

Agenda
Castleton Public Library Board of Trustees Meeting
Castleton Village Hall, January 21, 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
- Director – evaluation
- Board self-evaluation

New Business

- Changes to Circulation Policy
- Annual policy review

President's Report

Secretary's Report

- Review of minutes from December 16, 2019

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn



Classes and Events at Castleton Public Library January 2020

Weekly Events

Pajama Storytime

Pajama Storytime

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

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

Learn & Play Storytime



Learn & Play Storytime

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

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



Early Literacy Playtime

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

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

Other Events

COMPUTER CLASSES

Computer Basics by Appointment

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



Therapy Dog Storytime with Goodie the Therapy Dog

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



Paper Clip Jewelry

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



Bridge Club

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



Perler Bead Crafts

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



Painting Fun

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



After Dinner Book Club

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

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

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



Word Games

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

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



Winter Edible Art

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

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



Read to Lacey the Therapy Dog

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

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



Introduction to Ancestry Library Edition

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

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



Bridge Club

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

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



Kids Cook!: Yogurt Parfaits

Saturday, January 18, 2:00 p.m.

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



Afternoon Book Club

Afternoon Book Club – Varina by Charles Frazier

Tuesday, January 21, 1:00 p.m.

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



Winter Animal Crafts

Tuesday, January 21, 3:00-6:00 p.m.

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



Legal Clinic

Tuesday, January 21, 6:30-7:30 p.m.

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



Military History Discussion Group: The Birth of the U.S. Navy

Wednesday, January 22, 6:30-7:30 p.m.

Join us to discuss military history. At each meeting, one person will lead by presenting an overview of a book that discusses a topic or era of military history. All eras are open, from ancient times to the present. The topic of this meeting will be **the birth of the U.S. Navy**, presented by **Scott VanNederynen**.



Cool Science: Scribblebots!

Tuesday, January 28, 4:00-6:00 p.m.

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



Teen Time: TV Trivia

Wednesday, January 29, 4:00 p.m.

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



Bridge Club

Friday, January 31, 10:30 a.m.

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



Family Movie Night: Abominable (PG)

Friday, January 31, 6:00 p.m.

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



Take Your Child to the Library Day

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

Learn about all the fun you can have with us (plus – pick up a **special goodie bag** to take home!). Drop in for a **special storytime** at 10:30, and drop in from 11:30-4:00 to **make your own library card holder!**

For your convenience, Castleton Public Library offers

Print, Copy, & Fax Services

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

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



Castleton Public Library

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

www.castletonpubliclibrary.org

www.facebook.com/castletonpubliclibrary

Library Hours:

Monday-Wednesday – 12:00-8:00 p.m.

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

Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed



Classes and Events at Castleton Public Library

~~January 2020~~ 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, 4:00-6:00 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

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Sunday – Closed



Castleton Public Library <director@castletonpubliclibrary.org>

summary of evaluations

1 message

Olivia Karis-Nix <oliviakarisnix@gmail.com>

Mon, Jan 13, 2020 at 4:39 PM

To: Melissa Tacke <director@castletonpubliclibrary.org>

Hi Melissa! I sincerely apologize for the delay in getting this info to you. I hope it is timely so that the Board and you can make use of it. Please give everyone my best!

First, the Board self-evaluation.

The scores were largely "excellent." The categories that received a score of "satisfactory" were as follows:

Governance -- #1 – The Board has a full and common understanding of the roles and responsibilities of a Board – two "satisfactory"s

Governance -- #3 – The Board has a method in place for ongoing Board member training – two "satisfactory"s

Governance -- #4 – The structure and roles of the Board are clear (Board, officers, committees, executive and staff) – two "satisfactory"s

Governance -- #12 – Board members are involved and show interest in the Board's work – one "satisfactory"

Planning -- #3 – The Board regularly measures organizational progress by accomplishment against strategic goals – one "satisfactory"

Comments were as follows:

Top three priorities:

1. Public visibility – continuing to go to town board meetings and present programs and offerings at the library
2. Nominate a new president and recruit another board member
3. In 2020, work on the funding initiative with new president of the board

1. Community outreach
2. Continue capital projects

1. Board membership and involvement
2. Long range planning

1. I believe that sustainable funding should still be a priority of the library

2. I believe the expansion of parking would be great
3. Continuing to provide services to the community

1. Prioritize visibility through branding and targeting the town board
2. Work on parking solutions
3. Explore the possibility of Sunday hours

Second, the Director evaluation.

Again, the scores were largely "excellent." The categories that received a score of "satisfactory" were as follows:

Customer Service and Community Relations -- #3 -- Consistent application of policies that affect the public -- one "satisfactory"

Customer Service and Community Relations -- #7 -- Mechanisms are in place to hear from patrons and the community-at-large -- one "satisfactory"

Administration and Human Resources Management -- #2 -- Job descriptions are developed; regular performance evaluations are held and documented -- one "satisfactory"

Administration and Human Resources Management -- #3 -- Personnel policies and state and federal regulations on workplaces and employment are effectively implemented -- one "satisfactory"

Comments were as follows:

What would you like to see the Director continue to do?

Continue to maintain great working relationships with the board. Continue to put the community first and continue to provide relevant programming.

Maintain great relationship with board, continue great programs.

Keep the pace -- doing a great job.

Improvement opportunities -- none reported

Additional comments:

Enjoyed the addition of trustees going to town meetings.

Melissa is a tremendous asset to the library. Her passion and dedication is evident in her work and it is a pleasure to work with her.

Melissa does a great job. I appreciate her vast knowledge of library concerns and hope she will continue to move our library in the direction of current trends.

Melissa is a HUGE asset to our library and community!

CASTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES EVALUATION FORM
 -For use by Trustees in self-evaluation

Form Instructions:

1. Each Board member should individually respond to this form.
2. In your responses, please reflect on your evaluation of your own performance, as well as that of the Board as a whole over the past year.
3. Submit this form to the President, who will be responsible for tallying the results of the Board evaluation and preparing a summary report.

1=Excellent, 2=Satisfactory, 3=Needs improvement, 4=Poor, N/A=don't know or no answer

| | 1 | 2 | 3 | 4 | N/A |
|---|---|---|---|---|-----|
| GOVERNANCE | | | | | |
| 1. The Board has a full and common understanding of the roles and responsibilities of a Board | | | | | |
| 2. The Board has a method in place for new Board member orientation | | | | | |
| 3. The Board has a method in place for ongoing Board member training | | | | | |
| 4. The structure and roles of the Board are clear (Board, officers, committees, executive and staff) | | | | | |
| 5. The Board attends to policy-related decisions which effectively guide the operational activities of staff | | | | | |
| 6. The Board has established bylaws to oversee its governance | | | | | |
| 7. The Board has established clear policies to govern and guide library operations | | | | | |
| 8. The Board continually reviews and updates the library's policies | | | | | |
| 9. The Board safeguards the public's First Amendment and Intellectual Freedom rights by protecting freedom of access, while also being open to the public's comment | | | | | |
| 10. The Board effectively represents the library to the community | | | | | |
| 11. Board meetings facilitate focus and progress on important organizational matters | | | | | |
| 12. Board members are involved and show interest in the Board's work | | | | | |
| 13. The Board is representative of diversity of the community, and includes all relevant stakeholders | | | | | |
| COMMENTS: | | | | | |
| | | | | | |

| PLANNING | | 1 | 2 | 3 | 4 | N/A |
|-----------|---|---|---|---|---|-----|
| 1. | The Board has a shared understanding of the library's mission | | | | | |
| 2. | The Board sets clear goals and actions resulting from relevant and realistic strategic planning | | | | | |
| 3. | The Board regularly measures organizational progress by accomplishment against strategic goals | | | | | |
| COMMENTS: | | | | | | |
| | | | | | | |
| FINANCE | | 1 | 2 | 3 | 4 | N/A |
| 1. | The Board receives regular financial reports to stay informed of the financial status of the library | | | | | |
| 2. | The Board ensures that the budget covers the goals and objectives set during the planning process | | | | | |
| 3. | The Board receives an annual review of the library's finances which has been prepared by an outside source | | | | | |
| COMMENTS: | | | | | | |
| | | | | | | |
| PERSONNEL | | 1 | 2 | 3 | 4 | N/A |
| 1. | The Board evaluates the Library Director annually based on performance against defined goals/expectations | | | | | |
| 2. | The Board maintains positive and cooperative communications with the Library Director | | | | | |
| 3. | The Board requires regular written updates from the Library Director on progress toward the annual plan and goals | | | | | |
| COMMENTS: | | | | | | |
| | | | | | | |

Please list the top three priorities on which you feel the Board should focus its attention in the next year. Be as specific as possible:

Additional Comments:

Castleton Public Library

Circulation Policy

Library Card

Eligibility and Registration

Resident of Albany or Rensselaer County

- Positive identification (ex. license, other photo ID), proof of current street address (not a post office box #), and date of birth will be required to register for a new card.
- The signature of a parent or legal guardian is required for children 15 and under.

Not a resident of Albany or Rensselaer County

- Patrons residing in Columbia County may register for an out-of-system library card free of charge.
- Patrons residing outside of Albany, Rensselaer, and Columbia counties will be charged \$25.00 per year per person for an out-of-system library card.
- An out-of-system card grants full library access at CPL, but does not guarantee full privileges at other Upper Hudson Library System (UHLS) libraries.

Card Rules

- A library card is required to borrow materials. Library cards are non-transferable. The person issued the card is the only person allowed to use the card.
- If a patron forgets his/her card, they may use photo identification, such as a driver's license.
- Most items checked out of a UHLS library may be returned to any UHLS library. Exceptions: Museum passes, interlibrary loan items from outside of the UHLS library system, and specialty items such as fishing poles and cake pans must be returned to the library they are borrowed from.
- There is no limit on the amount of materials which may be borrowed.
- A signed permission slip is required to pick up holds for friends and family members. You must have the library card of the patron whose holds you are picking up.
- Cards are delinquent when \$10.00 or more in lost materials, damages or fines have accumulated on your card.
- The person issued the card is responsible for reporting it lost or stolen.
- Replacement cards may be issued for \$1.00.
- You are responsible for all materials charged to your library card.

Card Holder Responsibilities

- Unpaid fines or overdue material result in a delinquent borrower status. Delinquent borrowers forfeit their borrowing privileges until items are returned. Cards are delinquent when \$10.00 or more in lost materials, damages or fines have accumulated on your card.
- An outdoor book drop is available 24 hours a day. Materials placed in the drop when the library is closed will be cleared the next business day.
- Borrowers are responsible for the replacement cost of materials which become lost or damaged while out on loan.
- Patrons can be notified by an automated email or phone message when their requests are in.

- The library should be informed of any change in name, address, or telephone number as soon as possible.

Collection Rules

Loan Periods and Fines

- Overdue fines are not charged for items **checked out at CPL**, regardless of what library owns the item, where the item is returned, or through which UHLS library the patron has a library card.
- CPL patrons are responsible for overdue fines for any items they check out at other libraries within the Upper Hudson Library System (UHLS). Fines may be paid at any UHLS library (including CPL) or online through the patron's library account.
- When an item is significantly overdue, it will be considered lost and a replacement fee will appear on the patron's account. Once the item is returned, the replacement fee will be removed, no overdue fines will be charged, and the patron may resume borrowing items.

28 Days

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

14 Days

- New adult fiction and nonfiction books
- DVDs
- Wifi hotspots
- Magazines
- Fishing Poles
- Metal Detectors
- Home Energy Loss Detectors

7 Days

- New DVDs
- Cake and Cookie Pans and Baking Accessories

3 Days

- Museum Passes

Renewals

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

Lost Items

- Patrons must pay a replacement fee for any item that is lost or significantly damaged.
- When an item is too long overdue, it will be considered lost and a replacement fee will appear on the patron's account. Once the item is returned, the replacement fee will be removed, no overdue fines will be charged, and the patron may resume borrowing items.
- The thresholds when borrowed items are considered "lost" are as follows:
 - Books, audiobooks, music CDs, and DVDs (except new DVDs) – 31 days after due date
 - New DVDs – 14 days after due date
 - Specialty items (cake pans, fishing poles, etc.) – 14 days after due date
 - Museum passes – 6 days after due date
 - Wifi hotspots – 6 days after due date
- CPL accepts checks and cash for payments of fines and for lost CPL items. Patrons may also pay for fines and lost items with a credit card online through their library account.
- CPL will only accept checks for lost items from other UHLS libraries. Checks must be made out to the library that owns the lost items.
- All checks returned for insufficient funds will be charged a \$25.00 administration fee.

Approved: May 19, 2014
Updated: December 17, 2018

Castleton Public Library Board of Trustees Meeting

Monday, December 16, 2019 Minutes

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

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

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

Public Comment: None

Old Business: Library programs were discussed. The 2019 revised budget was reviewed. Treasurer Hans motioned to approve the 2019 revised budget. Vice President Griffin seconded. Unanimously approved. The 2020 budget was reviewed. Treasurer Hans motioned to approve the 2020 budget. Seconded by Vice President Griffin. Unanimously approved. The 2020 staff pay rates were reviewed. Treasurer Hans motioned to approve the 2020 staff pay rates. Seconded by Trustee Mitchum. Unanimously approved.

New Business: The board discussed the slate of officers for 2020. The slate of officers proposed is S. Mitchum as President; J. Griffin as Vice President; M. Aitken as Secretary; and N. Hans as Treasurer. Treasurer Hans motioned to approve the slate of officers. Seconded by Vice President Griffin. Unanimously approved. The UHLAN agreement was reviewed. Treasurer Hans motioned to approve the UHLAN agreement. Seconded by Trustee Mitchum. Unanimously approved. Trustee Knaack agreed to act as a third check signer. The board agreed to the 2020 meeting dates.

President's Report: None.

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

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

Director's Report: Director Tacke presented her monthly report for November 2019. She also discussed her participation on a panel for the fine free experience.

Friends Report: None.

Committee Reports: None.

Announcements: None.

Executive Session: None.

The meeting was adjourned upon motion by Vice President Griffin and seconded by Trustee Mitchum at 7:45 pm.

The Castleton Public Library
Check Detail
December 2019

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-----------------|---------------|------------|-------------|-----------------------------------|-------------|-----------------|
| Bill Pmt -Check | DEBIT | 12/02/2019 | Facebook | 200.2 · Citizens Checking Account | | -5.00 |
| Bill | 2540773669... | 12/03/2019 | | 7410.4D · Programs | -5.00 | 5.00 |
| TOTAL | | | | | -5.00 | 5.00 |
| Bill Pmt -Check | DEBIT | 12/04/2019 | Jo-Ann | 200.2 · Citizens Checking Account | | -58.54 |
| Bill | | 12/04/2019 | | 7410.4D · Programs | -58.54 | 58.54 |
| TOTAL | | | | | -58.54 | 58.54 |
| Bill Pmt -Check | DEBIT | 12/05/2019 | Wal-Mart | 200.2 · Citizens Checking Account | | -267.66 |
| Bill | | 12/05/2019 | | 7410.4D · Programs | -267.66 | 267.66 |
| TOTAL | | | | | -267.66 | 267.66 |
| Bill Pmt -Check | DEBIT | 12/05/2019 | Amazon LLC | 200.2 · Citizens Checking Account | | -12.93 |
| Bill | 1143316245... | 12/05/2019 | | 7410.4D · Programs | -12.93 | 12.93 |
| TOTAL | | | | | -12.93 | 12.93 |
| Bill Pmt -Check | DEBIT | 12/05/2019 | Amazon LLC | 200.2 · Citizens Checking Account | | -54.40 |
| Bill | 1148383650... | 12/05/2019 | | 74104B1 · DVDs & Other Materials | -54.40 | 54.40 |
| TOTAL | | | | | -54.40 | 54.40 |
| Bill Pmt -Check | DEBIT | 12/06/2019 | Amazon LLC | 200.2 · Citizens Checking Account | | -86.41 |
| Bill | 1148473990... | 12/06/2019 | | 7410.4D · Programs | -86.41 | 86.41 |
| TOTAL | | | | | -86.41 | 86.41 |
| Bill Pmt -Check | DEBIT | 12/09/2019 | Amazon LLC | 200.2 · Citizens Checking Account | | -15.91 |
| Bill | 1146997209... | 12/09/2019 | | 74104B1 · DVDs & Other Materials | -15.91 | 15.91 |
| TOTAL | | | | | -15.91 | 15.91 |
| Bill Pmt -Check | DEBIT | 12/10/2019 | Amazon LLC | 200.2 · Citizens Checking Account | | -52.88 |
| Bill | 1146997209... | 12/10/2019 | | 74104B1 · DVDs & Other Materials | -52.88 | 52.88 |
| TOTAL | | | | | -52.88 | 52.88 |
| Bill Pmt -Check | DEBIT | 12/14/2019 | Dollar Tree | 200.2 · Citizens Checking Account | | -6.00 |
| Bill | | 12/14/2019 | | 7410.4D · Programs | -6.00 | 6.00 |
| TOTAL | | | | | -6.00 | 6.00 |
| Bill Pmt -Check | DEBIT | 12/17/2019 | Amazon LLC | 200.2 · Citizens Checking Account | | -86.83 |
| Bill | 1146997209... | 12/17/2019 | | 74104B1 · DVDs & Other Materials | -86.83 | 86.83 |
| TOTAL | | | | | -86.83 | 86.83 |

The Castleton Public Library
Check Detail
December 2019

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-----------------|---------------|------------|------------------------|---|------------------|-----------------|
| Bill Pmt -Check | DEBIT | 12/18/2019 | Aldi | 200.2 · Citizens Checking Account | | -79.17 |
| Bill | | 12/18/2019 | | 7410.4D · Programs | -79.17 | 79.17 |
| TOTAL | | | | | -79.17 | 79.17 |
| Bill Pmt -Check | DEBIT | 12/18/2019 | Amazon LLC | 200.2 · Citizens Checking Account | | -52.80 |
| Bill | 1144953207... | 12/18/2019 | | 74104B1 · DVDs & Other Materials | -52.80 | 52.80 |
| TOTAL | | | | | -52.80 | 52.80 |
| Bill Pmt -Check | DEBIT | 12/19/2019 | USPS | 200.2 · Citizens Checking Account | | -58.90 |
| Bill | | 12/19/2019 | | 7410.4G · Postage 7410.4D · Programs | -55.00 -3.90 | 55.00 3.90 |
| TOTAL | | | | | -58.90 | 58.90 |
| Bill Pmt -Check | DEBIT | 12/19/2019 | Amazon LLC | 200.2 · Citizens Checking Account | | -99.34 |
| Bill | 1147123058... | 12/19/2019 | | 7410.4D · Programs | -99.34 | 99.34 |
| TOTAL | | | | | -99.34 | 99.34 |
| Bill Pmt -Check | DEBIT | 12/19/2019 | Amazon LLC | 200.2 · Citizens Checking Account | | -139.99 |
| Bill | 1146312755... | 12/19/2019 | | 7410.4D · Programs | -139.99 | 139.99 |
| TOTAL | | | | | -139.99 | 139.99 |
| Bill Pmt -Check | DEBIT | 12/19/2019 | Amazon LLC | 200.2 · Citizens Checking Account | | -88.20 |
| Bill | 1147649221... | 12/19/2019 | | 7410.4D · Programs 7410.4C · Equipment/Technology | -58.42 -29.78 | 58.42 29.78 |
| TOTAL | | | | | -88.20 | 88.20 |
| Bill Pmt -Check | DEBIT | 12/28/2019 | Wal-Mart | 200.2 · Citizens Checking Account | | -47.21 |
| Bill | | 12/28/2019 | | 7410.4D · Programs 7410.4F · Office and Library Supplies | -22.62 -24.59 | 22.62 24.59 |
| TOTAL | | | | | -47.21 | 47.21 |
| Bill Pmt -Check | 2584 | 12/03/2019 | T-Mobile | 200.2 · Citizens Checking Account | | -29.86 |
| Bill | | 11/23/2019 | | 7410.4C · Equipment/Technology | -29.86 | 29.86 |
| TOTAL | | | | | -29.86 | 29.86 |
| Bill Pmt -Check | 2585 | 12/03/2019 | Village of Castleto... | 200.2 · Citizens Checking Account | | -609.78 |
| Bill | 84216 | 12/03/2019 | | 9060.8 · Health Insurance | -609.78 | 609.78 |
| TOTAL | | | | | -609.78 | 609.78 |

The Castleton Public Library
Check Detail

December 2019

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-----------------|----------------|------------|------------------------|-----------------------------------|-------------|-----------------|
| Bill Pmt -Check | 2586 | 12/03/2019 | Village of Castleto... | 200.2 · Citizens Checking Account | | -4,007.53 |
| Bill | 84215 | 12/03/2019 | | 7410.1A · Gross wages - Director | -1,864.41 | 1,864.41 |
| | | | | 7410.1B · Gross wages - Librarian | -766.50 | 766.50 |
| | | | | 7410.1C · Gross wages - Assistant | -1,097.81 | 1,097.81 |
| | | | | 9030.8 · Social Security/Medicare | -278.81 | 278.81 |
| TOTAL | | | | | -4,007.53 | 4,007.53 |
| Bill Pmt -Check | 2587 | 12/03/2019 | UHLS | 200.2 · Citizens Checking Account | | -2,797.95 |
| Bill | 19-446 | 11/25/2019 | | 7410.4C · Equipment/Technology | -2,797.95 | 2,797.95 |
| TOTAL | | | | | -2,797.95 | 2,797.95 |
| Bill Pmt -Check | 2588 | 12/03/2019 | Village of Castleto... | 200.2 · Citizens Checking Account | | -202.79 |
| Bill | 84217 | 12/03/2019 | | 9040.8 · Workers Comp | -202.79 | 202.79 |
| TOTAL | | | | | -202.79 | 202.79 |
| Bill Pmt -Check | 2589 | 12/04/2019 | U.S. Bank | 200.2 · Citizens Checking Account | | -136.40 |
| Bill | 400807897 | 11/25/2019 | | 7410.4C · Equipment/Technology | -136.40 | 136.40 |
| TOTAL | | | | | -136.40 | 136.40 |
| Bill Pmt -Check | 2590 | 12/14/2019 | Recorded Books, ... | 200.2 · Citizens Checking Account | | -67.00 |
| Bill | 76574285 & ... | 12/09/2019 | | 74104B4 · Audiobooks | -67.00 | 67.00 |
| TOTAL | | | | | -67.00 | 67.00 |
| Bill Pmt -Check | 2591 | 12/23/2019 | Time Warner Cable | 200.2 · Citizens Checking Account | | -94.90 |
| Bill | 8688574011... | 12/11/2019 | | 7410.4H · Telephone/Data Links | -94.90 | 94.90 |
| TOTAL | | | | | -94.90 | 94.90 |
| Bill Pmt -Check | 2592 | 12/16/2019 | Wellness North, L... | 200.2 · Citizens Checking Account | | -50.00 |
| Bill | | 12/16/2019 | | 7410.4D · Programs | -50.00 | 50.00 |
| TOTAL | | | | | -50.00 | 50.00 |
| Bill Pmt -Check | 2593 | 12/16/2019 | Village of Castleto... | 200.2 · Citizens Checking Account | | -609.78 |
| Bill | 84221 | 12/16/2019 | | 9060.8 · Health Insurance | -609.78 | 609.78 |
| TOTAL | | | | | -609.78 | 609.78 |
| Bill Pmt -Check | 2594 | 12/16/2019 | Village of Castleto... | 200.2 · Citizens Checking Account | | -3,136.50 |
| Bill | 84220 | 12/16/2019 | | 7410.1A · Gross wages - Director | -1,864.41 | 1,864.41 |
| | | | | 7410.1B · Gross wages - Librarian | -488.19 | 488.19 |
| | | | | 7410.1C · Gross wages - Assistant | -566.99 | 566.99 |
| | | | | 9030.8 · Social Security/Medicare | -216.91 | 216.91 |
| TOTAL | | | | | -3,136.50 | 3,136.50 |

The Castleton Public Library
Check Detail
December 2019

| Type | Num | Date | Name | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|------------------------|------------------------------------|-------------|-----------------|
| Bill Pmt -Check | 2595 | 12/28/2019 | UHLS | 200.2 · Citizens Checking Account | | -31.20 |
| Bill | 19-473 | 12/28/2019 | | 74104B5 · Magazines and Newspapers | -31.20 | 31.20 |
| TOTAL | | | | | -31.20 | 31.20 |
| Bill Pmt -Check | 2596 | 12/30/2019 | Brodart | 200.2 · Citizens Checking Account | | -451.62 |
| Bill | MULTIPLE | 12/30/2019 | | 74104B3 · Print Materials | -451.62 | 451.62 |
| TOTAL | | | | | -451.62 | 451.62 |
| Bill Pmt -Check | 2597 | 12/30/2019 | Village of Castleto... | 200.2 · Citizens Checking Account | | -120.75 |
| Bill | 84222 | 12/23/2019 | | 9055.8 · Disability | -120.75 | 120.75 |
| TOTAL | | | | | -120.75 | 120.75 |
| Bill Pmt -Check | 2598 | 12/30/2019 | Village of Castleto... | 200.2 · Citizens Checking Account | | -4,489.31 |
| Bill | 84223 | 12/23/2019 | | 7410.1A · Gross wages - Director | -1,864.41 | 1,864.41 |
| | | | | 7410.1B · Gross wages - Librarian | -698.06 | 698.06 |
| | | | | 7410.1C · Gross wages - Assistant | -1,613.79 | 1,613.79 |
| | | | | 9030.8 · Social Security/Medicare | -313.05 | 313.05 |
| TOTAL | | | | | -4,489.31 | 4,489.31 |
| Bill Pmt -Check | 2599 | 12/30/2019 | Village of Castleto... | 200.2 · Citizens Checking Account | | -5,122.08 |
| Bill | 84224 | 12/27/2019 | | 9010.8 · NYS Retirement | -5,122.08 | 5,122.08 |
| TOTAL | | | | | -5,122.08 | 5,122.08 |

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 12/31/2019

| | <u>Dec 31, 19</u> |
|-----------------------------------|--------------------------|
| Beginning Balance | 118,932.65 |
| Cleared Transactions | |
| Checks and Payments - 2 items | -18,000.00 |
| Deposits and Credits - 4 items | 424.37 |
| Total Cleared Transactions | <u>-17,575.63</u> |
| Cleared Balance | <u><u>101,357.02</u></u> |
| Register Balance as of 12/31/2019 | 101,357.02 |
| Ending Balance | 101,357.02 |

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The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 12/31/2019

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|-----|------|-----|-------------------|-------------------|
| Beginning Balance | | | | | | 118,932.65 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 2 items | | | | | | |
| Transfer | 12/16/2019 | | | X | -5,000.00 | -5,000.00 |
| Transfer | 12/30/2019 | | | X | -13,000.00 | -18,000.00 |
| Total Checks and Payments | | | | | -18,000.00 | -18,000.00 |
| Deposits and Credits - 4 items | | | | | | |
| Deposit | 12/03/2019 | | | X | 186.68 | 186.68 |
| Deposit | 12/11/2019 | | | X | 180.05 | 366.73 |
| Deposit | 12/30/2019 | | | X | 55.67 | 422.40 |
| Deposit | 12/31/2019 | | | X | 1.97 | 424.37 |
| Total Deposits and Credits | | | | | 424.37 | 424.37 |
| Total Cleared Transactions | | | | | -17,575.63 | -17,575.63 |
| Cleared Balance | | | | | -17,575.63 | 101,357.02 |
| Register Balance as of 12/31/2019 | | | | | -17,575.63 | 101,357.02 |
| Ending Balance | | | | | -17,575.63 | 101,357.02 |

The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 12/31/2019

| | <u>Dec 31, 19</u> |
|-----------------------------------|-------------------------|
| Beginning Balance | 18,581.93 |
| Cleared Transactions | |
| Checks and Payments - 30 items | -13,141.66 |
| Deposits and Credits - 2 items | 18,000.00 |
| | <u>4,858.34</u> |
| Total Cleared Transactions | |
| Cleared Balance | <u><u>23,440.27</u></u> |
| Uncleared Transactions | |
| Checks and Payments - 5 items | -10,214.96 |
| | <u>-10,214.96</u> |
| Total Uncleared Transactions | |
| Register Balance as of 12/31/2019 | <u><u>13,225.31</u></u> |
| Ending Balance | 13,225.31 |

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The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 12/31/2019

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|-------|-------------------------|-----|------------|------------|
| Beginning Balance | | | | | | 18,581.93 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 30 items | | | | | | |
| Bill Pmt -Check | 07/10/2019 | 2517 | Dyken Pond Enviro... | X | -85.00 | -85.00 |
| Bill Pmt -Check | 11/25/2019 | 2583 | Times Union | X | -102.00 | -187.00 |
| Bill Pmt -Check | 12/02/2019 | DEBIT | Facebook | X | -5.00 | -192.00 |
| Bill Pmt -Check | 12/03/2019 | 2586 | Village of Castleton... | X | -4,007.53 | -4,199.53 |
| Bill Pmt -Check | 12/03/2019 | 2587 | UHLS | X | -2,797.95 | -6,997.48 |
| Bill Pmt -Check | 12/03/2019 | 2585 | Village of Castleton... | X | -609.78 | -7,607.26 |
| Bill Pmt -Check | 12/03/2019 | 2588 | Village of Castleton... | X | -202.79 | -7,810.05 |
| Bill Pmt -Check | 12/03/2019 | 2584 | T-Mobile | X | -29.86 | -7,839.91 |
| Bill Pmt -Check | 12/04/2019 | 2589 | U.S. Bank | X | -136.40 | -7,976.31 |
| Bill Pmt -Check | 12/04/2019 | DEBIT | Jo-Ann | X | -58.54 | -8,034.85 |
| Bill Pmt -Check | 12/05/2019 | DEBIT | Wal-Mart | X | -267.66 | -8,302.51 |
| Bill Pmt -Check | 12/05/2019 | DEBIT | Amazon LLC | X | -54.40 | -8,356.91 |
| Bill Pmt -Check | 12/05/2019 | DEBIT | Amazon LLC | X | -12.93 | -8,369.84 |
| Bill Pmt -Check | 12/06/2019 | DEBIT | Amazon LLC | X | -86.41 | -8,456.25 |
| Bill Pmt -Check | 12/09/2019 | DEBIT | Amazon LLC | X | -15.91 | -8,472.16 |
| Bill Pmt -Check | 12/10/2019 | DEBIT | Amazon LLC | X | -52.88 | -8,525.04 |
| Bill Pmt -Check | 12/14/2019 | 2590 | Recorded Books, L... | X | -67.00 | -8,592.04 |
| Bill Pmt -Check | 12/14/2019 | DEBIT | Dollar Tree | X | -6.00 | -8,598.04 |
| Bill Pmt -Check | 12/16/2019 | 2594 | Village of Castleton... | X | -3,136.50 | -11,734.54 |
| Bill Pmt -Check | 12/16/2019 | 2593 | Village of Castleton... | X | -609.78 | -12,344.32 |
| Bill Pmt -Check | 12/16/2019 | 2592 | Wellness North, LLC | X | -50.00 | -12,394.32 |
| Bill Pmt -Check | 12/17/2019 | DEBIT | Amazon LLC | X | -86.83 | -12,481.15 |
| Bill Pmt -Check | 12/18/2019 | DEBIT | Aldi | X | -79.17 | -12,560.32 |
| Bill Pmt -Check | 12/18/2019 | DEBIT | Amazon LLC | X | -52.80 | -12,613.12 |
| Bill Pmt -Check | 12/19/2019 | DEBIT | Amazon LLC | X | -139.99 | -12,753.11 |
| Bill Pmt -Check | 12/19/2019 | DEBIT | Amazon LLC | X | -99.34 | -12,852.45 |
| Bill Pmt -Check | 12/19/2019 | DEBIT | Amazon LLC | X | -88.20 | -12,940.65 |
| Bill Pmt -Check | 12/19/2019 | DEBIT | USPS | X | -58.90 | -12,999.55 |
| Bill Pmt -Check | 12/23/2019 | 2591 | Time Warner Cable | X | -94.90 | -13,094.45 |
| Bill Pmt -Check | 12/28/2019 | DEBIT | Wal-Mart | X | -47.21 | -13,141.66 |
| Total Checks and Payments | | | | | -13,141.66 | -13,141.66 |
| Deposits and Credits - 2 items | | | | | | |
| Transfer | 12/16/2019 | | | X | 5,000.00 | 5,000.00 |
| Transfer | 12/30/2019 | | | X | 13,000.00 | 18,000.00 |
| Total Deposits and Credits | | | | | 18,000.00 | 18,000.00 |
| Total Cleared Transactions | | | | | 4,858.34 | 4,858.34 |
| Cleared Balance | | | | | 4,858.34 | 23,440.27 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 5 items | | | | | | |
| Bill Pmt -Check | 12/28/2019 | 2595 | UHLS | | -31.20 | -31.20 |
| Bill Pmt -Check | 12/30/2019 | 2599 | Village of Castleton... | | -5,122.08 | -5,153.28 |
| Bill Pmt -Check | 12/30/2019 | 2598 | Village of Castleton... | | -4,489.31 | -9,642.59 |
| Bill Pmt -Check | 12/30/2019 | 2596 | Brodart | | -451.62 | -10,094.21 |

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The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 12/31/2019

| Type | Date | Num | Name | Clr | Amount | Balance |
|-----------------------------------|------------|------|-------------------------|-----|------------|------------|
| Bill Pmt -Check | 12/30/2019 | 2597 | Village of Castleton... | | -120.75 | -10,214.96 |
| Total Checks and Payments | | | | | -10,214.96 | -10,214.96 |
| Total Uncleared Transactions | | | | | -10,214.96 | -10,214.96 |
| Register Balance as of 12/31/2019 | | | | | -5,356.62 | 13,225.31 |
| Ending Balance | | | | | -5,356.62 | 13,225.31 |

The Castleton Public Library

Profit & Loss

December 2019

| | Dec 19 |
|---|------------|
| Ordinary Income/Expense | |
| Income | |
| 2082 · Library Charges | |
| 2082.1 · Library Fines & Fees | |
| 2082.11 · Fines | 11.00 |
| 2082.13 · Copies, Prints and Faxes | 84.93 |
| 2082.14 · Register Overage/Shortage | 0.00 |
| Total 2082.1 · Library Fines & Fees | 95.93 |
| Total 2082 · Library Charges | 95.93 |
| 2401 · Interest & Earnings | 1.97 |
| 2705 · Gifts & Donations | 184.47 |
| 2760 · Library System Grants | |
| 2760.1 · LLSA and ERATE (UHLS) | 142.00 |
| Total 2760 · Library System Grants | 142.00 |
| Total Income | 424.37 |
| Gross Profit | 424.37 |
| Expense | |
| 7410.1 · Personal Services | |
| 7410.11 · Employee Gross Wages | |
| 7410.1A · Gross wages - Director | 5,593.23 |
| 7410.1B · Gross wages - Librarian | 1,952.75 |
| 7410.1C · Gross wages - Assistant | 3,278.59 |
| Total 7410.11 · Employee Gross Wages | 10,824.57 |
| Total 7410.1 · Personal Services | 10,824.57 |
| 7410.4 · Contractual Expenses | |
| 7410.4B · Library Materials | |
| 74104B5 · Magazines and Newspapers | 31.20 |
| 74104B4 · Audiobooks | 67.00 |
| 74104B3 · Print Materials | 451.62 |
| 74104B1 · DVDs & Other Materials | 262.82 |
| Total 7410.4B · Library Materials | 812.64 |
| 7410.4C · Equipment/Technology | 29.78 |
| 7410.4D · Programs | 889.98 |
| 7410.41 · Operations and Administrative | |
| 7410.4G · Postage | 55.00 |
| 7410.4H · Telephone/Data Links | 94.90 |
| 7410.4F · Office and Library Supplies | 24.59 |
| Total 7410.41 · Operations and Administrative | 174.49 |
| Total 7410.4 · Contractual Expenses | 1,906.89 |
| 9000 · Employee - Benefits | |
| 9010.8 · NYS Retirement | 5,122.08 |
| 9030.8 · Social Security/Medicare | 808.77 |
| 9040.8 · Workers Comp | 202.79 |
| 9055.8 · Disability | 120.75 |
| 9060.8 · Health Insurance | 1,219.56 |
| Total 9000 · Employee - Benefits | 7,473.95 |
| Total Expense | 20,205.41 |
| Net Ordinary Income | -19,781.04 |
| Net Income | -19,781.04 |

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

| | Jan - Dec 19 | Budget | \$ Over Budget | % of Budget |
|---|--------------|------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 2082 · Library Charges | | | | |
| 2082.1 · Library Fines & Fees | | | | |
| 2082.11 · Fines | 151.64 | 140.00 | 11.64 | 108.3% |
| 2082.12 · Lost Books | 187.88 | 187.00 | 0.88 | 100.5% |
| 2082.13 · Copies, Prints and Faxes | 814.18 | 786.00 | 28.18 | 103.6% |
| 2082.14 · Register Overage/Shortage | -0.55 | 0.00 | -0.55 | 100.0% |
| Total 2082.1 · Library Fines & Fees | 1,153.15 | 1,113.00 | 40.15 | 103.6% |
| Total 2082 · Library Charges | 1,153.15 | 1,113.00 | 40.15 | 103.6% |
| 2360 · Intergovernmental Revenues | | | | |
| 2360.1 · Town of Schodack | 130,410.00 | 130,410.00 | 0.00 | 100.0% |
| 2360.2 · Village of Castleton | 14,000.00 | 14,000.00 | 0.00 | 100.0% |
| 2360.3 · Rensselaer County | 3,325.00 | 3,325.00 | 0.00 | 100.0% |
| Total 2360 · Intergovernmental Revenues | 147,735.00 | 147,735.00 | 0.00 | 100.0% |
| 2401 · Interest & Earnings | 29.86 | 29.00 | 0.86 | 103.0% |
| 2705 · Gifts & Donations | | | | |
| 2705.1 · Friend's SRP | 1,000.00 | 1,000.00 | 0.00 | 100.0% |
| 2705 · Gifts & Donations - Other | 6,101.22 | 6,090.00 | 11.22 | 100.2% |
| Total 2705 · Gifts & Donations | 7,101.22 | 7,090.00 | 11.22 | 100.2% |
| 2760 · Library System Grants | | | | |
| 2760.3 · Grants - Library Renovation | 19,332.00 | 19,332.00 | 0.00 | 100.0% |
| 2760.1 · LLSA and ERATE (UHLS) | 1,419.00 | 1,417.00 | 2.00 | 100.1% |
| 2760.9 · Grants - Other | 4,450.00 | 4,450.00 | 0.00 | 100.0% |
| Total 2760 · Library System Grants | 25,201.00 | 25,199.00 | 2.00 | 100.0% |
| 599 · Appropriated Fund Balance | 0.00 | 19,259.00 | -19,259.00 | 0.0% |
| Total Income | 181,220.23 | 200,425.00 | -19,204.77 | 90.4% |
| Gross Profit | 181,220.23 | 200,425.00 | -19,204.77 | 90.4% |
| Expense | | | | |
| 7410.1 · Personal Services | | | | |
| 7410.11 · Employee Gross Wages | | | | |
| 7410.1A · Gross wages - Director | 48,438.82 | 48,450.00 | -11.18 | 100.0% |
| 7410.1B · Gross wages - Librarian | 18,875.70 | 18,980.00 | -104.30 | 99.5% |
| 7410.1C · Gross wages - Assistant | 34,497.10 | 34,370.00 | 127.10 | 100.4% |
| Total 7410.11 · Employee Gross Wages | 101,811.62 | 101,800.00 | 11.62 | 100.0% |
| Total 7410.1 · Personal Services | 101,811.62 | 101,800.00 | 11.62 | 100.0% |
| 7410.2 · Equipment & Capital Outlay | | | | |
| 7410.2A · Renovation of Library Space | 38,516.14 | 38,517.00 | -0.86 | 100.0% |
| Total 7410.2 · Equipment & Capital Outlay | 38,516.14 | 38,517.00 | -0.86 | 100.0% |
| 7410.4 · Contractual Expenses | | | | |
| 7410.4B · Library Materials | | | | |
| 74104B6 · Museum Passes | 1,575.00 | 1,575.00 | 0.00 | 100.0% |
| 74104B5 · Magazines and Newspapers | 1,084.43 | 1,090.00 | -5.57 | 99.5% |
| 74104B4 · Audiobooks | 476.96 | 480.00 | -3.04 | 99.4% |
| 74104B3 · Print Materials | 8,835.26 | 8,840.00 | -4.74 | 99.9% |
| 74104B2 · Electronic Content | 3,259.66 | 3,260.00 | -0.34 | 100.0% |
| 74104B1 · DVDs & Other Materials | 2,143.31 | 2,151.00 | -7.69 | 99.6% |
| 7410.4B · Library Materials - Other | 128.52 | 130.00 | -1.48 | 98.9% |
| Total 7410.4B · Library Materials | 17,503.14 | 17,526.00 | -22.86 | 99.9% |
| 7410.4C · Equipment/Technology | 5,061.80 | 5,200.00 | -138.20 | 97.3% |
| 7410.4D · Programs | | | | |
| 74104D1 · Summer Reading Program | 3,572.21 | 3,573.00 | -0.79 | 100.0% |
| 7410.4D · Programs - Other | 1,926.18 | 1,927.00 | -0.82 | 100.0% |
| Total 7410.4D · Programs | 5,498.39 | 5,500.00 | -1.61 | 100.0% |

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

| | Jan - Dec 19 | Budget | \$ Over Budget | % of Budget |
|---|--------------|------------|----------------|-------------|
| 7410.41 · Operations and Administrative | | | | |
| 7410.4A · Staff Development/Edu | 640.59 | 641.00 | -0.41 | 99.9% |
| 7410.4E · Automated Services | 3,653.00 | 3,653.00 | 0.00 | 100.0% |
| 7410.4G · Postage | 302.17 | 310.00 | -7.83 | 97.5% |
| 7410.4H · Telephone/Data Links | 1,105.00 | 1,105.00 | 0.00 | 100.0% |
| 7410.4I · Insurance | 2,321.05 | 2,322.00 | -0.95 | 100.0% |
| 7410.4F · Office and Library Supplies | 1,399.36 | 1,400.00 | -0.64 | 100.0% |
| 7410.4J · Professional Services | 420.00 | 900.00 | -480.00 | 46.7% |
| Total 7410.41 · Operations and Administrative | 9,841.17 | 10,331.00 | -489.83 | 95.3% |
| 7410.4K · Miscellaneous | 74.07 | 75.00 | -0.93 | 98.8% |
| Total 7410.4 · Contractual Expenses | 37,978.57 | 38,632.00 | -653.43 | 98.3% |
| 9000 · Employee - Benefits | | | | |
| 9010.8 · NYS Retirement | 5,122.08 | 5,125.00 | -2.92 | 99.9% |
| 9030.8 · Social Security/Medicare | 7,650.85 | 7,700.00 | -49.15 | 99.4% |
| 9040.8 · Workers Comp | 777.26 | 778.00 | -0.74 | 99.9% |
| 9055.8 · Disability | 552.00 | 555.00 | -3.00 | 99.5% |
| 9060.8 · Health Insurance | | | | |
| 9060.81 · HRA Funding | 366.07 | 367.00 | -0.93 | 99.7% |
| 9060.8 · Health Insurance - Other | 6,951.00 | 6,951.00 | 0.00 | 100.0% |
| Total 9060.8 · Health Insurance | 7,317.07 | 7,318.00 | -0.93 | 100.0% |
| Total 9000 · Employee - Benefits | 21,419.26 | 21,476.00 | -56.74 | 99.7% |
| Total Expense | 199,725.59 | 200,425.00 | -699.41 | 99.7% |
| Net Ordinary Income | -18,505.36 | 0.00 | -18,505.36 | 100.0% |
| Net Income | -18,505.36 | 0.00 | -18,505.36 | 100.0% |

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through December 2019

| | Jan - Dec 19 | Forecast | \$ Over Forecast | % of Forecast |
|---|--------------|------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 2082 · Library Charges | | | | |
| 2082.1 · Library Fines & Fees | | | | |
| 2082.11 · Fines | 151.64 | 1,333.83 | -1,182.19 | 11.4% |
| 2082.12 · Lost Books | 187.88 | | | |
| 2082.13 · Copies, Prints and Faxes | 814.18 | 879.18 | -65.00 | 92.6% |
| 2082.14 · Register Overage/Shortage | -0.55 | -0.63 | 0.08 | 87.3% |
| Total 2082.1 · Library Fines & Fees | 1,153.15 | 2,212.38 | -1,059.23 | 52.1% |
| Total 2082 · Library Charges | 1,153.15 | 2,212.38 | -1,059.23 | 52.1% |
| 2360 · Intergovernmental Revenues | | | | |
| 2360.1 · Town of Schodack | 130,410.00 | 113,400.00 | 17,010.00 | 115.0% |
| 2360.2 · Village of Castleton | 14,000.00 | 13,000.00 | 1,000.00 | 107.7% |
| 2360.3 · Rensselaer County | 3,325.00 | 3,325.00 | 0.00 | 100.0% |
| Total 2360 · Intergovernmental Revenues | 147,735.00 | 129,725.00 | 18,010.00 | 113.9% |
| 2401 · Interest & Earnings | 29.86 | 33.52 | -3.66 | 89.1% |
| 2705 · Gifts & Donations | | | | |
| 2705.1 · Friend's SRP | 1,000.00 | 1,000.00 | 0.00 | 100.0% |
| 2705 · Gifts & Donations - Other | 6,101.22 | 3,895.26 | 2,205.96 | 156.6% |
| Total 2705 · Gifts & Donations | 7,101.22 | 4,895.26 | 2,205.96 | 145.1% |
| 2760 · Library System Grants | | | | |
| 2760.3 · Grants - Library Renovation | 19,332.00 | | | |
| 2760.1 · LLSA and ERATE (UHLS) | 1,419.00 | 1,417.80 | 1.20 | 100.1% |
| 2760.9 · Grants - Other | 4,450.00 | 750.00 | 3,700.00 | 593.3% |
| Total 2760 · Library System Grants | 25,201.00 | 2,167.80 | 23,033.20 | 1,162.5% |
| Total Income | 181,220.23 | 139,033.96 | 42,186.27 | 130.3% |
| Gross Profit | 181,220.23 | 139,033.96 | 42,186.27 | 130.3% |
| Expense | | | | |
| 7410.1 · Personal Services | | | | |
| 7410.11 · Employee Gross Wages | | | | |
| 7410.1A · Gross wages - Director | 48,438.82 | 46,610.72 | 1,828.10 | 103.9% |
| 7410.1B · Gross wages - Librarian | 18,875.70 | 16,785.61 | 2,090.09 | 112.5% |
| 7410.1C · Gross wages - Assistant | 34,497.10 | 31,673.58 | 2,823.52 | 108.9% |
| Total 7410.11 · Employee Gross Wages | 101,811.62 | 95,069.91 | 6,741.71 | 107.1% |
| Total 7410.1 · Personal Services | 101,811.62 | 95,069.91 | 6,741.71 | 107.1% |
| 7410.2 · Equipment & Capital Outlay | | | | |
| 7410.2A · Renovation of Library Space | 38,516.14 | | | |
| Total 7410.2 · Equipment & Capital Outlay | 38,516.14 | | | |
| 7410.4 · Contractual Expenses | | | | |
| 7410.4B · Library Materials | | | | |
| 7410.4B6 · Museum Passes | 1,575.00 | 1,300.00 | 275.00 | 121.2% |
| 7410.4B5 · Magazines and Newspapers | 1,084.43 | 1,015.05 | 69.38 | 106.8% |
| 7410.4B4 · Audiobooks | 476.96 | 682.77 | -205.81 | 69.9% |
| 7410.4B3 · Print Materials | 8,835.26 | 7,133.52 | 1,701.74 | 123.9% |
| 7410.4B2 · Electronic Content | 3,259.66 | 1,384.78 | 1,874.88 | 235.4% |
| 7410.4B1 · DVDs & Other Materials | 2,143.31 | 2,004.15 | 139.16 | 106.9% |
| 7410.4B · Library Materials - Other | 128.52 | 106.92 | 21.60 | 120.2% |
| Total 7410.4B · Library Materials | 17,503.14 | 13,627.19 | 3,875.95 | 128.4% |
| 7410.4C · Equipment/Technology | 5,061.80 | 2,374.91 | 2,686.89 | 213.1% |
| 7410.4D · Programs | | | | |
| 7410.4D1 · Summer Reading Program | 3,572.21 | 2,641.66 | 930.55 | 135.2% |
| 7410.4D · Programs - Other | 1,926.18 | 1,930.27 | -4.09 | 99.8% |
| Total 7410.4D · Programs | 5,498.39 | 4,571.93 | 926.46 | 120.3% |
| 7410.41 · Operations and Administrative | | | | |
| 7410.4A · Staff Development/Edu | 640.59 | 863.87 | -243.28 | 72.5% |
| 7410.4E · Automated Services | 3,653.00 | 3,275.00 | 378.00 | 111.5% |
| 7410.4G · Postage | 302.17 | 174.23 | 127.94 | 173.4% |
| 7410.4H · Telephone/Data Links | 1,105.00 | 1,039.93 | 65.07 | 106.3% |
| 7410.4I · Insurance | 2,321.05 | 2,004.98 | 316.07 | 115.8% |
| 7410.4F · Office and Library Supplies | 1,399.36 | 1,428.43 | -29.07 | 98.0% |
| 7410.4J · Professional Services | 420.00 | 820.00 | -400.00 | 51.2% |
| Total 7410.41 · Operations and Administrative | 9,841.17 | 9,626.44 | 214.73 | 102.2% |
| 7410.4K · Miscellaneous | 74.07 | 20.00 | 54.07 | 370.4% |
| Total 7410.4 · Contractual Expenses | 37,978.57 | 30,220.47 | 7,758.10 | 125.7% |
| 9000 · Employee - Benefits | | | | |
| 9010.8 · NYS Retirement | 5,122.08 | 4,132.11 | 989.97 | 124.0% |
| 9030.8 · Social Security/Medicare | 7,650.85 | 7,220.84 | 430.01 | 106.0% |
| 9040.8 · Workers Comp | 777.26 | 403.63 | 373.63 | 192.6% |
| 9055.8 · Disability | 552.00 | 260.80 | 291.20 | 211.7% |

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through December 2019

| | Jan - Dec 19 | Forecast | \$ Over Forecast | % of Forecast |
|-----------------------------------|--------------|------------|------------------|---------------|
| 9060.8 - Health Insurance | | | | |
| 9060.81 - HRA Funding | 366.07 | | | |
| 9060.8 - Health Insurance - Other | 6,951.00 | 6,035.92 | 915.08 | 115.2% |
| Total 9060.8 - Health Insurance | 7,317.07 | 6,035.92 | 1,281.15 | 121.2% |
| Total 9000 - Employee - Benefits | 21,419.26 | 18,053.30 | 3,365.96 | 118.6% |
| Total Expense | 199,725.59 | 143,343.68 | 56,381.91 | 139.3% |
| Net Ordinary Income | -18,505.36 | -4,309.72 | -14,195.64 | 429.4% |
| Net Income | -18,505.36 | -4,309.72 | -14,195.64 | 429.4% |

The Castleton Public Library

Balance Sheet

As of December 31, 2019

| | Dec 31, 19 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 200.1 · Citizens Money Market | 101,357.02 |
| 200.2 · Citizens Checking Account | 13,225.31 |
| 200.9 · Petty Cash | 50.00 |
| Total Checking/Savings | 114,632.33 |
| Other Current Assets | |
| 395 · Deposits with Other Government | 3,500.00 |
| Total Other Current Assets | 3,500.00 |
| Total Current Assets | 118,132.33 |
| TOTAL ASSETS | 118,132.33 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 600 · Accounts Payable | -0.02 |
| Total Accounts Payable | -0.02 |
| Total Current Liabilities | -0.02 |
| Total Liabilities | -0.02 |
| Equity | |
| 914 · Assigned Appropriated Fund Bal | 5,073.00 |
| 917 · Unassigned Fund Balance | 131,564.71 |
| Net Income | -18,505.36 |
| Total Equity | 118,132.35 |
| TOTAL LIABILITIES & EQUITY | 118,132.33 |

Director's Report – December 2019

2019 at CPL – Comparative Statistics

| Visitation* | | | | |
|-------------|--------|--------|--------|--------------------|
| 2016 | 2017 | 2018 | 2019 | % Change 2018-2019 |
| 12,917 | 14,168 | 14,505 | 15,570 | +7.3% |

*= Visitation numbers are estimated by recording a daily visit tally for one month (October) and extrapolating for the year.

| Library Card Holders | | | | | |
|---|--------------|--------------|--------------|--------------|--------------------|
| | 2016 | 2017 | 2018 | 2019 | % Change 2018-2019 |
| Card Holders Residing Within Village of Castleton | 556 | 567 | 551 | 540 | -2% |
| Card Holders Residing Outside of Village of Castleton | 609 | 621 | 659 | 721 | +9.4% |
| Total | 1,165 | 1,188 | 1,210 | 1,261 | +4.2% |

| Items Loaned | | | | | | |
|------------------------------|---------------|---------------|---------------|---------------|-----------------------|--------------------|
| Category | 2016 | 2017 | 2018 | 2019 | % of Total 2019 Circ. | % Change 2018-2019 |
| Adult Audio | 1,348 | 1,130 | 1,012 | 980 | 3.44% | -3.2% |
| Adult Fiction | 4,449 | 3,944 | 4,172 | 4,484 | 15.76% | +7.5% |
| Adult Nonfiction | 1,601 | 2,014 | 2,277 | 2,229 | 7.83% | -2.1% |
| Adult Periodicals | 411 | 356 | 323 | 433 | 1.52% | +34.1% |
| Adult DVDs | 4,498 | 5,003 | 5,136 | 4,929 | 17.32% | -4.0% |
| Electronic | 29 | 24 | 67 | 13 | 0.05% | -80.6% |
| Juvenile Audio | 157 | 168 | 127 | 168 | 0.59% | +32.3% |
| Juvenile Fiction | 5,579 | 7,791 | 9,170 | 9,582 | 33.67% | +4.5% |
| Juvenile Nonfiction | 1,176 | 1,566 | 1,801 | 1,624 | 5.71% | -9.8% |
| Juvenile DVDs | 1,999 | 2,277 | 2,350 | 2,222 | 7.81% | -5.4% |
| Miscellaneous | 83 | 169 | 188 | 173 | 0.61% | -8.0% |
| Young Adult Audio | 16 | 19 | 14 | 20 | 0.07% | +42.9% |
| Young Adult Fiction | 490 | 772 | 1,314 | 1,207 | 4.24% | -8.1% |
| Young Adult Nonfic. | 81 | 87 | 117 | 113 | 0.40% | -3.4% |
| Unknown | 122 | 119 | 262 | 282 | 0.99% | +7.6% |
| Physical Items Loaned | 22,039 | 25,440 | 28,330 | 28,459 | -- | +0.5% |
| eContent Loans | 1,146 | 2,638* | 3,817 | 5,191 | -- | +36.0% |
| Total Items Loaned | 23,185 | 28,078 | 32,147 | 33,650 | -- | +4.7% |

* = Beginning in March 2017, OverDrive statistics began to track eContent borrowers by Patron Type rather than barcode prefix, which more accurately reflects distribution of eContent circulation across UHLS.

| Computer Use | | | | | |
|-----------------------------------|--------|--------|--------|--------|--------------------|
| | 2016 | 2017 | 2018 | 2019 | % Change 2018-2019 |
| Number of Sessions | 1,827 | 1,791 | 1,603 | 1,199 | -25.2% |
| Duration of Sessions (in minutes) | 65,398 | 74,026 | 60,583 | 40,493 | -33.2% |

| Programs | | | | | |
|---------------------------------|--------------|--------------|--------------|--------------|--------------------|
| | 2016 | 2017 | 2018 | 2019 | % Change 2018-2019 |
| Number of Programs Offered | 331 | 346 | 472 | 489 | +3.6% |
| Attendance – Children | 1,166 | 1,579 | 2,398 | 2,760 | +15.1% |
| Attendance – Teens | 178 | 161 | 336 | 331 | -1.5% |
| Attendance – Adults | 1,175 | 1,457 | 1,804 | 2,021 | +12% |
| Total Program Attendance | 2,518 | 3,195 | 4,539 | 5,112 | +12.6% |

Fine & Donation Revenue Analysis – Full Year – Includes All Donations

| Category | 2018 | 2019 | Percent Change |
|-----------------|-------------------|-------------------|----------------|
| Overdue Fines | \$1,228.42 | \$151.64 | -87.7% |
| Lost Books | \$105.41 | \$187.88 | +78.2% |
| Donation Box | N/A | \$557.65 | N/A |
| Other Donations | \$4,895.26 | \$5,543.57 | +13.2% |
| Total | \$6,229.09 | \$6,440.74 | +3.4% |

Fine & Donation Revenue Analysis – Full Year – Includes “Regular” Donations Only

| Category | 2018 | 2019 | Percent Change |
|------------------|-------------------|-------------------|----------------|
| Overdue Fines | \$1,228.42 | \$151.64 | -87.7% |
| Lost Books | \$105.41 | \$187.88 | +78.2% |
| Donation Box | N/A | \$557.65 | N/A |
| Other Donations* | \$580.03 | \$413.57 | -28.7% |
| Total | \$1,913.86 | \$1,310.74 | -31.5% |

*Does not include “special” donations (i.e. donation in honor of an anniversary), Friends of CPL funding, or Summer Reading Program donation funding.

Snapshot – Number of Items in “Billed” Status

| Due Date Year | 1/3/2019 Snapshot | 1/2/2020 Snapshot | Update for Billed Items in 1/3/19 Snapshot, as of 1/2/20: 2 – Billed charge waived (.09%) 5 – Paid for by patron (2.2%) 26 – Returned to library (11.7%) 35 – Item deleted (15.7%) 155 – Remain in “Billed” status (69.8%) |
|--------------------|-------------------|-------------------|--|
| 2012 | 16 (7.2%) | 0 (0%) | |
| 2013 | 8 (3.6%) | 0 (0%) | |
| 2014 | 3 (1.3%) | 0 (0%) | |
| 2015 | 19 (8.5%) | 16 (5.4%) | |
| 2016 | 65 (29.2%) | 62 (21.3%) | |
| 2017 | 29 (13%) | 25 (8.5%) | |
| 2018 | 82 (36.9%) | 53 (18.2%) | |
| 2019 | 0 | 132 (45.3%) | |
| Total Items | 222 | 291 | |

December 2019 – Usage Statistics in Comparison

| | December 2019 | December 2018 | Percent Change |
|---|---------------|---------------|----------------|
| Circulation | | | |
| Circulation of materials at CPL | 2,115 | 2,091 | +1.1% |
| Items loaned to other libraries | 478 | 388 | +23.2% |
| Items borrowed from other libraries | 1,035 | 906 | +14.2% |
| eContent circulation | 454 | 393 | +15.5% |
| Programming | | | |
| Number of programs offered | 35 | 34 | +2.9% |
| Program attendance | 261 | 328 | -20.4% |
| Public Computer Use | | | |
| Public Computer Sessions | 47 | 135 | -65.2% |
| Marketing Reach | | | |
| Website visits | 1,072* | 11,156 | -90.4% |
| Website unique visitors | 583* | 2,548 | -77.1% |
| Email newsletter list size | 1,397 | 1,239 | +12.8% |
| Facebook page likes | 773 | 659 | +17.3% |
| Facebook total reach | 9,331 | 6,934 | +34.6% |
| * = As of 8/1/2019, Weebly changed their statistics model to more closely match Google Analytics. | | | |

Programs & Outreach – December

| | | |
|------------|-------------------------------|----|
| 12/3/2019 | Pajama Storytime | 3 |
| 12/5/2019 | Learn & Play Storytime | 4 |
| 12/5/2019 | Visit to Castleton Kids | 25 |
| 12/6/2019 | Early Literacy Playtime | 7 |
| 12/6/2019 | Bridge Club | 7 |
| 12/6/2019 | Computer Help | 1 |
| 12/9/2019 | Read to Lacey | 3 |
| 12/10/2019 | Castle Hill Bookmobile | 7 |
| 12/10/2019 | Make a Picture Frame | 7 |
| 12/10/2019 | Pajama Storytime | 12 |
| 12/12/2019 | Learn & Play Storytime | 4 |
| 12/12/2019 | Teen Time: Touchscreen Gloves | 3 |
| 12/13/2019 | Early Literacy Playtime | 4 |
| 12/13/2019 | Table @ WinterFest | 43 |
| 12/13/2019 | Family Movie Night | 6 |
| 12/14/2019 | Holiday Cookie Swap | 16 |
| 12/16/2019 | Riverside Lending Library | 9 |
| 12/16/2019 | Yoga for Stress Relief | 1 |

| | | |
|------------|-----------------------------|------------|
| 12/17/2019 | Afternoon Book Club | 0 |
| 12/17/2019 | Pajama Storytime | 0 |
| 12/19/2019 | Learn & Play Storytime | 10 |
| 12/19/2019 | Visit to Castleton Kids | 27 |
| 12/20/2019 | Early Literacy Playtime | 0 |
| 12/20/2019 | Bridge Club | 7 |
| 12/20/2019 | Computer Help | 1 |
| 12/21/2019 | Post Office Storytime | 4 |
| 12/21/2019 | Kids Cook!: No-Bake Cookies | 11 |
| 12/23/2019 | Build-It Challenge | 2 |
| 12/23/2019 | Cool Science: Marbled Paper | 5 |
| 12/26/2019 | Learn & Play Storytime | 0 |
| 12/26/2019 | Duct Tape Crafts | 7 |
| 12/27/2019 | Early Literacy Playtime | 0 |
| 12/27/2019 | New Year's Crafts | 7 |
| 12/28/2019 | Marble Run Fun | 9 |
| 12/30/2019 | Pool Noodle Unicorns | 9 |
| | Month total | 261 |

Outreach – January & February

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

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

- December 5 – Outreach visit to Castleton Kids after-school program (grades K-1)
- December 13 – Youth Services Advisory Council Meeting at UHLS
- December 19 – Visit to Maple Hill Junior-Senior High School book club
- December 19 – Outreach visit to Castleton Kids after-school program (grades K-1)

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

- December 6 – Directors Association meeting at UHLS
- December 6 – Meeting with Shane Mitchum (monthly meeting).
- December 9 – Village Board meeting
- December 10 – Bookmobile at Castle Hill senior housing
- December 13 – NYLA Developing Leaders Program – group project meeting (web-based meeting)
- December 13 – Table at COHFAM Winterfest
- December 16 – Lending Library at Riverside Center for Rehabilitation & Nursing
- December 17 – NYLA Developing Leaders Program – "Research, Data, and Assessment" (webinar).
- December 18 – Friends of CPL meeting