-725.25	44.2%
7410.4J · Professional Services	315.00	480.00	-165.00	65.6%
<b>Total 7410.41 · Operations and Administrati...</b>	<b>9,315.95</b>	<b>10,815.00</b>	<b>-1,499.05</b>	<b>86.1%</b>
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,178.58	1,260.00	-81.42	93.5%
7410.4K · Miscellaneous - Other	1,591.63	25.00	1,566.63	6,366.5%
<b>Total 7410.4K · Miscellaneous</b>	<b>2,770.21</b>	<b>1,285.00</b>	<b>1,485.21</b>	<b>215.6%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>39,697.29</b>	<b>41,670.00</b>	<b>-1,972.71</b>	<b>95.3%</b>
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	7,735.00	-7,735.00	0.0%
9030.8 · Social Security/Medicare	9,233.96	10,750.00	-1,516.04	85.9%
9040.8 · Workers Comp	398.07	900.00	-501.93	44.2%
9055.8 · Disability	101.85	500.00	-398.15	20.4%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	8,137.48	8,940.00	-802.52	91.0%
<b>Total 9060.8 · Health Insurance</b>	<b>8,137.48</b>	<b>10,440.00</b>	<b>-2,302.52</b>	<b>77.9%</b>
<b>Total 9000 · Employee - Benefits</b>	<b>17,871.36</b>	<b>30,325.00</b>	<b>-12,453.64</b>	<b>58.9%</b>
<b>Total Expense</b>	<b>179,203.06</b>	<b>213,435.00</b>	<b>-34,231.94</b>	<b>84.0%</b>
<b>Net Ordinary Income</b>	<b>53,517.32</b>	<b>0.00</b>	<b>53,517.32</b>	<b>100.0%</b>
<b>Net Income</b>	<b>53,517.32</b>	<b>0.00</b>	<b>53,517.32</b>	<b>100.0%</b>

The Castleton Public Library  
Profit & Loss Forecast vs. Actual

January through November 2023

	Jan - Nov 23	Forecast	\$ Over Forecast	% of Forecast
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	21.74	48.75	-27.01	44.6%
2082.12 · Lost Books	103.93	161.85	-57.92	64.2%
2082.13 · Copies, Prints and Faxes	87.50	8.10	79.40	1,080.2%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
<b>Total 2082.1 · Library Fines &amp; Fees</b>	<b>213.17</b>	<b>218.70</b>	<b>-5.53</b>	<b>97.5%</b>
<b>Total 2082 · Library Charges</b>	<b>213.17</b>	<b>218.70</b>	<b>-5.53</b>	<b>97.5%</b>
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	176,000.00	159,260.00	16,740.00	110.5%
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%
<b>Total 2360 · Intergovernmental Revenues</b>	<b>193,325.00</b>	<b>176,585.00</b>	<b>16,740.00</b>	<b>109.5%</b>
2401 · Interest & Earnings	505.56	32.40	473.16	1,560.4%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	10,240.65	7,959.21	2,281.44	128.7%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>11,240.65</b>	<b>8,959.21</b>	<b>2,281.44</b>	<b>125.5%</b>
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	1,436.00	1,429.20	6.80	100.5%
2760.9 · Grants - Other	26,000.00	1,250.00	24,750.00	2,080.0%
<b>Total 2760 · Library System Grants</b>	<b>27,436.00</b>	<b>4,828.20</b>	<b>22,607.80</b>	<b>568.2%</b>
<b>Total Income</b>	<b>232,720.38</b>	<b>190,623.51</b>	<b>42,096.87</b>	<b>122.1%</b>
<b>Gross Profit</b>	<b>232,720.38</b>	<b>190,623.51</b>	<b>42,096.87</b>	<b>122.1%</b>
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	58,010.30	54,541.29	3,469.01	106.4%
7410.1B · Gross wages - Librarian	20,941.41	20,817.36	124.05	100.6%
7410.1C · Gross wages - Assistant	42,682.70	37,835.14	4,847.56	112.8%
<b>Total 7410.11 · Employee Gross Wages</b>	<b>121,634.41</b>	<b>113,193.79</b>	<b>8,440.62</b>	<b>107.5%</b>
<b>Total 7410.1 · Personal Services</b>	<b>121,634.41</b>	<b>113,193.79</b>	<b>8,440.62</b>	<b>107.5%</b>
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	5,279.73	-5,279.73	0.0%
<b>Total 7410.2 · Equipment &amp; Capital Outlay</b>	<b>0.00</b>	<b>5,279.73</b>	<b>-5,279.73</b>	<b>0.0%</b>
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	1,780.00	1,310.00	470.00	135.9%
7410.4B5 · Magazines and Newspapers	171.05	330.60	-158.65	52.0%
7410.4B3 · Print Materials	9,619.25	8,893.66	725.59	108.2%
7410.4B2 · Electronic Content	5,758.79	5,038.19	720.60	114.3%
7410.4B1 · DVDs & Other Materials	1,709.96	1,744.36	-34.40	98.0%
7410.4B · Library Materials - Other	970.42	1,016.96	-46.54	95.4%
<b>Total 7410.4B · Library Materials</b>	<b>20,010.37</b>	<b>18,333.77</b>	<b>1,676.60</b>	<b>109.1%</b>
7410.4C · Equipment/Technology	1,476.19	2,245.56	-769.37	65.7%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	4,347.35	4,690.90	-343.55	92.7%
7410.4D · Programs - Other	1,777.22	2,082.34	-305.12	85.3%
<b>Total 7410.4D · Programs</b>	<b>6,124.57</b>	<b>6,773.24</b>	<b>-648.67</b>	<b>90.4%</b>
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	345.00	547.00	-202.00	63.1%
7410.4E · Automated Services	3,992.00	3,912.36	79.64	102.0%
7410.4G · Postage	303.36	234.57	68.79	129.3%
7410.4H · Telephone/Data Links	1,055.91	1,049.91	6.00	100.6%
7410.4I · Insurance	2,729.93	2,450.94	278.99	111.4%
7410.4F · Office and Library Supplies	574.75	791.57	-216.82	72.6%
7410.4J · Professional Services	315.00	210.00	105.00	150.0%
<b>Total 7410.41 · Operations and Administrative</b>	<b>9,315.95</b>	<b>9,196.35</b>	<b>119.60</b>	<b>101.3%</b>
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,178.58			
7410.4K · Miscellaneous - Other	1,591.63	172.52	1,419.11	922.6%
<b>Total 7410.4K · Miscellaneous</b>	<b>2,770.21</b>	<b>172.52</b>	<b>2,597.69</b>	<b>1,605.7%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>39,697.29</b>	<b>35,721.44</b>	<b>2,975.85</b>	<b>108.1%</b>



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12/04/23

Accrual Basis

The Castleton Public Library  
Profit & Loss Forecast vs. Actual

January through November 2023

	Jan - Nov 23	Forecast	\$ Over Forecast	% of Forecast
9000 - Employee - Benefits				
9010.8 - NYS Retirement	0.00	6,773.59	-6,773.59	0.0%
9030.8 - Social Security/Medicare	9,233.96	8,596.12	637.84	107.4%
9040.8 - Workers Comp	398.07	409.30	-11.23	97.3%
9055.8 - Disability	101.85	277.35	-175.50	36.7%
9060.8 - Health Insurance	8,137.48	8,082.42	55.06	100.7%
Total 9000 - Employee - Benefits	17,871.36	24,138.78	-6,267.42	74.0%
Total Expense	179,203.06	179,333.74	-130.68	99.9%
Net Ordinary Income	53,517.32	11,289.77	42,227.55	474.0%
Net Income	53,517.32	11,289.77	42,227.55	474.0%

The Castleton Public Library  
**Balance Sheet**  
As of November 30, 2023

	Nov 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	176,922.63
200.2 · Citizens Checking Account	22,042.47
200.9 · Petty Cash	50.00
Total Checking/Savings	199,015.10
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	204,015.10
<b>TOTAL ASSETS</b>	<b>204,015.10</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	145,424.80
Net Income	53,517.32
Total Equity	204,015.12
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>204,015.10</b>

## Director's Report – November 2023

### November 2023 – Usage Statistics in Comparison

	Nov. 2023	Nov. 2022	% Change, 2023 vs. 2022	Nov. 2021	% Change, 2023 vs. 2021
<b>Circulation</b>					
Circulation of materials at CPL	1,930	1,616	+19.4%	1,670	+15.6%
Items loaned to other libraries	370	427	-13.3%	290	+27.6%
Items borrowed from other libraries	913	853	+7%	792	+15.3%
eContent circulation	671	527	+27.3%	512	+31.1%
<b>Programming</b>					
Number of programs offered	32	25	+28%	18	+77.8%
Program attendance – in-person*	234	124	+88.7%	179	+30.7%
Program attendance – kits**	90	104	-13.5%	137	-34.3%
Total program attendance	324	228	+42.1%	316	+2.5%
<b>Public Computer Use</b>					
Public Computer Sessions	16	18	-11.1%	3	+433.3%
WiFi Use - daily unique users	648 (4.78 GB)	538 (3.64 GB)	+20.4%	500 (2.8 GB)	+29.6%
WiFi Hotspot Use	6 GB	32.6 GB	-98.2%	21.5 GB	-72.1%
<b>Marketing Reach</b>					
Website visits	1,061	888	+19.5%	782	+35.7%
Website unique visitors	630	448	+40.6%	429	+46.9%
Email newsletter list size	1,669	1,594	+4.7%	1,475	+13.2%
Facebook followers	1,399	1,079	+29.7%	907	+54.2%
Facebook total reach	7,415	9,846	-24.7%	3,653	+103%
* = Includes live virtual attendance					
** = The number of kits distributed through 11/30 is used for the attendance number.					

### Programs – November

11/1/2023	Thanksgiving Crafts	90
11/2/2023	Learn & Play Storytime	19
11/2/2023	Duct Tape Crafts	1
11/3/2023	Bridge Club	3
11/4/2023	Marble Run Fun	2
11/6/2023	Newbery book club @CES	3
11/6/2023	After Dinner Book Club	4
11/7/2023	Pajama Storytime	12
11/8/2023	Open Mic Night	8
11/9/2023	Learn & Play Storytime	8
11/9/2023	Kids Cook: Mini Pumpkin Pie	3
11/10/2023	Cards for Veterans	13
11/10/2023	Bridge Club	7
11/13/2023	Outreach visit to Story Place Preschool	77
11/13/2023	Newbery book club @CES	3
11/14/2023	Castle Hill Bookmobile	6
11/14/2023	Cool Science: Skittles Science	0

11/14/2023	Pajama Storytime	9
11/15/2023	Afternoon Book Club	5
11/16/2023	Special Storytime: Hibernation	7
11/16/2023	Newbery book club @CES	2
11/17/2023	Bridge Club	3
11/17/2023	Make Your Own Puzzle	6
11/18/2023	Yarn Pom Poms	2
11/20/2023	Newbery book club @CES	1
11/21/2023	Thanksgiving Crafts	10
11/21/2023	Pajama Storytime	0
11/27/2023	3-D Snowflakes	5
11/28/2023	Pajama Storytime	4
11/30/2023	Learn & Play Storytime	9
11/30/2023	Newbery book club @CES	2
11/30/2023	Teen Time: Make Your Own Touchscreen Gloves	0
	<b>Month total</b>	<b>324</b>

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

- November 6 – Newbery Project book club meeting at CES
- November 13 – Outreach visit to Story Place Preschool
- November 13 – Newbery Project book club meeting at CES
- November 16 – Newbery Project book club meeting at CES
- November 20 – Newbery Project book club meeting at CES
- November 30 – Newbery Project book club meeting at CES

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

- November 6 – Meeting with Village Liaison Rebekah Timerman
- November 13 – Village Board meeting
- November 14 – Bookmobile at Castle Hill senior housing



# Classes and Events at Castleton Public Library

## January 2024

### Weekly Events



#### Pajama Storytime

**Tuesdays at 6:00 p.m. January 2, 9, 16, 23, 30.**

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 4, 11, 18, 25; February 1.**

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



#### Bridge Club

**Fridays at 10:30 a.m. January 5, 12, 19, 26; February 2.**

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

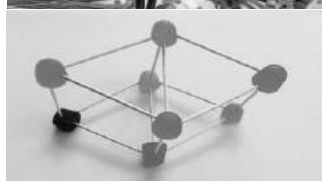
### Other Events



#### Take & Make Craft Kit: Crafting Bonanza

**Pick up anytime from Tuesday, January 2 through Saturday, February 3.**

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



#### Sweet Structures

**Sunday, January 7, 11:00 a.m. – 4:00 p.m.**

Using gumdrops and toothpicks, build the biggest, tallest, or weirdest structure you can! Recommended for ages 5 and up.



#### Open Mic Night

**Wednesday, January 10, 6:00 p.m. – 8:00 p.m.**

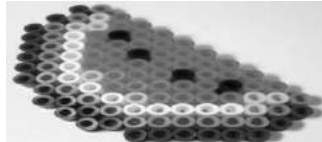
Come share your talents! If your instrument requires an amplifier, please bring one. All ages welcome.



#### Teen Time: Sharpie Tie Dye

**Thursday, January 11, 4:00 p.m.**

Join us for simple, fun tie-dyeing using Sharpies! Bring a t-shirt or other item. For teens in 6th-12th grades.



#### Perler Bead Crafts

**Saturday, January 13, 11:00 a.m. – 4:00 p.m.**

Use your imagination to make awesome creations with perler beads! All ages welcome.



#### CPL Board of Trustees Meeting

**Tuesday, January 16, 7:00 p.m.**

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



## Afternoon Book Club

### Afternoon Book Club – *Afterlives* by Abdulrazak Gurnah

Wednesday, January 17, 1:00 p.m.

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



## Friends of the Library

### Friends of CPL Meeting

Wednesday, January 17, 5:30 p.m.

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



### Special Visitor Storytime: Animal Tracks

Thursday, January 18, 10:30 a.m.

Have you ever seen animal footprints in mud or snow? At this special storytime, an environmental educator from Schodack Island State Park will teach us about animal tracks we might see in our area!



### Kids Cook: Birthday Cake Popcorn

Thursday, January 18, 4:00 p.m.

Join us for this month's Kids Cook class and learn how to make delicious birthday cake flavored popcorn with marshmallows!



## Cool Science!

### Cool Science: Unicorn Fizz

Tuesday, January 23, 3:00 – 5:00 p.m.

Join us at the library to do some unicorn-colored science and learn about the chemical reaction between baking soda and vinegar.



### Candy Sushi

Friday, January 26, 3:00 – 6:00 p.m.

Unleash your inner sushi chef and craft candy into edible art! Recommended for ages 8 and up.



### Take Your Child to the Library Day

Saturday, February 3, 11:00 a.m. – 4:00 p.m.

Visit to learn about all the fun you can have with us (and **pick up a goodie bag!**). We'll hold a **storytime at 11:30**, and will offer a **drop-in craft activity from 12:00-4:00!**



## After Dinner Book Club

### After Dinner Book Club – *Northern Spy* by Flynn Barry

Monday, February 5, 7:00 p.m.

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

## We're Open on Sundays!

CPL is now open 7 days a week to serve you better.

Starting in January, our weekend hours will change.

We will now be open on both **Saturdays and Sundays** from **11:00 to 4:00**.

Our weekday hours will remain the same.



### 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 through Wednesday – 12:00-8:00 p.m.

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

Saturday & Sunday – 11:00 a.m. – 4:00 p.m.