

Agenda
Castleton Public Library Board of Trustees Meeting
Castleton Village Hall, February 18, 2020 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

Old Business

- Library word-of-mouth advertising
- Trustees – Library program attendance

New Business

- Finance – monthly transfers

President's Report

Secretary's Report

- Review of minutes from January 21, 2020

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn



Classes and Events at Castleton Public Library February 2020

Weekly Events

Pajama Storytime

Pajama Storytime

Tuesdays at 6:00 p.m. February 4, 11, 18, 25; March 3.

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

Learn & Play Storytime



Learn & Play Storytime

Thursdays at 10:30 a.m. February 6, 13, 20, 27; March 5.

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



Early Literacy Playtime

Fridays from 10:00-11:00 a.m. February 7, 14, 21, 28; March 6.

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

Other Events

Computer Basics

Computer Basics by Appointment

Learn the basics of using a computer or other device one-on-one session. Call 518-732-0879 for appt.



Take Your Child to the Library Day

Saturday, February 1, 10:00 a.m. – 4:00 p.m.

Drop in for storytime at 10:30, and drop in from 11:30-4:00 to make your own library card holder!



After Dinner Book Club

After Dinner Book Club – *There There* by Tommy Orange

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

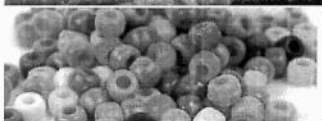
Join us the first Monday of each month for a book discussion! Books available at the front desk.



Visit with Eddy Alzheimer's Services

Tuesday, February 4, 2:00-4:00 p.m.

Are you a caregiver for someone with dementia? Drop in to talk with social workers from Eddy Alzheimer's Services. Learn about a program that provides free resources & support to caregivers.



Beading Bonanza

Wednesday, February 5, 3:00-7:00 p.m.

Stop by the library to make bracelets, necklaces, and other creative beaded crafts!



American Red Cross

American Red Cross Blood Drive

Thursday, February 6, 1:00-6:00 p.m.

Help save lives – donate blood. Appointments recommended; call 518-732-0879, email director@castletonpubliclibrary.org or visit www.redcrossblood.org. Drop-ins also welcome.



Read to Lacey the Therapy Dog

Monday, February 10, 4:00-5:00 p.m.

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



Open Mic Night

Wednesday, February 12, 6:00-8:00 p.m.

Musicians & poets - come share your talents! All ages welcome to perform and to watch.



Hearts & Crafts

Thursday, February 13, 3:00-6:00 p.m.

Stop in to make a Valentine's Day craft for someone special in your life!



Bridge Club

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

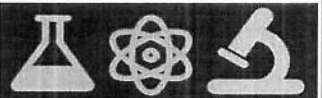
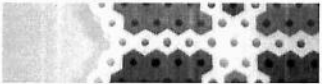
Come play bridge with us! Geared toward beginners and players who need a refresher.



Afternoon Book Club



Cool Science!



STEM Storytime



After Dinner Book Club

Sweets for Your Sweetie

Friday, February 14, 4:30-7:30 p.m.

Create chocolate-dipped goodies and make a card for someone you love. A 2nd Friday event for all ages!

Afternoon Book Club – *American Wolf: A True Story of Survival & Obsession in the West*

Tuesday, February 18, 1:00 p.m.

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

Cool Science: Chain Reactions

Tuesday, February 18, 3:00-5:00 p.m.

Join us at the library to learn about chain reactions and design your own Rube Goldberg machine.

Legal Clinic

Tuesday, February 18, 6:30-7:30 p.m.

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

Perler Bead Crafts

Wednesday, February 19, 12:00-6:00 p.m.

Clifford's Birthday Celebration with WMHT

Thursday, February 20, 10:30 a.m.

Celebrate everyone's favorite big red dog! Meet Clifford and join WMHT for a story, craft, & birthday cake!

Kids' Book Bingo

Thursday, February 20, 1:00 p.m.

Come play bingo at the library with our special book-themed bingo set. Recommended for ages 7-12.

Teen Time: Cocoa & Crafting

Thursday, February 20, 4:00-6:00 p.m.

Relax at the library with hot cocoa, snacks, crafts, and coloring sheets. For teens in 6th-12th grades.

Legomania!

Friday, February 21, 12:00-6:00 p.m.

We'll have our big Lego bins out for this huge build-a-thon! Recommended for ages 3 and up.

STEM Storytime: Weather

Saturday, February 22, 10:30 a.m.

Join Miss Joelle for science-themed stories, songs, and an educational activity! This month's topic is weather. Recommended for ages birth to 8 years.

Kids Cook!: Mini Pizzas

Saturday, February 22, 2:00 p.m.

Join us to make personal pizzas with a variety of fun toppings! Recommended for ages 5 and up.

Salt Painting

Tuesday, February 25, 3:00-6:00 p.m.

Create unique artwork using glue, salt, and food coloring!

Bridge Club

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

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

Family Movie Night – *Maleficent: Mistress of Evil* (PG)

Friday, February 28, 6:00 p.m.

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

After Dinner Book Club – *American Overdose: The Opioid Tragedy in Three Acts*

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

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

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



Classes and Events at Castleton Public Library March 2020

Weekly Events

Pajama Storytime

Pajama Storytime

Tuesdays at 6:00 p.m. March 3, 10, 17, 24, 31.

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

Learn & Play Storytime



Learn & Play Storytime

Thursdays at 10:30 a.m. March 5, 12, 19, 26; April 2.

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



Early Literacy Playtime

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

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

Other Events

Computer Basics

Computer Basics by Appointment

Learn the basics of using a computer or other device one-on-one session. Call 518-732-0879 for appt.



After Dinner Book Club

After Dinner Book Club – *American Overdose: The Opioid Tragedy in Three Acts*

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

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



Make Your Own Mad Libs!

Wednesday, March 4, 3:00-8:00 p.m.

Stop by the library with a friend or family member to get creative with words! We'll write our own mad lib stories and then replace words. What hilarious story will you create? For ages 8 and up.



Read to Lacey the Therapy Dog

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

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



Cool Science!

Cool Science: Rainbows

Tuesday, March 10, 4:00-6:00 p.m.

Join us at the library to learn about chain reactions and design your own Rube Goldberg machine.



Bridge Club

Friday, March 13, 10:30 a.m.

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



Marble Run Fun

Friday, March 13, 11:00 a.m. – 5:00 p.m.

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



Paint & Punch

Friday, March 13, 6:00-8:00 p.m.

Join instructor Noreen Powell to paint spring cherry blossoms while you enjoy refreshments. For adults and teens ages 15+. Space is limited; please register - call 518-732-0879. A 2nd Friday event.



Spring Renewal Yoga

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

This is a time for renewal and growth – what has been lying dormant in the winter is now ready to come to light! Join instructor Patricia McCarthy for 75 minutes of yoga to begin your journey into spring. Ages 12+.



Afternoon Book Club

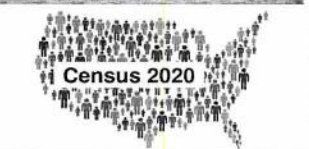
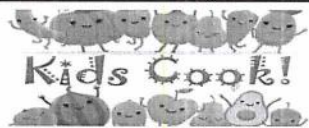
Afternoon Book Club – *The Picture of Dorian Gray*

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

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



use time surprisingly more now than any other time



March Madness

Tuesday, March 17, 2:00-6:00 p.m.

Excited for March Madness? Make your own mini basketball hoop & pick up an NCAA tournament bracket.

Teen Time: Blackout Poetry

Thursday, March 19, 5:00-6:00 p.m.

Use your imagination & a book page to make a unique poem! Snacks too! For teens in 6th-12th grades.

STEM Storytime: Chemical Reactions

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

Join Miss Joelle for science-themed stories, songs, and an educational activity! This month's topic is chemical reactions. Recommended for ages birth to 8 years.

Kids Cook!: Smoothies

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

Join us to make tasty fruit smoothies! Recommended for ages 5 and up.

Legal Clinic

Tuesday, March 24, 6:30-7:30 p.m.

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

Bridge Club

Friday, March 27, 10:30 a.m.

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

Family Movie Night – Frozen II (PG)

Friday, March 27, 6:00 p.m.

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

Paper Mosaic Art

Tuesday, March 31, 2:00-6:00 p.m.

Unleash your creativity and make beautiful paper mosaic art! For all ages.

Military History Discussion Group: An Adirondack Regiment in the Civil War

Tuesday, March 31, 6:30-7:30 p.m.

Join us to discuss military history. This meeting's topic is "The Experiences of an Adirondack Regiment in the Civil War," presented by Steve Roth.

Census Day

Wednesday, April 1, 12:00-8:00 p.m.

Have you responded to the 2020 Census yet? Stop in any time today! We'll have dedicated computers to submit your household's response, and staff on hand to help you get connected.

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. We have the following museum passes in our collection for 2020 (please note that some museums are open seasonally and may not be open yet):

- Albany Institute of History and Art
- Berkshire Botanical Garden (**New!**)
- Berkshire Museum
- Children's Museum at Saratoga
- Children's Museum of Science and Technology
- Clark Art Institute
- Crailo State Historic Site (**New!**)
- Empire Pass (NYS Parks)
- Empire State Aerosciences Museum
- FASNY Museum of Firefighting
- Hancock Shaker Village
- The Hyde Collection
- MASSMoCA (Mass. Museum of Contemporary Art)
- misci (Museum of Innovation and Science)
- Norman Rockwell Museum
- Olana State Historic Site (**New!**)
- USS Slater (Destroyer Escort Historical Museum)

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Library Hours:

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

Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed

Castleton Public Library Board of Trustees Meeting

Tuesday January 21, 2020 Minutes

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

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

Adoption of Agenda: Agenda adopted upon motion of Treasurer Hans and seconded by Vice President Griffin. Unanimously approved.

Public Comment: None

Old Business: Library programs were discussed. The Director evaluation was presented. The Board self-evaluation was discussed, including ongoing Board member recruitment and training. Continuing education for current Board members was also discussed, including the possibility of UHLS presentations and webinar attendance.

New Business: The Board reviewed changes to the Circulation Policy. Treasurer Hans motioned to approve the Circulation Policy with changes to the loan period for DVDs, new DVDs, and Wifi hotspots. Seconded by Vice President Griffin. The annual policy review was discussed. This review will be worked on and presented at a future Board meeting.

President's Report: None.

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

Treasurer's Report: Trustee Marcucci motioned to approve the December 2019 Check Detail Reports. Seconded by President Mitchum. Unanimously approved.

Director's Report: Director Tacke presented her monthly report for December 2019 which included comparative statistics for 2018 and 2019. Metrics were discussed for the the loan of Wifi hotspots.

Friends Report: None.

Committee Reports: None.

Announcements: None.

Executive Session: None.

The meeting was adjourned upon motion by Treasurer Hans and seconded by Vice President Griffin at 8:15 pm.

3:33 PM
02/10/20

The Castleton Public Library
Check Detail
January 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	01/07/2020	Amazon LLC	200.2 · Citizens Checking Account		-17.99
Bill	1141256182...	01/07/2020		74104B1 · DVDs & Other Materials	-17.99	17.99
TOTAL					-17.99	17.99
Bill Pmt -Check	DEBIT	01/13/2020	Amazon LLC	200.2 · Citizens Checking Account		-119.00
Bill	D016893149...	01/13/2020		7410.4B · Library Materials	-119.00	119.00
TOTAL					-119.00	119.00
Bill Pmt -Check	DEBIT	01/14/2020	Amazon LLC	200.2 · Citizens Checking Account		-17.85
Bill	1141256182...	01/14/2020		74104B1 · DVDs & Other Materials	-17.85	17.85
TOTAL					-17.85	17.85
Bill Pmt -Check	DEBIT	01/17/2020	Price Chopper	200.2 · Citizens Checking Account		-40.61
Bill		01/17/2020		7410.4D · Programs	-40.61	40.61
TOTAL					-40.61	40.61
Bill Pmt -Check	DEBIT	01/21/2020	Target	200.2 · Citizens Checking Account		-19.99
Bill		01/21/2020		74104B1 · DVDs & Other Materials	-19.99	19.99
TOTAL					-19.99	19.99
Bill Pmt -Check	DEBIT	01/21/2020	Amazon LLC	200.2 · Citizens Checking Account		-53.91
Bill	1141256182...	01/07/2020		74104B1 · DVDs & Other Materials	-53.91	53.91
TOTAL					-53.91	53.91
Bill Pmt -Check	DEBIT	01/21/2020	Target	200.2 · Citizens Checking Account		-3.78
Bill		01/21/2020		7410.4D · Programs	-3.78	3.78
TOTAL					-3.78	3.78
Bill Pmt -Check	DEBIT	01/22/2020	Amazon LLC	200.2 · Citizens Checking Account		-111.42
Bill	1132376655...	01/22/2020		7410.4D · Programs	-111.42	111.42
TOTAL					-111.42	111.42
Bill Pmt -Check	DEBIT	01/23/2020	USPS	200.2 · Citizens Checking Account		-3.59
Bill		01/23/2020		7410.4G · Postage	-3.59	3.59
TOTAL					-3.59	3.59
Bill Pmt -Check	DEBIT	01/23/2020	Wal-Mart	200.2 · Citizens Checking Account		-30.25
Bill		01/23/2020		7410.4A · Staff Development/Edu	-30.25	30.25
TOTAL					-30.25	30.25

3:33 PM
02/10/20

The Castleton Public Library
Check Detail

January 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	01/28/2020	Deluxe	200.2 · Citizens Checking Account		-92.29
Bill		01/28/2020		7410.4F · Office and Library Supplies	-92.29	92.29
TOTAL					-92.29	92.29
Bill Pmt -Check	DEBIT	01/28/2020	Amazon LLC	200.2 · Citizens Checking Account		-21.54
Bill	1141256182...	01/07/2020		74104B1 · DVDs & Other Materials	-21.54	21.54
TOTAL					-21.54	21.54
Bill Pmt -Check	DEBIT	01/31/2020	Facebook	200.2 · Citizens Checking Account		-45.00
Bill	2748323915...	01/31/2020		7410.4K · Miscellaneous 7410.4D · Programs	-10.00 -35.00	10.00 35.00
TOTAL					-45.00	45.00
Bill Pmt -Check	2600	01/21/2020	U.S. Bank	200.2 · Citizens Checking Account		-136.40
Bill	403216815	01/01/2020		7410.4C · Equipment/Technology	-136.40	136.40
TOTAL					-136.40	136.40
Bill Pmt -Check	2601	01/21/2020	Time Warner Cable	200.2 · Citizens Checking Account		-92.57
Bill	8688574010...	01/11/2020		7410.4H · Telephone/Data Links	-92.57	92.57
TOTAL					-92.57	92.57
Bill Pmt -Check	2602	01/21/2020	Times Union	200.2 · Citizens Checking Account		-119.60
Bill		01/06/2020		74104B5 · Magazines and Newspapers	-119.60	119.60
TOTAL					-119.60	119.60
Bill Pmt -Check	2603	01/21/2020	MVLS	200.2 · Citizens Checking Account		-16.00
Bill	3251	01/14/2020		7410.4A · Staff Development/Edu	-16.00	16.00
TOTAL					-16.00	16.00
Bill Pmt -Check	2604	01/21/2020	Junior Library G...	200.2 · Citizens Checking Account		-213.50
Bill	496031	01/01/2020		74104B3 · Print Materials	-213.50	213.50
TOTAL					-213.50	213.50
Bill Pmt -Check	2605	01/21/2020	FASNY Museum ...	200.2 · Citizens Checking Account		-50.00
Bill		01/21/2020		74104B6 · Museum Passes	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	2606	01/21/2020	Empire State Aer...	200.2 · Citizens Checking Account		-60.00
Bill		01/21/2020		74104B6 · Museum Passes	-60.00	60.00
TOTAL					-60.00	60.00

3:33 PM
02/10/20

The Castleton Public Library

Check Detail

January 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2607	01/21/2020	Brodart	200.2 · Citizens Checking Account		-354.09
Bill	MULTIPLE	01/21/2020		74104B3 · Print Materials	-354.09	354.09
TOTAL					-354.09	354.09
Bill Pmt -Check	2608	01/21/2020	UHLS	200.2 · Citizens Checking Account		-20.99
Bill	20-048	01/09/2020		7410.4C · Equipment/Technology	-20.99	20.99
TOTAL					-20.99	20.99
Bill Pmt -Check	2609	01/21/2020	UHLS	200.2 · Citizens Checking Account		-886.60
Bill	20-031	01/09/2020		74104B2 · Electronic Content	-886.60	886.60
TOTAL					-886.60	886.60
Bill Pmt -Check	2610	01/21/2020	UHLS	200.2 · Citizens Checking Account		-931.52
Bill	20-056	01/10/2020		7410.4E · Automated Services	-931.52	931.52
TOTAL					-931.52	931.52
Bill Pmt -Check	2611	01/21/2020	Village of Castlet...	200.2 · Citizens Checking Account		-4,474.32
Bill	84227	01/21/2020		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-863.30	863.30
				7410.1C · Gross wages - Assistant	-1,309.96	1,309.96
				9030.8 · Social Security/Medicare	-311.98	311.98
TOTAL					-4,474.32	4,474.32
Bill Pmt -Check	2612	01/21/2020	Village of Castlet...	200.2 · Citizens Checking Account		-3,769.32
Bill	84226	01/21/2020		7410.1A · Gross wages - Director	-1,905.97	1,905.97
				7410.1B · Gross wages - Librarian	-672.53	672.53
				7410.1C · Gross wages - Assistant	-928.94	928.94
				9030.8 · Social Security/Medicare	-261.88	261.88
TOTAL					-3,769.32	3,769.32
Bill Pmt -Check	2613	01/21/2020	Village of Castlet...	200.2 · Citizens Checking Account		-609.78
Bill	84228	01/21/2020		9060.8 · Health Insurance	-609.78	609.78
TOTAL					-609.78	609.78
Bill Pmt -Check	2614	01/23/2020	OverDrive	200.2 · Citizens Checking Account		-234.98
Bill	MULTIPLE	01/23/2020		74104B2 · Electronic Content	-234.98	234.98
TOTAL					-234.98	234.98
Bill Pmt -Check	2615	01/23/2020	Norman Rockwel...	200.2 · Citizens Checking Account		-100.00
Bill		01/23/2020		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00

3:33 PM
02/10/20

The Castleton Public Library

Check Detail

January 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2616	01/24/2020	CherryBrook Kitc...	200.2 · Citizens Checking Account		-48.70
Bill		01/23/2020		7410.4A · Staff Development/Edu	-48.70	48.70
TOTAL					-48.70	48.70

1:11 PM
02/10/20

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 01/31/2020

	Jan 31, 20
Beginning Balance	101,357.02
Cleared Transactions	
Checks and Payments - 1 item	-13,000.00
Deposits and Credits - 2 items	1,119.87
Total Cleared Transactions	-11,880.13
Cleared Balance	89,476.89
Register Balance as of 01/31/2020	89,476.89
New Transactions	
Deposits and Credits - 1 item	73.98
Total New Transactions	73.98
Ending Balance	89,550.87

1:11 PM
02/10/20

The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						101,357.02
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	01/27/2020			X	-13,000.00	-13,000.00
Total Checks and Payments					-13,000.00	-13,000.00
Deposits and Credits - 2 items						
Deposit	01/23/2020			X	1,118.18	1,118.18
Deposit	01/31/2020			X	1.69	1,119.87
Total Deposits and Credits					1,119.87	1,119.87
Total Cleared Transactions					-11,880.13	-11,880.13
Cleared Balance					-11,880.13	89,476.89
Register Balance as of 01/31/2020					-11,880.13	89,476.89
New Transactions						
Deposits and Credits - 1 item						
Deposit	02/05/2020				73.98	73.98
Total Deposits and Credits					73.98	73.98
Total New Transactions					73.98	73.98
Ending Balance					-11,806.15	89,550.87

1:30 PM
02/10/20

The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 01/31/2020

	<u>Jan 31, 20</u>
Beginning Balance	23,440.27
Cleared Transactions	
Checks and Payments - 34 items	-22,860.55
Deposits and Credits - 1 item	13,000.00
Total Cleared Transactions	<u>-9,860.55</u>
Cleared Balance	<u><u>13,579.72</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	<u>-50.00</u>
Total Uncleared Transactions	<u>-50.00</u>
Register Balance as of 01/31/2020	<u><u>13,529.72</u></u>
Ending Balance	13,529.72

1:30 PM
02/10/20

The Castleton Public Library
Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						23,440.27
Cleared Transactions						
Checks and Payments - 34 items						
Bill Pmt -Check	12/28/2019	2595	UHLS	X	-31.20	-31.20
Bill Pmt -Check	12/30/2019	2599	Village of Castleton-...	X	-5,122.08	-5,153.28
Bill Pmt -Check	12/30/2019	2598	Village of Castleton-...	X	-4,489.31	-9,642.59
Bill Pmt -Check	12/30/2019	2596	Brodart	X	-451.62	-10,094.21
Bill Pmt -Check	12/30/2019	2597	Village of Castleton-...	X	-120.75	-10,214.96
Bill Pmt -Check	01/07/2020	DEBIT	Amazon LLC	X	-17.99	-10,232.95
Bill Pmt -Check	01/13/2020	DEBIT	Amazon LLC	X	-119.00	-10,351.95
Bill Pmt -Check	01/14/2020	DEBIT	Amazon LLC	X	-17.85	-10,369.80
Bill Pmt -Check	01/17/2020	DEBIT	Price Chopper	X	-40.61	-10,410.41
Bill Pmt -Check	01/21/2020	2611	Village of Castleton-...	X	-4,474.32	-14,884.73
Bill Pmt -Check	01/21/2020	2612	Village of Castleton-...	X	-3,769.32	-18,654.05
Bill Pmt -Check	01/21/2020	2610	UHLS	X	-931.52	-19,585.57
Bill Pmt -Check	01/21/2020	2609	UHLS	X	-886.60	-20,472.17
Bill Pmt -Check	01/21/2020	2613	Village of Castleton-...	X	-609.78	-21,081.95
Bill Pmt -Check	01/21/2020	2607	Brodart	X	-354.09	-21,436.04
Bill Pmt -Check	01/21/2020	2604	Junior Library Guild	X	-213.50	-21,649.54
Bill Pmt -Check	01/21/2020	2600	U.S. Bank	X	-136.40	-21,785.94
Bill Pmt -Check	01/21/2020	2602	Times Union	X	-119.60	-21,905.54
Bill Pmt -Check	01/21/2020	2601	Time Warner Cable	X	-92.57	-21,998.11
Bill Pmt -Check	01/21/2020	2606	Empire State Aerosc...	X	-60.00	-22,058.11
Bill Pmt -Check	01/21/2020	DEBIT	Amazon LLC	X	-53.91	-22,112.02
Bill Pmt -Check	01/21/2020	2608	UHLS	X	-20.99	-22,133.01
Bill Pmt -Check	01/21/2020	DEBIT	Target	X	-19.99	-22,153.00
Bill Pmt -Check	01/21/2020	2603	MVLS	X	-16.00	-22,169.00
Bill Pmt -Check	01/21/2020	DEBIT	Target	X	-3.78	-22,172.78
Bill Pmt -Check	01/22/2020	DEBIT	Amazon LLC	X	-111.42	-22,284.20
Bill Pmt -Check	01/23/2020	2614	OverDrive	X	-234.98	-22,519.18
Bill Pmt -Check	01/23/2020	2615	Norman Rockwell M...	X	-100.00	-22,619.18
Bill Pmt -Check	01/23/2020	DEBIT	Wal-Mart	X	-30.25	-22,649.43
Bill Pmt -Check	01/23/2020	DEBIT	USPS	X	-3.59	-22,653.02
Bill Pmt -Check	01/24/2020	2616	CherryBrook Kitchen	X	-48.70	-22,701.72
Bill Pmt -Check	01/28/2020	DEBIT	Deluxe	X	-92.29	-22,794.01
Bill Pmt -Check	01/28/2020	DEBIT	Amazon LLC	X	-21.54	-22,815.55
Bill Pmt -Check	01/31/2020	DEBIT	Facebook	X	-45.00	-22,860.55
Total Checks and Payments					-22,860.55	-22,860.55
Deposits and Credits - 1 item						
Transfer	01/27/2020			X	13,000.00	13,000.00
Total Deposits and Credits					13,000.00	13,000.00
Total Cleared Transactions					-9,860.55	-9,860.55
Cleared Balance					-9,860.55	13,579.72
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	01/21/2020	2605	FASNY Museum of ...		-50.00	-50.00
Total Checks and Payments					-50.00	-50.00
Total Uncleared Transactions					-50.00	-50.00

1:30 PM
02/10/20

The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Register Balance as of 01/31/2020					-9,910.55	13,529.72
Ending Balance					-9,910.55	13,529.72

The Castleton Public Library
Profit & Loss
January 2020

	Jan 20
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	1.65
2082.12 · Lost Books	42.06
2082.13 · Copies, Prints and Faxes	45.25
2082.14 · Register Overage/Shortage	-0.10
Total 2082.1 · Library Fines & Fees	88.86
Total 2082 · Library Charges	88.86
2401 · Interest & Earnings	1.69
2705 · Gifts & Donations	1,029.32
Total Income	1,119.87
Gross Profit	1,119.87
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	3,895.05
7410.1B · Gross wages - Librarian	1,535.83
7410.1C · Gross wages - Assistant	2,238.90
Total 7410.11 · Employee Gross Wages	7,669.78
Total 7410.1 · Personal Services	7,669.78
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	210.00
74104B5 · Magazines and Newspapers	119.60
74104B3 · Print Materials	567.59
74104B2 · Electronic Content	1,121.58
74104B1 · DVDs & Other Materials	131.28
7410.4B · Library Materials - Other	119.00
Total 7410.4B · Library Materials	2,269.05
7410.4C · Equipment/Technology	157.39
7410.4D · Programs	190.81
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	94.95
7410.4E · Automated Services	931.52
7410.4G · Postage	3.59
7410.4H · Telephone/Data Links	92.57
7410.4F · Office and Library Supplies	92.29
Total 7410.41 · Operations and Administrative	1,214.92
7410.4K · Miscellaneous	10.00
Total 7410.4 · Contractual Expenses	3,842.17
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	573.86
9060.8 · Health Insurance	609.78
Total 9000 · Employee - Benefits	1,183.64
Total Expense	12,695.59
Net Ordinary Income	-11,575.72
Net Income	-11,575.72

The Castleton Public Library
Profit & Loss Budget vs. Actual
January 2020

	Jan 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2082 · Library Charges			
2082.1 · Library Fines & Fees			
2082.11 · Fines	1.65	0.00	1.65
2082.12 · Lost Books	42.06	0.00	42.06
2082.13 · Copies, Prints and Faxes	45.25	725.00	-679.75
2082.14 · Register Overage/Shortage	-0.10	0.00	-0.10
Total 2082.1 · Library Fines & Fees	88.86	725.00	-636.14
Total 2082 · Library Charges	88.86	725.00	-636.14
2360 · Intergovernmental Revenues			
2360.1 · Town of Schodack	0.00	146,786.00	-146,786.00
2360.2 · Village of Castleton	0.00	14,000.00	-14,000.00
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00
Total 2360 · Intergovernmental Revenues	0.00	164,111.00	-164,111.00
2401 · Interest & Earnings	1.69	24.00	-22.31
2705 · Gifts & Donations			
2705.1 · Friend's SRP	0.00	1,000.00	-1,000.00
2705 · Gifts & Donations - Other	1,029.32	5,000.00	-3,970.68
Total 2705 · Gifts & Donations	1,029.32	6,000.00	-4,970.68
2760 · Library System Grants			
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00
2760.1 · LLSA and ERATE (UHLS)	0.00	1,417.00	-1,417.00
2760.9 · Grants - Other	0.00	1,000.00	-1,000.00
Total 2760 · Library System Grants	0.00	4,566.00	-4,566.00
599 · Appropriated Fund Balance	0.00	3,222.00	-3,222.00
Total Income	1,119.87	178,648.00	-177,528.13
Gross Profit	1,119.87	178,648.00	-177,528.13
Expense			
7410.1 · Personal Services			
7410.11 · Employee Gross Wages			
7410.1A · Gross wages - Director	3,895.05	51,716.00	-47,820.95
7410.1B · Gross wages - Librarian	1,535.83	20,176.00	-18,640.17
7410.1C · Gross wages - Assistant	2,238.90	38,800.00	-36,561.10
Total 7410.11 · Employee Gross Wages	7,669.78	110,692.00	-103,022.22
Total 7410.1 · Personal Services	7,669.78	110,692.00	-103,022.22
7410.2 · Equipment & Capital Outlay			
7410.2A · Renovation of Library Space	0.00	4,446.00	-4,446.00
Total 7410.2 · Equipment & Capital Outlay	0.00	4,446.00	-4,446.00
7410.4 · Contractual Expenses			
7410.4B · Library Materials			
74104B6 · Museum Passes	210.00	1,800.00	-1,590.00
74104B5 · Magazines and Newspapers	119.60	960.00	-840.40
74104B4 · Audiobooks	0.00	540.00	-540.00
74104B3 · Print Materials	567.59	7,500.00	-6,932.41
74104B2 · Electronic Content	1,121.58	3,855.00	-2,733.42
74104B1 · DVDs & Other Materials	131.28	2,091.00	-1,959.72

The Castleton Public Library
Profit & Loss Budget vs. Actual

January 2020

	Jan 20	Budget	\$ Over Budget
7410.4B · Library Materials - Other	119.00	1,270.00	-1,151.00
Total 7410.4B · Library Materials	2,269.05	18,016.00	-15,746.95
7410.4C · Equipment/Technology	157.39	3,050.00	-2,892.61
7410.4D · Programs			
74104D1 · Summer Reading Program	0.00	3,500.00	-3,500.00
7410.4D · Programs - Other	190.81	2,500.00	-2,309.19
Total 7410.4D · Programs	190.81	6,000.00	-5,809.19
7410.41 · Operations and Administrative			
7410.4A · Staff Development/Edu	94.95	800.00	-705.05
7410.4E · Automated Services	931.52	3,726.00	-2,794.48
7410.4G · Postage	3.59	300.00	-296.41
7410.4H · Telephone/Data Links	92.57	1,400.00	-1,307.43
7410.4I · Insurance	0.00	2,530.00	-2,530.00
7410.4F · Office and Library Supplies	92.29	1,300.00	-1,207.71
7410.4J · Professional Services	0.00	850.00	-850.00
Total 7410.41 · Operations and Administrative	1,214.92	10,906.00	-9,691.08
7410.4K · Miscellaneous			
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00
7410.4K · Miscellaneous - Other	10.00	25.00	-15.00
Total 7410.4K · Miscellaneous	10.00	1,025.00	-1,015.00
Total 7410.4 · Contractual Expenses	3,842.17	38,997.00	-35,154.83
9000 · Employee - Benefits			
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00
9030.8 · Social Security/Medicare	573.86	8,413.00	-7,839.14
9040.8 · Workers Comp	0.00	880.00	-880.00
9055.8 · Disability	0.00	535.00	-535.00
9060.8 · Health Insurance			
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00
9060.8 · Health Insurance - Other	609.78	7,683.00	-7,073.22
Total 9060.8 · Health Insurance	609.78	9,183.00	-8,573.22
Total 9000 · Employee - Benefits	1,183.64	24,511.00	-23,327.36
Total Expense	12,695.59	178,646.00	-165,950.41
Net Ordinary Income	-11,575.72	2.00	-11,577.72
Net Income	-11,575.72	2.00	-11,577.72

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January 2020

	Jan 20	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	1.65	10.20	-8.55	16.2%
2082.12 · Lost Books	42.06	8.99	33.07	467.9%
2082.13 · Copies, Prints and Faxes	45.25	52.95	-7.70	85.5%
2082.14 · Register Overage/Shortage	-0.10	0.00	-0.10	100.0%
Total 2082.1 · Library Fines & Fees	88.86	72.14	16.72	123.2%
Total 2082 · Library Charges	88.86	72.14	16.72	123.2%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	0.00	0.00	0.00	0.0%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	0.00	0.00	0.00	0.0%
Total 2360 · Intergovernmental Revenues	0.00	0.00	0.00	0.0%
2401 · Interest & Earnings	1.69	1.92	-0.23	88.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	0.00	1,000.00	-1,000.00	0.0%
2705 · Gifts & Donations - Other	1,029.32	3,586.36	-2,557.04	28.7%
Total 2705 · Gifts & Donations	1,029.32	4,586.36	-3,557.04	22.4%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	0.00	0.00	0.0%
2760.9 · Grants - Other	0.00	3,000.00	-3,000.00	0.0%
Total 2760 · Library System Grants	0.00	3,000.00	-3,000.00	0.0%
Total Income	1,119.87	7,660.42	-6,540.55	14.6%
Gross Profit	1,119.87	7,660.42	-6,540.55	14.6%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	3,895.05	3,692.98	202.07	105.5%
7410.1B · Gross wages - Librarian	1,535.83	1,278.10	257.73	120.2%
7410.1C · Gross wages - Assistant	2,238.90	2,393.71	-154.81	93.5%
Total 7410.11 · Employee Gross Wages	7,669.78	7,364.79	304.99	104.1%
Total 7410.1 · Personal Services	7,669.78	7,364.79	304.99	104.1%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	0.00	0.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	0.00	0.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	210.00	210.00	0.00	100.0%
74104B5 · Magazines and Newspapers	119.60	96.00	23.60	124.6%
74104B4 · Audiobooks	0.00	45.00	-45.00	0.0%
74104B3 · Print Materials	567.59	738.38	-170.79	76.9%
74104B2 · Electronic Content	1,121.58	997.36	124.22	112.5%
74104B1 · DVDs & Other Materials	131.28	148.47	-17.19	88.4%
7410.4B · Library Materials - Other	119.00	128.52	-9.52	92.6%
Total 7410.4B · Library Materials	2,269.05	2,363.73	-94.68	96.0%
7410.4C · Equipment/Technology	157.39	133.25	24.14	118.1%
7410.4D · Programs				
74104D1 · Summer Reading Program	0.00	0.00	0.00	0.0%
7410.4D · Programs - Other	190.81	55.20	135.61	345.7%
Total 7410.4D · Programs	190.81	55.20	135.61	345.7%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January 2020

	Jan 20	Forecast	\$ Over Forecast	% of Forecast
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	94.95	16.00	78.95	593.4%
7410.4E · Automated Services	931.52	913.25	18.27	102.0%
7410.4G · Postage	3.59	150.00	-146.41	2.4%
7410.4H · Telephone/Data Links	92.57	87.53	5.04	105.8%
7410.4I · Insurance	0.00	0.00	0.00	0.0%
7410.4F · Office and Library Supplies	92.29	0.00	92.29	100.0%
7410.4J · Professional Services	0.00	0.00	0.00	0.0%
Total 7410.41 · Operations and Administrat...	1,214.92	1,166.78	48.14	104.1%
7410.4K · Miscellaneous	10.00	0.00	10.00	100.0%
Total 7410.4 · Contractual Expenses	3,842.17	3,718.96	123.21	103.3%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	573.86	555.09	18.77	103.4%
9040.8 · Workers Comp	0.00	156.84	-156.84	0.0%
9055.8 · Disability	0.00	103.50	-103.50	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	0.00	0.00	0.0%
9060.8 · Health Insurance - Other	609.78	548.72	61.06	111.1%
Total 9060.8 · Health Insurance	609.78	548.72	61.06	111.1%
Total 9000 · Employee - Benefits	1,183.64	1,364.15	-180.51	86.8%
Total Expense	12,695.59	12,447.90	247.69	102.0%
Net Ordinary Income	-11,575.72	-4,787.48	-6,788.24	241.8%
Net Income	-11,575.72	-4,787.48	-6,788.24	241.8%

The Castleton Public Library

Balance Sheet

As of January 31, 2020

	Jan 31, 20
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	89,476.89
200.2 · Citizens Checking Account	13,529.72
200.9 · Petty Cash	50.00
Total Checking/Savings	103,056.61
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	106,556.61
TOTAL ASSETS	106,556.61
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	113,059.35
Net Income	-11,575.72
Total Equity	106,556.63
TOTAL LIABILITIES & EQUITY	106,556.61

Director's Report – January 2020

January 2020 – Usage Statistics in Comparison

	January 2020	January 2019	Percent Change
Circulation			
Circulation of materials at CPL	2,275	2,394	-5%
Items loaned to other libraries	584	499	+17%
Items borrowed from other libraries	950	1,084	-12.4%
eContent circulation	511	391	+30.7%
Programming			
Number of programs offered	35	33	+6.1%
Program attendance	276	281	-1.8%
Public Computer & WiFi Use			
Public Computer Sessions	51	107	-52.3%
WiFi Use (daily unique users)	529	N/A	N/A
Marketing Reach			
Website visits	1,187*	10,217	-88.4%
Website unique visitors	662*	2,679	-75.3%
Email newsletter list size	1,395	1,242	+12.3%
Facebook page likes	785	669	+17.3%
Facebook total reach	13,076	7,720	+69.4%
* = As of 8/1/2019, Weebly changed their statistics model to more closely match Google Analytics.			

Programs & Outreach – January

1/2/2020	Therapy Dog Storytime	15
1/2/2020	Paper Clip Jewelry	18
1/3/2020	Early Literacy Playtime	4
1/3/2020	Bridge Club	6
1/3/2020	Perler Bead Crafts	12
1/3/2020	Device Help @ Castle Hill	1
1/4/2020	Painting Fun	16
1/6/2020	After Dinner Book Club	3
1/7/2020	Pajama Storytime	4
1/8/2020	Word Games	0
1/9/2020	Learn & Play Storytime	11
1/10/2020	Early Literacy Playtime	2
1/10/2020	Winter Edible Art	30
1/13/2020	Outreach @ Maple Hill Jr-Sr. High	20
1/13/2020	Read to Lacey	4
1/14/2020	Castle Hill Bookmobile	7
1/14/2020	Pajama Storytime	3
1/16/2020	Learn & Play Storytime	11
1/16/2020	Visit to Castleton Kids	29

1/17/2020	Early Literacy Playtime	5
1/17/2020	Bridge Club	4
1/18/2020	Kids Cook!: Yogurt Parfaits	0
1/21/2020	Afternoon Book Club	6
1/21/2020	Winter Animal Crafts	5
1/21/2020	Pajama Storytime	2
1/22/2020	Military History Discussion Group: Birth of the US Navy	3
1/23/2020	Learn & Play Storytime	8
1/23/2020	Riverside Center Lending Library	8
1/28/2020	Cool Science: Scribblebots	9
1/28/2020	Pajama Storytime	3
1/29/2020	Teen Time: TV Trivia	0
1/30/2020	Learn & Play Storytime	4
1/31/2020	Early Literacy Playtime	4
1/31/2020	Bridge Club	8
1/31/2020	Family Movie Night: Abominable	11
	Total Attendance	276

Library News

- CPL held our annual Staff Development Day on January 24. Sessions for the day included the webinar "Libraries = Education" by the Howard County Library System (MD), a review of CPL's 2019 performance and upcoming projects for 2020, an analysis of the diversity of our picture book collection by our Youth Services Librarian Joelle Adler, and an in-depth walkthrough and discussion re: improving library space and services.

Outreach – February & March

- Thursday, February 6 – Visit to Castleton Kids (grades K-1)
- Monday, February 10 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Tuesday, February 11 – Castle Hill Bookmobile
- Thursday, March 5 – Visit to Castleton Kids (grades K-1)
- Monday, March 9 – Outreach program with 7th grade English classes at Maple Hill Junior-Senior High School
- Tuesday, March 10 – Castle Hill Bookmobile
- Thursday, March 19 – Visit to Castleton Kids (grades K-1)
- Monday, March 23 – Lending Library at Riverside Center for Rehabilitation & Nursing

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

- January 10 – Youth Services Advisory Council Meeting at UHLS
- January 13 – Outreach program with 7th grade English classes at Maple Hill Junior-Senior High School
- January 16 – Participated in Maple Hill Junior-Senior High School “Book Speed Dating” event
- January 16 – Outreach visit to Castleton Kids after-school program (grades K-1)
- January 24 – Staff Development Day at CPL
- January 27 – Participated in youth book awards assembly at Castleton Elementary School
- January 30 – Summer Reading Program planning workshop at Schenectady County Public Library

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

- January 8 – Automation Advisory Committee meeting at UHLS
- January 8 – Meeting with Shane Mitchum (monthly meeting).
- January 14 – Bookmobile at Castle Hill senior housing
- January 15 – Friends of CPL meeting
- January 17 – eContent Advisory Committee meeting at UHLS
- January 21 – NYLA Developing Leaders Program – “Leading Toward the Future” (webinar).
- January 23 – Lending Library at Riverside Center for Rehabilitation & Nursing
- January 24 – Staff Development Day at CPL