

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, January 18, 2021 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Election of Officers for 2022
- Committee Assignments
- 2021 Annual Report to the Community

Old Business

- Board self-evaluation
- Director evaluation
- Library word-of-mouth advertising
- Reopening process

President's Report

Secretary's Report

- Review of minutes from December 14, 2021

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn



Castleton Public Library 2021 Annual Report



24,623 Items Loaned

57% - Books & Magazines
28% - eBooks & eAudiobooks
12% - DVDs
2% - CD Audiobooks & Music
1% - Miscellaneous

2021 Honors

CPL was designated as a 2021 Star Library by Library Journal.

We also received this honor in 2020!

**4,398 People Attended
228 Library Events & Activities**

2,648 Take-Home Kits Distributed
1,336 Attended In-Person Events
414 Viewed Virtual Events



**5,180 Uses
of Library WiFi**



6,819 People Served

5,531 In-Library Visits
78 Curbside Pickup Orders
1,210 eContent Borrowers

New Events and Initiatives Established in 2021

- Walking Storytime at Schodack Island State Park
- "Drop-In Fun at the Library" Weekly Youth Activity Series
- Quarterly Craft and Tech Help Outreach Programs at Castle Hill Senior Housing

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
DIRECTOR EVALUATION FORM**

-For use by Trustees and self-evaluation by the Director

Form instructions:

- 1) Each board member should individually respond to this form.
- 2) In responding to this form, board members should refer to the board minutes, evaluations of the Director by library staff, usage statistics, program results or other information sources from the year.
- 3) Submit this form to the President for use during the annual face-to-face evaluation with the Director

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

Board of Trustee Relationship	1	2	3	4	N/A
1. Appropriate, adequate, and timely information is provided to the board.					
2. Support is provided to board committees					
3. The board is informed on the condition of the organization and all important factors influencing it					
4. The Director works collaboratively with the Board					
Totals					
Customer Service & Community Relations					
1. Level of patron satisfaction					
2. Level of customer service received by patrons					
3. Consistent application of policies that affect the public					
4. Services are communicated to the public effectively					

**CASTLETON PUBLIC LIBRARY
DIRECTOR EVALUATION FORM**

-For use by Trustees and self-evaluation by the Director

5. Working relationships and cooperative arrangements with government officials, community groups and organizations					
6. Awareness of community needs					
7. Mechanisms are in place to hear from patrons and the community-at-large					
8. Library is being marketed to the community					
Totals					
Organizational Growth	1	2	3	4	N/A
1. The director is helping the Board make progress on its long-range plan (LRP)					
2. Services to meet the goals and objectives of the LRP are carried out with staff and trustee involvement					
3. Goals and objectives are evaluated regularly					
4. Creativity and initiative are demonstrated in creating new services/programs					
5. Collection is responsive to community needs					
6. The library is responsive to changes in the community					
7. There is a working knowledge of significant developments and trends in the field					
8. Library spaces are attractive, organized, and tidy, and repairs/maintenance are arranged for on a timely basis					
Totals					

CASTLETON PUBLIC LIBRARY
DIRECTOR EVALUATION FORM

-For use by Trustees and self-evaluation by the Director

Administration and Human Resources Management	1	2	3	4	N/A
1. Work is effectively assigned, appropriate levels of freedom and authority are delegated					
2. Job descriptions are developed; regular performance evaluations are held and documented					
3. Personnel policies and state and federal regulations on workplaces and employment are effectively implemented					
4. Staff development and education is encouraged					
5. Library climate attracts, keeps, and motivates a diverse staff of top quality people					
6. Adequate control and accounting of all funds is reported to the Board consistent with sound financial practices					
7. Director is a full partner in the budget development process					
8. The library operates within budget guidelines					
9. Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.)					
10. Positive relationships with government, foundation and corporate funders are in place					
11. Positive relationships with individual donors is established					
12. Funds are disbursed in accordance with budget, contract/grant requirements and donor designations					
Totals					

**CASTLETON PUBLIC LIBRARY
DIRECTOR EVALUATION FORM**

-For use by Trustees and self-evaluation by the Director

General Feedback:

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

Please name any improvement opportunities for the Director (what should they start/stop doing):

Additional comments/concerns?

Castleton Public Library Board of Trustees Meeting

Tuesday, December 14, 2021 Minutes

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

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

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

Public Comment: None

New Business: Colin Strainge was approved by the Village of Castleton Board as a Library Trustee. The Board reviewed the letter of intent for Kate Bielawa to join the Board. A motion to recommend Kate Bielawa's appointment to the Board by the Village of Castleton Board of Trustees was given by Trustee Cartwright and seconded by Trustee Rubin. Unanimously approved. Ms. Bielawa's nomination will be forwarded to the Village Board for approval. The staff pay rates for 2022 were discussed. A motion to approve the pay rates was given by Trustee Cartwright and seconded by Trustee Rubin. Unanimously approved. The long-range plan for the Board was discussed. The current plan will expire at the end of 2021. There was a proposed extension to the current plan discussed. A motion was given to extend the current long-range plan through 2022, given by Trustee Cartwright and seconded by Trustee Rubin. Unanimously approved. The Board meeting format was discussed. Future meeting formats will be determined on a month by month basis. The January 2022 meeting will be held virtually, provided that the ability to hold public meetings virtually is extended by Gov. Hochul.

Old Business: The 2021 revised budget was reviewed due to revisions requested in the November 2021 Board meeting. A motion to re-approve the 2021 revised budget was given by Trustee Cartwright and seconded by Trustee Rubin. Unanimously approved. The 2022 budget was reviewed. A motion to approve the 2022 proposed budget was given Trustee Cartwright and seconded by Trustee Rubin. Unanimously approved. The Board discussed upcoming programming. The reopening process has had no changes made.

President's Report: None.

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

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

Director's Report: The director reviewed statistics regarding visitation and circulation. 2019 statistics were added to the current report format for comparison.

Friends Report: None.

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

Announcements: None.

Public Comment: None.

Executive Session: None.

Trustee Cartwright motioned to adjourn the meeting. Seconded by Trustee Rubin. The meeting was adjourned at 7:30 pm.

6:14 PM
01/10/22

The Castleton Public Library
Check Detail
December 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	12/07/2021	USPS	200.2 · Citizens Checking Account		-13.32
Bill		12/07/2021		7410.4G · Postage	-13.32	13.32
TOTAL					-13.32	13.32
Bill Pmt -Check	DEBIT	12/07/2021	Amazon LLC	200.2 · Citizens Checking Account		-57.88
Bill	1115236604...	12/07/2021		74104B1 · DVDs & Other Materials	-57.88	57.88
TOTAL					-57.88	57.88
Bill Pmt -Check	DEBIT	12/10/2021	Amazon LLC	200.2 · Citizens Checking Account		-75.50
Bill	1118478301...	12/09/2021		7410.4D · Programs	-75.50	75.50
TOTAL					-75.50	75.50
Bill Pmt -Check	DEBIT	12/13/2021	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1115236604...	12/13/2021		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	12/13/2021	Amazon LLC	200.2 · Citizens Checking Account		-35.74
Bill	1118244342...	12/09/2021		7410.4D · Programs	-35.74	35.74
TOTAL					-35.74	35.74
Bill Pmt -Check	DEBIT	12/14/2021	Aldi	200.2 · Citizens Checking Account		-5.55
Bill		12/14/2021		7410.4D · Programs	-5.55	5.55
TOTAL					-5.55	5.55
Bill Pmt -Check	DEBIT	12/15/2021	USPS	200.2 · Citizens Checking Account		-8.70
Bill		12/15/2021		7410.4G · Postage	-8.70	8.70
TOTAL					-8.70	8.70
Bill Pmt -Check	DEBIT	12/20/2021	Amazon LLC	200.2 · Citizens Checking Account		-27.99
Bill	1112558135...	12/20/2021		7410.4D · Programs	-27.99	27.99
TOTAL					-27.99	27.99
Bill Pmt -Check	DEBIT	12/20/2021	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1115236604...	12/20/2021		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	12/22/2021	Zoom Video Com...	200.2 · Citizens Checking Account		-12.74
Bill	INV1241954...	12/22/2021		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74

6:14 PM
01/10/22

The Castleton Public Library
Check Detail
December 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	12/28/2021	Amazon LLC	200.2 · Citizens Checking Account		-14.99
Bill	1115236604...	12/28/2021		74104B1 · DVDs & Other Materials	-14.99	14.99
TOTAL					-14.99	14.99
Bill Pmt -Check	DEBIT	12/31/2021	Facebook	200.2 · Citizens Checking Account		-14.23
Bill	4808229749...	12/31/2021		7410.4D · Programs	-14.23	14.23
TOTAL					-14.23	14.23
Bill Pmt -Check	2907	12/08/2021	Blackstone Publi...	200.2 · Citizens Checking Account		-38.95
Bill	INV2012232	12/07/2021		74104B4 · Audiobooks	-38.95	38.95
TOTAL					-38.95	38.95
Bill Pmt -Check	2908	12/14/2021	Village of Castlet...	200.2 · Citizens Checking Account		-199.73
Bill	84385	12/01/2021		9040.8 · Workers Comp	-199.73	199.73
TOTAL					-199.73	199.73
Bill Pmt -Check	2909	12/14/2021	Village of Castlet...	200.2 · Citizens Checking Account		-3,967.38
Bill	84386	12/10/2021		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,108.42 -721.44 -858.00 -279.52	2,108.42 721.44 858.00 279.52
TOTAL					-3,967.38	3,967.38
Bill Pmt -Check	2910	12/14/2021	Village of Castlet...	200.2 · Citizens Checking Account		-637.74
Bill	84383	12/01/2021		9060.8 · Health Insurance	-637.74	637.74
TOTAL					-637.74	637.74
Bill Pmt -Check	2911	12/14/2021	Village of Castlet...	200.2 · Citizens Checking Account		-637.74
Bill	84382	12/01/2021		9060.8 · Health Insurance	-637.74	637.74
TOTAL					-637.74	637.74
Bill Pmt -Check	2912	12/14/2021	OverDrive	200.2 · Citizens Checking Account		-334.49
Bill	MULTIPLE	12/09/2021		74104B2 · Electronic Content	-334.49	334.49
TOTAL					-334.49	334.49
Bill Pmt -Check	2913	12/16/2021	Repeat Business...	200.2 · Citizens Checking Account		-176.21
Bill	773442	12/15/2021		7410.4C · Equipment/Technology	-176.21	176.21
TOTAL					-176.21	176.21

6:14 PM
01/10/22

The Castleton Public Library
Check Detail

December 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2914	12/27/2021	Village of Castlet...	200.2 · Citizens Checking Account		-4,435.15
Bill	84388	12/20/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-837.47	837.47
				7410.1C · Gross wages - Assistant	-1,176.50	1,176.50
				9030.8 · Social Security/Medicare	-312.76	312.76
TOTAL					-4,435.15	4,435.15
Bill Pmt -Check	2915	12/29/2021	Brodart	200.2 · Citizens Checking Account		-504.34
Bill	MULTIPLE	12/29/2021		74104B3 · Print Materials	-504.34	504.34
TOTAL					-504.34	504.34
Bill Pmt -Check	2916	12/27/2021	UHLS	200.2 · Citizens Checking Account		-8.89
Bill	21-507	12/21/2021		7410.4C · Equipment/Technology	-8.89	8.89
TOTAL					-8.89	8.89
Bill Pmt -Check	2917	12/29/2021	Village of Castlet...	200.2 · Citizens Checking Account		-105.55
Bill	84391	12/27/2021		9055.8 · Disability	-105.55	105.55
TOTAL					-105.55	105.55
Bill Pmt -Check	2922	12/30/2021	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		12/23/2021		7410.4C · Equipment/Technology	-29.86	29.86
				7410.4B · Library Materials	-89.58	89.58
TOTAL					-119.44	119.44

6:09 PM
01/10/22

The Castleton Public Library
Reconciliation Summary
200.1 - Citizens Money Market, Period Ending 12/31/2021

	<u>Dec 31, 21</u>
Beginning Balance	121,218.68
Cleared Transactions	
Deposits and Credits - 2 items	<u>2,205.99</u>
Total Cleared Transactions	<u>2,205.99</u>
Cleared Balance	<u><u>123,424.67</u></u>
Register Balance as of 12/31/2021	123,424.67
Ending Balance	123,424.67

6:09 PM

01/10/22

The Castleton Public Library

Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 12/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						121,218.68
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	12/29/2021			X	2,203.93	2,203.93
Deposit	12/31/2021			X	2.06	2,205.99
Total Deposits and Credits					2,205.99	2,205.99
Total Cleared Transactions					2,205.99	2,205.99
Cleared Balance					2,205.99	123,424.67
Register Balance as of 12/31/2021					2,205.99	123,424.67
Ending Balance					2,205.99	123,424.67

6:14 PM
01/10/22

The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 12/31/2021

	<u>Dec 31, 21</u>
Beginning Balance	41,267.22
Cleared Transactions	
Checks and Payments - 24 items	<u>-16,437.36</u>
Total Cleared Transactions	<u>-16,437.36</u>
Cleared Balance	<u><u>24,829.86</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	<u>-233.88</u>
Total Uncleared Transactions	<u>-233.88</u>
Register Balance as of 12/31/2021	<u><u>24,595.98</u></u>
Ending Balance	24,595.98

6:14 PM

01/10/22

The Castleton Public Library

Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 12/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						41,267.22
Cleared Transactions						
Checks and Payments - 24 items						
Bill Pmt -Check	11/29/2021	2904	Village of Castleton-...	X	-4,291.13	-4,291.13
Bill Pmt -Check	11/29/2021	2905	Brodart	X	-790.50	-5,081.63
Bill Pmt -Check	11/30/2021	2906	T-Mobile	X	-119.44	-5,201.07
Bill Pmt -Check	12/07/2021	DEBIT	Amazon LLC	X	-57.88	-5,258.95
Bill Pmt -Check	12/07/2021	DEBIT	USPS	X	-13.32	-5,272.27
Bill Pmt -Check	12/08/2021	2907	Blackstone Publishing	X	-38.95	-5,311.22
Bill Pmt -Check	12/10/2021	DEBIT	Amazon LLC	X	-75.50	-5,386.72
Bill Pmt -Check	12/13/2021	DEBIT	Amazon LLC	X	-35.74	-5,422.46
Bill Pmt -Check	12/13/2021	DEBIT	Amazon LLC	X	-17.96	-5,440.42
Bill Pmt -Check	12/14/2021	2909	Village of Castleton-...	X	-3,967.38	-9,407.80
Bill Pmt -Check	12/14/2021	2910	Village of Castleton-...	X	-637.74	-10,045.54
Bill Pmt -Check	12/14/2021	2911	Village of Castleton-...	X	-637.74	-10,683.28
Bill Pmt -Check	12/14/2021	2912	OverDrive	X	-334.49	-11,017.77
Bill Pmt -Check	12/14/2021	2908	Village of Castleton-...	X	-199.73	-11,217.50
Bill Pmt -Check	12/14/2021	DEBIT	Aldi	X	-5.55	-11,223.05
Bill Pmt -Check	12/15/2021	DEBIT	USPS	X	-8.70	-11,231.75
Bill Pmt -Check	12/16/2021	2913	Repeat Business Sy...	X	-176.21	-11,407.96
Bill Pmt -Check	12/20/2021	DEBIT	Amazon LLC	X	-27.99	-11,435.95
Bill Pmt -Check	12/20/2021	DEBIT	Amazon LLC	X	-19.96	-11,455.91
Bill Pmt -Check	12/22/2021	DEBIT	Zoom Video Commu...	X	-12.74	-11,468.65
Bill Pmt -Check	12/27/2021	2914	Village of Castleton-...	X	-4,435.15	-15,903.80
Bill Pmt -Check	12/28/2021	DEBIT	Amazon LLC	X	-14.99	-15,918.79
Bill Pmt -Check	12/29/2021	2915	Brodart	X	-504.34	-16,423.13
Bill Pmt -Check	12/31/2021	DEBIT	Facebook	X	-14.23	-16,437.36
Total Checks and Payments					-16,437.36	-16,437.36
Total Cleared Transactions					-16,437.36	-16,437.36
Cleared Balance					-16,437.36	24,829.86
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	12/27/2021	2916	UHLS		-8.89	-8.89
Bill Pmt -Check	12/29/2021	2917	Village of Castleton-...		-105.55	-114.44
Bill Pmt -Check	12/30/2021	2922	T-Mobile		-119.44	-233.88
Total Checks and Payments					-233.88	-233.88
Total Uncleared Transactions					-233.88	-233.88
Register Balance as of 12/31/2021					-16,671.24	24,595.98
Ending Balance					-16,671.24	24,595.98

The Castleton Public Library

Profit & Loss

December 2021

	Dec 21
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	2.50
2082.12 · Lost Books	20.97
2082.13 · Copies, Prints and Faxes	0.00
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	23.47
Total 2082 · Library Charges	23.47
2401 · Interest & Earnings	2.06
2705 · Gifts & Donations	2,180.46
Total Income	2,205.99
Gross Profit	2,205.99
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	4,216.84
7410.1B · Gross wages - Librarian	1,558.91
7410.1C · Gross wages - Assistant	2,034.50
Total 7410.11 · Employee Gross Wages	7,810.25
Total 7410.1 · Personal Services	7,810.25
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
7410.4B4 · Audiobooks	38.95
7410.4B3 · Print Materials	504.34
7410.4B2 · Electronic Content	334.49
7410.4B1 · DVDs & Other Materials	110.79
7410.4B · Library Materials - Other	89.58
Total 7410.4B · Library Materials	1,078.15
7410.4C · Equipment/Technology	227.70
7410.4D · Programs	159.01
7410.41 · Operations and Administrative	
7410.4G · Postage	22.02
Total 7410.41 · Operations and Administrative	22.02
Total 7410.4 · Contractual Expenses	1,486.88
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	592.28
9040.8 · Workers Comp	199.73
9055.8 · Disability	105.55
9060.8 · Health Insurance	1,275.48
Total 9000 · Employee - Benefits	2,173.04
Total Expense	11,470.17
Net Ordinary Income	-9,264.18
Net Income	-9,264.18

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

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	28.76	26.00	2.76	110.6%
2082.12 · Lost Books	288.92	288.00	0.92	100.3%
2082.13 · Copies, Prints and Faxes	27.15	27.00	0.15	100.6%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	344.83	341.00	3.83	101.1%
Total 2082 · Library Charges	344.83	341.00	3.83	101.1%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	164,111.00	164,111.00	0.00	100.0%
2401 · Interest & Earnings	31.63	30.00	1.63	105.4%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	10,210.58	8,080.00	2,130.58	126.4%
Total 2705 · Gifts & Donations	11,210.58	9,080.00	2,130.58	123.5%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	1,630.80	1,765.00	-134.20	92.4%
2760.9 · Grants - Other	2,287.52	2,287.00	0.52	100.0%
Total 2760 · Library System Grants	3,918.32	4,052.00	-133.68	96.7%
599 · Appropriated Fund Balance	0.00	0.00	0.00	0.0%
Total Income	179,616.36	177,614.00	2,002.36	101.1%
Gross Profit	179,616.36	177,614.00	2,002.36	101.1%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	54,711.51	54,712.00	-0.49	100.0%
7410.1B · Gross wages - Librarian	20,881.00	20,967.00	-86.00	99.6%
7410.1C · Gross wages - Assistant	33,242.49	33,300.00	-57.51	99.8%
Total 7410.11 · Employee Gross Wages	108,835.00	108,979.00	-144.00	99.9%
Total 7410.1 · Personal Services	108,835.00	108,979.00	-144.00	99.9%
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	1,630.00	1,630.00	0.00	100.0%
74104B5 · Magazines and Newspapers	376.97	380.00	-3.03	99.2%
74104B4 · Audiobooks	382.01	385.00	-2.99	99.2%
74104B3 · Print Materials	7,837.48	8,015.00	-177.52	97.8%
74104B2 · Electronic Content	5,779.68	5,782.00	-2.32	100.0%
74104B1 · DVDs & Other Materials	1,434.06	1,470.00	-35.94	97.6%
7410.4B · Library Materials - Other	1,193.96	1,195.00	-1.04	99.9%
Total 7410.4B · Library Materials	18,634.16	18,857.00	-222.84	98.8%
7410.4C · Equipment/Technology	3,213.99	3,500.00	-286.01	91.8%
7410.4D · Programs				

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

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
74104D1 · Summer Reading Program	3,016.46	3,020.00	-3.54	99.9%
7410.4D · Programs - Other	2,635.31	2,657.00	-21.69	99.2%
Total 7410.4D · Programs	5,651.77	5,677.00	-25.23	99.6%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	318.50	320.00	-1.50	99.5%
7410.4E · Automated Services	3,912.36	3,913.00	-0.64	100.0%
7410.4G · Postage	156.14	206.00	-49.86	75.8%
7410.4H · Telephone/Data Links	1,070.28	1,175.00	-104.72	91.1%
7410.4I · Insurance	2,422.89	2,423.00	-0.11	100.0%
7410.4F · Office and Library Supplies	810.25	811.00	-0.75	99.9%
7410.4J · Professional Services	420.00	420.00	0.00	100.0%
Total 7410.41 · Operations and Administrati...	9,110.42	9,268.00	-157.58	98.3%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	15.00	15.00	0.00	100.0%
Total 7410.4K · Miscellaneous	15.00	15.00	0.00	100.0%
Total 7410.4 · Contractual Expenses	36,625.34	37,317.00	-691.66	98.1%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,700.00	-5,700.00	0.0%
9030.8 · Social Security/Medicare	8,261.74	8,300.00	-38.26	99.5%
9040.8 · Workers Comp	529.15	730.00	-200.85	72.5%
9055.8 · Disability	467.80	483.00	-15.20	96.9%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	0.00	0.00	0.0%
9060.8 · Health Insurance - Other	7,901.88	7,902.00	-0.12	100.0%
Total 9060.8 · Health Insurance	7,901.88	7,902.00	-0.12	100.0%
Total 9000 · Employee - Benefits	17,160.57	23,115.00	-5,954.43	74.2%
Total Expense	162,620.91	169,411.00	-6,790.09	96.0%
Net Ordinary Income	16,995.45	8,203.00	8,792.45	207.2%
Net Income	16,995.45	8,203.00	8,792.45	207.2%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through December 2021

	Jan - Dec 21	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	28.76	13.02	15.74	220.9%
2082.12 · Lost Books	288.92	111.01	177.91	260.3%
2082.13 · Copies, Prints and Faxes	27.15	134.40	-107.25	20.2%
2082.14 · Register Overage/Shortage	0.00	-0.10	0.10	0.0%
Total 2082.1 · Library Fines & Fees	344.83	258.33	86.50	133.5%
Total 2082 · Library Charges	344.83	258.33	86.50	133.5%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	164,111.00	164,111.00	0.00	100.0%
2401 · Interest & Earnings	31.63	30.55	1.08	103.5%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	10,210.58	7,956.41	2,254.17	128.3%
Total 2705 · Gifts & Donations	11,210.58	8,956.41	2,254.17	125.2%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	1,630.80	995.00	635.80	163.9%
2760.9 · Grants - Other	2,287.52	1,100.00	1,187.52	208.0%
Total 2760 · Library System Grants	3,918.32	2,095.00	1,823.32	187.0%
Total Income	179,616.36	175,451.29	4,165.07	102.4%
Gross Profit	179,616.36	175,451.29	4,165.07	102.4%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	54,711.51	51,632.97	3,078.54	106.0%
7410.1B · Gross wages - Librarian	20,881.00	20,150.13	730.87	103.6%
7410.1C · Gross wages - Assistant	33,242.49	26,696.87	6,545.62	124.5%
Total 7410.11 · Employee Gross Wages	108,835.00	98,479.97	10,355.03	110.5%
Total 7410.1 · Personal Services	108,835.00	98,479.97	10,355.03	110.5%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	1,630.00	825.00	805.00	197.6%
7410.4B5 · Magazines and Newspapers	376.97	609.18	-232.21	61.9%
7410.4B4 · Audiobooks	382.01	239.98	142.03	159.2%
7410.4B3 · Print Materials	7,837.48	7,798.33	39.15	100.5%
7410.4B2 · Electronic Content	5,779.68	7,195.34	-1,415.66	80.3%
7410.4B1 · DVDs & Other Materials	1,434.06	1,279.52	154.54	112.1%
7410.4B · Library Materials - Other	1,193.96	1,048.46	145.50	113.9%
Total 7410.4B · Library Materials	18,634.16	18,995.81	-361.65	98.1%
7410.4C · Equipment/Technology	3,213.99	3,109.87	104.12	103.3%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	3,016.46	2,684.19	332.27	112.4%
7410.4D · Programs - Other	2,635.31	2,471.20	164.11	106.6%
Total 7410.4D · Programs	5,651.77	5,155.39	496.38	109.6%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	318.50	387.45	-68.95	82.2%
7410.4E · Automated Services	3,912.36	3,726.08	186.28	105.0%
7410.4G · Postage	156.14	147.47	8.67	105.9%
7410.4H · Telephone/Data Links	1,070.28	1,129.08	-58.80	94.8%
7410.4I · Insurance	2,422.89	2,347.41	75.48	103.2%
7410.4F · Office and Library Supplies	810.25	2,090.35	-1,280.10	38.8%
7410.4J · Professional Services	420.00	300.00	120.00	140.0%
Total 7410.41 · Operations and Administrative	9,110.42	10,127.84	-1,017.42	90.0%
7410.4K · Miscellaneous	15.00	10.00	5.00	150.0%
Total 7410.4 · Contractual Expenses	36,625.34	37,398.91	-773.57	97.9%

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Accrual Basis

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through December 2021

	Jan - Dec 21	Forecast	\$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,518.60	-5,518.60	0.0%
9030.8 · Social Security/Medicare	8,261.74	7,408.22	853.52	111.5%
9040.8 · Workers Comp	529.15	474.10	55.05	111.6%
9055.8 · Disability	467.80	494.50	-26.70	94.6%
9060.8 · Health Insurance	7,901.88	7,734.12	167.76	102.2%
Total 9000 · Employee - Benefits	17,160.57	21,629.54	-4,468.97	79.3%
Total Expense	162,620.91	157,508.42	5,112.49	103.2%
Net Ordinary Income	16,995.45	17,942.87	-947.42	94.7%
Net Income	16,995.45	17,942.87	-947.42	94.7%

The Castleton Public Library
Balance Sheet
As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	123,424.67
200.2 · Citizens Checking Account	24,595.98
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>148,070.65</u>
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	<u>5,000.00</u>
Total Current Assets	<u>153,070.65</u>
TOTAL ASSETS	<u><u>153,070.65</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	<u>-0.02</u>
Total Current Liabilities	<u>-0.02</u>
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	131,002.22
Net Income	16,995.45
Total Equity	<u>153,070.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>153,070.65</u></u>

2021 at CPL – Comparative Statistics

Visitation

Visitation is customarily estimated by recording a daily visit tally for one month (October) and extrapolating for the year.

2018	2019	2020	2021	% Change 2020 vs. 2021	% Change 2019 vs. 2021
14,505	15,570	3,439*	5,609**	+63.1%	-64%

*= Visitation number for 2020 includes estimated visits for January-March 14 (based on checkouts by distinct borrowers, event attendance, and public computer use sessions) and actual counts of in-library visits and curbside pickups for June-December. There are no visitation counts from 3/16/20-5/31/20, when CPL did not offer any in-person services.

**= Visitation number for 2021 is an actual count of in-library visits and curbside pickups for the year.

Library Card Holders

	2018	2019	2020	2021	% Change 2020 vs. 2021	% Change 2019 vs. 2021
Card Holders Residing Within Village of Castleton	551	540	614	615	+0.2%	+13.9%
Card Holders Residing Outside Village of Castleton	659	721	802	836	+4.2%	+16%
Total	1,210	1,261	1,416	1,451	+2.5%	+15.1%

Items Loaned

Category	2018	2019	2020	2021	% of Total 2021 Loans	% Change 2020 vs. 2021	% Change 2019 vs. 2021
Adult Audio	1,012	980	365	367	1.49%	+0.5%	-62.6%
Adult Fiction	4,172	4,484	2,390	3,439	13.97%	+43.9%	-23.3%
Adult Nonfiction	2,277	2,229	1,274	1,774	7.2%	+39.2%	-20.4%
Adult Periodicals	323	433	260	295	1.2%	+13.5%	-31.9%
Adult DVDs	5,136	4,929	2,783	2,280	9.26%	-18.1%	-53.7%
Electronic	67	13	7	5	0.02%	-28.6%	-61.5%
Juvenile Audio	127	168	51	40	0.16%	-21.6%	-76.2%
Juvenile Fiction	9,170	9,582	4,480	6,866	27.88%	+53.3%	-28.3%
Juvenile Nonfiction	1,801	1,624	1,108	1,052	4.27%	-5.1%	-35.2%
Juvenile DVDs	2,350	2,222	882	808	3.28%	-8.4%	-63.6%
Miscellaneous	188	173	77	123	0.5%	+59.7%	-28.9%
Young Adult Audio	14	20	11	4	.02%	-63.6%	-80%
Young Adult Fiction	1,314	1,207	631	585	2.38%	-7.3%	-51.5%
Young Adult Nonfiction	117	113	45	64	0.26%	+42.2%	-43.4%
Unknown	262	282	83	109	0.44%	+31.3%	-61.3%
Physical Items Loaned	28,330	28,459	14,447	17,811	72.33%	+23.3%	-37.4%
eContent Loans	3,817	5,191	8,555	6,812	27.67%	-20.4%	+31.2%
Total Items Loaned	32,147	33,650	23,002	24,623		+7%	-26.8%

Computer and Wifi Use

	2018	2019	2020	2021	% Change 2020 vs. 2021	% Change 2019 vs. 2021
Public Computer Sessions	1,603	1,199	144*	62**	-56.9%	-94.8%
Duration of PC Sessions (in mins.)	60,583	40,493	3,964*	N/A	N/A	N/A
WiFi Use – Daily Unique Users	NO DATA	3,381	3,461	5,180	+49.7%	+53.2%
WiFi Use – GB of Use	NO DATA	45.32	39.97	46.39	+16.1%	+2.4%
Hotspot Use	N/A	N/A	175.51 GB	396.01 GB	+125.6%	N/A

* = Public computers were only available from 1/2/2020-3/14/2020, due to COVID-19 restrictions for the remainder of 2020.

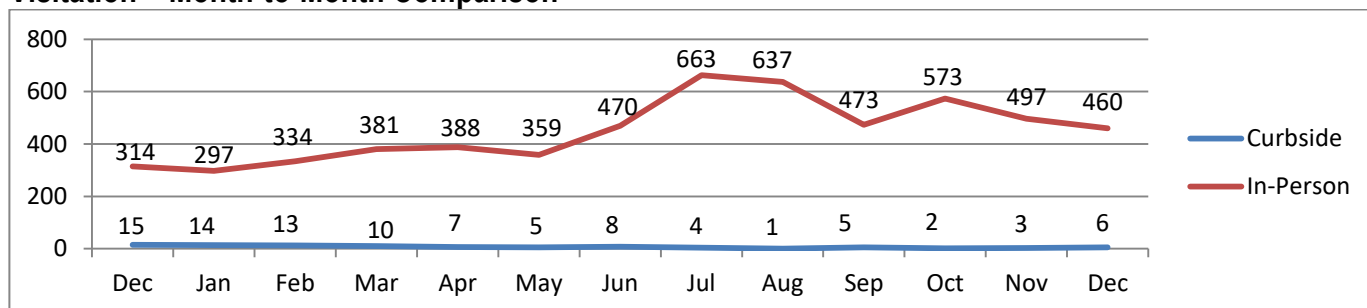
** = A public computer station was only available starting 5/3/2021, due to COVID-19 restrictions for part of 2021. The number of computer stations was also reduced from 4 stations to 1 station.

Programs						
	2018	2019	2020	2021	% Change 2020 vs. 2021	% Change 2019 vs. 2021
Number of Programs Offered	472	489	227	228	0.4%	-53.4%
In-Person Attendance – Kids*	2,398	2,760	611	519	-15.1%	-81.2%
In-Person Attendance – Teens*	336	331	111	107	-3.6%	-67.7%
In-Person Attendance – Adults*	1,804	2,021	654	710	+8.6%	-64.9%
Prerecorded Virtual Attendance	N/A	N/A	1,214	414	-65.9%	N/A
Take-Home Kits Distributed**	N/A	N/A	1,615	2,648	+64%	N/A
Total Program Attendance	4,539	5,112	4,199	4,398	+4.7%	-14%
* = In-person attendance numbers also include attendance at live virtual programs.						
** = Age breakdown of participants is not available for prerecorded virtual program attendance and take-home kits.						

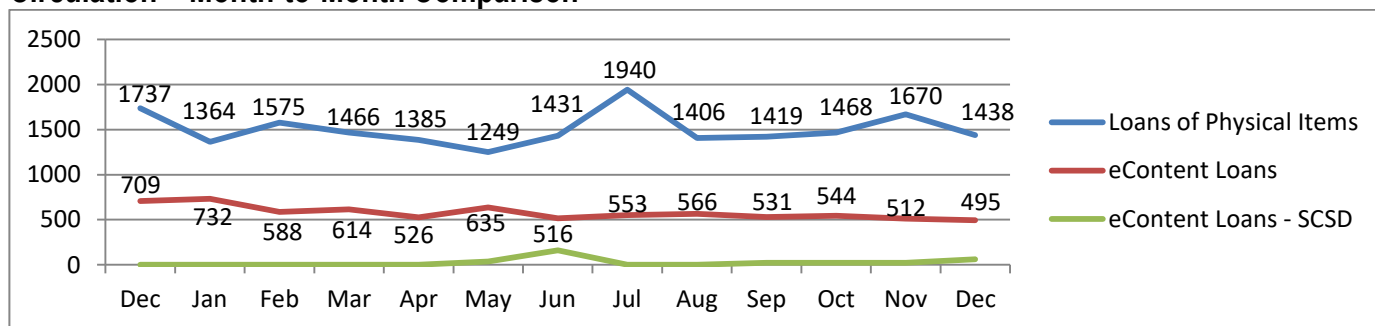
December 2021 – Usage Statistics in Comparison

	Dec. 2021	Dec. 2020	% Change, 2021 vs. 2020	Dec. 2019	% Change, 2021 vs. 2019
Circulation					
Circulation of materials at CPL	1,438	1,737	-17.2%	2,115	-32%
Items loaned to other libraries	289	547	-47.2%	478	-39.5%
Items borrowed from other libraries	749	939	-20.2%	1,035	-27.6%
eContent circulation	495	709	-30.2%	454	+9%
Programming					
Number of programs offered	20	16	+25%	35	-42.9%
Program attendance – in-person	171	5	+3,320%	261	-34.5%
Program attendance – live virtual	0	0	0%	N/A	N/A
Program attendance – kits and prerecorded virtual*	273	510	-46.5%	N/A	N/A
Total program attendance	444	515	-13.8%	261	+70.1%
Public Computer Use					
Public Computer Sessions	8	0	N/A	47	-83%
WiFi Use - daily unique users	534 (3.4 GB)	294 (3.2 GB)	+81.6%	386 (2.2 GB)	+38.3%
WiFi Hotspot Use	10.51 GB	48 GB	-78.1%	N/A	N/A
Marketing Reach					
Website visits	979	873	+12.1%	1,072	-8.7%
Website unique visitors	551	497	+10.9%	583	-5.5%
Email newsletter list size	1,471	1,414	+4%	1,397	+5.3%
Facebook page likes	923	862	+7.1%	773	+19.4%
Facebook total reach	27,802	4,532	+513.5%	9,331	198%
* = The number of kits distributed through 11/30 is used for the attendance number.					
** = Public computer stations were not reintroduced at CPL until 5/3/21.					

Visitation – Month-to-Month Comparison



Circulation – Month-to-Month Comparison



Programs – December

12/1/2021	Cool Science at Home: Frozen Oobleck	95
12/1/2021	Take & Make Craft: Snowflakes	120
12/1/2021	Drop-In: Paper Mosaic Art	18
12/2/2021	Walking Storytime @SISP	14
12/3/2021	Bridge Club	6
12/5/2021	Holidays on the Hudson	80
12/6/2021	Winter Break Fun Pack	58
12/6/2021	Drop-In: Snowflake Art	4
12/6/2021	After Dinner Book Club	4
12/9/2021	Walking Storytime @SISP	3

12/13/2021	Drop-in: Build with Keva Planks	3
12/14/2021	Castle Hill Bookmobile	6
12/15/2021	Afternoon Book Club	4
12/15/2021	Teen Time: DIY Spa	1
12/16/2021	Walking Storytime @SISP	7
12/17/2021	Bridge Club	7
12/20/2021	Drop-in: Magazine Collage	7
12/23/2021	Walking Storytime @SISP	0
12/27/2021	Drop-in: Create a Chain Reaction	0
12/30/2021	Walking Storytime @SISP	7
Dec. Total		444

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

- December 2 – Collaborative Summer Library Program's Summer Symposium (4-hour series of live webinars)

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

- December 1 – Participated in focus group for racial equity training menu for regional libraries
- December 3 – Directors Association meeting (online meeting)
- December 13 – Village Board meeting
- December 14 – Bookmobile at Castle Hill senior housing
- December 15 – Friends of CPL meeting



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

Weekly Events



Walking Storytime at Schodack Island State Park

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

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

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



Drop-In Fun at the Library: Suncatchers

Stop in anytime from January 3 through January 8

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



Drop-In Fun at the Library: Snap Circuits

Stop in anytime from January 10 through January 15

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



Drop-In Fun at the Library: Kaleidoscopes

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

Come make your own homemade kaleidoscope!



Drop-In Fun at the Library: Marble Run

Stop in anytime from January 24 through January 29

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



Drop-In Fun at the Library: Emoji Faces

Stop in anytime from January 31 through February 5

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

Other Events and Take-Home Kits



Cool Science at Home Kit: Film Canister Rocket

Pick up anytime from November 29 through December 30

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



Take & Make Craft Kit: Crafting Bonanza

Pick up anytime from January 3 through January 29

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



Introduction to American Sign Language Course

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

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



After Dinner Book Club

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

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

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



Teen Time: Duct Tape Crafts

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

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



Bridge Club

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

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



CPL Board of Trustees Meeting

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

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



Afternoon Book Club

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

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

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



Friends of the Library

Friends of CPL Meeting

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

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



Bridge Club

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

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



Take Your Child to the Library Day

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

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



After Dinner Book Club

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

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

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



Friends of CPL Bottle & Can Drive

This fundraiser is ongoing!

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

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

Visit Area Museums for Free with Our Museum Passes!

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

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

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



Castleton Public Library

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

www.castletonpubliclibrary.org

www.facebook.com/castletonpubliclibrary

Library Hours:

Monday-Wednesday – 12:00-8:00 p.m.

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

Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed



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

Weekly Events



Walking Storytime at Schodack Island State Park

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

Thursdays at 10:30 a.m. -- February 3, 10, 17, 24.

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



Drop-In Fun at the Library: Emoji Faces

Stop in anytime through February 5

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



Drop-In Fun at the Library: Valentine's Day Cards

Stop in anytime from February 7 through February 12

Valentine's Day is almost here! Make a card for someone you love.



Drop-In Fun at the Library: Build with Wooden Blocks

Stop in anytime from February 14 through February 19

Stop by and build structures with our wooden blocks.



Drop-In Fun at the Library: Robots & Monsters!

Stop in anytime from February 22 through February 26 (closed Feb. 21)

Make your own exciting robot or monster out of a tin can or paper tube!



Drop-In Fun at the Library: Legomania

Stop in anytime from February 28 through March 5

We'll have lots of Legos out for this week-long build-a-thon!

Other Events and Take-Home Kits



Cool Science at Home Kit: Growing Gummy Bears

Pick up anytime through February 26

Learn about osmosis by leaving gummy bears in water overnight. How big will your bears grow?



Take & Make Craft Kit: Valentine Crafts

Pick up anytime through February 26

Celebrate love and friendship with Valentine's Day themed crafts!



Winter Break Fun Pack

Pick up anytime through February 26

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



After Dinner Book Club



Afternoon Book Club



Take Your Child to the Library Day

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

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

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

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

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

Teen Time: Love Rocks

Wednesday, February 9, 4:00 p.m.

Want to make a unique Valentine's Day craft? Teens in 6th-12th grades are invited to the library to paint "love rocks." Love rocks make a great gift for a friend or Valentine's Day decoration at home!

Bridge Club

Friday, February 11, 10:30 a.m.

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

Afternoon Book Club – *Wintering: The Power of Rest and Retreat in Difficult Times* by Katherine May

Wednesday, February 16, 1:00 p.m.

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

Friends of CPL Meeting

Wednesday, February 16, 5:30 p.m.

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

CPL Board of Trustees Meeting

Tuesday, February 22, 7:00 p.m.

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

Bridge Club

Friday, February 25, 10:30 a.m.

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

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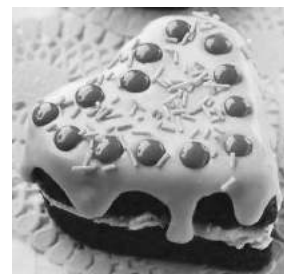
When you take in your bottles/cans, let them know you're donating to Friends of Castleton Public Lib.

Baking for Valentine's Day? Check out our specialty Cake Pans!

Did you know that you can use your library card to borrow holiday-themed and other specialty cake pans, cookie cutters, and other baking accessories?

Pans are loaned for 7 days and must be returned at CPL.

For more information, visit the library or give us a call at 518-732-0879.



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